

WEST HANTS REGIONAL MUNICIPALITY
Council Meeting Agenda - Amended
November 9, 2021 - 6:00 p.m.
Virtual via Zoom
(also FB Livestream)

Agenda is subject to change due to additions that may not be able to be reflected until after the meeting.



1. Call to Order
2. Attendance
3. Announcements
4. Approval of the Agenda, including additions or deletions
 - a) Dashboard Action Items – Information Log
 - b) Dashboard Action Items – Dangerous/Unsightly

Additions: Under Agenda item 11(a)(xii) – Civic Address By-Law
11(a) (xiii) – In-camera 13(b)

Deletions: Under Agenda item 14 New Business (a) Audit Committee Meeting – Verbal Update
5. Declaration(s) of Conflict of Interest
6. Approval of Previous Meeting Minutes
 - a) 2021-09-28 Council Meeting Minutes
 - b) 2021-09-28 Public Hearing Minutes – 101 Three Mile Plains Cross Rd, PID# 45197456 Dev. Agreement (closing)
 - c) 2021-09-28 Public Hearings 20 Empire Lane, PID# 45055746 Dev Agreement (closing)
 - d) 2021-09-28 Public Hearings 233 Grey & abutting lot, PID# 45354965 Dev Agreement (closing)
 - e) 2021-09-28 Public Hearings Payzant Dr PID #s 45358314, 45366986, 45055167, 45276441, 45190493, and 45364775 Windsor Land Use By-law Amendment: Reduced lot specification requirements (opening)
7. Public Hearings
 - a) Farm Markets - Windsor Land Use By-Law Amendment (closing)
 - b) Hwy 14, Vaughan, PID 45288750 - West Hants Land Use By-law Map Amendment (closing)
 - c) Payzant Drive, PID45358314, 45366986, 45055167, 45276441, 45190493 and 45364775 WLUB Amendment: Reduced Lot Specification Requirements (closing)
8. Second Readings (related to Item #7 public hearings)
 - a) Farm Markets - Windsor Land Use By-Law Amendment (closing)
 - b) Hwy 14, Vaughan, PID #45288750 - West Hants Land Use By-law Map Amendment (closing)
 - c) Payzant Drive, PID #45358314, 45366986, 45055167, 45276441, 45190493 and 45364775 -

WLUB Amendment: Reduced Lot Specification Requirements (closing)

9. Unfinished Business/Postponed Motions
 - a) Former Textile Mill Dangerous or Unsightly updates (standing item)
 - b) Cunnabel Creek – Portable Pump - Verbal Update - Information
 - c) VREN LOC Update – Mayor Zebian -Verbal Update
10. Mayor’s Report
11. Committee(s) of Council Excerpts/Recommendations
 - a) Committee of the Whole Excerpts (October 12, 2021)
 - i. Accessibility Advisory Committee Resident Appointment- Recommendation Report
 - ii. Bramber New Horizons Hall – Decision Request
 - iii. Cunnabel Creek - Recommendation Report
 - iv. Financial Updates – Recommendation from Council
 - v. July 27 Report to Append July 27 Agenda Package – Decision Request
 - vi. MCCAP Committee Resident Appointment - Recommendation Report
 - vii. Parkland Divestment- Recommendation Report
 - viii. Payzant Drive -Recommendation Report
 - ix. Public Right to Know – FOIPOP -Recommendation Report
 - x. Windsor Water Storage Expansion – Recommendation Report
 - xi. WWTP Mill Lakes Upgrades – Recommendation Report
 - b) Audit Committee Excerpts
12. Councillor Municipal Business/Activity Reports
13. Correspondence
 - a) Information
 - i. Avon Causeway Activity Log
 1. Current Correspondence as of October 20, 2021
 - b) Requests (for discussion) – None
 - c) Outgoing (as it relates to Motions of Council to other Provincial agencies/depts) - None
14. New Business
15. In-Camera
 - (a) Land Matter 22 MGA (2)(a)
 - (b) Land Matter 22 MGA (2)(a)
16. Next Meeting Date / Adjournment

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List)
July 23, 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>
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)	COTW	M	2020-05-12			CAO/Fin
Asset Mgmt (Strategic Sustainability) - Strategic Sustainability Plan is needed	COTW	D	2020-05-12	On-going until approx. Oct. 2022		PW
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
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	2021-05 (Mr. Salter has advised this isn't immediate)		CAO
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 2021-07		PW/Comm. Dev
Diversity & Inclusion Committee (from Meeting & Committee Procedural Policy Amendments) - Advertise for Committee members and mobilize the committee	COTW	M	2020-10-13	2021-05 (also with Rad Consulting Engagement Sessions)		Comm Dev
Burning Permit/Outdoor Fires - Staff review existing Fire-related by-laws	COTW	D	2022-02	2021-09 Council		CAO/Fire Chiefs

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In-Camera (b) - MGA 22(2)(a) - Acquisition, sale, lease and security of Mun property - Land Sale - proceed with next steps/presentation	COTW	D	2021-11-10	2021-01		CAO
Panuke Rd Event - Event to be arranged by Mayor	COTW	D	2021-03-09	2021-06		Mayor
Noise By-law - Staff revise by-law (Peace and Good Order)	Council	M	2021-03-23	2021-07		Planning/ CAO
Newport Station Food Hub Paving Driveway & Lease - Staff review if existing lease pertains to Newport Station Food Hub or previous owners. Establish new lease if need be.	COTW	D	2021-05-11	2021-07		CAO
Dog Park - Staff review historical information related to dog park feasibility	COTW	D	2021-06-08	2021-08		Comm. Dev
Glooscap First Nation & WHRM Council Meeting - Send formal invite for a meeting to discuss many topics including reconciliation	Council	M	2021-06-22			Mayor
Request to Meet with Avon Causeway Gate Stakeholders - Send letter to Kwilmu'kw Maw-Klusuaqn (KMK) requesting immediate in-person meeting to discuss Avon River Causeway/Aboiteau Gate System and Ministerial Order	Council	M	2021-06-22	2021-08		CAO/Mayor
Request to Meet with Avon Causeway Gate Stakeholders - Send letter to Glooscap First Nation requesting immediate joint council mtg. to discuss Avon River Causeway/Aboiteau Gate System and Ministerial Order	Council	M	2021-06-22			Mayor/CAO
Traffic Calming Measures - Staff identify and report back on potential solutions for problematic Municipally-owned roads	COTW	M	2021-07-13	2021-10-31		PW

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Temporary opening of Edward & Underwood - Staff review possibility of temporarily opening as well as request timeline from developer.	COTW	M	2021-07-13	2021-10-31		CAO/PW
Former Textile Mill - Demo permit dated Dec. 21/21, or provide a Geotechnical report to ensure it will not get any worse over the Winter months	COTW	M	2021-07-13	2021-12-21		CAO
Outdoor Fires By-law- Review former By-Laws and create a new all encompassing By-Law with public input.	COTW	M	2021-09-14	2022-03-28		CAO
Mobile Canteens By-law RV-001- Staff provide a report on operating in Community Hall Parking lots	COTW	M	2021-09-14	2021-11-30		Planning
CAP Program - Staff to produce a report that coincides with the PBS-C presentation in January for Council to review and determine next steps.	Council	M	2021-09-28	2022-02-28		Finance
Lake-like Appearance - Inquire about the amount of additional water able to be safely added to the former Lake bed without affecting fresh water users further up the river and this would be for the purpose creating the appearance of a Tidal Lake-like condition as well as serving to bring an end to dust storms.	COTW	M	2021-09-28	2021-11-09		CAO
Lake-Like Appearance (Part 2) Write a letter to Hon. Kim Masland to facilitate the removal of the remnants of the bridge that was installed in 1983, as it remains a safety hazard to residents using the lake.	COTW	M	2021-09-28	2021-11-09		CAO

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<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
Parkland Divestment- Recommend divestment of 17 parcels of Municipally owned lands as listed in the attachments to the report.	COTW	M	2021-10-12	2021-12-31		CAO/CD
Cunnabel Creek - Council direct staff to proceed in the short-term pump option/system (with the option be included that a portion of the rental costs be put towards the purchase price) and secure a pump to alleviate the surcharge in the Cunnabel Creek storm/sewer system not to exceed \$10,000/month over the course of the next four months.	COTW	M	2021-10-12	2021-12-31		PW
Cunnabel Creek - Council direct staff to call for an RFP, to engage a professional consulting firm, to provide a master storm water plan and preliminary design for the Windsor area.	COTW	M	21-10-12	2021-12-31		PW
Payzant Drive - the award of tender WHPW21-14 for engineering and design work for the Payzant Drive / Wentworth Road Roundabout Design to DesignPoint, for the tendered price of \$67,214, plus applicable taxes, to be funded through Capital Reserves.	COTW	M	2021-10-12	2021-12-31		PW
MCCAP Resident Committee Member - Appoint two resident members to fill the two vacant positions on the committee.	COTW	M	2021-10-12	2021-10-26		CAO
Accessibility Advisory Resident Committee Member - Appoint new resident member to the committee.	COTW	M	2021-10-12	2021-10-26		CAO

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Bramber New Horizons Hall - approves the use of \$34,500 of Canada Community Building Fund to fund roof and window upgrades to the Bramber New Horizons Hall to improve energy efficiency.	COTW	M	2021-10-12	2021-10-26		Clr Jannasch
July 27 Report to Append July 27 Agenda Package - append the report presented at the Council meeting on July 27, 2021 to the July 27th Agenda Package of record for the public record and in the public interest.	COTW	M	2021-10-12	2021-11-09		CAO
WWTP Mill Lakes Upgrades - the award of tender WWHPW21-11 for work for the WWTP Mill Lakes Watershed Upgrades to CBCL Limited, for the tendered price of \$270,666, plus applicable taxes, and pending NS Utility and Review Board approval.	COTW	M	2021-10-12	2023		PW
Windsor Water storage expansion - the award of tender WWHPW21-13 CBCL Limited, for the tendered price of \$139,200 plus applicable taxes.	COTW	M	2021-10-12	2023-04-30		PW
Financial Reports -Monthly financial updates be presented at every COTW meeting beginning November 9, 2021.	COTW	M	2021-10-12	2021-11-09		PW

**Dangerous/ Unsightly Items
October 5, 2021**

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline/Update</u>	<u>Status</u>	<u>Respon</u>
Textile Mill	COTW	M		12/21/2021		CAO/PL
74 Bowman Road, Garlands Crossing	COTW	M	15/03/2021	Demolished 10/2021		CAO/PL
33 Fletcher Road, Ardoise	COTW	M	8/6/2021	Demolished 2021		CAO/PL



West Hants

something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request x	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

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

Date: October 26, 2021

Subject: Windsor Land Use By-Law Amendment: Farm Markets; File # 21-11

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210.

POSSIBLE MOTION

Following conclusion of the Public Hearing on October 26, should Council wish to approve the proposed Windsor Land Use By-law amendment, the following motion would be in order:

... that Council amend the Windsor Land Use By-law by changing the definition of farm markets to include outdoor spaces and by adding farm markets to the list of permitted uses in the Fairground (FG) zone in a manner substantively the same as Appendix E of the staff report to PAC/HAC dated September 9, 2021.

BACKGROUND

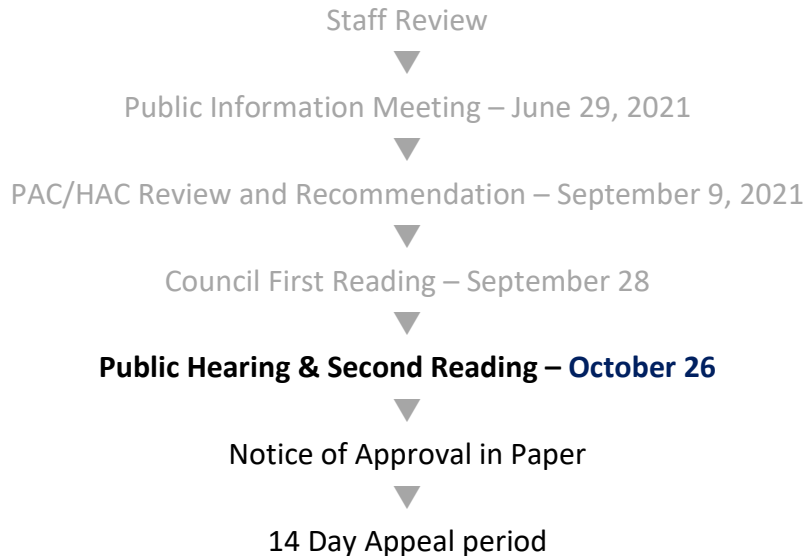
Property X	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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A Public Information Meeting was held on June 29, 2021.

On September 9, 2021, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Attachment A) and PAC/HAC made a positive recommendation to Council.

Council held First Reading on September 28, 2021, and set the date for a public hearing (Attachment B)

NEXT STEPS



ATTACHMENTS

Attachment A Staff Recommendation Report: Farm Markets

Attachment B First Reading Report: Farm Markets

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

Report Approved by:  _____
Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: September 9, 2021

Subject: File 21-11 Farm Markets Windsor LUB Amendment

1.0 LEGISLATIVE AUTHORITY

Section 205 of the Municipal Government Act.

2.0 RECOMMENDATION

Should the Planning and Heritage Advisory Committee (PAC/HAC) wish to forward a positive recommendation, the following motion would be in order:

...that Council give First Reading and hold a Public Hearing to consider amending the Windsor Land Use By-law to change the definition of farm markets to include outdoor spaces and to add farm markets to the list of permitted uses in the Fairground (FG) zone in a manner substantively the same as Appendix E of the staff report to PAC/HAC dated September 9, 2021.

3.0 BACKGROUND

An application was received June 8, 2021 from Lisa Hines, acting for the Windsor Agricultural Society, to add farmers' market to the list of permitted uses in the Fairground (FG) Zone of the Windsor Land Use By-law (WLUB) so that the Windsor Farmers' Market could locate indoors in the Exhibition buildings during the winter months (Appendix A). The Windsor Farmers' Market is now open seasonally outdoors on the Exhibition grounds.

4.0 DISCUSSION

4.1 Windsor Municipal Planning Strategy (WMPS)

The exhibition grounds are designated Commercial on the Generalized Future Land Use Map (GFLUM) of the Windsor Municipal Planning Strategy (WMPS) and zoned Fairground (FG) on the Zoning map of the WLUB.

The intent of the Fairground (FG) zone is expressed in WMPS policy 8.6.18: *"It shall be the policy of Council to establish a Fairground (FG) zone to apply to Exhibition Park which permits agricultural, exhibition, recreational, hotels, motels and related uses."*

There are no policies in the WMPS that relate directly to farmers' markets. There is only one specific mention of farm markets: in the background section of the Pesaquid Comprehensive Development District farm markets are noted as a possible use on the waterfront.

4.2 Windsor Land Use By-law (WLUB)

The term "Farm Market" is both defined and used in the WLUB. It has a fairly narrow definition as *"a building or part thereof in which farm produce comprises the major portion of goods offered or kept for sale directly to the public at retail value;"*. As the term "Farm Markets" is used and defined in the WLUB, that is the term used for this application.

Farm markets now are specifically permitted in the Town Centre (TC), Highway Commercial (HC), Shopping Centre (SC) and Wentworth Road Commercial (WR-C) zones. They are not a listed permitted use in the Fairground (FG) zone.

4.3 Additional Consideration

Farm markets are a retail commercial use that often generate a lot of traffic while they are open.

At the moment, any farm market held outdoors in Windsor is considered a "special use" and there is no requirement for a development permit. In order to limit outdoor farm markets to the areas where commercial development is permitted, outdoor farm markets must be included within the definition of farm market.

4.4 Proposed Amendments

4.4.1 *Addition of Farm Markets to Permitted Uses in the Fairground (FG) Zone*

The broad range of uses within the Fairground (FG) zone (Appendix B) and the designation of the Exhibition grounds as Commercial on the GFLUM both indicate that the addition of farm markets to the list of permitted uses in the Fairground (FG) Zone is in accord with Council's intentions for the area.

4.4.2 *Change of Definition*

As noted above, to regulate outdoor farm markets the definition needs to be changed to incorporate outdoor spaces. This can be accomplished by adding the text shown in blue: ***Farm Market** means a building or lot or part of a building or lot where farm produce comprises the major portion of goods offered or kept for sale directly to the public;*

4.5 Municipal Climate Change Action Plan (MCCAP)

The Windsor MCCAP (2014) highlights two simulated flooding scenarios. The first is based on a storm surge that occurred in 1997, which shows the damage is expected to occur along the coastline. The second shows the simulated flooding extent for probable maximum flood due to climate change. Under this scenario most of the community of Windsor, including the subject, lot would experience flooding and properties within the Tregothic Marsh Body will experience extensive flooding.

In addition, Milestone 3 of the Partners for Climate Protection (PCP) program is intended to develop a local greenhouse gas emission reduction action plan. One of the goals in the draft action plan is to *"make it easier to buy from local vendors and eat local food"*. The requested amendment supports this goal.

4.6 WMPS Specific Criteria

There are no specific criteria for this text amendment.

4.7 WMPS General Criteria

The proposal meets the general criteria for amendment established in WMPS policy 16.3.1. The criteria are examined in detail in Appendix C. In summary, the proposal is neither premature nor inappropriate and no problems are anticipated by the Traffic Authority, Manager of Building and Fire Inspection Services or Windsor Fire Chief.

4.8 Public Information Meeting

A Public Information Meeting was held via Zoom on on June 29, 2021; the comment period ended on July 20, 2021 with no comments received (Appendix D).

5.0 **NEXT STEPS**

As noted above, the proposed amendments have been considered within the context of the general policies of the WMPS and are consistent with the intent, objectives and policies of the WMPS. The proposed amendments which will permit indoor farm markets in the Fairground (FG) zone and include outdoor markets in the definition reflect the intent of the existing policies of the WMPS. As a result, staff recommends proceeding with the approval/refusal process for the proposed amendments. Dates shown are anticipated; actual dates will be determined by Council.

Approval/Refusal Process

Public Information Meeting (June 29)



Staff Review



Planning Advisory Committee receives staff report and PIM Notes
Planning Advisory Committee Review and Recommendation (Sept 9)



Regional Council First Reading (September 28)



Public Hearing & Second Reading
(October 26)



Notice of Approval in Local Paper begins 14-day appeal period

6.0 FINANCIAL IMPLICATIONS

There are no financial implications related to the proposed amendment.

7.0 ALTERNATIVES

In response to the application, PAC/HAC may:

- request further information on a specific topic;
- determine that the application does not meet the criteria of the WMPS and make this recommendation to Council.

8.0 APPENDICES

Appendix A Windsor Agricultural Society Submission
Appendix B Fairground (FG) Zone
Appendix C General Criteria for WLUB Amendment
Appendix D Public Information Meeting Notes
Appendix E Draft WLUB Amendments

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

APPENDIX A



Proposal for Farmer's Market – June 08/2021

For as long as the exhibition grounds has been at the Wentworth Road location (since early 1950's) it has been an event facility in the spring summer and fall, and until last year a hockey rink in the winter months. The fairgrounds is owned by the not for profit Windsor Agricultural Society, and is home to the Oldest Agricultural Fair in North America. The Hants County Exhibition began as a farmers' market back in 1765

The Hants County Exhibition itself is a mix of equestrian events, livestock events, displays and exhibits, entertainment, food vendor booths, commercial vendor booths, and midway etc.

In addition to the Hants County Exhibition throughout a "normal" season the exhibition grounds (or fairgrounds) hosts various events including but not limited to flea markets, music festivals, truck pulls, horse shows, ox pulls, 4H and pony club events, clinics, family reunions, luncheons, vehicle shows, meetings etc.

The exhibition grounds has also been host to lobster dinners, weddings, beer gardens, big name concerts, and a large Farmers' Market (before Farmers' Markets were the thing). In fact all of the infrastructure existing in the food vendor hall of the Industrial Building was built for a farmers' market (The Windsor Country Fair) - multiple serviced booths with water/sewer and power

HCEX Fairgrounds has the existing infrastructure to easily meet public health guidelines for multiple food permits. In fact, while completing the public market process over the past month (in conjunction with our NS Farmer's Market membership) the Public Health Officer asked why we didn't move indoors to take advantage of the serviced booths that were designed for farmers' market purpose in the food vendor hall of the Industrial Building. Covid-19 restrictions make it is simpler to host a market outside in 2021, but if successful moving indoors would be a sensible move in the future.

During a recent site assessment and business planning process (funded by ACOA and the province of NS) a farmers' market was recognized as being a reasonable event to try again as part of the fairground's seasonal operations. Recognizing also that a farmer's market dovetails nicely with the Windsor Agricultural Society's efforts to support and promote agriculture. The plan was presented in the fall of 2019, and of course Covid 19 has left the fairgrounds shuttered for the most part since then. A huge financial challenge for the Society, as the costs of keeping the facility still exist.

Interest in local food and local food security has risen with Covid 19, and with our inability to host larger events, we wish to explore the opportunity to introduce a weekly indoor farmers' market event to meet these demands in the future.

The Windsor Agricultural Society respectfully requests Farmers' Market be included in the Fairground zoning at 221-249 Wentworth Road in Windsor.

Sincerely,

Lisa Hines, GM

APPENDIX B

Taken from the Windsor LUB July 29, 2021

23.0 FAIRGROUND (FG)

Permitted Uses

23.1 The following uses shall be permitted in the Fairground (FG) zone:

- Arenas
- Campgrounds
- Exhibition grounds
- Hotels and motels
- Livestock barns
- Recreation uses

FG Zone General Requirements

23.2 In the FG zone, no development permit shall be issued except in conformity with the following:

Minimum lot area	3 acres (1.21 hectares)
Minimum front yard	30 ft (9.14 m)
Minimum rear yard	30 ft (9.14 m)
Minimum side yard	20 ft (6.10 m)
Minimum distance between buildings or structures	15 ft (4.57 m)*
Maximum height of main building(s) or any structure(s)	40 ft (12.19 m)

*When fire resistant walls are constructed, distance requirements may be reduced to zero.

APPENDIX C

General Criteria for Amendment

16.0 IMPLEMENTATION

16.3 Land Use By-law Amendments and Development Agreements

Policy 16.3.1 *In considering development agreements and amendments to the Town of Windsor Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:*

CRITERIA	COMMENT
<i>(a) whether the proposal is considered premature or inappropriate in terms of:</i>	
<i>(i) the adequacy of sewer and water services;</i>	Not applicable, as this is a text amendment.
<i>(ii) the adequacy of school facilities;</i>	Not applicable, as this is a text amendment.
<i>(iii) the adequacy of fire protection;</i>	The Senior Building Official has no concerns with the proposed addition. The Fire Chief has noted that Fire ground operations should not be impacted much, if at all, by this change.
<i>(iv) the adequacy of road networks adjacent to, or leading to the development; and</i>	The Traffic Authority has no concerns regarding the road network adjacent to, or leading to the Exhibition grounds if farm markets are permitted within buildings in the Exhibition grounds.
<i>(v) the financial capacity of the Town to absorb any costs relating to the development.</i>	There are no anticipated costs to the Municipality related to this proposed change.
<i>(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i>	Not applicable, as this is a text amendment and no new buildings are proposed.
<i>(c) the adequacy of the dimensions and shape of the lot for the intended use;</i>	Not applicable, as this is a text amendment and no new buildings are proposed.
<i>(d) the pattern of development which the proposal might create;</i>	Not applicable, as this is a text amendment.

<i>(e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, marshes or bogs and susceptibility of flooding;</i>	Not applicable, as this is a text amendment.
<i>(f) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by-laws and regulations; and</i>	Not applicable, as this is a text amendment.
<i>(g) any other matter required by relevant policies of this Strategy.</i>	Nothing else is required.

APPENDIX D

Public Information Meeting Notes

June 29, 2021- July 20, 2021

File 21-11; Farm Markets in Windsor LUB

Meeting date and time	A public information meeting was held on June 29, 2021 beginning at 6:00p.m. The meeting was broadcast live on the Municipal Facebook page.
File Number	21-11
Attending	Councillor Laurie Murley, PIM Chair Madelyn LeMay, Director, Planning and Development Vanessa Lake, Meeting Secretary As this meeting was held virtually there were no members of the public present.
Applicant Lisa Hines Windsor Agricultural Society 221-249 Wentworth Road Windsor B0N 2T0	Ms. LeMay outlined the application for amendment to the Windsor Land Use By-law to allow indoor Farm Markets in the Fairground (FG) zone. The applicant did not make a presentation.
Comments	No telephone, email or written comments were received.
Adjournment	The presentation portion of the PIM ended at approximately 6:15 p.m.; comments could be submitted by the public by mail, drop-off at the Municipal Office, e-mail and telephone to Ms. LeMay until July 20, 2021.

APPENDIX E

Draft Amendments

Note: coloured text indicates a change from the present WMPS or WLUB and is provided only for the convenience of PAC/HAC and Council

Text amendments to the Windsor Land Use By-law to amend the definition of “farm market” and to permit farm markets in the Fairground (FG) zone.

1. Delete the definition of “farm market” and replace it with:

Farm Market means a building or lot or part of a building or lot where farm produce comprises the major portion of goods offered or kept for sale directly to the public;

2. Amend section 23.1 of the WLUB by inserting the phrase “farm markets” between the phrases “Exhibition grounds” and “Hotels and motels” so that section 23.1 reads as:

23.0 FAIRGROUND (FG)

Permitted Uses

23.1 The following uses shall be permitted in the Fairground (FG) zone:

- Arenas
- Campgrounds
- Exhibition grounds
- Farm markets
- Hotels and motels
- Livestock barns
- Recreation uses

FG Zone General Requirements

23.2 In the FG zone, no development permit shall be issued except in conformity with the following:

Minimum lot area	3 acres (1.21 hectares)
Minimum front yard	30 ft (9.14 m)
Minimum rear yard	30 ft (9.14 m)
Minimum side yard	20 ft (6.10 m)
Minimum distance between buildings or structures	15 ft (4.57 m)*
Maximum height of main building(s) or any structure(s)	40 ft (12.19 m)

*When fire resistant walls are constructed, distance requirements may be reduced to zero.

ATTACHMENT B



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: _____
Madelyn LeMay, Director, Planning and Development

Date: September 28, 2021

Subject: Windsor Land Use By-law Amendment: Farm Market
File # 21-11C

LEGISLATIVE AUTHORITY

Section 210 of the Municipal Government Act.

RECOMMENDATION or DECISION REQUEST

Should Council wish to proceed to a Public Hearing as recommended by PAC/HAC, the following motion would be in order:

...that Council give First Reading and hold a Public Hearing to consider amending the Windsor Land Use By-law to change the definition of farm markets to include outdoor spaces and to add farm markets to the list of permitted uses in the Fairground (FG) zone, in a manner substantively the same as Appendix A of the staff report to PAC/HAC dated September 9, 2021.

BACKGROUND

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

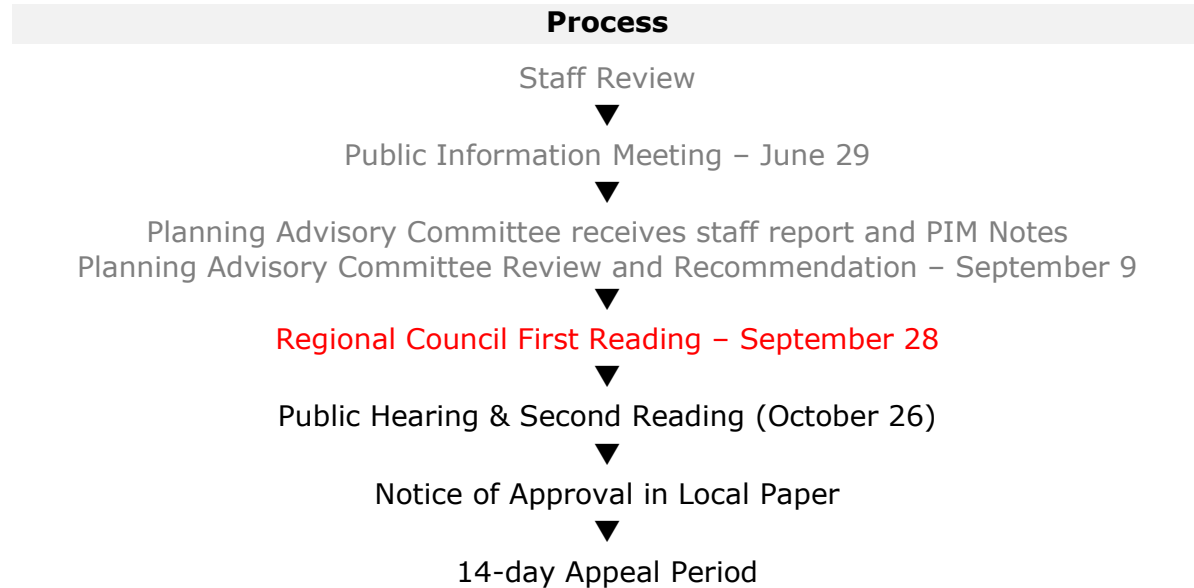
A Public Information Meeting was held on June 29, 2021.

On September 9, 2021, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC).

PAC/HAC recommended in favour of the proposed amendments on September 9, 2021.

NEXT STEPS

The process for this application is as follows:



FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality in relation to the filing of this report.

ALTERNATIVES

In response to the application, Council may decide to:

- provide alternative direction such as requesting further information on a specific topic.

APPENDIX

Appendix A Staff Report and Recommendation - File 21-11B

CHIEF ADMINISTRATIVE OFFICER REVIEW

As discussed at the September PAC/HAC, Farmer's Markets have become a staple source and supply of local food and products. The recommendation is in alignment with those values and will enable the continuation of the market inside if required hosted by the Windsor Agricultural Society.

I support the recommendation.

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

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



West Hants

something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request x	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Sara Poirier, Senior Planner

Date: October 26, 2021

Subject: West Hants Land Use By-law Map Amendment: Hwy 14, Vaughan, PID 45288750; File #21-12 C

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210.

POSSIBLE MOTION

Following conclusion of the Public Hearing on October 26, should Council wish to approve the proposed West Hants Land Use By-law amendment, the following motion would be in order:

...that Council amend the Zoning Map of the West Hants Land Use By-law by re-zoning PID 45288750, Vaughan from the General Resource (GR) zone to the Rural Commercial (RC) zone; by amending the text of the West Hants Land Use By-law by adding "Arts and crafts studios" to the list of permitted uses in the Rural Commercial (RC) zone; and by allowing more than one main building on a lot in the Rural Commercial (RC) zone, all as shown on the map attached as Figure 3 and in Attachment A to the report #21-12 to the Planning and Heritage Advisory Committee dated September 9, 2021.

BACKGROUND

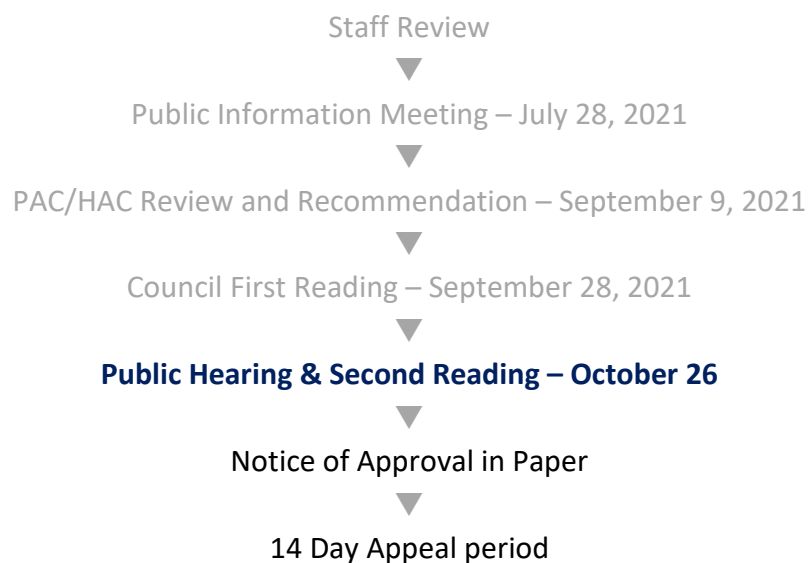
Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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A Public Information Meeting was held on July 28, 2021.

On September 9, 2021, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Attachment A) and PAC/HAC made a positive recommendation to Council.

Council held First Reading on September 28, 2021, and set the date for a public hearing (Attachment B).

NEXT STEPS



ATTACHMENTS

Attachment A	2021-09-09 Staff Report – West Hants Land Use By-law Map Amendment: Hwy 14, Vaughan, PID 45288750; File #21-12
Attachment B	2021-09-28 PAC to Council Report – West Hants Land Use By-law Map Amendment: Hwy 14, Vaughan, PID 45288750; File #21-12B

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have participated in each step of the process the Planning Department and Council have undertaken. I supported the suggested recommendation prepared by staff for Council's consideration.

Report Prepared by: _____
Sara Poirier, Senior Planner

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

Report Approved by:  _____
Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Sara Poirier, Senior Planner

Date: 2021-09-09

Subject: West Hants Land Use By-law Map Amendment: Hwy 14, Vaughan, PID 45288750; File #21-12

LEGISLATIVE AUTHORITY

Section 210 of the Municipal Government Act.

RECOMMENDATION

To allow the requested development, staff recommends that PAC/HAC forward a positive recommendation by passing the following motion:

...that PAC recommends that Council give First Reading and hold a Public Hearing to consider amending the Zoning Map of the West Hants Land Use By-law to enable the lot located at PID 45288750 in Vaughan to be rezoned from the General Resource (GR) zone to the Rural Commercial (RC) zone; to amend the text of the West Hants Land Use By-law to add "Arts and crafts studios" to the list of permitted uses in the Rural Commercial (RC) zone; and to allow more than one main building on a lot in the Rural Commercial (RC) zone, all as shown on the map attached as Figure 3 and in Attachment A to the report #21-12 to the Planning and Heritage Advisory Committee dated September 9, 2021.

BACKGROUND

A completed application was received on June 21, 2021 from Nikhil Vidwans to consider rezoning the lot at PID 45288750 in Vaughan from General Resource (GR) to Rural Commercial (RC) to permit tourist accommodations, an office, arts and craft studios, farmers market, restaurant, personal service shops, and retail stores. Arts and craft studios are not currently a permitted use in the Rural Commercial (RC) zone therefore a

text amendment to the permitted uses in the Rural Commercial (RC) zone is requested. The applicant is proposing multiple uses on the lot therefore a text amendment to the General Provisions section of the West Hants Land Use By-law is also being requested to permit more than one main building per lot within the Rural Commercial (RC) zone. The lot is owned by XALTCRAFT INC.; Mr. and Mrs. Vidwans are Directors of the company.

DISCUSSION

The 20 acre subject lot is located on Highway 14 in Vaughan. The lot is designated Resource on the Generalized Future Land Use Map (Figure 1) of the West Hants Municipal Planning Strategy (WHMPS) and zoned General Resource (GR) on the Zoning Map of the West Hants Land Use By-law (WHLUB) (Figure 2). Part 9.0 of the WHMPS contains the overall intention for properties designated Resource in West Hants. Only two (2) cottages would be permitted to be developed as-of-right as per the General Resource (GR) zone requirements. Additional tourist accommodations and certain commercial uses are not permitted as-of-right in the General Resource (GR) zone.

The subject lot directly abuts properties zoned General Resource (GR) and one property zoned Rural Commercial (RC) which provides services such as a gas station, convenience store, liquor store and take-out food establishment to people traveling along Highway 14. The abutting properties are all designated Resource.

Proposal

The applicant proposes to develop the subject lot in phases. The proposed phases are outlined below:

Phase	Timeline	Development
1	2021	Two (2) log cabins as tourist accommodations
2	2022-2023	Five (5) log cabins as tourist accommodations
3	2023-2025	Commercial uses including a reception office, arts and craft studios, farmers market, restaurant, personal service shops, and retail stores; and Eight (8) – ten (10) log cabins as tourist accommodations
4	2025-2028	Commercial space; Ten (10) – twelve (12) log cabins as tourist accommodations; and Single unit dwelling for the applicants.

The total proposed build out on the subject lot could include 25-29 log cabins as tourist accommodations, a maximum of 5,000 ft² (464.50 m²) of commercial floor area, and a single-unit dwelling.

The Rural Commercial (RC) zone limits the commercial floor area for businesses to 5,000 ft² (464.50 m²). This requirement does not apply to automobile service stations, clubs, farm equipment sales and service, garden and nursery production, and hotels, motels and other tourist accommodations. There are no limits on the number or size of the tourist accommodations.

The applicant has also suggested that they may build a house on the subject lot in the future. The Rural Commercial (RC) zone permits "One dwelling unit in conjunction with a permitted commercial use, located either in the same building or as a single-unit dwelling on the same lot".

Civic Addressing

The driveway of the subject lot provides access to two (2) residential dwellings abutting the subject lot. The Civic Addressing By-law requires that a driveway with "three or more dwelling units" must become a named driveway. The property owner is permitted to develop two (2) cottages as-of-right as per the General Resource (GR) zone requirements. These two (2) cottages would qualify as the third and fourth dwelling unit on the driveway since the Building Officials include cabins and seasonal dwellings in the definition of a dwelling unit.

The process to name a driveway requires seventy-five percent (75%) of the owners of lots with frontage on the driveway to be in agreeance with the proposed road name. Once the road name is approved, the Civic Addressing Coordinator can issue civic addresses for the proposed uses on the subject lot.

Land Use By-law

In addition to the limit on commercial floor area, the Rural Commercial (RC) zone also has abutting use requirements, lot access requirements and requirements for uses that involve flammable goods. The abutting use requirements state that where a commercial use is developed on a lot that abuts a residential use a minimum side yard of 20 ft (6.10 m) is required, no open storage or outdoor display is permitted in that side yard, and a minimum planting strip of 5 ft (1.52 m) is required. The driveway section of the subject lot is the only part that has two residential uses abutting it. The driveway would be maintained by the property owner and no structures are proposed on this section of the lot.

The lot access requirements state that the driveway shall meet Department of Transportation and Active Transit (DTAT) requirements for commercial access. DTAT was contacted for comment on the existing driveway. DTAT responded that "the existing access location is acceptable for low volume development (1 to 10 vehicles per hour)". The change of use to more than three residential structures would require the existing driveway be upgraded to what DTAT terms a "private lane" meeting specific design criteria. In discussions with DTAT they stated that they would work with the property owner to determine these design requirements for this specific location. When asked if there was any additional comments DTAT responded that "the Department has some concerns with the unrestricted access for adjacent properties and would require access management review prior to any future commercial development of PID 45288750." Further comments from DTAT stated that "the proposed construction of two 500-600 sq. ft. seasonal cottages on PID 45288750 as opposed to a single residence on the existing access, is acceptable to this Department. The development of PID 45288750 will require an access management review prior to upgrading the existing

residential driveway to meet private road criteria". The property owner is aware and in discussions with DTAT regarding the requirements for an access management review and upgrades to the driveway to meet DTAT "private lane" design criteria. As per correspondence from DTAT only two (2) tourist accommodations could be constructed on site before these are to be complete.

The Rural Commercial (RC) zone also states that automobile service stations or farm supplies and equipment sales and service businesses must have access to a minimum of two (2) exit routes and provide evidence of a water supply that meets the local Fire Department requirements. The applicant does not propose to have either of these uses on the subject lot therefore these requirements would not apply.

Text Amendment

Arts and Craft Studios

On the subject lot, the applicant proposes to develop tourist accommodations, an office, arts and craft studios, farmers market, restaurant, personal service shops, and retail stores. Should the lot be amended from the General Resource (GR) zone to the Rural Commercial (RC) zone, all of the proposed uses except the arts and craft studios would be allowed as-of-right as they are each listed as a permitted use in the Rural Commercial (RC) zone. Arts and craft studios would serve local residents and tourists which is consistent with the intent of the Rural Commercial (RC) zone. Staff are recommending that the text of Section 16 of the WHLUB be amended as part of this application to list "arts and crafts studios" as a permitted use in the Rural Commercial (RC) zone (Attachment A) to permit all of the requested uses on the subject lot if the rezoning application is successful.

Main Building

The property owner is proposing to have multiple tourist accommodations and commercial uses on the same lot. Section 5.27 of the WHLUB, One Main Building on a Lot, currently states that "No person shall erect more than one main building on a lot except:

- (a) in the Light Industrial (LI-1), Joint Industrial Type Two (LI-2), Joint Industrial Type Three (LI-3) and Resource Industrial (M-1) zones;
- (b) in the Manufactured Home Park (MHP) zone;
- (c) in the Landfill (LF) zone;
- (d) agricultural uses;
- (e) municipal water treatment and distribution uses in the Water Supply (W) zone;
- (f) grouped dwellings;
- (g) institutional uses;
- (h) regional shopping centres;

- (i) a second dwelling will be permitted on a lot where it can be shown that a second lot can be created, the second dwelling can be accommodated on that portion of the lot and the building can be shown to meet all other requirements.”

Staff are recommending amendments to Section 5.27 to include “in the Rural Commercial (RC) zone” to the list of zones permitted to allow multiple main buildings on the subject lot (Attachment A). Without this amendment, the property owner would only be permitted to construct two (2) cabins as tourist accommodations as per 5.27 (i).

Map Amendment

The proposed uses are not permitted in the General Resource (GR) zone. There is a policy option to allow Council to consider rezoning the subject lot to the Rural Commercial (RC) zone. All but one of the proposed uses are permitted in the Rural Commercial (RC) zone. An amendment to the WLUB Zoning Map is required for this application. The proposed map amendment is shown in Figure 2.

Municipal Planning Strategy

Section 9.0 of the WHMPS contains the Resource designation policies for West Hants. Policy 9.1.6 establishes Council’s intention to “consider rezoning land zoned General Resource (GR) to allow for commercial or industrial uses permitted in the Rural Commercial (RC) or Resource Industrial (M-1) zones”. The subject lot is zoned General Resource (GR) therefore can be considered for rezoning to Rural Commercial (RC) under this policy.

WHMPS Specific Criteria

Policy 9.1.6 establishes Council’s intention to consider rezoning land from General Resource (GR) to Rural Commercial (RC) subject to specific criteria. These criteria are examined in detail in Attachment B. In summary, the criteria are met since:

- the proposed uses will be contained within buildings on the subject lot and are not expected to adversely affect existing resource uses in the area;
- DTAT is requiring an access management review and upgrades to the driveway to meet its private lane design criteria to ensure safe and efficient access is provided; and
- the proposed uses are not considered obnoxious by virtue of noise, odours, dust, fumes or other emissions.

WHMPS General Criteria

The proposal meets the general criteria for amendment set out in WHMPS Policy 16.3.1. These criteria are examined in detail in Attachment B. In summary:

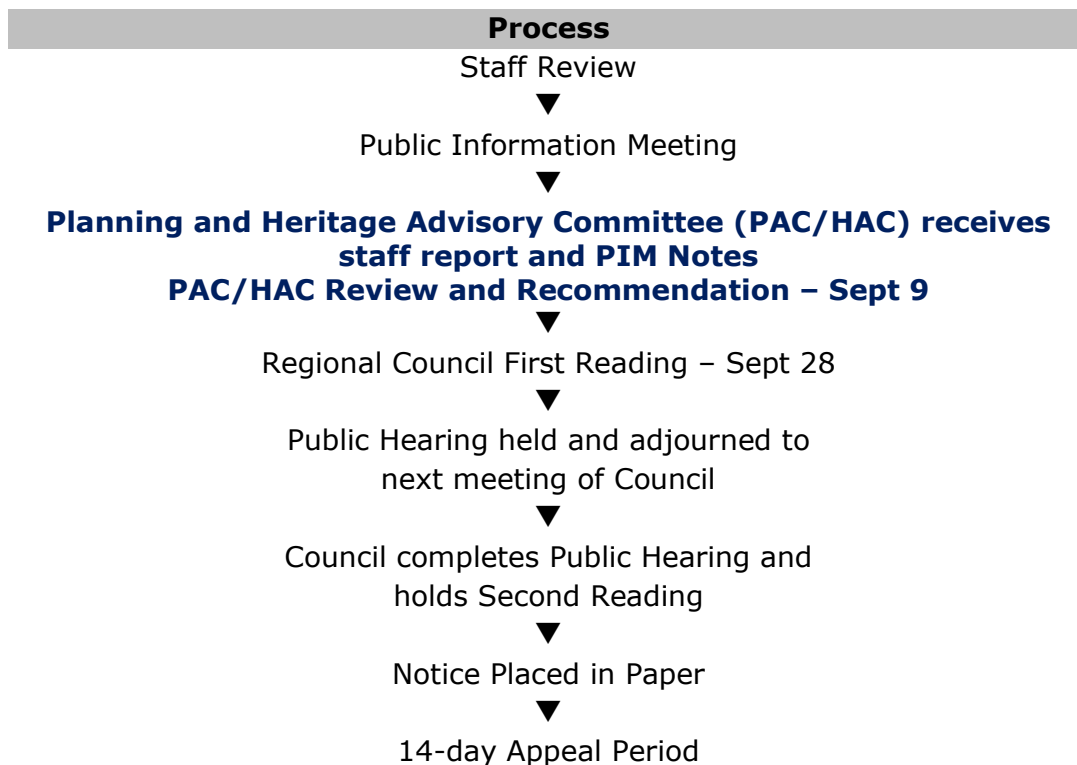
- the proposal is not premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Manager of Building and Fire Inspection Services, Development Officer, Director of Public Works and Traffic Authority have no major concerns.

MCCAP

The Inland Flooding and Coastal Flooding maps of the West Hants Municipal Climate Change Action Plan (MCCAP) (2013) do not show any risks of either inland or coastal flooding on the subject lot.

NEXT STEPS

As noted above, the proposed amendment has been considered within the context of both the specific and general policies of the WHMPS and are consistent with the intent, objectives and policies of the WHMPS. The amendment meets the specific and general criteria for amendment to the WHLUB or WHMPS. As a result, it is reasonable to amend the map and text of the West Hants Land Use By-law to rezone the subject lot from General Resource (GR) to Rural Commercial (RC) and to allow arts and craft studios and more than one main building in the Rural Commercial (RC) zone.



FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality in regard to this development.

ALTERNATIVES

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

- recommend that Council hold First Reading and authorize a Public Hearing to approve the WHLUB amendment as drafted or as specifically revised by direction of PAC;

- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	West Hants GFLUM Extract
Figure 2	West Hants Zoning Map Extract
Figure 3	West Hants Proposed Zoning Map Extract
Attachment A	Draft Amendments to the West Hants Land Use By-law
Attachment B	Specific Criteria for Amendment
Attachment C	General Criteria for Amendment
Attachment D	Public Information Meeting Notes

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

Figure 1
West Hants GFLUM Extract

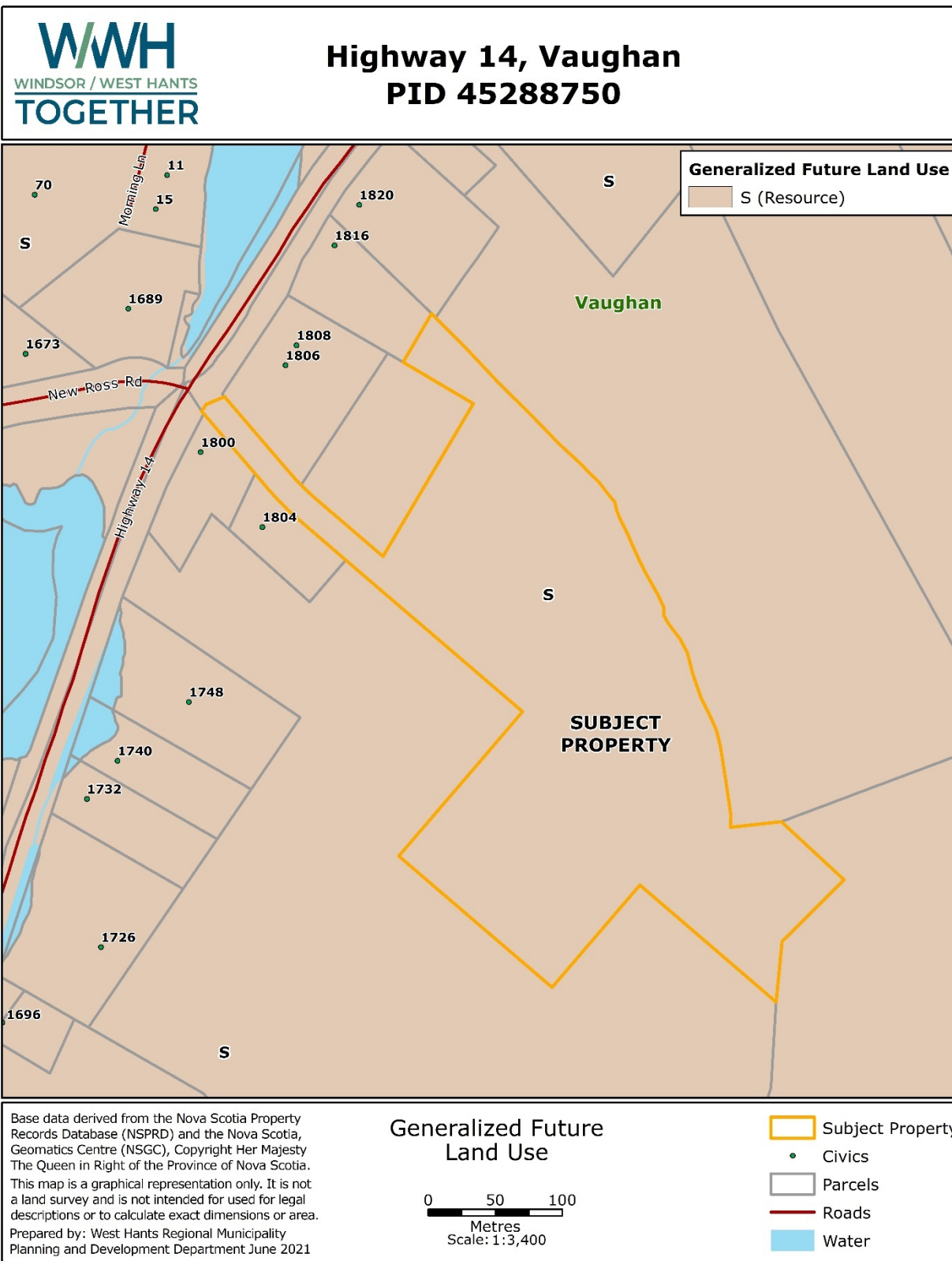


Figure 2
West Hants Zoning Map Extract

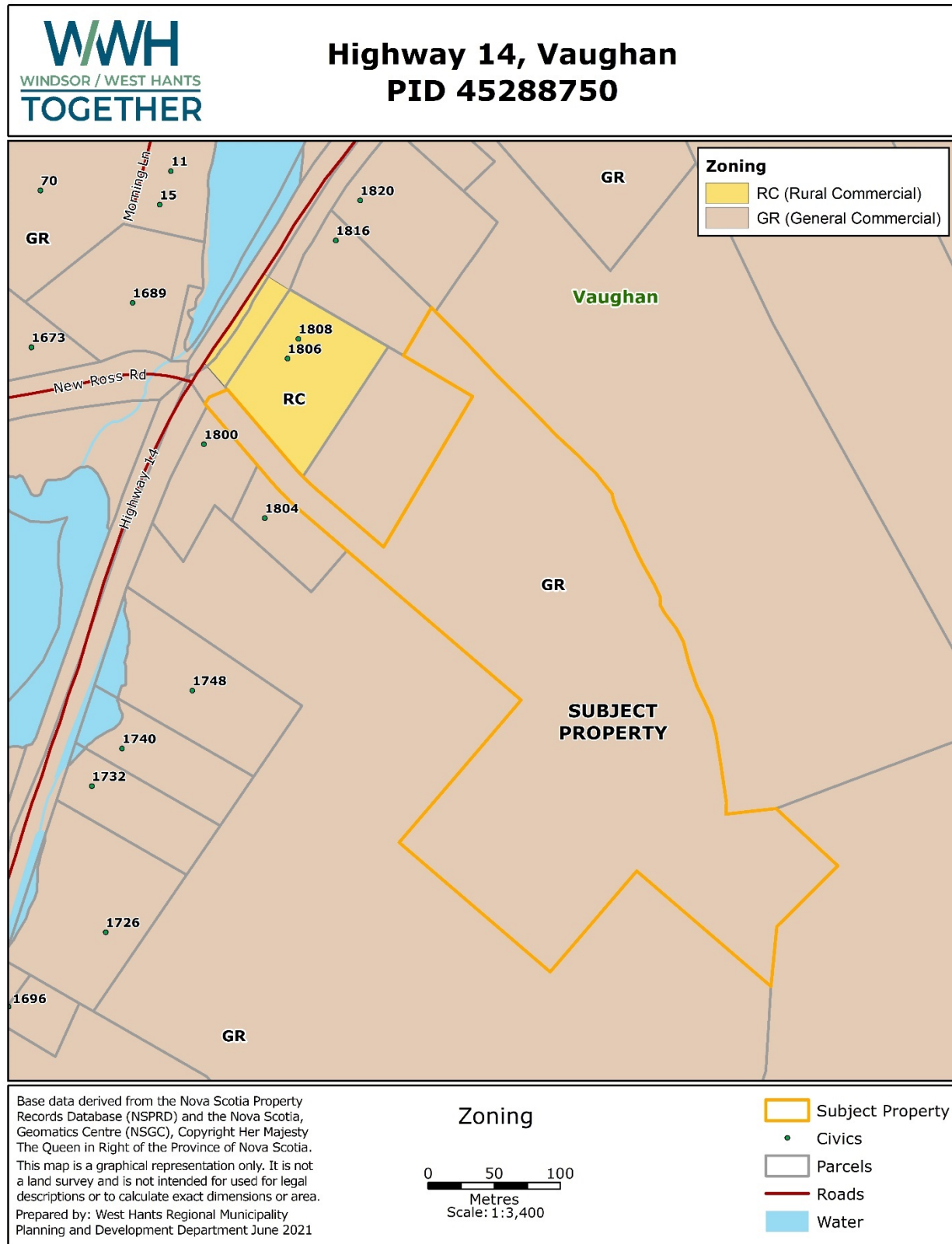
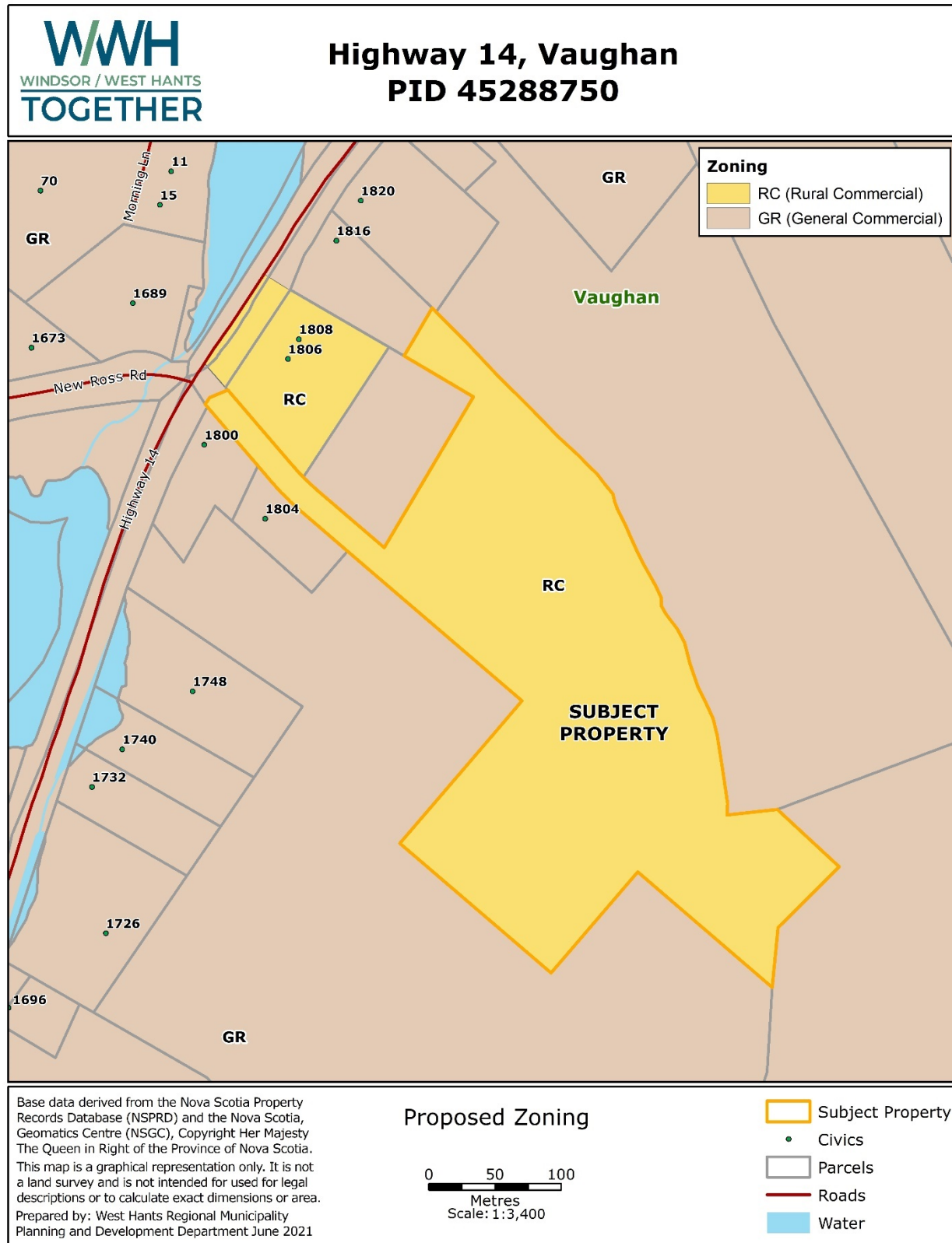


Figure 3
West Hants Proposed Zoning Map Extract



Attachment A

Draft Amendments to the West Hants Land Use By-law

Text amendment to the Rural Commercial (RC) zone to list “arts and crafts studios” as a permitted use in the zone and to the general provisions for all zones to allow more than one main building on the lot in the Rural Commercial (RC) zone. Note: Amendment in blue.

1. Amend Part 16.1, *Permitted Uses*, in Part 16.0 of the West Hants Land Use By-law, *Rural Commercial (RC)*, to include “arts and craft studios”, so that it reads as follows:

16.0 RURAL COMMERCIAL (RC)

Permitted Uses

16.1 The following uses shall be permitted in the Rural Commercial (RC) zone:

- Automobile service stations
- Arts and craft studios
- Banks and financial institutions
- Clubs
- Day care centres, licensed or non-licensed
- Farm supplies and equipment sales and service
- Farm markets
- Funeral homes
- Garden and nursery production, sales and supplies
- Hotels, motels and other tourist accommodations, but does not include campgrounds
- Kennels
- Licensed Cannabis Nurseries
- Offices
- One dwelling unit in conjunction with a permitted commercial use, located either in the same building or as a single unit dwelling on the same lot
- Personal service shops
- Post offices and postal outlets
- Restaurants
- Retail stores
- Existing dwellings

2. Amend Part 5.27, *One Main Building on a Lot*, in Part 5.0 of the West Hants Land Use By-law, *General Provisions for All Zones*, to include “in the Rural Commercial (RC) zone”, so that it reads as follows:

5.0 GENERAL PROVISIONS FOR ALL ZONES

One Main Building on a Lot

5.27 No person shall erect more than one main building on a lot except:

- (a) in the Light Industrial (LI-1), Joint Industrial Type Two (LI-2), Joint Industrial Type Three (LI-3) and Resource Industrial (M-1) zones;
- (b) in the Manufactured Home Park (MHP) zone;
- (c) in the Landfill (LF) zone;
- (d) in the Rural Commercial (RC) zone;
- (e) agricultural uses;
- (f) municipal water treatment and distribution uses in the Water Supply (W) zone;
- (g) grouped dwellings;
- (h) institutional uses;
- (i) regional shopping centres;
- (j) a second dwelling will be permitted on a lot where it can be shown that a second lot can be created, the second dwelling can be accommodated on that portion of the lot and the building can be shown to meet all other requirements.

Attachment B
Specific Criteria for Amendment

Policy 9.1.6

It shall be the intention of Council to consider rezoning land zoned General Resource (GR) to allow for commercial or industrial uses permitted in the Rural Commercial (RC) or Resource Industrial (M-1) zones subject to the following:

CRITERIA	COMMENT
<i>(a) the use will not adversely affect existing resource uses in the area;</i>	The proposed uses will be contained within the 20 acre subject lot and are not expected to cause an adverse effect on existing resource uses in the area.
<i>(b) the use is not one which, because of its size or nature, would be more appropriately located in a Growth Centre, Village or Hamlet;</i>	The tourist accommodations and commercial uses proposed are not large, urban commercial uses that would be more appropriately located in a Growth Centre, Village or Hamlet. The Rural Commercial (RC) zone ensures the commercial uses permitted provide a service to local residents with limited highway commercial and tourist commercial uses. Commercial uses are limited to 5,000 ft ² of commercial floor area to ensure the scale is compatible with the rural area. All of the commercial uses proposed are to provide services to the tourist accommodations and the immediate community.
<i>(c) safe and efficient roadway access is provided;</i>	DTAT responded that "the existing access location is acceptable for low volume development (1 to 10 vehicles per hour). The change of use to more than three residential structures would require the existing driveway be upgraded to a private lane meeting specific design criteria." In discussions with DTAT they stated that they would work with the property owner to determine these design requirements for this specific location. When asked if there was any additional comments DTAT responded that "the Department has some

	<p>concerns with the unrestricted access for adjacent properties and would require access management review prior to any future commercial development of PID 45288750." Further comments from DTAT stated that "the proposed construction of two 500-600 sq. ft. seasonal cottages on PID 45288750 as opposed to a single residence on the existing access, is acceptable to this Department. The development of PID 45288750 will require an access management review prior to upgrading the existing residential driveway to meet private road criteria". The property owner is aware and in discussions with DTAT regarding the requirements for an access management review and upgrades to the driveway to meet private lane design criteria. As per correspondence from DTAT only two (2) tourist accommodations could be constructed on site before these are to be complete.</p>
<p><i>(d) adequate on-site parking is provided;</i></p>	<p>The Development Officer commented that they do not see parking as an issue due to the lot being approximately 20 acres in size. The property owner would have to follow section 5.31 of the West Hants Land Use By-law, <i>Parking Requirements</i>, for the particular uses that are being requested.</p>
<p><i>(e) the development is compatible with adjacent land uses with respect to:</i></p>	
<p><i>(i) traffic generation and traffic safety;</i></p>	<p>There is a property zoned Rural Commercial (RC) abutting the subject lot which provides services such as a gas station, convenience store, liquor store and take-out food establishment to people traveling along Highway 14. There is also the intersection of Highway 14 and New Ross Road which is located to the west of the subject lot. These areas generate traffic in the immediate area.</p>

	<p>When requested for comment, one of the responses from DTAT stated that “the Department has some concerns with the unrestricted access for adjacent properties and would require access management review prior to any future commercial development of PID 45288750.” This comment relates to the large access area from Highway 14 for multiple residential properties and the property currently zoned Rural Commercial (RC) in the area. DTAT would like to see more defined access routes to the particular uses to ensure traffic safety.</p> <p>The property owner is aware and in discussions with DTAT regarding the requirements for an access management review. The access management review would ensure that safe access is defined and available to the subject lot for the proposed uses.</p>
<i>(ii) hours of operation;</i>	<p>Hours of operation cannot be regulated through a Land Use By-law amendment. Due to the size of the lot the hours of operation of the proposed uses are expected to have minimal impact on the surrounding properties.</p>
<i>(iii) size and design of building(s);</i>	<p>The Manager of Building and Fire Inspection Services stated that they did not have any concerns with the size and design of the buildings. They noted that the property owner may require a sprinkler system for the commercial and assembly uses depending on the size of the buildings. A Building and Fire Official will need to do a full review of the plans when the property owner applies for development and building permits. As there is no municipal water system in the area the property owner would have to</p>

	install a tank system if a sprinkler system is required.
<i>(iv) signage; and</i>	The property owner would have to follow section 7.0 of the West Hants Land Use By-law, <i>Signs</i> , for the particular uses that are being requested.
<i>(v) pedestrian circulation and safety;</i>	The subject lot is 20 acres in size which is large enough for the property owners to ensure that pedestrian circulation and safety on the subject lot is achieved.
<i>(f) the use is not considered obnoxious by virtue of noise, odours, dust, fumes or other emissions;</i>	The proposed tourist accommodations, commercial uses and single unit dwelling would not be considered obnoxious by virtue of noise, odours, dust, fumes or other emissions based on the types of uses and size of the subject lot.
<i>(g) adequate buffering or screening, setbacks and yards are provided, and open storage is controlled;</i>	<p>The driveway is the only part of the subject lot that is abutting residential uses however no uses are being proposed on this section of the subject lot. There would be no buffering or screening requirements for the rest of the subject lot as it does not abut existing residential uses.</p> <p>Adequate setbacks and yard will be provided. Open storage is controlled in Section 5.29 of the West Hants Land Use By-law, <i>Open Storage</i>.</p>
<i>(h) any other matter which may be addressed in a Land Use By-law; and</i>	All other matters have been addressed elsewhere in this report.
<i>(i) Policy 16.3.1.</i>	Please see Attachment C for further details.

Attachment C

General Criteria for Amendment

Policy 16.3.1 In considering development agreements and amendments to the West Hants Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:

CRITERIA	COMMENT
<i>(a) whether the proposal is considered premature or inappropriate in terms of:</i>	
<i>(i) the adequacy of sewer and water services;</i>	The Project Engineer for the Public Works Department commented that there is currently no municipal water or sewer services available in this area, nor are there any plans to provide municipal water and sewer services to this area within the foreseeable future.
<i>(ii) the adequacy of school facilities;</i>	No impact on school facilities is anticipated.
<i>(iii) the adequacy of fire protection and other emergency services;</i>	The local Fire Chief stated that they do not believe the proposal is premature or inappropriate in terms of the adequacy of fire protection or other emergency services. They added that in the future a new dry hydrant should be considered near the boat launch of Mockingee Lake off of the New Ross before Phase 3 of the proposed development is approved as this will provide a closer water source for this development.
<i>(iv) the adequacy of road networks adjacent to, or leading to the development; and</i>	Highway 14 is an arterial road as defined on the Transportation Map of the WHMPS which is adequate to provide access to the subject lot. As noted previously, DTAT requires that the property owner upgrade the driveway to meet private lane design criteria and go through an access management review prior to any additional uses being constructed on the property.
<i>(v) the financial capacity of the Municipality to absorb any</i>	There are no anticipated costs to the Municipality related to this amendment.

<i>costs relating to the development.</i>	
<i>(b) whether the development is serviced, or capable of being serviced, by a potable water supply and either central sewer or an approved on-site sewage disposal system;</i>	See 16.3.1(a)(i) above. The applicant would need to obtain well and septic designs and approvals for this subject property.
<i>(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i>	See 16.3.1(a)(iv) above. As noted in 9.16(e)(v), the subject lot is large enough to ensure that pedestrian circulation and safety on the subject lot is achieved. Similar to other rural areas of the Municipality, there are no sidewalks along Highway 14 or New Ross Road which means that pedestrians would have to walk along the shoulder of the road if they were accessing the subject lot by foot or walking from the subject lot to the lakes on New Ross Road. There is no rail transportation in the area.
<i>(d) the adequacy of the dimensions and shape of the lot for the intended use;</i>	The lot is 20 acres in size and has adequate dimensions for the proposed uses.
<i>(e) the pattern of development which the proposal might create;</i>	This proposal is not anticipated to change the pattern of development in the area.
<i>(f) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses or wetlands, and susceptibility of flooding;</i>	The subject lot slopes upward from Highway 14. There are no watercourses or wetlands identified on the subject lot. The Inland Flooding and Coastal Flooding maps of the West Hants Municipal Climate Change Action Plan (MCCAP) (2013) do not show any risks of either inland or coastal flooding on the subject lot.

	The applicant will be responsible for determining the suitability of the area for the proposed uses.
<i>(g) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by-laws and regulations; and</i>	All Municipal, Provincial and Federal regulations will have to be met.
<i>(h) any other matter required by relevant policies of this Strategy.</i>	All other matters have been addressed elsewhere in this report.

Attachment D
Public Information Meeting Notes
July 28, 2021 – August 31, 2021
File 21-12
Hwy 14, Vaughan PID 45288750

Meeting date and time	A virtual Public Information Meeting was held on July 28, 2021 beginning at 6 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"> • Councillor Ivey (Chair) <p>Three (3) members of staff:</p> <ul style="list-style-type: none"> • Director LeMay • Planner Poirier • Meeting Secretary Lake <p>The applicant</p> <ul style="list-style-type: none"> • Nikhil Vidwans <p>As this meeting was held virtually there were no members of the public present.</p>
Applicant name and site location (Civic address and PID)	<p>Planner Poirier outlined the request from Nikhil Vidwans to rezone the property at PID 45288750 from General Resource (GR) to Rural Commercial (RC) to permit tourist accommodations, an office, arts and craft studios, farm markets, personal service shops, restaurants and retail stores.</p> <p>The applicant did not make a presentation.</p>
Comments	<p>Comments from the public could be submitted to Planner Poirier by mail, e-mail and telephone between July 28 and August 31, 2021.</p> <p>Five (5) residents provided verbal comments. No emails or letters were received. Staff responses are included in purple.</p> <p>Discussion points from the public included:</p> <ul style="list-style-type: none"> • No problem with the development of rental cottages however the potential of up to 5,000 ft² of commercial space was of concern

	<ul style="list-style-type: none"> • Scale of development with respect to the need for water and sewer on the subject lot and the potential impacts this may have on abutting properties The property owner would require approvals from Department of Environment for well and septic • Concern that the PIM was held virtually when residents in the area are having internet issues Staff provided the option that residents could request a printed or mailed copy of the PIM presentation if they were unable to view the meeting online • The PIM sign at the end of the driveway of the subject lot was removed during the public comment period Staff ensured the sign advertising the PIM was reinstalled • Concern regarding the lack of control the developer will have in terms of keeping visitors on the subject lot There are no municipal requirements for fencing or buffering from the subject lot and these abutting properties. It would be up to the property owner to provide a solution to keep visitors on the subject lot. • Timeline of development Property owners are able to prepare the site which includes moving dirt and removing trees on their lot prior to receiving approval or permits from the Municipality. The property owner is only permitted to construct two (2) cottages as per the current General Resource (GR) zoning. No other requested uses would be permitted on site until Council decides on the rezoning request. All buildings will have to meet Building Code requirements. • Noise concerns of people using the private boat launch <p>Questions from the public included:</p> <ul style="list-style-type: none"> • Driveway – will it need to be expanded or improved? Part of the requirements of the WHLUB for rezoning to Rural Commercial (RC) requires that the driveway meet DTAT commercial access
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	<p>requirements. DTAT has been notified and asked to comment on the proposed development. DTAT is requiring an access management review and upgrades to the driveway to meet private lane design criteria. They have stated they will work with the property owner to determine what upgrades are needed as part of that process. DTAT and the property owner would have to follow the survey plan for the lot and would not be able to expand the driveway outside of the property lines without permission.</p> <ul style="list-style-type: none"> • Is a traffic study required? A traffic study is not required by the Municipality in relation to this application. DTAT is requiring an access management review and upgrades to the driveway to meet private lane design criteria. Only two (2) cottages are permitted to be constructed on the lot prior to this requirement being fulfilled. • Safety concerns with pedestrians trying to cross Highway 14 to access the lakes from New Ross Road. Will sidewalks or shoulders be constructed to address this? DTAT owns the roads in the area therefore it would be a provincial department decision whether sidewalks or wider shoulders should be installed. • What is the potential for a development agreement instead of rezoning the property? The policies of Council in the WHMPS outline that Council will consider the types of uses requested as part of this application through rezoning. There are no policies to consider the uses by development agreement instead. • Are there any limitations on commercial (i.e., hours of operation)? The only limitation for the commercial uses is the commercial floor area permitted in the Rural Commercial (RC) zone being limited to 5,000 ft². Hours of operation cannot be regulated in the Land Use By-law. <p>The applicant did not have an opportunity to respond to the comments before the report was finalized.</p>
Adjournment	The meeting was adjourned at 6:10 p.m.

Attachment B



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, Senior Planner

Date: 2021-09-28

Subject: West Hants Land Use By-law Map Amendment: Hwy 14, Vaughan, PID 45288750; File #21-12 B

LEGISLATIVE AUTHORITY

Section 210 of the Municipal Government Act.

RECOMMENDATION

Should Council wish to proceed to Public Hearing, the following motion would be in order:

... that Council gives First Reading and will hold a Public Hearing to consider amending the Zoning Map of the West Hants Land Use By-law to enable the lot located at PID 45288750 in Vaughan to be rezoned from the General Resource (GR) zone to the Rural Commercial (RC) zone; to amend the text of the West Hants Land Use By-law to add "Arts and crafts studios" to the list of permitted uses in the Rural Commercial (RC) zone; and to allow more than one main building on a lot in the Rural Commercial (RC) zone, all as shown on the map attached as Figure 3 and in Attachment A to the report #21-12 to the Planning and Heritage Advisory Committee dated September 9, 2021.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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An application was received from Mr. Nikhil Vidwans to consider rezoning the lot at PID 45288750 in Vaughan from General Resource (GR) to Rural Commercial (RC) to permit

tourist accommodations, an office, arts and craft studios, farmers market, restaurant, personal service shops, and retail stores.

Additional amendments in association with this application include adding “arts and craft studios” to the list of permitted uses in the Rural Commercial (RC) zone and amending the general provisions of the West Hants Land Use By-law to permit more than one main building on the lot in the Rural Commercial (RC) zone.

DISCUSSION

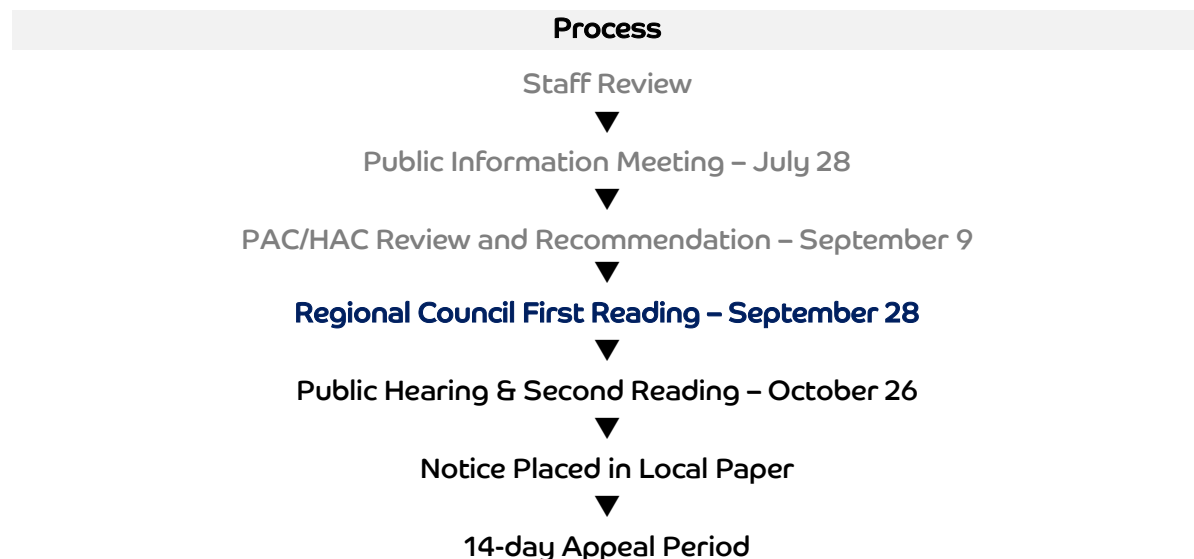
A Public Information Meeting was held on July 28, 2021.

On September 9, 2021 staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A).

PAC/HAC recommended in favour of the proposed West Hants Land Use By-law Amendments on September 9, 2021.

NEXT STEPS

The process for this application is as follows:



FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality in relation to the filing of this report.

ALTERNATIVES

In response to the application, Council may decide to:

- hold First Reading and authorize a Public Hearing to approve the amendments as drafted;

- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Appendix A 2021-09-09 Staff Report – West Hants Land Use By-law
Amendments: Hwy 14, Vaughan, PID 45288750; File #21-12

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have participated in the the PIM and PAC/HAC meetings. I concur with the recommendation from PAC / HAC.

Report Prepared by: _____
Sara Poirier, Senior Planner

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

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



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, Senior Planner

Date: 2021-09-28

Subject: WLUB Amendment: Reduced Lot Specification Requirements for PID 45358314, 45366986, 45055167, 45276441, 45190493 and 45364775, Payzant Drive; File 21-09 D

LEGISLATIVE AUTHORITY

Section 210 of the Municipal Government Act.

RECOMMENDATION

Should Council wish to amend the Windsor Land Use By-law following completion of the Public Hearing, the following motion would be in order:

...that Council gives Second Reading to and approves amending the text of the Windsor Land Use By-law to reduce the minimum lot specification requirements for PID 45358314, 45366986, 45055167, 45276441, 45190493 and 45364775 owned by Brison Developments Limited and 3229190 Nova Scotia Limited on Payzant Drive in a manner substantively the same as the draft set out in Attachment A of the report to the Planning and Heritage Advisory Committee, report #21-09 B dated July 8, 2021, and amending section 5.34 (a) of the Windsor Land Use By-law, Setback for Flanking Yard, to ensure that required flankage yards are the same as the required front yard in all zones, unless otherwise specified within the zone requirements.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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An application was received from Mr. Mitch Brison, Director of Brison Developments Limited and 3229190 Nova Scotia Limited, to amend the Windsor Land Use By-law to reduce the minimum lot specification requirements on specific PIDs (45358314, 45366986, 45055167, 45276441, 45190493 and 45364775) on Payzant Drive to conform with The Crossing development agreement (2019).

DISCUSSION

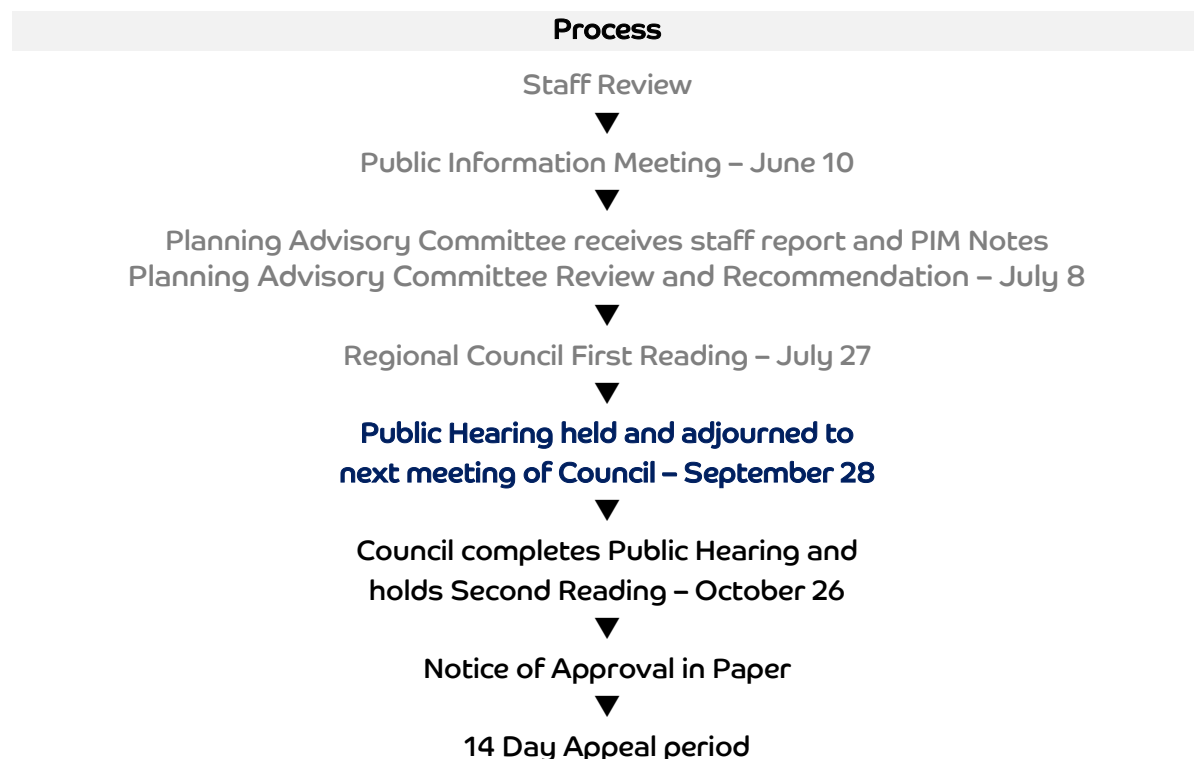
A Public Information Meeting (PIM) was held virtually and broadcast live on the Municipal Facebook page on June 10, 2021 to consider the requested amendments (Appendix A).

On July 8, 2021 staff presented a recommendation report to the Planning Advisory Committee / Heritage Advisory Committee (PAC/HAC) (Appendix B). The PAC/HAC recommended in favour of the proposed amendments.

Council held first reading on July 27, 2021.

NEXT STEPS

The process for this application is as follows:



FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality in relation to the filing of this report.

ATTACHMENTS

- Appendix A** 2021-06-10 Public Information Meeting Notes – File 21-09 A
- Appendix B** 2021-07-09 Staff Report – WLUB Amendment: Reduced Lot
Specification Requirements for PID 45358314, 45366986, 45055167,
45276441, 45190493 and 45364775, Payzant Drive; File 21-09 B
- Appendix C** Additional Draft Amendments to the Windsor Land Use By-law:
Flankage Yards

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the requested amendments of the applicant and the recommendation of PAC / HAC.

Report Prepared by: _____
Sara Poirier, Senior Planner

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

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

Attachment A

Public Information Meeting Notes

June 10, 2021 – June 25, 2021

File 21-09 A

Payzant Drive, Windsor; PID 45358314, 45366986, 45055167, 45276441, 45190493 and 45364775

Meeting date and time	A virtual Public Information Meeting was held on June 10, 2021 beginning at 6 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">• Councillor Ivey (Chair) <p>Four (4) members of staff:</p> <ul style="list-style-type: none">• Director LeMay• Planner Poirier• Meeting Secretary Lake• CAO Phillips <p>As this meeting was held virtually there were no members of the public present.</p>
Applicant name and site location (Civic address and PID)	Planner Poirier outlined the request from Mitch Brison, Director of Brison Developments Limited and 3229190 Nova Scotia Limited, to amend the text of the Windsor Land Use By-law to permit reduced minimum lot specifications in the Single Unit Residential (R-1) and Two Unit Residential (R-2) zone in Windsor for specific PID's on Payzant Drive (PID 45358314, 45366986, 45055167, 45276441, 45190493 and 45364775).
Comments	<p>Comments from the public could be submitted to Planner Poirier by mail, e-mail and telephone between June 10 and June 25, 2021.</p> <p>No written or verbal comments were received from the public.</p>
Adjournment	The meeting was adjourned at 6:10 p.m.



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Sara Poirier, Planner

Date: 2021-07-08

Subject: WLUB Amendment: Reduced Lot Specification Requirements for PID 45358314, 45366986, 45055167, 45276441, 45190493 and 45364775, Payzant Drive; File 21-09 B

LEGISLATIVE AUTHORITY

Section 210 of the Municipal Government Act.

RECOMMENDATION

Staff recommends that the PAC/HAC forward a positive recommendation by passing the following motion:

that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the text of the Windsor Land Use By-law to reduce the minimum lot specification requirements for PID 45358314, 45366986, 45055167, 45276441, 45190493 and 45364775 owned by Brison Developments Limited and 3229190 Nova Scotia Limited on Payzant Drive in a manner substantively the same as the draft set out in Attachment A of the report to the Planning and Heritage Advisory Committee, report #21-09 B dated July 8, 2021.

BACKGROUND

A completed application was received on May 6, 2021 from Mitch Brison to amend the Windsor Land Use By-law to reduce the minimum lot size and side yard requirements on specific PIDs (45358314, 45366986, 45055167, 45276441, 45190493 and 45364775) on Payzant Drive to conform with The Crossing development

agreement (2019). Mitch Brison is the Director of Brison Developments Limited and 3229190 Nova Scotia Limited.

DISCUSSION

The subject lots are located on Payzant Drive and all except 187 Payzant Drive (PID 45276441) are currently vacant. 187 Payzant Drive (PID 45276441) has a single unit dwelling on the lot.

The subject lots are designated Residential on the Generalized Future Land Use Map of the Windsor Municipal Planning Strategy (WMPS) (Figure 1). Part 5.0 of the WMPS contains the overall intention for properties designated Residential in Windsor.

Figure 2 shows an excerpt of the Zoning map of the Windsor Land Use By-law. The subject lots have a variety of different residential zoning including Single Unit Residential (R-1), Two Unit Residential (R-2), Medium Density Residential (R-3), and High Density Residential (R-4).

The subject lots abut properties with a variety of different zoning and designations (Table 1).

Table 1: Lots Abutting Subject Lots by Direction

North	<p>The subject lots abut residential development on Underwood Drive, Burgess Crescent and Fraser Drive which are designated Residential and zoned Single Unit Residential (R-1), Two Unit Residential (R-2) and High Density Residential (R-4). There is a park on Burgess Crescent which is designated Community Use and zoned Open Space.</p> <p>There are also vacant lots to the north of PID 45276441 on the west side of Payzant Drive which are designated Agriculture and zoned Agriculture (AG).</p> <p>The Hants Community Hospital is located on Payzant Drive to the north of the subject lots. The Hospital site is designated Community Use and zoned Institutional (I).</p>
East	<p>The Crossing development abuts the subject lots to the east. The Crossing development is permitted by development agreement however is designated Residential in the West Hants Municipal Planning Strategy and zoned Multiple Residential (R-3) and Two Unit Residential (R-2) in the West Hants Land Use By-law.</p>
South	<p>The Avon View High School which is designated Community Use and zoned Institutional (I) is to the south of the subject lots. There are also dwellings to the south of PID 45276441 on the west side of Payzant Drive which are designated Residential and zoned Two Unit Residential (R-2).</p>

West	The Windsor Elementary School property on Tremain Crescent abuts the subject lots to the west. The property is designated Community Use and zoned Institutional (I).
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The Crossing

The Crossing development in Garlands Crossing was permitted by development agreement originally approved by the former West Hants Council in 2008. Since then, the agreement has been amended three times at the request of the owner, in 2014, 2017 and 2019. The development agreement permits the development of a manufactured home park and grouped dwellings within a land lease community and a mixed residential area. The minimum lot specifications for single- and two-unit dwellings in the mixed residential area as specified in The Crossing development agreement (2019) are shown in Table 2.

Table 2: The Crossing Development Lot Specifications

Type of Unit	Minimum Frontage	Minimum Area	Minimum Side Yard	Minimum Front Yard	Minimum Rear Yard
Single Unit Dwelling	40 ft (12.19 m)	4,000 sq. ft (371.60m ²)	4 ft (1.22 m)	15 ft (4.57m)	25 ft (7.62 m)
Two Unit Dwelling	20 ft (6.1 m) / unit	2,000 sq. ft. (185.80 m ²)	4 ft (1.22 m)	15 ft (4.57 m)	25 ft (7.62m)

Mr. Brison, the applicant for this Windsor Land Use By-law request, is also the Director of the numbered company that owns the Crossing development. He is proposing to develop single- and two-unit dwellings on the majority of the subject lots which would be permitted as-of-right as per the current zoning. The applicant is also proposing that this residential development in the community of Windsor would connect to the Crossing via a new public street. Therefore, the applicant is requesting Council consider amending the Windsor Land Use By-law to permit the same minimum lot specifications for single- and two-unit dwellings as is permitted in the mixed residential area of the Crossing (Attachment A).

The Fire Chief had concerns regarding the proposed minimum side yard requirements with regard to potential fire spread. The Manager of Building and Fire Inspection Services stated that as per the National Building Code when the setback is 6.6 ft (2m) or less, the permitted openings in a building, such as windows and doors, are required to be cut in half for single- or two-unit dwellings (side by side). If the applicant does a residential unit over another residential unit within 4 ft (1.2 m) of the lot line then they are into the possibility of non-combustible construction and non-combustible cladding. The National Building Code requirements take precedence over any

minimum lot requirements in the Windsor Land Use By-law therefore staff conclude that the potential of fire spread will be minimized.

DOCUMENT REVIEW

The Province of Nova Scotia has six (6) Statements of Provincial Interests (SoPI) which form part of the *Municipal Government Act* and provide municipalities guidance on certain aspects of development in the Province: drinking water, flood risk areas, agricultural land, infrastructure, housing and the development of the Nova Centre. The SoPI related to housing specifies that the goal is to “provide housing opportunities to meet the needs of all Nova Scotians” by incorporating housing policies into the municipal planning documents which address affordable housing, special-needs housing, rental accommodation, and providing for manufactured housing. The second provision of the SoPI states that “depending upon the community and the housing supply and need, the measures that should be considered in planning documents include: enabling higher densities, smaller lot sizes and reduced yard requirements that encourage a range of housing types.” This application would be consistent with the Statement of Provincial Interest regarding housing.

Windsor Municipal Planning Strategy

Part 3.0 of the Windsor Municipal Planning Strategy outlines the concepts, principles, and initiatives for development within the community of Windsor. One of the development principles in Section 3.1.1 is to “*encourage compact residential and commercial growth similar to existing development in the older sections of Town which makes best use of municipal infrastructure including roads, sidewalks and water and sewer services.*” Reduced minimum lot specifications have many benefits including compact development patterns which reduce reliance on vehicles and create more walkable neighbourhoods. Reduced minimum lot specifications also make more efficient use of municipal services including sewer and water which aligns with the WMPS development principles.

Environmental Constraints Areas

One of the subject lots (PID 45358314) on the west side of Payzant Drive is located within the Environmental Constraints area designation and is identified as dykeland (Figure 3). The Environmental Constraints designation means that the subject lot has been identified as marshland, specifically within the Tregothic Marsh. Properties within the Environmental Constraints designation have to meet more stringent requirements, including completing an environmental study, before being issued a development permit for any new building.

The Agricultural Marshland Conservation Act (2001) protects marshland for agricultural purposes. Section 41 of the *Act* states that the provincial Marshland Administrator can authorize a variance to permit other types of development on the marshland. The owner applied to the Tregothic Marshbody and the Provincial

Marshland Administrator for authorization to construct a stormwater management pond and residential development on the subject lot. On May 7, the Provincial Administrator for the Nova Scotia Agriculture Mashland Act approved the application to construct a stormwater management pond and residential uses on the subject lot as per a site plan that was attached to the application. Any construction on site will have to meet the requirements of the underlying zone, Section 27.0 of the WLUB, and any other requirements of the Regional Municipality.

WMPS Specific Criteria

There are no specific criteria for this text amendment.

WMPS General Criteria

The proposed text amendment meet the general criteria for amendments and development agreements set out in WMPS Policy 16.3.1. These criteria are examined in detail in Attachment B. In summary:

- the proposal is not premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated;
- the Development Officer, Manager of Building and Fire Inspection Services, Director of Public Works, and Manager of Public Works Operations have no concerns.

Windsor Land Use By-law

Text Amendment

To permit the requested reduced minimum lot specifications in the Single Unit Residential (R-1) and Two Unit Residential (R-2) zones, an amendment to the text of the Windsor Land Use By-law (WLUB) would be required. The proposed text amendments are located in Attachment A.

Map Amendment

As the subject lots currently have residential zoning, an amendment to the Zoning Map of the WLUB is not required as part of this application.

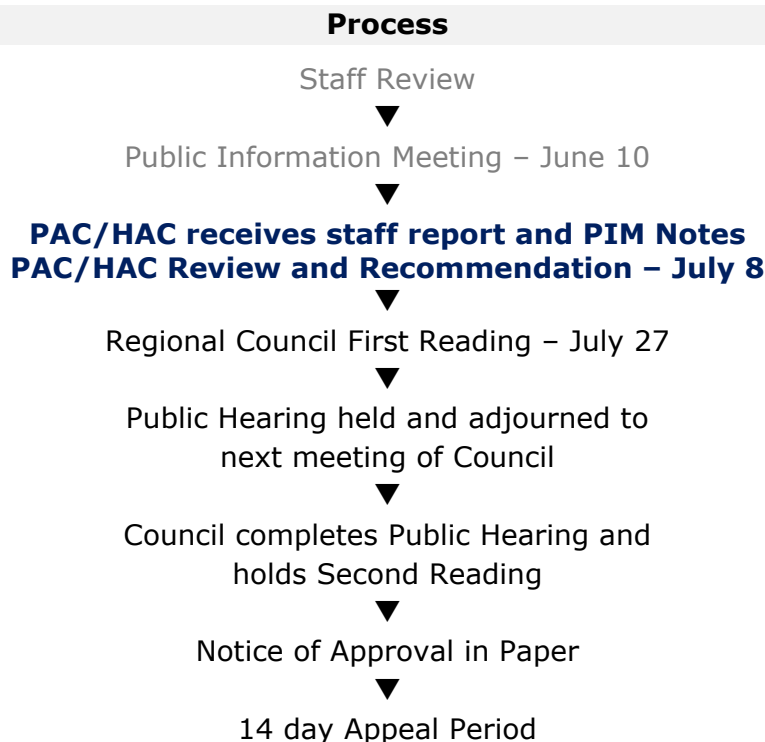
MUNICIPAL CLIMATE CHANGE ACTION PLAN

The Municipal Climate Change Action Plan (MCCAP) for Windsor (2014) highlights two simulated flooding scenarios. The first scenario is based on a storm surge that occurred in 1997, which shows the expected damage is to occur along the coastline. The second scenario shows the simulated flooding extent for probable maximum flood due to climate change. Under this scenario most of the community of Windsor including one of the subject lots (PID 45358314) within the Tregothic Marsh Body will experience extensive flooding. As noted above properties within the area identified as dykeland and within the Environmental Constraints designation have to complete an

environmental study before being issued a development permit for any new building to ensure any potential flooding will not affect the proposed uses.

NEXT STEPS

As noted above, the proposed amendment has been considered within the context of the general policies of the WMPS and is consistent with the intent, objectives and policies and criteria of the WMPS. As a result, it is reasonable to amend the text of the Windsor Land Use By-law to permit reduced minimum lot specification requirements for PID 45358314, 45366986, 45055167, 45276441, 45190493 and 45364775 on Payzant Drive.



FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality in regard to this development.

ALTERNATIVES

In response to the application, PAC/HAC may recommend that Council:

- hold First Reading and authorize a Public Hearing to approve the WLUB amendment as drafted or as specifically revised by direction of PAC/HAC;
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	Windsor GFLUM Extract
Figure 2	Windsor Zoning Map Extract
Figure 3	Environmental Constraints and Dykeland Excerpt
Attachment A	Draft Amendments to the Windsor Land Use By-law
Attachment B	General Criteria for Amendment

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

Figure 1
Windsor GFLUM Extract

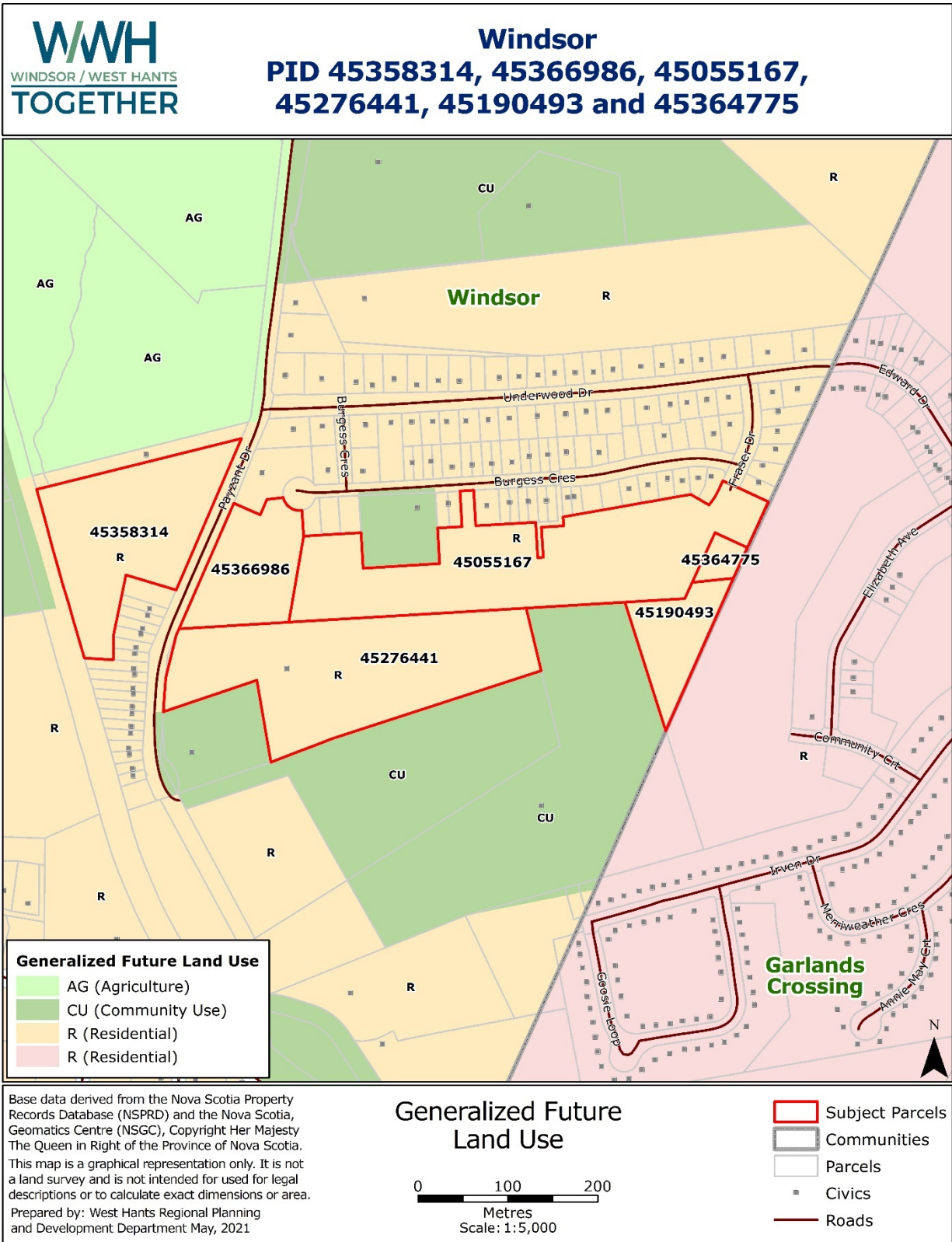


Figure 2
Windsor Zoning Map Extract

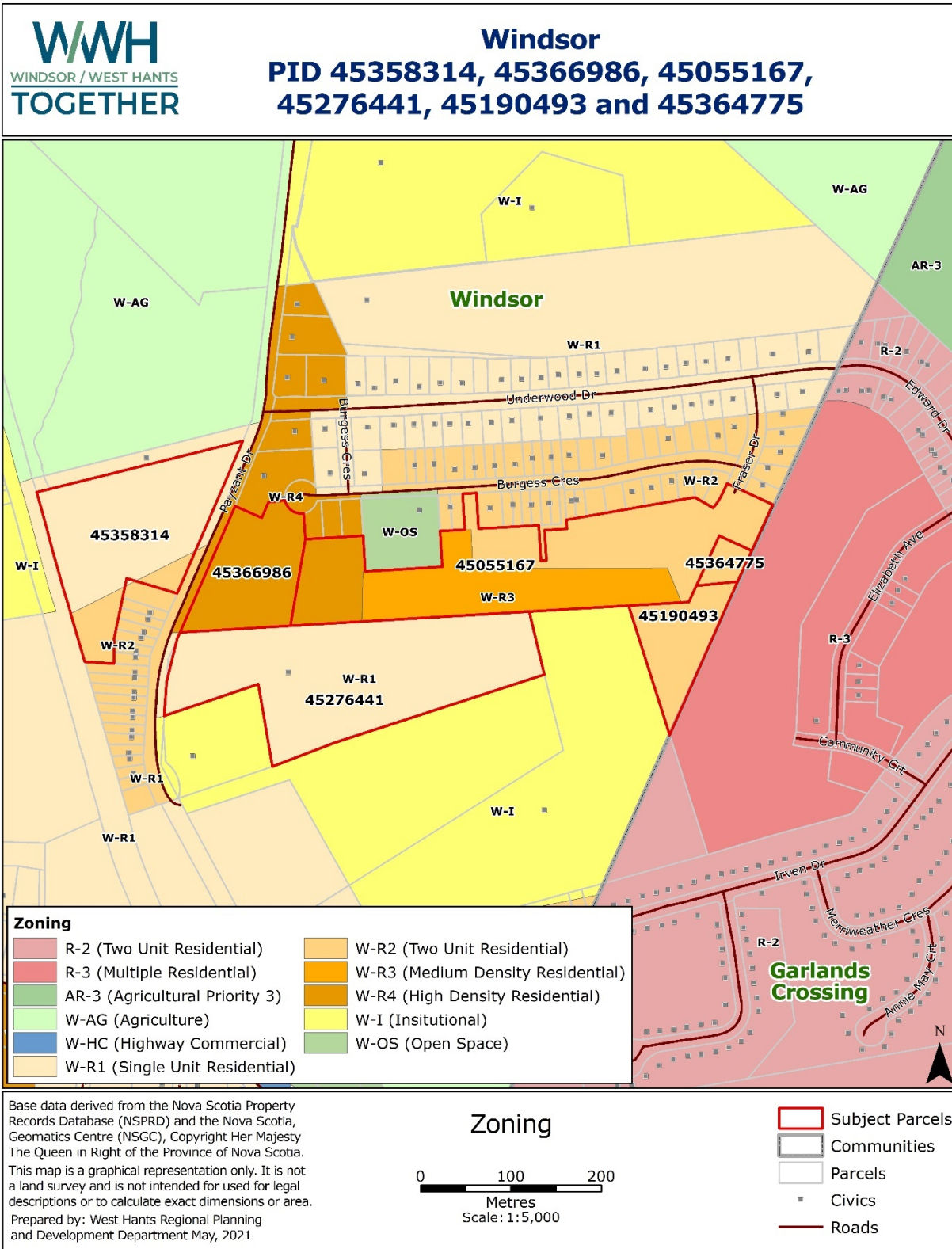
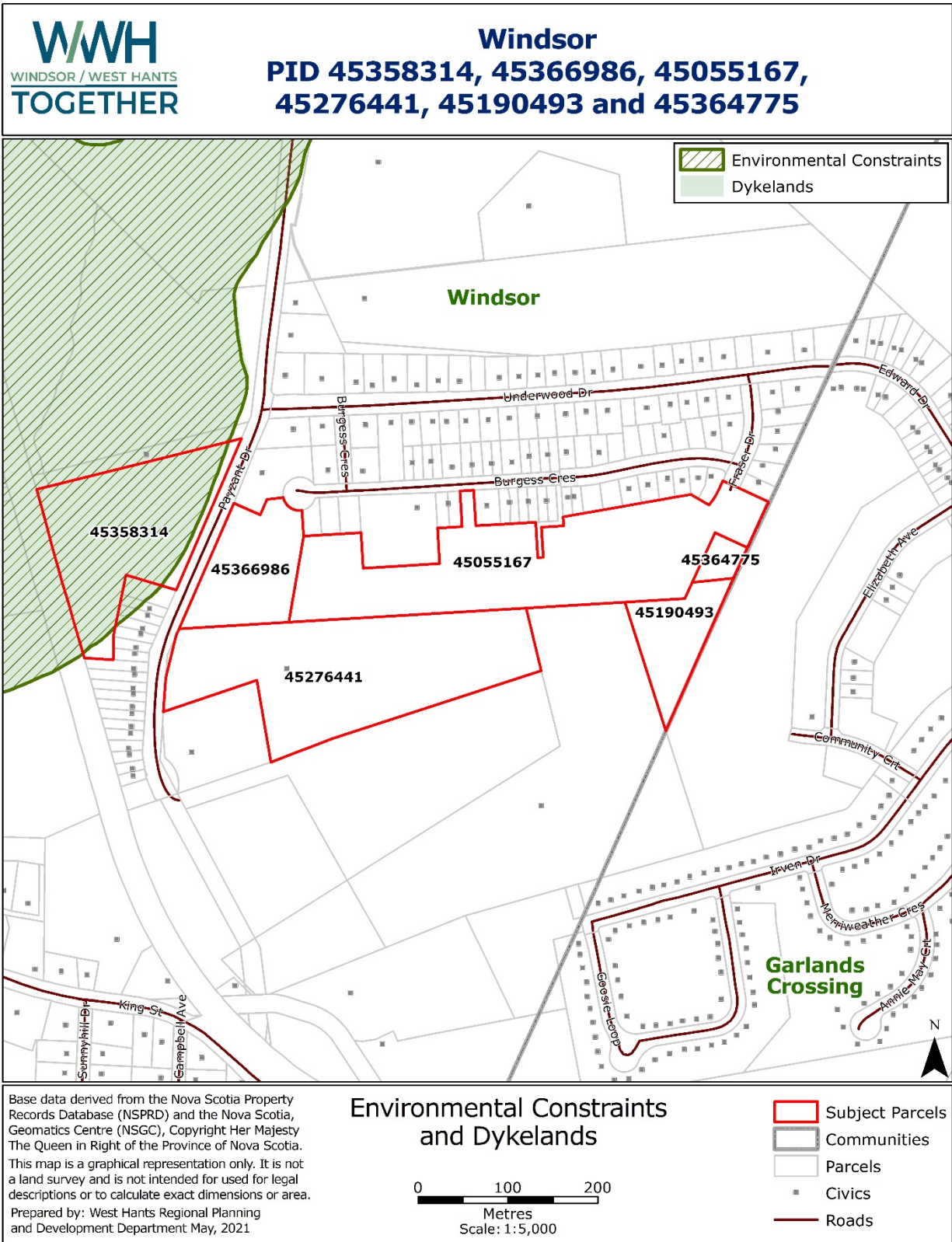


Figure 3
Environmental Constraints and Dykeland Excerpt



Attachment A

Draft Amendments to the Windsor Land Use By-law

Text amendments to the Single Unit Residential (R-1) and Two Unit Residential (R-2) zones of the Windsor Land Use By-law to reduce the minimum lot specification requirements for specific PIDs (45358314, 45366986, 45055167, 45276441, 45190493 and 45364775) owned by Brison Developments Limited and 3229190 Nova Scotia Limited on Payzant Drive. Note: Amendments in [blue](#).

- 1. Amend Part 8.2, *R-1 Zone General Requirements*, in Part 8.0 of the Windsor Land Use By-law, *Single Unit Residential (R-1)*, to include an exception of reduced minimum lot specifications for PID 45358314, 45366986, 45055167, 45276441, 45190493 and 45364775, so that it reads as follows:**

8.0 SINGLE UNIT RESIDENTIAL (R-1)

Permitted Uses

8.1 The following uses shall be permitted in the Single Unit Residential (R-1) zone:

- Single unit dwellings
- Accessory apartments

R-1 Zone General Requirements

(Amendment WLUB 10-01 Effective July 16, 2010)

8.2 (a) In the R-1 zone, no development permit shall be issued except in conformity with the following:

		with town services	with on-site services
Minimum lot area		6,000 ft ² (557.40 m ²) 7,000 ft ² (650.30 m ²) for corner lots	30,000 ft ² (2,787.00 m ²)*
Minimum lot frontage		60 ft (18.29 m)	120 ft (36.58 m)
Minimum front yard		25 ft (7.62 m)	
Minimum rear yard		25 ft (7.62 m)	
Minimum side yard	one side	4 ft (1.22 m) for the first storey plus 2 ft (0.61 m) for each additional storey	
	other side	10 ft (3.05 m)	
Maximum height of main building		35 ft (10.67 m)	
Maximum height of accessory building		15 ft (4.57 m)	

* subject to Nova Scotia Department of Environment & Labour requirements

(b) **Exception for PID 45336773** - Notwithstanding section 8.2(a), the minimum side yard requirement for an approximately 13.6 acre parcel of land owned by Brison Developments Limited, Payzant Drive (PID 45336773) shall be:

- one side: 4 ft (1.22 m) for the first storey plus 2 ft (0.61 m) for each additional storey;
- and
- other side: 8 ft (2.44 m).

(c) **Exception for PID 45358314, 45366986, 45055167, 45276441, 45190493 and 45364775 –** Notwithstanding Section 8.2 (a), the lot specifications for the lots owned by Brison Developments (PID 45358314) and 3229190 Nova Scotia Limited (PID 45366986, 45055167, 45276441, 45190493 and 45364775) shall be:

Minimum lot area	4,000 ft ² (371.60 m ²) 5,000 ft ² (464.5 m ²) for corner lots
Minimum lot frontage	40 ft (12.19 m)
Minimum front yard	15 ft (4.57 m)
Minimum flankage yard	15 ft (4.57 m)
Minimum rear yard	25 ft (7.62 m)
Minimum side yard	4 ft (1.22 m)
Maximum height of main building	35 ft (10.67 m)
Maximum height of accessory building	15 ft (4.57 m)

Accessory Apartments - Special Requirements

8.3 In addition to all other regulations of this By-law, the following provisions shall apply to accessory apartments in the R-1 zone:

- (a) not more than one accessory apartment shall be permitted per lot;
- (b) the accessory apartment shall be contained within or attached to the main dwelling;
- (c) no alterations shall change the roof line or increase the height of the existing dwelling except for the addition of dormers or structures necessary for public safety;
- (d) no new entrances shall be created on the front façade of the existing main dwelling;
- (e) additions shall be limited to the rear yard of the main dwelling;
- (f) the accessory apartment shall not exceed 25 percent of the total floor area of the structure;
- (g) lot coverage of the entire structure shall be limited to 50 percent; and
- (h) parking shall be provided as required in Section 5.25 in the side or rear yard of the lot.

2. Amend Part 9.2, *R-2 Zone General Requirements*, in Part 9.0 of the Windsor Land Use By-law, *Two Unit Residential (R-2)*, to include an exception of reduced minimum lot specifications for PID 45358314, 45366986, 45055167, 45276441, 45190493 and 45364775, so that it reads as follows:

9.0 TWO UNIT RESIDENTIAL (R-2)

Permitted Uses

9.1 The following uses shall be permitted in the Two Unit Residential (R-2) zone:

- Uses permitted in the R-1 zone subject to the R-1 zone requirements
- Converted dwellings to a maximum of two dwelling units
- Two unit dwellings

R-2 Zone General Requirements

(Amendment WLUB 10-01 Effective July 16, 2010)

9.2 (a) In the R-2 zone, no development permit shall be issued except in conformity with the following:

Minimum lot area	3,500 ft ² /unit (325.15 m ² /unit)
Minimum lot frontage	35 ft/unit (10.67 m/unit)
Minimum front yard	25 ft (7.62 m)
Minimum rear yard	25 ft (7.62 m)
Minimum side yard	10 ft (3.05 m)
Maximum height of main building	35 ft (10.67 m)
Maximum height of accessory building	15 ft (4.57 m)

(b) **Exception for PID 45336773** - Notwithstanding section 9.2(a), the minimum side yard requirement for an approximately 13.6 acre parcel of land owned by Brison Developments Limited, Payzant Drive (PID 45336773) shall be 8 ft (2.44 m).

(c) **Exception for PID 45358314, 45366986, 45055167, 45276441, 45190493 and 45364775** – Notwithstanding Section 9.2 (a), the lot specifications for the lots owned by Brison Developments (PID 45358314) and 3229190 Nova Scotia Limited (PID 45366986, 45055167, 45276441, 45190493 and 45364775) shall be:

Minimum lot area	2,000 ft ² (185.80 m ²) / unit 3,000 ft ² (278.7 m ²) / unit for corner lots
Minimum lot frontage	20 ft (6.1 m) / unit
Minimum front yard	15 ft (4.57 m)
Minimum flankage yard	15 ft (4.57 m)
Minimum rear yard	25 ft (7.62 m)
Minimum side yard	4 ft (1.22 m)
Maximum height of main building	35 ft (10.67 m)
Maximum height of accessory building	15 ft (4.57 m)

Converted Dwellings - Special Requirements

9.3 In addition to all other regulations, the following provisions shall apply to converted dwellings in the R-2 zone:

- all conversions shall be limited to one additional dwelling unit;
- no alterations shall change the roof line or increase the height of the existing dwelling except for the addition of dormers or structures necessary for public safety;
- no alteration shall be undertaken which will extend into the front or side yard of the lot;
- lot coverage of the entire structure shall be limited to 50 percent; and
- parking shall be provided as required in Section 5.25 in the side or rear yard of the lot.

Services Required

9.4 A development permit shall not be issued for a new residential dwelling of two or more units in the R-2 zone where the proposed development is not serviced with Town water and sewer.

Subdivision of Semi-detached Units

9.5 Semi-detached dwelling units located on an approved water and sewer serviced lot may be subdivided into lots provided each dwelling unit has separate service connections and provided all applicable provisions of the Town of Windsor Subdivision By-law and this By-law are met. No side yard shall be required along the common lot boundary dividing a semi-detached dwelling.

Attachment B
General Criteria for Amendment

Policy 16.3.1 In considering development agreements and amendments to the Town of Windsor Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:

CRITERIA	COMMENT
<i>(a) whether the proposal is considered premature or inappropriate in terms of:</i>	
<i>(i) the adequacy of sewer and water services;</i>	The Director of Public Works commented that there are no issues in regard to the adequacy of sewer and water services. They also commented that there are no public works related concerns related to reduced minimum lot requirements.
<i>(ii) the adequacy of school facilities;</i>	The subject lots are already zoned for residential uses therefore the school board was not contacted to comment on the proposed WLUB text amendment.
<i>(iii) the adequacy of fire protection;</i>	<p>The local Fire Chief commented that they had some concern with the reduced side yard widths with regard to potential fire spread. However, the Manager of Building and Fire Inspection Services stated that they have no concerns with this application with regard to fire safety. The National Building Code would take precedence over any minimum lot sizes proposed in the Land Use By-law.</p> <p>The Manager of Building and Inspection Services added that the National Building Code requires that "when the setback is 2m (78 ¾") or less, the permitted openings are required to be cut in half for single or two unit dwellings (side by side). If they do a residential unit over another residential unit, then they are into possibility of non-combustible construction & non-combustible cladding being within 4'."</p> <p>The applicant is aware of the Manager of Building and Inspection Services comments and will have to ensure the construction meets the National</p>

	Building Code requirements prior to receiving building and occupancy permits.
<i>(iv) the adequacy of road networks adjacent to, or leading to the development; and</i>	The Manager of Public Works Operations and Traffic Authority for the Municipality commented that there would be no significant impact to the adequacy of road networks adjacent to or leading to the development by permitting reduced minimum lot specification requirements on these specific lots.
<i>(v) the financial capacity of the Town to absorb any costs relating to the development.</i>	There are no anticipated costs to the Municipality related to this WLUB amendment.
<i>(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i>	<p>The Manager of Public Works Operations and Traffic Authority commented that there are no concerns with respect to the movement of auto and pedestrian traffic with this WLUB amendment.</p> <p>There is an existing sidewalk on the east side of Payzant Drive. There is no rail transportation in the area.</p>
<i>(c) the adequacy of the dimensions and shape of the lot for the intended use;</i>	The Development Officer stated that they have no concerns with regard to the adequacy of the dimensions and shape of the lots for the proposed amendment. They added that this is consistent with what has already been established across the Windsor/West Hants border at the Crossing and will provide for greater density. There have been no development issues as they understand it on the Crossing side, and they don't anticipate any on the Windsor side.
<i>(d) the pattern of development which the proposal might create;</i>	The surrounding area has a variety of residential zoning. The Hants Community Hospital, Avon View High School and a few commercial uses are also located on Payzant Drive. This proposal is not anticipated to change the pattern of development in the area.

	<p>The Development Officer commented that "smaller lot sizes and reduced setbacks will provide for greater density. This would increase housing availability as well as provide increased revenues for the municipality."</p>
<p><i>(e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, marshes or bogs and susceptibility of flooding;</i></p>	<p>PID 45358314 on the west side of Payzant Drive is relatively flat and has a watercourse near the rear lot line. As noted in the report, this subject lot (PID 45358314) is located within the Environmental Constraints area designation and is identified as dykeland. Any new construction on this subject lot will have to meet the requirements of Section 27.0 of the WLUB and any other requirements of the Regional Municipality.</p> <p>The Municipal Climate Change Action Plan (MCCAP) for Windsor (2014) shows that most of the community of Windsor including one of the subject lots (PID 45358314) would experience flooding under a simulated flooding extent for probable maximum flood due to climate change.</p> <p>PID 45276441 on the east side of Payzant Drive are relatively flat. The other subject lots on the east side of Payzant Drive (PID 45366986, 45055167, 45364775 and 45190493) slope upward towards Fraser Drive. There are no evident concerns in terms of steepness of grade, soil or geological conditions. It is the responsibility of the property owner to ensure the site is suitable for the proposed uses.</p>
<p><i>(f) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by-laws and regulations; and</i></p>	<p>All Municipal, Provincial and Federal regulations will have to be met.</p>
<p><i>(g) any other matter required by relevant policies of this Strategy.</i></p>	<p>All other matters have been addressed elsewhere in this report.</p>

Appendix C
Additional Draft Amendments to the Windsor Land Use By-law:
Flankage Yards

Text amendments to the general provisions for all zones of the Windsor Land Use By-law to ensure that required flankage yards are the same as the required front yard in all zones unless otherwise specified within the zone requirements. Note: Amendments in blue.

1. Amend Section 5.34 (a), *Setback for Flanking Yard*, in Part 5.0 of the Windsor Land Use By-law, *General Provisions for all zones*, so that it reads as follows:

Setback for Flanking Yard

- 5.34 (a) ~~Notwithstanding anything else in this By-law, on a corner lot in any residential zone, the minimum yard requirement for the flanking yard shall be 25 ft (7.62 m).~~ The required flankage yard shall be the same as the required front yard in all zones, unless otherwise specified within the zone requirements.
- (b) No accessory building or structure shall be permitted within the required flanking yard.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input checked="" type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: COTW

Submitted by: Todd Richard, Director of Public Works

Date: October 12, 2021

Subject: Cunnabel Creek – Storm Water System

LEGISLATIVE AUTHORITY

MGA

RECOMMENDATION or DECISION REQUEST

Information report / Direction to staff

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input checked="" type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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At the September 14 Committee of the Whole meeting, direction was given to staff to prepare an information report on the Windsor storm water drainage issues during heavy rain events in the Stannus / Gray areas, along with options to help prevent issues. Also requested at this meeting was for staff to inspect the applicable system as to its current condition, along with any short-term measures to reduce storm surcharges which result in flooding.

On July 27, 2021, an extreme localized weather event occurred in Windsor. Starting off as hail and high winds, the event turned to a deluge of rain (reports of 70mm to 100mm) in a short duration. Low-lying areas of Windsor's combined storm water system experienced a heavy surcharge and backups, along with street flooding in certain areas. Areas most affected were: Stannus Street, Victoria Street, sections of Albert Street, Lower Wiley Avenue, Gray Street, Munroe Street, Water Street and King Street (north). There was also overland flooding on some low-lying private properties in Windsor.

Attached to this document are topographic maps showing representations of elevations and low areas of Windsor.



Figure 1. Map showing approximate location of Cunnabel Creek trunk combined sewer

DISCUSSION

History of the Cunnabel Creek Sewer System:

Pre-settlement of Windsor, a open tidal creek existed in the general areas of Albert Street / Wiley Ave, through Victoria Park, Stannus Street, Elmcroft Park, Munroe Street, crossing Water Street, and discharging into the then tidal Avon River. There is an abundance of historical journals, official records, and many books written about Windsor. One such book is “A Journey in History” written by the late L.S. Loomer. An interesting, related section in this book reads:

The great storm of 1759 broke many dykes with extensive flooding destroying bridges remaining from Acadian times. There were two small bridges set across tidal streams, one at the foot of King St. by Victoria Park, the other was across Cunnabel Creek on Water St.

The relevance of including this section allows some perspective when it comes to the eventual evolution of this sewer and storm water system, its design, and ultimately the limitations of the system. A high-level timeline is as follows:

- As the open creek essentially ran through the centre of Windsor and discharged to the Avon River this creek was the natural course for overland drainage pre-development.

- As settlement increased the creek was used for the disposal of many sorts of waste, open shallow trenches would have been dug to channel water and sewage into the open creek. As the creek was influence by tides, a natural flushing action would occur on every ebb and flow. As population increased this practice of having an open creek as a sewer system became problematic and obviously became a major health concern and a source of spreading disease along with.
- 1869 – Major flooding occurred during the “Saxby Gale”. Windsor experienced severe property damage; dykes were broken in all sorts of places. The Maritimes, mostly around the Bay of Fundy, were hit hardest. There were seventy-one deaths, mostly from drowning. Three of these were in the Windsor area.
- As most if not all records related to Windsor infrastructure were lost in the Great Fire of 1897, accurate dates could not be found for when a wooden timber framed box was constructed, and the creek filled in along with piped connections for sewer and storm water. Most likely this would have taken place over many years as systems and streets were constructed / upgraded.
- Most likely the construction of this wooden box sewer would have taken place in the mid to late 1800’s as we have maps and records showing the creek covered in 1878. A consultant’s report on May 25, 1959 for inspection services provides some interesting observations –
“A recent inspection of that part of the trunk sewer from Water Street to the Avon River, however, has brought alarming facts. When making my way through this wooden box I noticed that one side and the top of the wooden planks have collapsed leaving about one half of the opening clear. This was about 100 ft down from the fence on Water Street. I could not determine the extent of the damage. When checking above ground I noticed that this point coincided with a cavity in the backyard which had occurred recently and had been filled with gravel.
Judging from my observation I would say that any time now the entire wooden box might collapse thus plugging the Town’s main sewer. The surge of the tide four times a day is bound to wash more and more ground off the hole in the wall and the top of the box. I would recommend that this matter should be given urgent attention.”
- 1968 – Construction of Windsor’s Gravity Sewer Interceptor was constructed to allow for combined sewage to be conveyed further down river due to the new highway 101 construction and allow for a freshwater system (Lake Pisiquid).
- 1978 – New 42” concrete sewer was constructed from the Old Stannus Rink to Gray Street. This replaced the old wooden box sewer along that section
- 1983 – Corrugated Steel Tunnel liner was installed inside the wooden box sewer between Gray Street (Curling Club) to Water Street
- 1994 – Cleaning and video inspections – Stannus Street
- 1995 – 2006 Maintenance Records unable to locate at time of report
- 2007 – Cleaning and video inspections – Victoria / Wiley area
- 2008 – Full Condition Assessment with CCTV, followed by extensive cleaning, was completed along the Cunnabel Creek Combined Trunk Sewer
- 2009 – Gray Street, Reconstruction sewer-main replacement Stannus to Albert

- 2013 – Albert / King / Stannus, heavy cleaning and video inspection
- 2014 – Full Street, Water, and Sewer Infrastructure reconstruction and heavy cleaning / video inspection of Trunk Sewer
- May 2016 – Raw sewage discharge into the tidal side of Avon River was removed and all wastewater has since been diverted to a new pumping station on Colonial Drive and ultimately to the new wastewater treatment facility on Wentworth Rd
- September 1, 2016 – Flash flood / Thunderstorm in Windsor, and Edgehill Estates fire
- 2017 – Condition Assessment of Trunk Sewer was completed along the Stannus Street Section
- 2018 – Heavy Cleaning and video inspection along Victoria / Wiley and follow up cleaning along trunk sewer
- July 27, 2021 – Major localized flash flooding in Windsor resulting in sewer surcharge
- 2021 – Full Condition Assessment with CCTV (no major obstructions found) follow up cleaning to be scheduled for regular maintenance

Given the current Cunnabel Creek Trunk Sewer is a Combined system (conveys and collects both sanitary sewage along with storm water from the street and run off from properties). This creates challenges and limitations during periods of high precipitation, especially when a deluge occurs over a short time duration. When these type of events occur, they overwhelm the system, and in some cases result in a combined sewer overflow (CSO). The CSO's would occur in low elevation areas or in areas of high convergence. This type of event took place on July 27, 2021.

Important to include in this information report is the high value and critical nature the Lake Pisiquid / reservoir performs in the function of storm water management along with the importance of continued operation of some sort of tidal gate for flood protection. It should be clearly noted and understood that if this system was to resort to free tidal as it was previous to the construction of the causeway would ultimately result in major flooding in low lying areas of Windsor including a large portion of the downtown core. Having a rain event as experienced on July 27, 2021 along with a high tide event would be disastrous without unprecedented major redesign of the sewer, water and stormwater infrastructure.

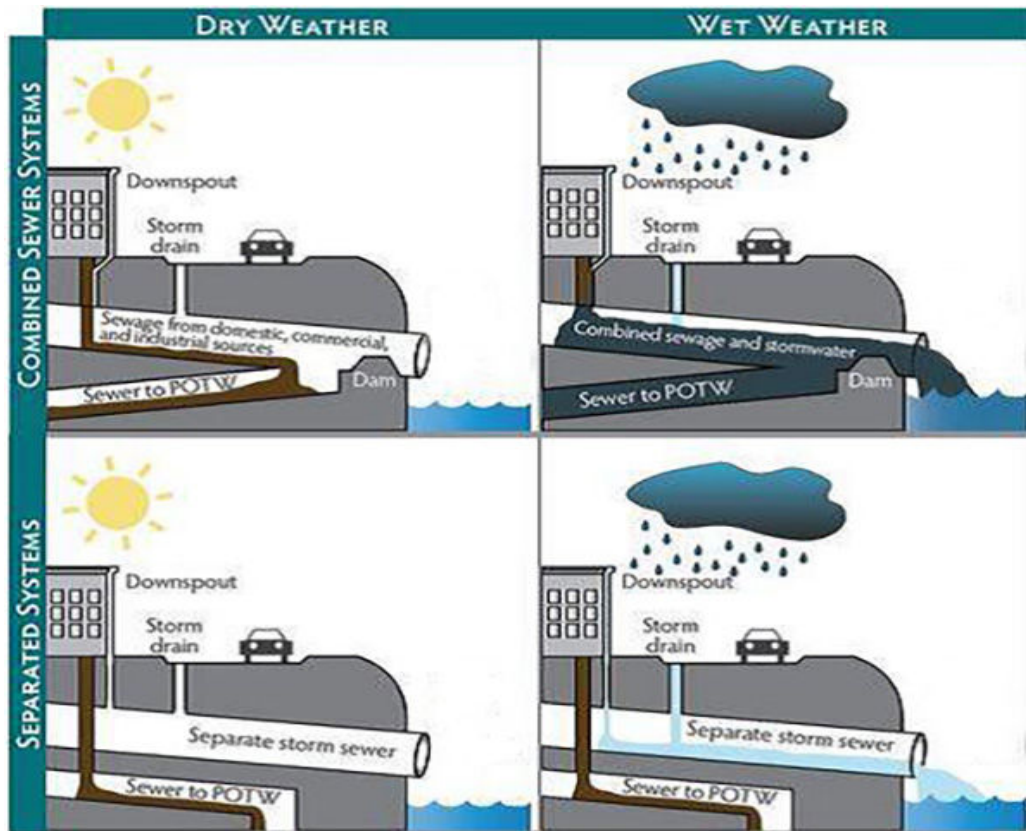


Figure 2. Shows illustrated view of combined and separated wastewater systems

NEXT STEPS

Pending Council's direction, the following could take place:

Option 1

- Cunnabel Creek trunk sewer is currently identified in the 2024/25 capital for design / review & improvements. The current scope of this project is for the section between Gray Street and Water Street to be replaced. This scope could be expanded to include the entire section of the trunk sewer including design for storm sewer separation. Essentially this would see two parallel systems (one pipe for sanitary sewage and one for storm water) designed to meet climate change predictions and storm water catchment area. Given this would be a major capital project and the need for expanding the scope to include other sections of Windsor that contribute to this combined sewer system would most likely result in a phased multi-year project. Many individual storm drains would need to be disconnected from the existing and reconnected to the new dedicated storm system, involving all streets in the areas of existing combined wastewater. Given the trend of increased frequency and severity of storm events, and allowing for climate change measures, having a dedicated robust storm water system would certainly decrease sewer surcharges that result in overflows. This option would allow for the

system to be designed to convey storm water with very low probability of sewer system surcharge and high probability to eliminate CSO.

Option 2

- Expand pumping capacity at two sewage lift stations along with increasing hydraulic capacity of force main to wastewater treatment facility and added treatment process equipment and capacity. This option would be less likely to reduce the occurrence of CSO's however may reduce the duration and severity of the CSO's. The hydraulic capacity of the existing force-main to the treatment plant may be a limiting factor. More detailed study and investigation would be required.

Option 3

- Construction of a large underground holding reservoir (Elmcroft Park area) to capture and hold combined storm water during high precipitation events. After the storm dissipates this holding reservoir would be pumped out. This option would involve the construction of a very large custom built concrete structure occupying a large area along with the construction of a pumping station and high construction / operating costs. Other locations for a large holding reservoir could be at the waterfront location to hold combined wastewater. The size of the reservoir again would need to be very large capacity to store the wastewater preventing CSO and or system surcharge.

Option 4

- Combination of any and or all options.

Staff would suggest the next steps could be to call for an RFP to engage a professional consulting firm to provide a master storm water plan and preliminary design for the Windsor area (high level cost estimate \$75 to \$125K). All options could be considered along with any other recommended actions. The scope would be to provide a basis to manage storm water to meet climate change along with increased development. As funding and approval becomes available, more detailed design and ultimately construction of a vastly improved sewer collection and storm water system would be the long-term objective.

Part of the direction given to staff was to investigate any short-term solutions to prevent occurrence of system surcharge. After extensive inspection of the Cunnabel Creek system the results indicate an overall good working condition rating reporting no major restrictions or issues. This results in limited short-term solutions that can be quickly undertaken other than regular preventative system maintenance and removing storm water connections that can be diverted elsewhere without major disruption. The system is operating as designed and appears to be operating well within the design parameters. However, there is clear evidence that certain storm events exceed the design capacity of this system, and the section of the old trunk sewer between the curling club and Water Street requires replacement and or rehabilitation in the next 5 to 10 years.

This section of infrastructure is captured in our asset management plan. Attached to this report are maps showing the section of Cunnabel Creek Wastewater network as a high to medium risk based on age, moderate to significant consequence if the system were to fail and given the type of material and age of a portion of the system an almost certain probability of failure. Important to note is these ratings were based on age of installation only and not based on visual condition assessment.

Other than expediting the process as identified in Option 1 short term practical solutions are limited.

Options not presented above, as they are mostly outside of the Municipality's jurisdiction, would include items that could be addressed by the homeowner or resident, such as:

- Having an approved and well maintained back-flow prevention device to prevent backwater and sewage from entering the property
- Having building foundations waterproofed to prevent entry of storm water
- Having the property graded and or filled in to allow for positive drainage towards the street

RESIDENT CONSULTATION

Staff coordinated a meeting with interested residents that were affected by the July 27th weather event. The meeting was held on Oct 7th at 6pm to discuss their concerns along with limitations of system and options for improvements to the system. The following is the draft agenda of the meeting:

- Resident Concerns and historical issues
- Current condition / limitations of system & Climate Change
- July 27th event
- Overview of the Cunnabel Creek Combined Sewer System
- Municipal Infrastructure Capital Plan
- Topography – low areas
- Impact of high tides – Tidal Gates
- Short term vs. long term measures / next steps
- Roundtable discussion – Feedback

FINANCIAL IMPLICATIONS

Full estimated costs are unknown currently as this report is for information purposes. If direction is given to staff to proceed with any action, an estimate for that work can be prepared.

ALTERNATIVES

Not applicable currently.

ATTACHMENTS

1. Maps showing storm water and wastewater network, Risk Maps, Consequence of Failure Maps and Probability of Failure Maps.
2. LiDAR Maps

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report is quite thorough providing a good overview of the history of the system, its maintenance and performance. As noted in the report, the July storm event breached the capacity of the system in relation to its design. Essentially the intake portion of the system and the piping network were free from known obstructions but could not handle the intensity of the water flows produced by the storm in a such a short period of time. The system did eventually withdraw the waters from the noted areas.

As staff and the community continues to reflect on a larger solution and potential retro fit of the system, short term mitigation measures noted in the report such as regular or elevated surveillance and maintenance of the system by the municipality and homeowner suggestions should be jointly undertaken. These short-term actions may prove to be beneficial and provide an immediate improvement.

To assist the homes located in the high-risk areas an additional consideration could be reviewed by the municipality. A backflow prevention device is critical to the protection of a property in relation to storm or sanitary surges or backflow entering the home. All new developments or constructions connected to municipal services require such devices. Older properties are not required to have these devices at this time. Further, it may be that homes within the high-risk areas may not have the device currently installed.

With the support of Council a program similar to a traditional PACE program could be explored to assist home owners with the installation of a backflow device in the short-term. A property assessed clean energy (PACE) model is an innovative mechanism for financing energy efficiency and renewable energy improvements on private property. This same concept could be explored to support flood mitigation strategies for homes in the high-risk flood areas as noted in the report.

Discussions with homeowners on October 7th and discussions with Council at COTW will help with understanding the current conditions as well as possible support and solutions. Staff look forward to the discussion and feedback from Council.

Report Prepared by:



Todd Richard, Director PW's

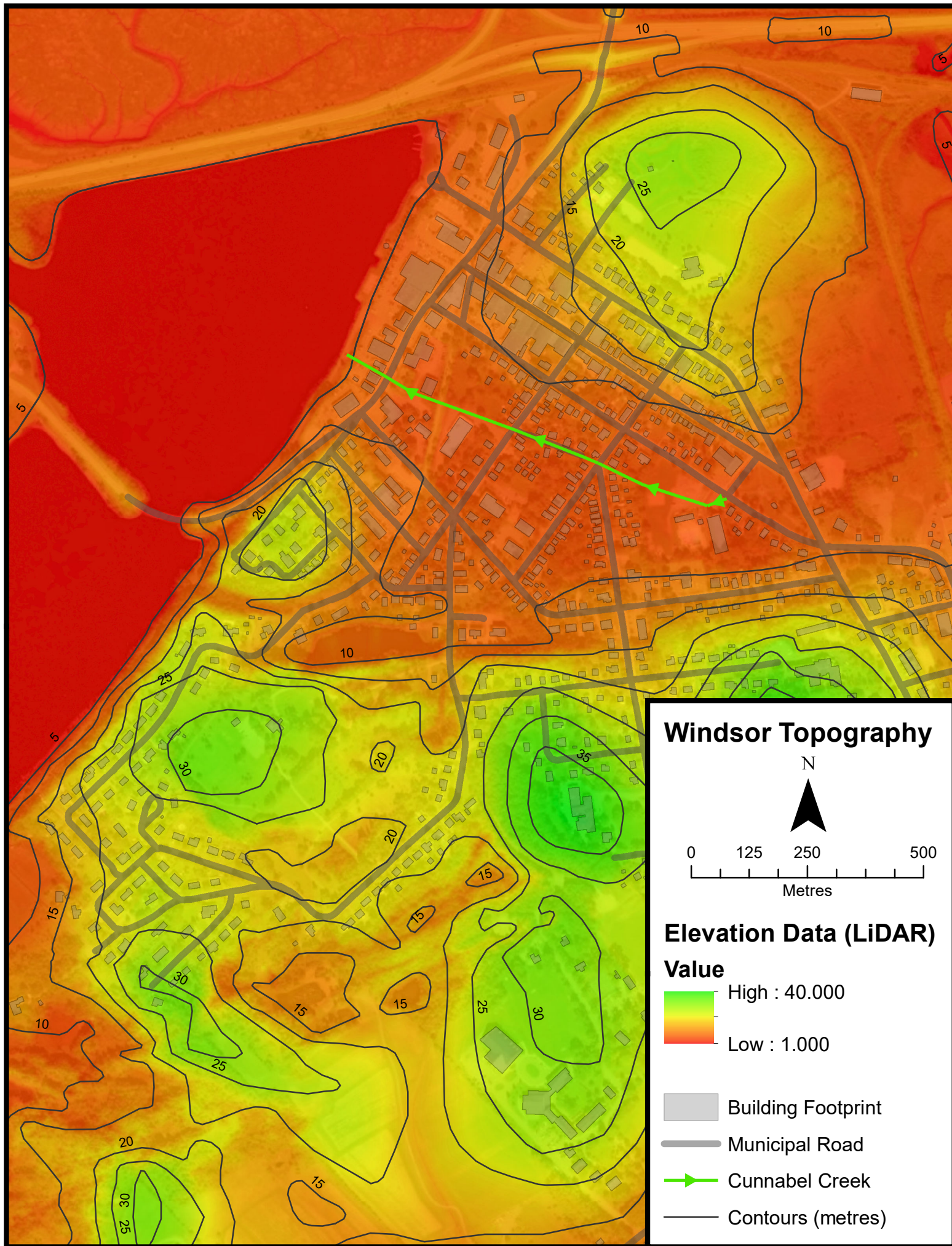
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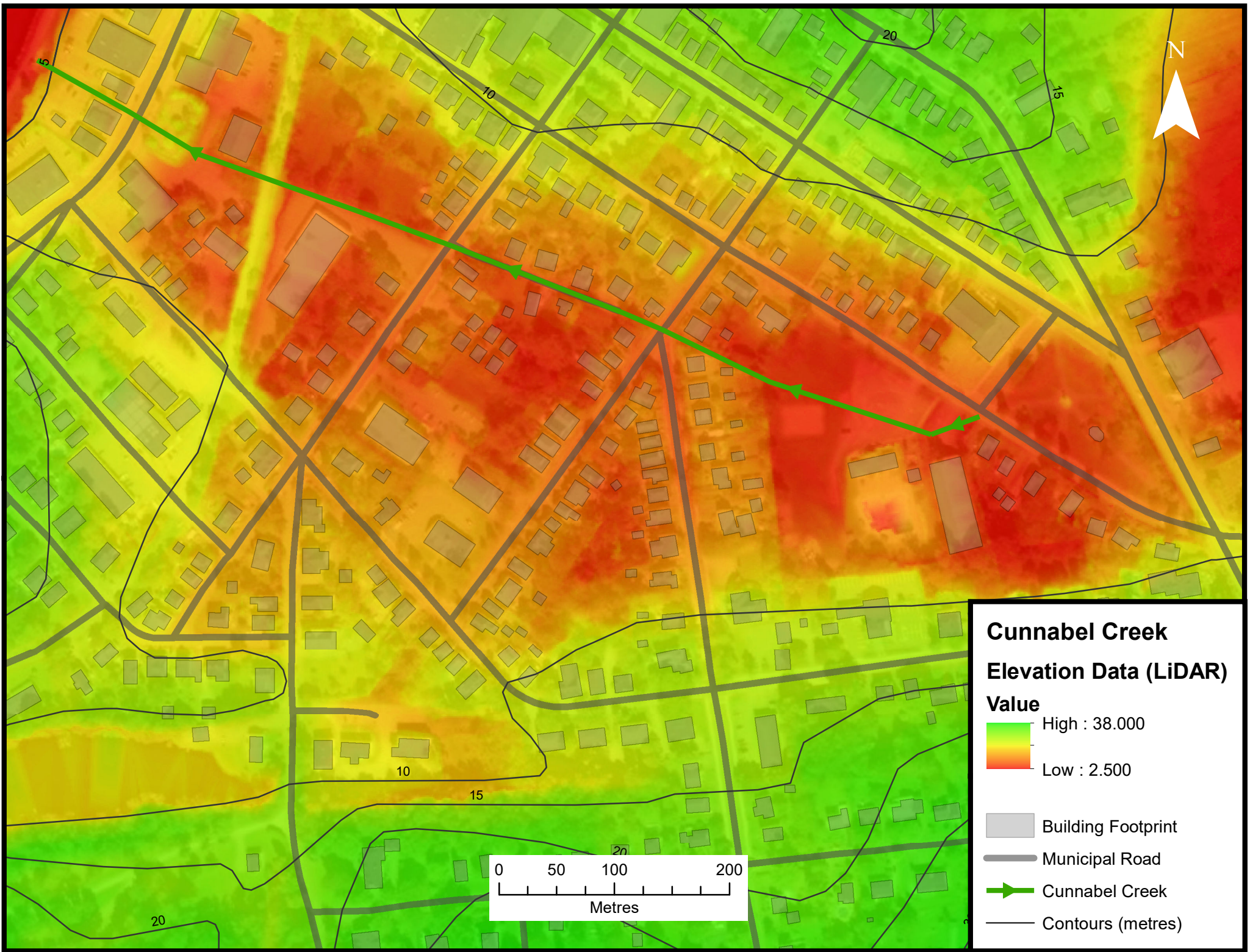
Rob Butler, Engineering Technician

Report Approved by:



Mark Phillips, CAO





Windsor Storm Water Supply Network

Consequence of Failure

June 17, 2020

Asset Register Stormwater Collection

SWC Points

- Minor
- Moderate
- Significant
- Major
- Catastrophic

Asset Register Stormwater Collection

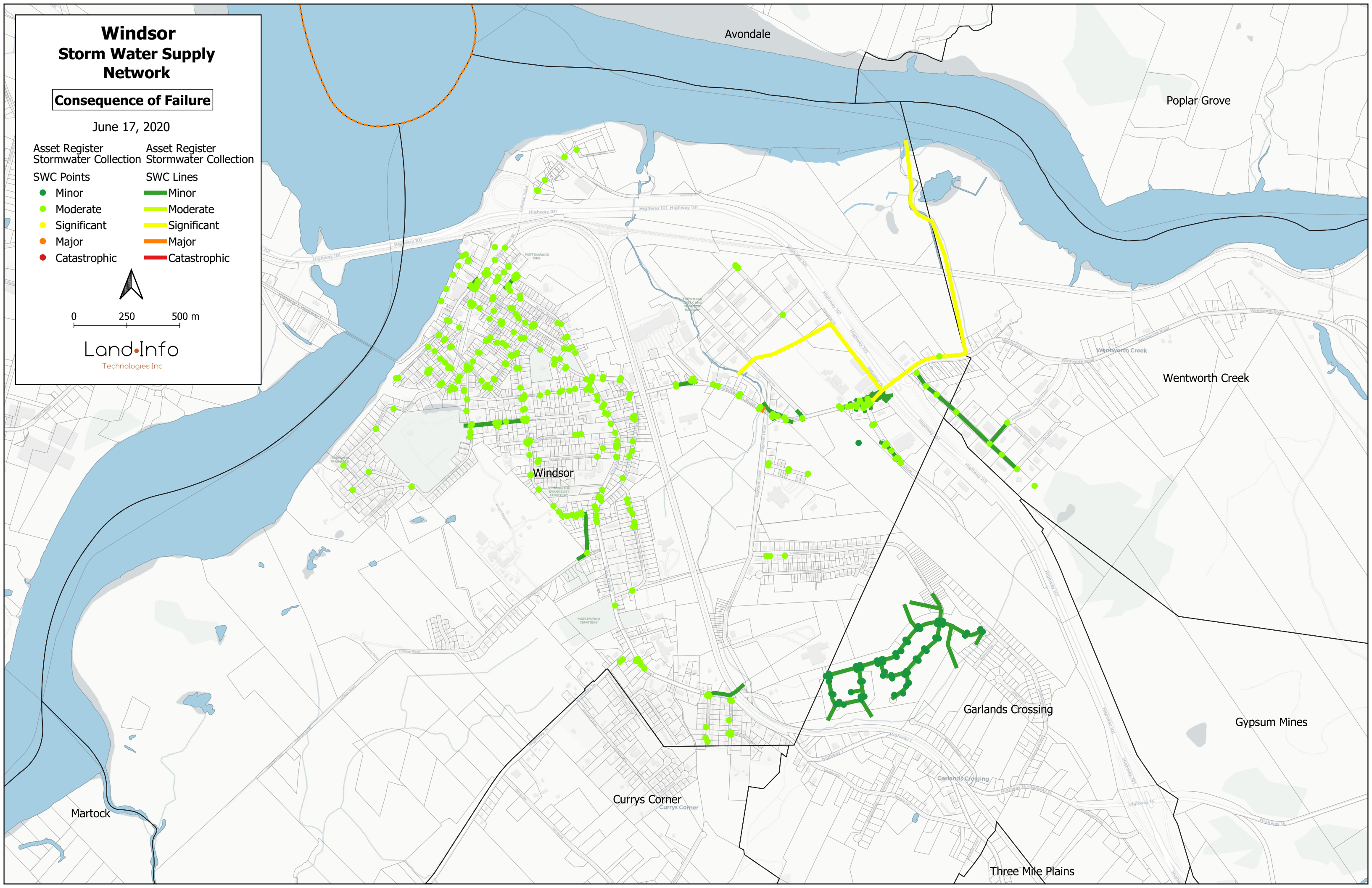
SWC Lines

- Minor
- Moderate
- Significant
- Major
- Catastrophic



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Technologies Inc



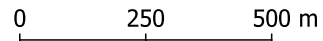
Probability of Failure

Asset Register Asset Register
Stormwater Collection Stormwater Collection

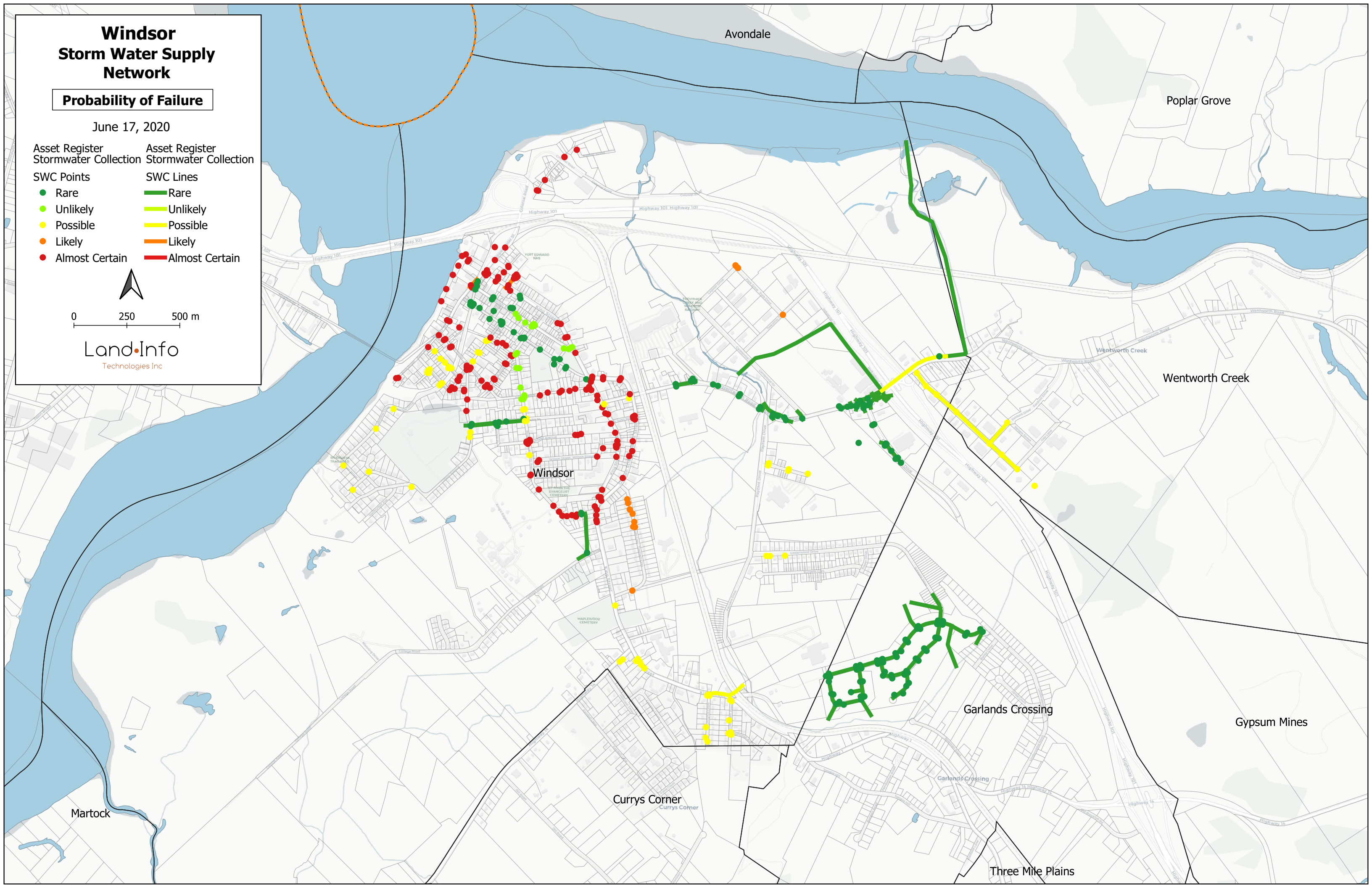
● Rare ■ Rare

● Possible — Possible

● Almost Certain ■ Almost Certain



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Technologies Inc



Windsor Waste Water Supply Network

Risk

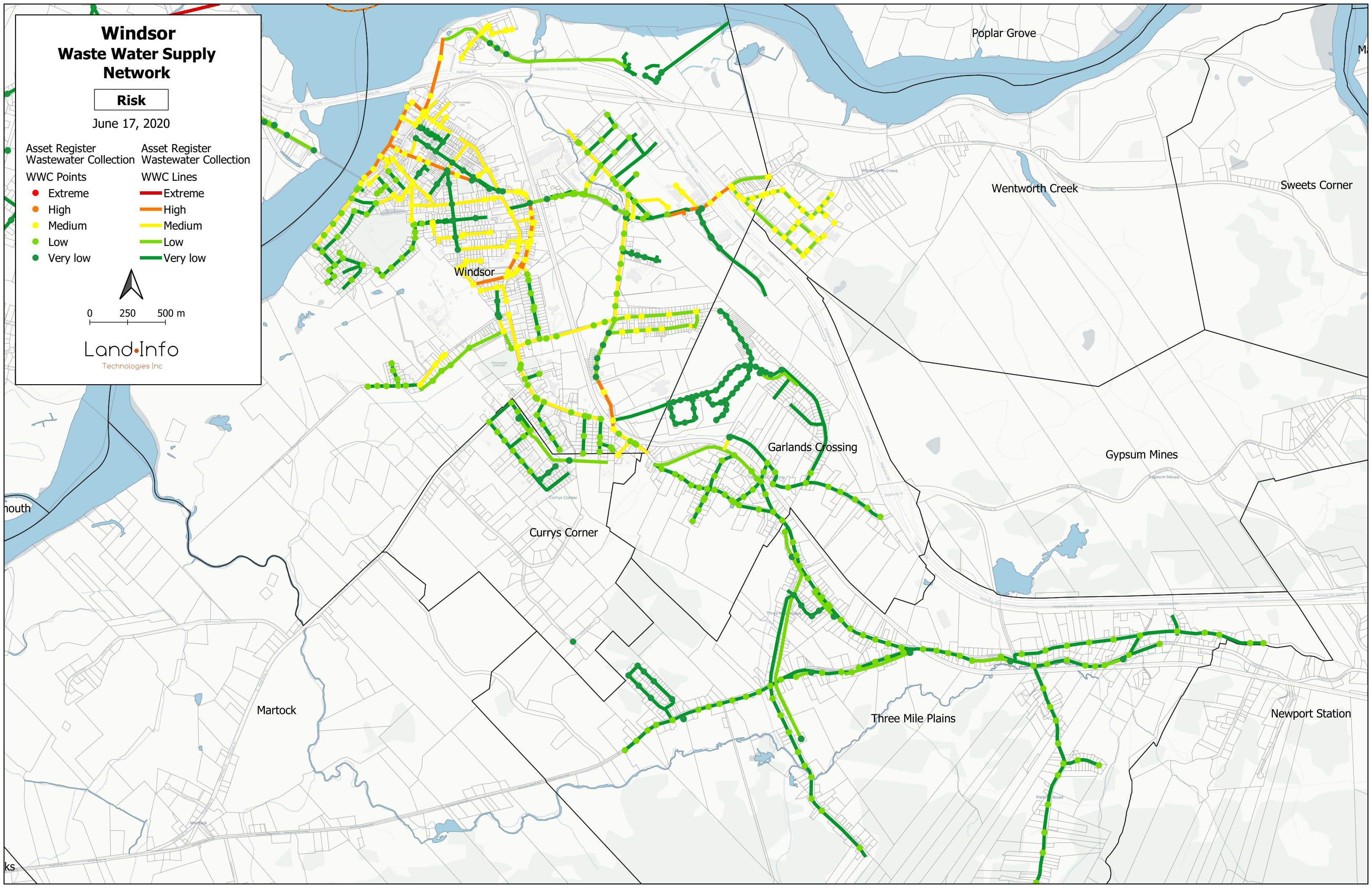
June 17, 2020

- | | |
|---|--|
| Asset Register
Wastewater Collection
WWC Points | Asset Register
Wastewater Collection
WWC Lines |
| ● Extreme | — Extreme |
| ● High | — High |
| ● Medium | — Medium |
| ● Low | — Low |
| ● Very low | — Very low |



0 250 500 m

Land•Info
Technologies Inc



Windsor Waste Water Supply Network

Consequence of Failure

June 17, 2020

- | | |
|---|--|
| Asset Register
Wastewater Collection
WWC Points | Asset Register
Wastewater Collection
WWC Lines |
| ● Minor | — Minor |
| ● Moderate | — Moderate |
| ● Significant | — Significant |
| ● Major | — Major |
| ● Catastrophic | — Catastrophic |



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Technologies Inc



Windsor Waste Water Supply Network

Probability of Failure

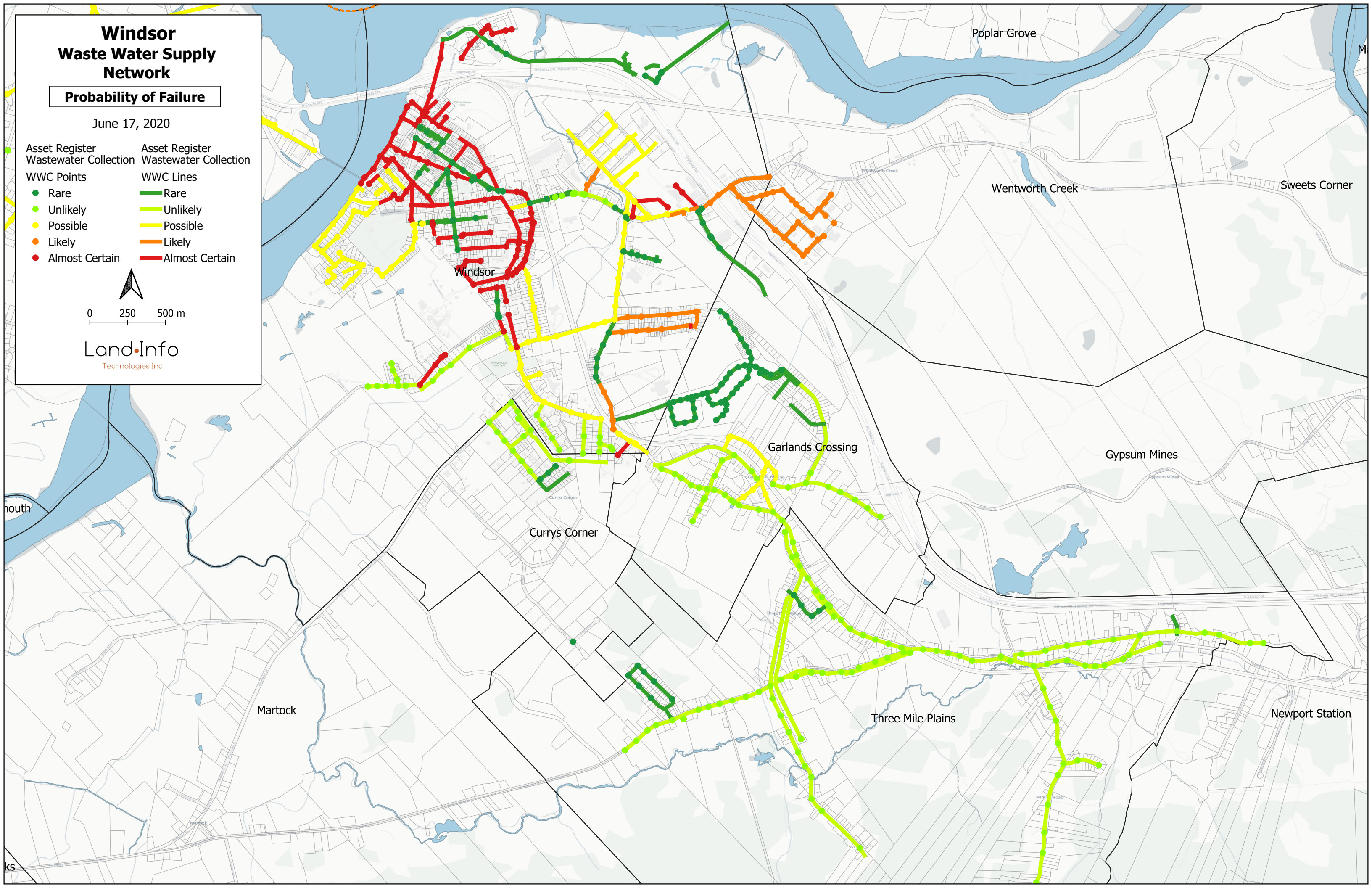
June 17, 2020

- | | |
|---|--|
| Asset Register
Wastewater Collection
WWC Points | Asset Register
Wastewater Collection
WWC Lines |
| ● Rare | — Rare |
| ● Unlikely | — Unlikely |
| ● Possible | — Possible |
| ● Likely | — Likely |
| ● Almost Certain | — Almost Certain |



0 250 500 m

Land•Info
Technologies Inc





**WEST HANTS REGIONAL MUNICIPALITY
Mayors Report**

To: West Hants Regional Municipality Council

Submitted by: Mayor Zebian

Date: October 26, 2021

As you have probably noticed, the sold sign has been put up on the Wentworth Road property. CAO and myself signed off on the final documents and the land has been sold. A great achievement for the Regional Municipality. I look forward to see work commence once a DA is completed.

I had the pleasure of attending the Windsor Township place making celebration adjacent to the boat house along the waterfront. CAO Phillips and Councillor Ivey we're also in attendance. Many residents came out, music was playing, kids were participating in games, activities, and sports. A food truck was busy serving people. People were talking around a fire pit. A moment of pride building in our downtown core. Well done to all those who had a hand in creating the space.

I met with Chief Peters and Glooscap First Nation Council along with Chrystal Remme and Jason Tucker. We discussed the passed motion of council to create a monument in honour of First Nations children. We discussed many ideas and agreed we will create a great project for a grand reveal by next September.

The first step in our attempt to curb speeding and noisy cars has begun with a rotation of radar speed signs being deployed in problem areas on Municipal roads. I thank council and staff for getting this work underway and committing to help address the issue.

I had the pleasure of attending the grand reveal of the Windsor Elms energy retrofit project along with Councillor Smith. The project was supported by a \$500,000 grant from the FCM and funding from the Federal Government, with participation from West Hants Regional Municipality. A great project that will see reduced power costs allowing the Elms to invest more into their residents care.

The VREN LOC met again and I'll have an update later in the Council meeting.

As well, the Audit committee has met and I'll update council as well later in the meeting. I would like to note that the Regional Municipality is in a very healthy financial position with a strong balance sheet, robust reserves, and well funded utilities. The policies of Council are every much showing the benefits.

I attended the season opener for the Avonview Boys Hockey team and had the honour of dropping the puck. The pride our local teams show and all the residents who come out to watch is incredible! GO AVONVIEW!

You will all notice the Martock Fresh Water Restoration Project is underway. This is a great win for WHRM with the economic spinoff from the ski hill irreplaceable. I'm confident more mitigation solutions will begin being announced in the coming months.

I'm very proud to call West Hants my home where something inspiring awaits everyone.



Committee of the Whole Excerpts
October 12, 2021

Accessibility Advisory Committee Resident Member

Under the Meeting and Committees Procedural Policy RCOGE-003.00 (as amended) at least one half of the members of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities. A previous appointment was not being fulfilled creating the need to seek additional representation.

This report recommendation would bring the membership to seven and in compliance with both our policy and with the Accessibility Act representation guidelines.

The recommended motion was...

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE FOLLOWING RESIDENT MEMBERS(S) BE APPOINTED TO THE ACCESSIBILITY ADVISORY COMMITTEE FOR THE TERM OCTOBER 2021 TO OCTOBER 31, 2023: RESIDENT MEMBER REPRESENTATIVE, KELLY ANN JOBSON.



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: _____
Bekah Craik, Active Living Coordinator

Date: October 12, 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

RECOMMENDATION

...that Council approves the following resident member(s) be appointed to the Accessibility Advisory Committee for the term October 2021 to October 31, 2023: Resident Member representative, Kelly Ann Jobson.

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. A previous appointment was not being fulfilled creating the need to seek additional representation.

Current appointments include:

- Councillor Debbie Francis (2-year term)
- Jennifer Davison (3-year term)
- Denise Long (2-year term)
- Michel 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 member will be contacted and notified of their appointment and invited to the next scheduled meeting. A review of past meeting minutes and the Terms of Reference will aid the newly appointed member in their understanding of the committee's work thus far.

FINANCIAL IMPLICATIONS

Resident members appointed to a Committee of Council will receive remuneration in accordance with the Council Remuneration Policy, which is identified in the annual Operating Budget.

ALTERNATIVES

Council 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

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation and look forward to working with Kelly Ann.

Report Prepared by: _____
Bekah Craik, Active Living Coordinator

Report Reviewed by:  _____
Shelleena Thornton, Municipal Operations Supervisor

Report Approved by:  _____
Mark Phillips, CAO

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
October 12, 2021

Bramber New Horizons Hall

The hall has been the focal point of the community for many years and the Bramber New Horizons Association has been committed to long-term building improvements related to energy efficiency, accessibility and improved access to recreation.

The Bramber New Horizons Association have been improving their building over the last number of years with the help of fundraising drives. Due to COVID restrictions fundraising has been extremely limited over the past 18 months.

The recommended motion was...

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE USE OF \$34,500 OF CANADA COMMUNITY BUILDING FUND TO FUND ROOF AND WINDOW UPGRADES TO THE BRAMBER NEW HORIZONS HALL TO IMPROVE ENERGY EFFICIENCY.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request X	Councillor Activity <input type="checkbox"/>
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To: WHRM Committee of the Whole

Submitted by: Rupert Jannasch, Councillor, District 1 (Name and Title)

Date: October 8, 2021

Subject: **Bramber New Horizons Hall - Canada Community Building Fund**

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA), 65 & 65a

RECOMMENDATION or DECISION REQUEST

Committee of the Whole Recommends that:

Council approves the use of \$34,500 of Canada Community Building Fund to fund roof and window upgrades to the Bramber New Horizons Hall to improve energy efficiency.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social X	Economic X	Councillor Activity <input type="checkbox"/>
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The hall has been the focal point of the community for many years and the Bramber New Horizons Association has been committed to long-term building improvements related to energy efficiency, accessibility and improved access to recreation.

DISCUSSION

The Bramber New Horizons Association have been improving their building over the last number of years with the help of fundraising drives. Due to COVID restrictions fundraising has been extremely limited over the past 18 months. The hall supports activities for seniors and youth, public meetings, polling during elections, Remembrance Day ceremonies, local

fundraisers and family gatherings. A metal roof will keep the building functional and provide long-term protection for the structure enabling important community initiatives well into the future.

As per Canada Community Building Fund agreement, should Council approve the motions stated above, the Municipality will enter into an agreement with the groups based on the terms and conditions required under the agreement. This includes ensuring the organizations continue to operate the facility for the same purpose as stated in the application for up to 10 years. Failing to do this will require the organizations to reimburse the Municipality for the funds at a prorated rate, based on years of use.

Council should note that in Council's Procurement and Tendering Policy, grants to community groups, organizations, club, or non-profits that exceed \$25,000 must use a procurement practice which meets or exceeds those used by the Municipality.

NEXT STEPS

Should this recommendation move forward, Council will be asked to finalize the approval. The Municipality will then enter into an agreement with the Bramber New Horizons Association based on the terms and conditions required under the Canada Community Building Fund agreement.

FINANCIAL IMPLICATIONS

The total 2021 grant request from the Canadian Community Building Fund (CCBF) for the Bramber New Horizons Association would be \$34,500, to be taken from the Region's CCBF reserve.

ALTERNATIVES

COTW could choose not to support the recommendation.

COTW could direct Bramber New Horizons Association to file a grant application for the 2022-23 fiscal filed in early January/February.

ATTACHMENTS

(List any attachment to the report, if anything.)

CHIEF ADMINISTRATIVE OFFICER REVIEW

Councillor Jannasch has raised valid points and rationale supporting his recommendation. It is important to recognize these facilities serve as more than just spaces for hosting events. They foster the connectivity of neighbors, community pride and are often symbols of community history.

Added requests from Council for financial assistance similar in nature have been considered after the budget process has concluded for other community projects. This report can be viewed in the same light.

I support the recommendation recognizing Council's approval is required to advance these funds as requested. Further, I am confident the municipality has the financial capacity to accommodate this request.

Finally, noting I do support the recommendation and have stated the municipality has the fiscal capacity, it is advised that during the 2022 / 23 budget process Council may wish to revisit the grants policy to ensure it reflects a standardized process for application and review as well as ensuring it provides the desired flexibility Council wishes to have in relation to community financial support.

Report Prepared by: Rupert Jannasch, Councillor, District 1

Report Reviewed by: 
Mark Phillips, Chief Administrative Officer

QUOTE

Project Cost Quote

\$

Date

Oct. 4, 2021

Service Provider		Customer
Craig Brown 19 Nature Lane RR 1 Newport NS B0N 2A0 (902) 791-0278 cebrown0808@gmail.com		Bramber Hall
PROJECT DESCRIPTION: ① Metal Roof		
② Asphalt Roofing		
"Removal of the chimney to below the roof line included"		
Labor and Materials		
Description	Subtotals	
① Metal Roof		
- Strip the roof over the existing shingles		
- install metal roofing and trims.		
- clean-up the site once complete.	\$19,000	
	tax	2850
	total	\$21,850
② Asphalt Shingles		
- Strip the existing shingles		
- new starter strip		
- new ice & water shield		
- underlayment paper	\$13,300	
- new asphalt shingles	tax	1995
- All debris removed and tipping fees are included.	total	\$15,295
* All scaffolding & safety gear will be supplied by the contractor		
* new sheathing is not included in this quote.		

Subtotal	\$	-
Sales Tax Rate 15%	HST	\$
	Total	\$

This quote is based on my evaluation and does not include material price increases or additional labor and material which may be required should unforeseen problems arise after the work has started.

Thank You for Your Business!



Committee of the Whole Excerpts
October 12, 2021

Cunnabel Creek

At the September 14 Committee of the Whole meeting, direction was given to staff to prepare an information report on the Windsor storm water drainage issues during heavy rain events in the Stannus / Grey areas, as well as the streets named at Committee of the Whole two weeks ago, along with options to help prevent issues. Also requested at this meeting was for staff to inspect the applicable system as to its current condition, along with any short-term measures to reduce storm surcharges which result in flooding.

The recommended motions were...

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT STAFF TO PROCEED IN THE SHORT-TERM PUMP RENTAL OPTION/SYSTEM (WITH THE OPTION BE INCLUDED THAT A PORTION OF THE RENTAL COSTS BE NEGOTIATED IN THE PURCHASE PRICE) AND SECURE A PUMP OPTION/SYSTEM TO ALLEVIATE THE SURCHARGE ON THE CUNNABEL CREEK STORM SEWER SYSTEM NOT TO EXCEED \$10,000/MONTH OVER THE COURSE OF THE NEXT FOUR MONTHS. MOTION CARRIED.

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT STAFF TO CALL FOR AN RFP, TO ENGAGE A PROFESSIONAL CONSULTING FIRM, TO PROVIDE A MASTER STORM WATER PLAN AND PRELIMINARY DESIGN FOR THE WINDSOR AREA. MOTION CARRIED.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input checked="" type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: COTW

Submitted by: Todd Richard, Director of Public Works

Date: October 12, 2021

Subject: Cunnabel Creek – Storm Water System

LEGISLATIVE AUTHORITY

MGA

RECOMMENDATION or DECISION REQUEST

Information report / Direction to staff

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input checked="" type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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At the September 14 Committee of the Whole meeting, direction was given to staff to prepare an information report on the Windsor storm water drainage issues during heavy rain events in the Stannus / Gray areas, along with options to help prevent issues. Also requested at this meeting was for staff to inspect the applicable system as to its current condition, along with any short-term measures to reduce storm surcharges which result in flooding.

On July 27, 2021, an extreme localized weather event occurred in Windsor. Starting off as hail and high winds, the event turned to a deluge of rain (reports of 70mm to 100mm) in a short duration. Low-lying areas of Windsor's combined storm water system experienced a heavy surcharge and backups, along with street flooding in certain areas. Areas most affected were: Stannus Street, Victoria Street, sections of Albert Street, Lower Wiley Avenue, Gray Street, Munroe Street, Water Street and King Street (north). There was also overland flooding on some low-lying private properties in Windsor.

Attached to this document are topographic maps showing representations of elevations and low areas of Windsor.



Figure 1. Map showing approximate location of Cunnabel Creek trunk combined sewer

DISCUSSION

History of the Cunnabel Creek Sewer System:

Pre-settlement of Windsor, a open tidal creek existed in the general areas of Albert Street / Wiley Ave, through Victoria Park, Stannus Street, Elmcroft Park, Munroe Street, crossing Water Street, and discharging into the then tidal Avon River. There is an abundance of historical journals, official records, and many books written about Windsor. One such book is “A Journey in History” written by the late L.S. Loomer. An interesting, related section in this book reads:

The great storm of 1759 broke many dykes with extensive flooding destroying bridges remaining from Acadian times. There were two small bridges set across tidal streams, one at the foot of King St. by Victoria Park, the other was across Cunnabel Creek on Water St.

The relevance of including this section allows some perspective when it comes to the eventual evolution of this sewer and storm water system, its design, and ultimately the limitations of the system. A high-level timeline is as follows:

- As the open creek essentially ran through the centre of Windsor and discharged to the Avon River this creek was the natural course for overland drainage pre-development.

- As settlement increased the creek was used for the disposal of many sorts of waste, open shallow trenches would have been dug to channel water and sewage into the open creek. As the creek was influence by tides, a natural flushing action would occur on every ebb and flow. As population increased this practice of having an open creek as a sewer system became problematic and obviously became a major health concern and a source of spreading disease along with.
- 1869 – Major flooding occurred during the “Saxby Gale”. Windsor experienced severe property damage; dykes were broken in all sorts of places. The Maritimes, mostly around the Bay of Fundy, were hit hardest. There were seventy-one deaths, mostly from drowning. Three of these were in the Windsor area.
- As most if not all records related to Windsor infrastructure were lost in the Great Fire of 1897, accurate dates could not be found for when a wooden timber framed box was constructed, and the creek filled in along with piped connections for sewer and storm water. Most likely this would have taken place over many years as systems and streets were constructed / upgraded.
- Most likely the construction of this wooden box sewer would have taken place in the mid to late 1800’s as we have maps and records showing the creek covered in 1878. A consultant’s report on May 25, 1959 for inspection services provides some interesting observations –
“A recent inspection of that part of the trunk sewer from Water Street to the Avon River, however, has brought alarming facts. When making my way through this wooden box I noticed that one side and the top of the wooden planks have collapsed leaving about one half of the opening clear. This was about 100 ft down from the fence on Water Street. I could not determine the extent of the damage. When checking above ground I noticed that this point coincided with a cavity in the backyard which had occurred recently and had been filled with gravel.
Judging from my observation I would say that any time now the entire wooden box might collapse thus plugging the Town’s main sewer. The surge of the tide four times a day is bound to wash more and more ground off the hole in the wall and the top of the box. I would recommend that this matter should be given urgent attention.”
- 1968 – Construction of Windsor’s Gravity Sewer Interceptor was constructed to allow for combined sewage to be conveyed further down river due to the new highway 101 construction and allow for a freshwater system (Lake Pisiquid).
- 1978 – New 42” concrete sewer was constructed from the Old Stannus Rink to Gray Street. This replaced the old wooden box sewer along that section
- 1983 – Corrugated Steel Tunnel liner was installed inside the wooden box sewer between Gray Street (Curling Club) to Water Street
- 1994 – Cleaning and video inspections – Stannus Street
- 1995 – 2006 Maintenance Records unable to locate at time of report
- 2007 – Cleaning and video inspections – Victoria / Wiley area
- 2008 – Full Condition Assessment with CCTV, followed by extensive cleaning, was completed along the Cunnabel Creek Combined Trunk Sewer
- 2009 – Gray Street, Reconstruction sewer-main replacement Stannus to Albert

- 2013 – Albert / King / Stannus, heavy cleaning and video inspection
- 2014 – Full Street, Water, and Sewer Infrastructure reconstruction and heavy cleaning / video inspection of Trunk Sewer
- May 2016 – Raw sewage discharge into the tidal side of Avon River was removed and all wastewater has since been diverted to a new pumping station on Colonial Drive and ultimately to the new wastewater treatment facility on Wentworth Rd
- September 1, 2016 – Flash flood / Thunderstorm in Windsor, and Edgehill Estates fire
- 2017 – Condition Assessment of Trunk Sewer was completed along the Stannus Street Section
- 2018 – Heavy Cleaning and video inspection along Victoria / Wiley and follow up cleaning along trunk sewer
- July 27, 2021 – Major localized flash flooding in Windsor resulting in sewer surcharge
- 2021 – Full Condition Assessment with CCTV (no major obstructions found) follow up cleaning to be scheduled for regular maintenance

Given the current Cunnabel Creek Trunk Sewer is a Combined system (conveys and collects both sanitary sewage along with storm water from the street and run off from properties). This creates challenges and limitations during periods of high precipitation, especially when a deluge occurs over a short time duration. When these type of events occur, they overwhelm the system, and in some cases result in a combined sewer overflow (CSO). The CSO's would occur in low elevation areas or in areas of high convergence. This type of event took place on July 27, 2021.

Important to include in this information report is the high value and critical nature the Lake Pisiquid / reservoir performs in the function of storm water management along with the importance of continued operation of some sort of tidal gate for flood protection. It should be clearly noted and understood that if this system was to resort to free tidal as it was previous to the construction of the causeway would ultimately result in major flooding in low lying areas of Windsor including a large portion of the downtown core. Having a rain event as experienced on July 27, 2021 along with a high tide event would be disastrous without unprecedented major redesign of the sewer, water and stormwater infrastructure.

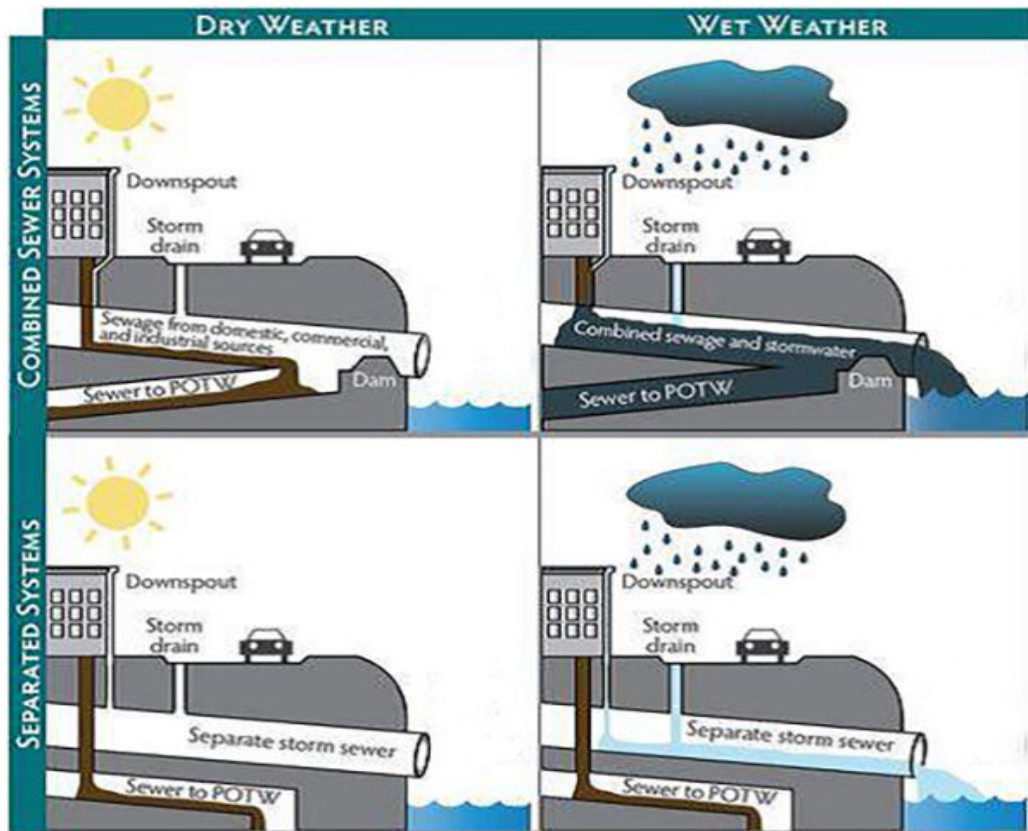


Figure 2. Shows illustrated view of combined and separated wastewater systems

NEXT STEPS

Pending Council's direction, the following could take place:

Option 1

- Cunnabel Creek trunk sewer is currently identified in the 2024/25 capital for design / review & improvements. The current scope of this project is for the section between Gray Street and Water Street to be replaced. This scope could be expanded to include the entire section of the trunk sewer including design for storm sewer separation. Essentially this would see two parallel systems (one pipe for sanitary sewage and one for storm water) designed to meet climate change predictions and storm water catchment area. Given this would be a major capital project and the need for expanding the scope to include other sections of Windsor that contribute to this combined sewer system would most likely result in a phased multi-year project. Many individual storm drains would need to be disconnected from the existing and reconnected to the new dedicated storm system, involving all streets in the areas of existing combined wastewater. Given the trend of increased frequency and severity of storm events, and allowing for climate change measures, having a dedicated robust storm water system would certainly decrease sewer surcharges that result in overflows. This option would allow for the

system to be designed to convey storm water with very low probability of sewer system surcharge and high probability to eliminate CSO.

Option 2

- Expand pumping capacity at two sewage lift stations along with increasing hydraulic capacity of force main to wastewater treatment facility and added treatment process equipment and capacity. This option would be less likely to reduce the occurrence of CSO's however may reduce the duration and severity of the CSO's. The hydraulic capacity of the existing force-main to the treatment plant may be a limiting factor. More detailed study and investigation would be required.

Option 3

- Construction of a large underground holding reservoir (Elmcroft Park area) to capture and hold combined storm water during high precipitation events. After the storm dissipates this holding reservoir would be pumped out. This option would involve the construction of a very large custom built concrete structure occupying a large area along with the construction of a pumping station and high construction / operating costs. Other locations for a large holding reservoir could be at the waterfront location to hold combined wastewater. The size of the reservoir again would need to be very large capacity to store the wastewater preventing CSO and or system surcharge.

Option 4

- Combination of any and or all options.

Staff would suggest the next steps could be to call for an RFP to engage a professional consulting firm to provide a master storm water plan and preliminary design for the Windsor area (high level cost estimate \$75 to \$125K). All options could be considered along with any other recommended actions. The scope would be to provide a basis to manage storm water to meet climate change along with increased development. As funding and approval becomes available, more detailed design and ultimately construction of a vastly improved sewer collection and storm water system would be the long-term objective.

Part of the direction given to staff was to investigate any short-term solutions to prevent occurrence of system surcharge. After extensive inspection of the Cunnabel Creek system the results indicate an overall good working condition rating reporting no major restrictions or issues. This results in limited short-term solutions that can be quickly undertaken other than regular preventative system maintenance and removing storm water connections that can be diverted elsewhere without major disruption. The system is operating as designed and appears to be operating well within the design parameters. However, there is clear evidence that certain storm events exceed the design capacity of this system, and the section of the old trunk sewer between the curling club and Water Street requires replacement and or rehabilitation in the next 5 to 10 years.

This section of infrastructure is captured in our asset management plan. Attached to this report are maps showing the section of Cunnabel Creek Wastewater network as a high to medium risk based on age, moderate to significant consequence if the system were to fail and given the type of material and age of a portion of the system an almost certain probability of failure. Important to note is these ratings were based on age of installation only and not based on visual condition assessment.

Other than expediting the process as identified in Option 1 short term practical solutions are limited.

Options not presented above, as they are mostly outside of the Municipality's jurisdiction, would include items that could be addressed by the homeowner or resident, such as:

- Having an approved and well maintained back-flow prevention device to prevent backwater and sewage from entering the property
- Having building foundations waterproofed to prevent entry of storm water
- Having the property graded and or filled in to allow for positive drainage towards the street

RESIDENT CONSULTATION

Staff coordinated a meeting with interested residents that were affected by the July 27th weather event. The meeting was held on Oct 7th at 6pm to discuss their concerns along with limitations of system and options for improvements to the system. The following is the draft agenda of the meeting:

- Resident Concerns and historical issues
- Current condition / limitations of system & Climate Change
- July 27th event
- Overview of the Cunnabel Creek Combined Sewer System
- Municipal Infrastructure Capital Plan
- Topography – low areas
- Impact of high tides – Tidal Gates
- Short term vs. long term measures / next steps
- Roundtable discussion – Feedback

FINANCIAL IMPLICATIONS

Full estimated costs are unknown currently as this report is for information purposes. If direction is given to staff to proceed with any action, an estimate for that work can be prepared.

ALTERNATIVES

Not applicable currently.

ATTACHMENTS

1. Maps showing storm water and wastewater network, Risk Maps, Consequence of Failure Maps and Probability of Failure Maps.
2. LiDAR Maps

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report is quite thorough providing a good overview of the history of the system, its maintenance and performance. As noted in the report, the July storm event breached the capacity of the system in relation to its design. Essentially the intake portion of the system and the piping network were free from known obstructions but could not handle the intensity of the water flows produced by the storm in a such a short period of time. The system did eventually withdraw the waters from the noted areas.

As staff and the community continues to reflect on a larger solution and potential retro fit of the system, short term mitigation measures noted in the report such as regular or elevated surveillance and maintenance of the system by the municipality and homeowner suggestions should be jointly undertaken. These short-term actions may prove to be beneficial and provide an immediate improvement.

To assist the homes located in the high-risk areas an additional consideration could be reviewed by the municipality. A backflow prevention device is critical to the protection of a property in relation to storm or sanitary surges or backflow entering the home. All new developments or constructions connected to municipal services require such devices. Older properties are not required to have these devices at this time. Further, it may be that homes within the high-risk areas may not have the device currently installed.

With the support of Council a program similar to a traditional PACE program could be explored to assist home owners with the installation of a backflow device in the short-term. A property assessed clean energy (PACE) model is an innovative mechanism for financing energy efficiency and renewable energy improvements on private property. This same concept could be explored to support flood mitigation strategies for homes in the high-risk flood areas as noted in the report.

Discussions with homeowners on October 7th and discussions with Council at COTW will help with understanding the current conditions as well as possible support and solutions. Staff look forward to the discussion and feedback from Council.

Report Prepared by:



Todd Richard, Director PW's

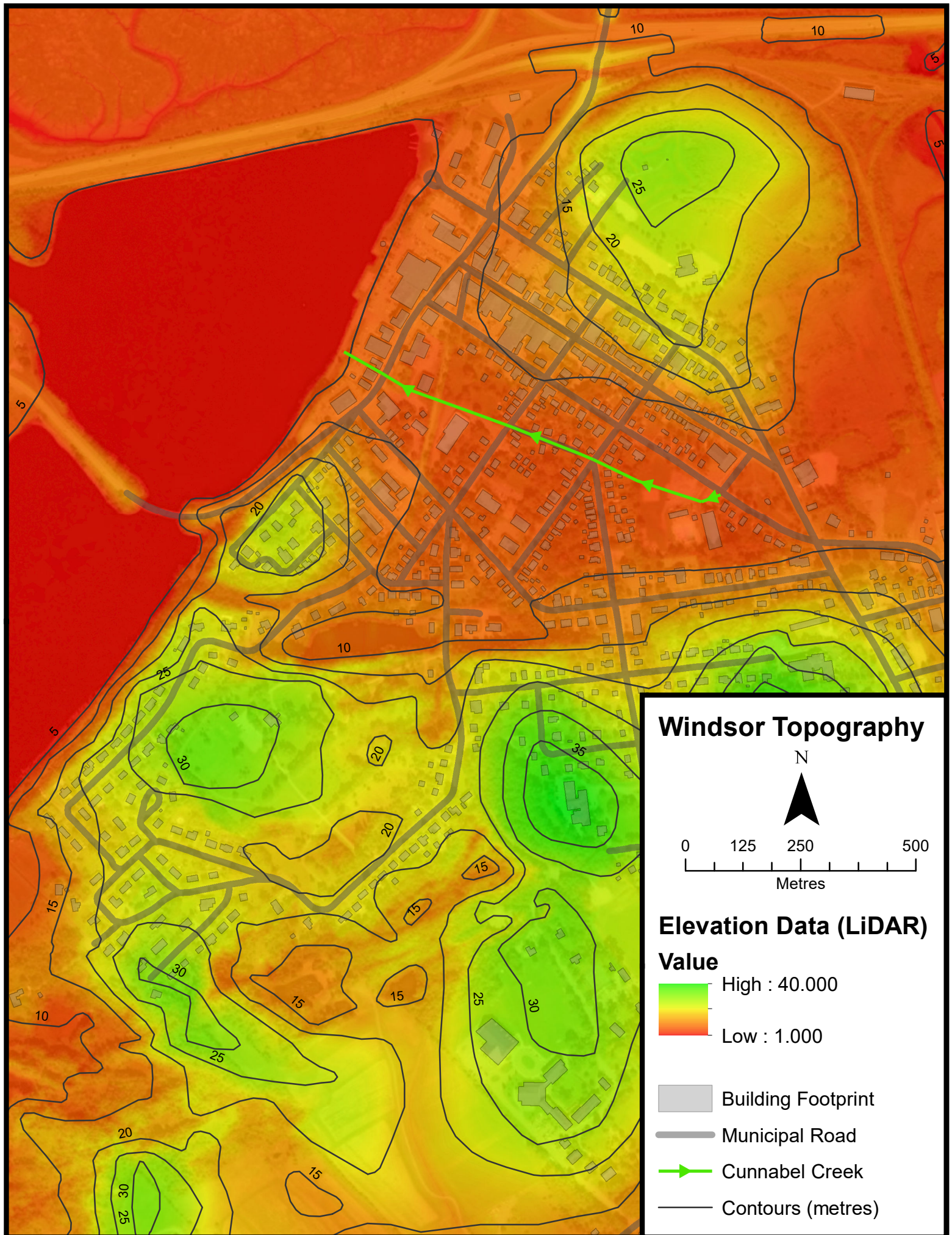
Report Reviewed by:

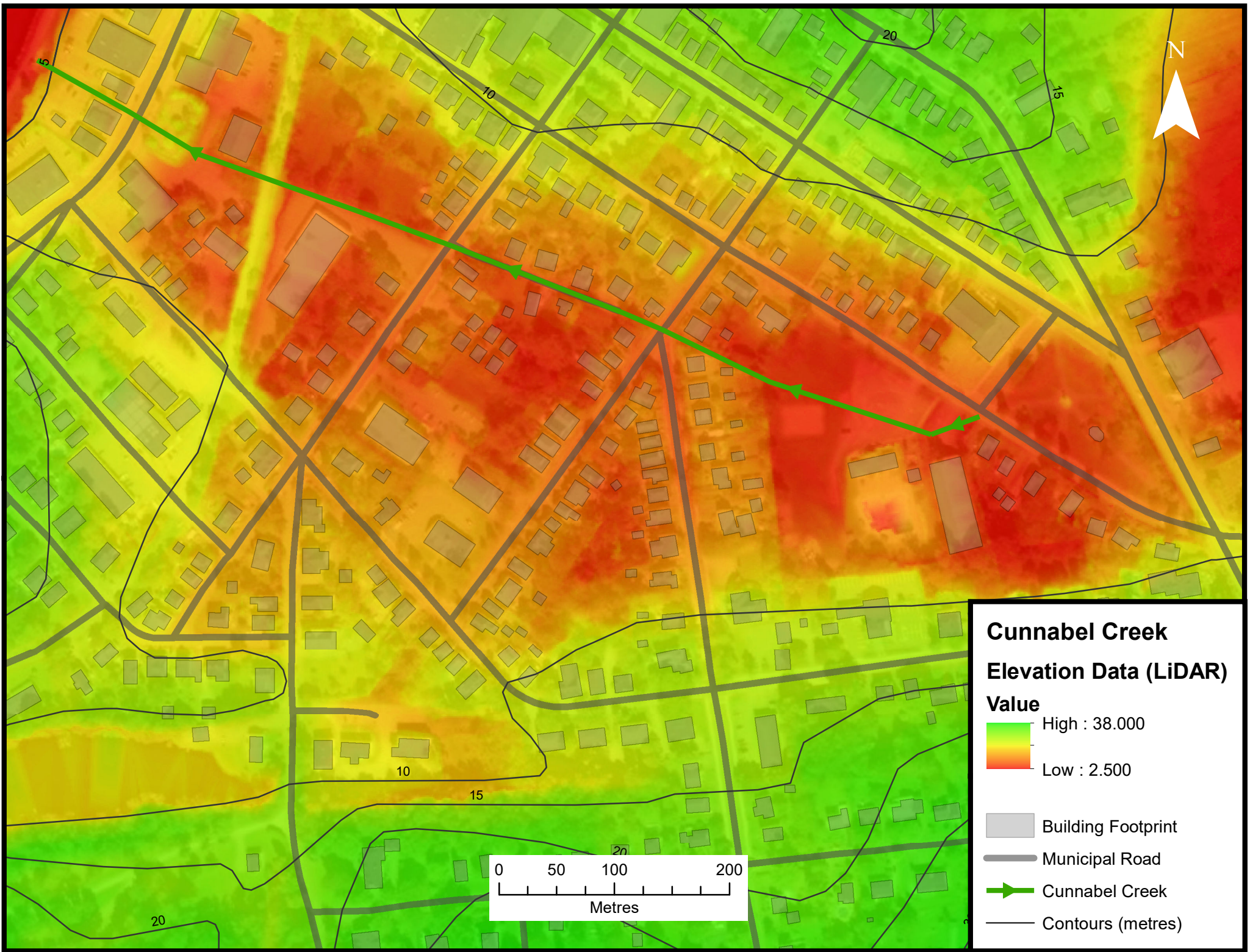
Rob Butler, Engineering Technician

Report Approved by:



Mark Phillips, CAO





Windsor Storm Water Supply Network

Consequence of Failure

June 17, 2020

Asset Register Stormwater Collection

SWC Points

- Minor
- Moderate
- Significant
- Major
- Catastrophic

Asset Register Stormwater Collection

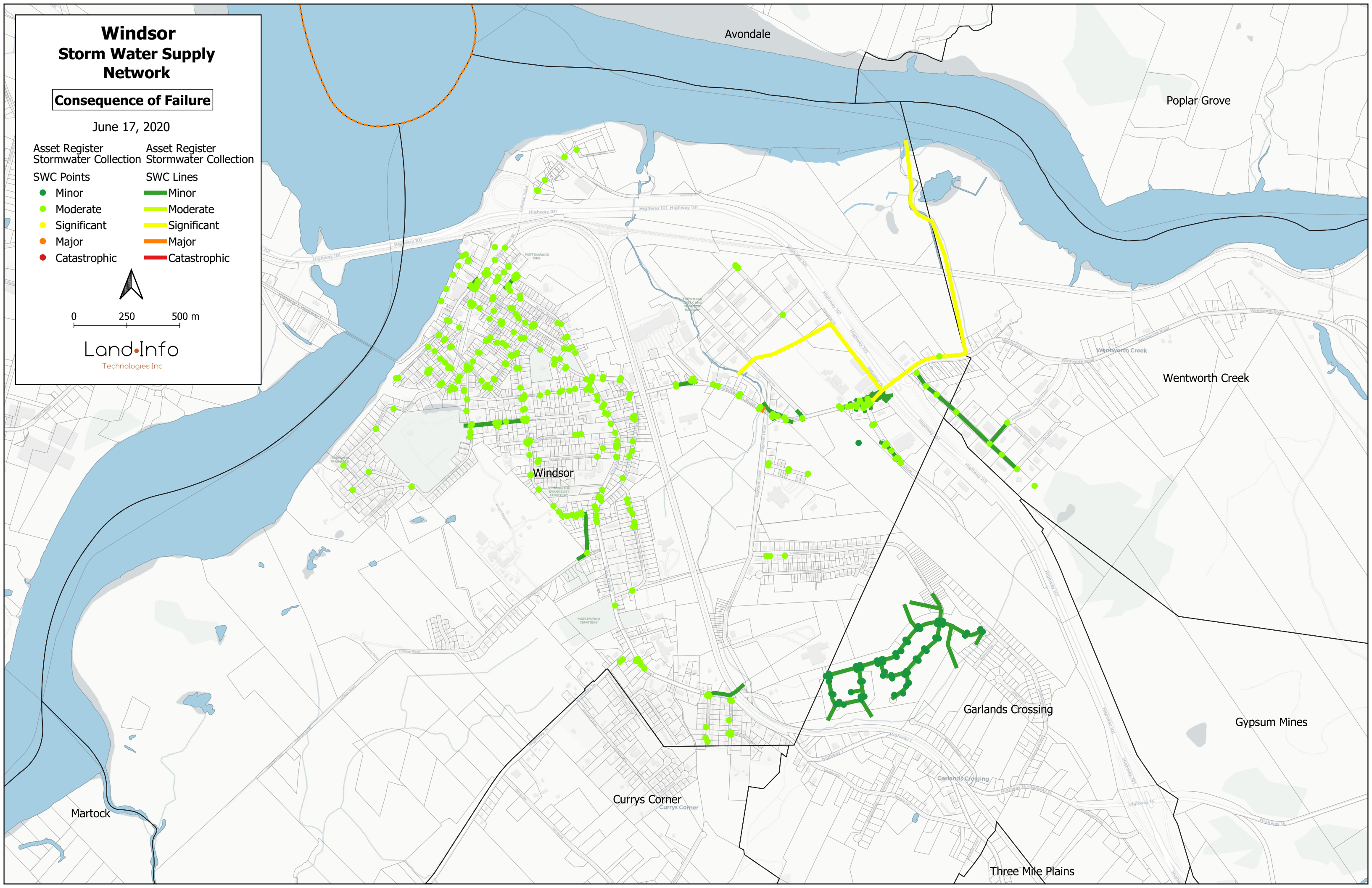
SWC Lines

- Minor
- Moderate
- Significant
- Major
- Catastrophic



0 250 500 m

LandInfo
Technologies Inc



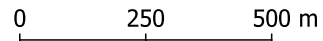
Probability of Failure

Asset Register Asset Register
Stormwater Collection Stormwater Collection

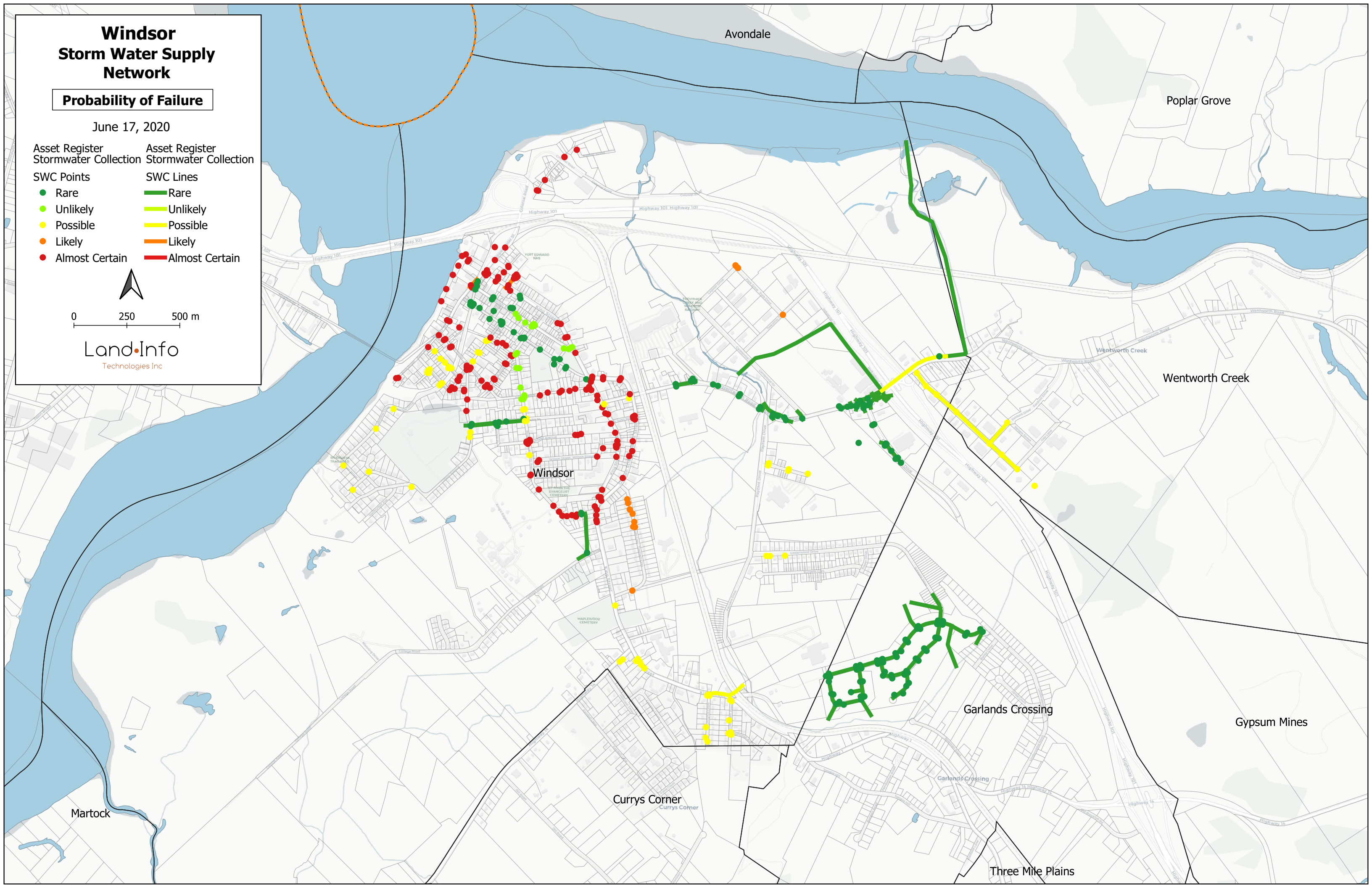
● Rare ■ Rare

● Possible ■ Possible

● Almost Certain ■ Almost Certain



Land•Info
Technologies Inc



Windsor Waste Water Supply Network

Risk

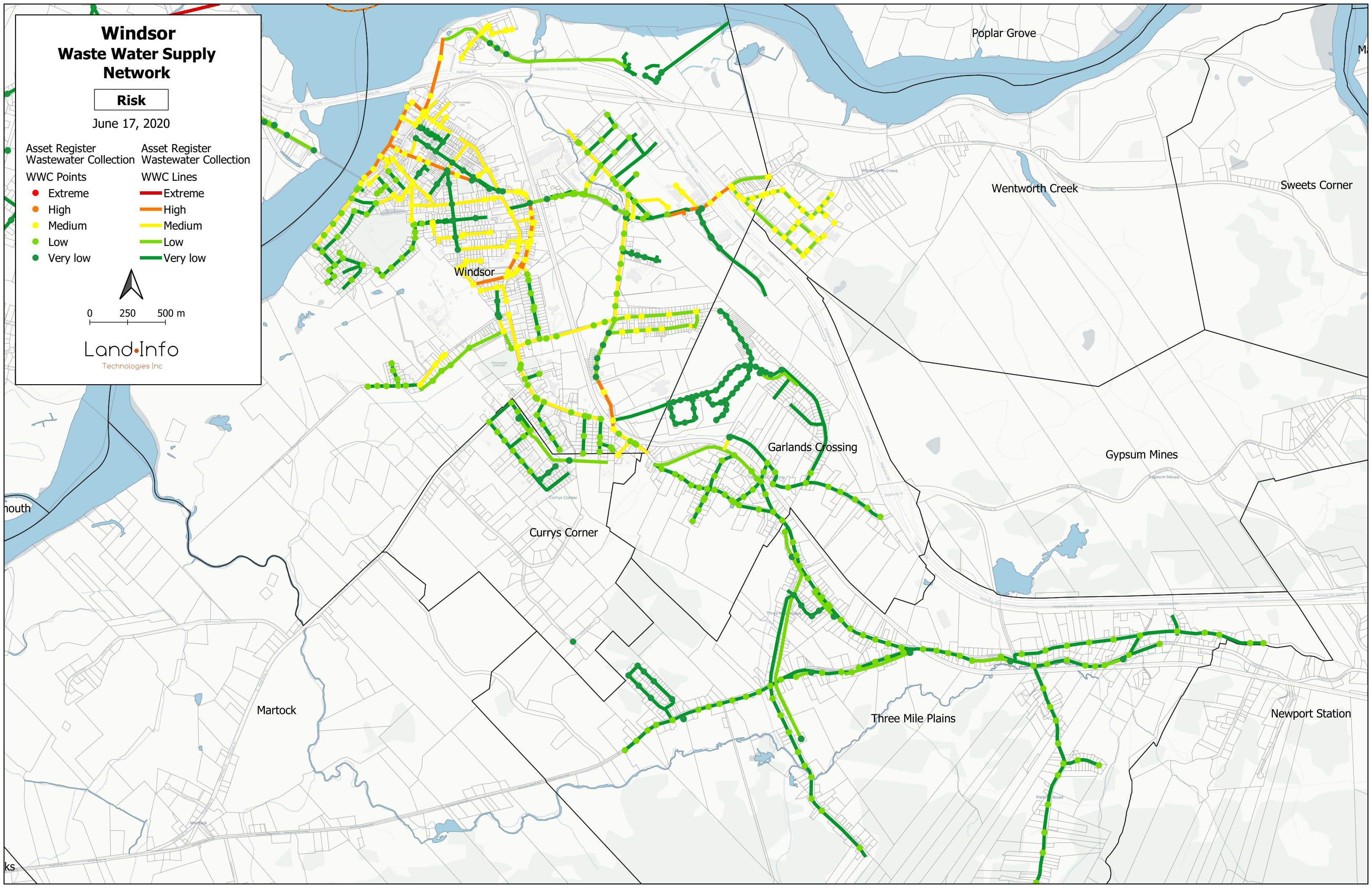
June 17, 2020

- | | |
|---|--|
| Asset Register
Wastewater Collection
WWC Points | Asset Register
Wastewater Collection
WWC Lines |
| ● Extreme | — Extreme |
| ● High | — High |
| ● Medium | — Medium |
| ● Low | — Low |
| ● Very low | — Very low |



0 250 500 m

Land•Info
Technologies Inc



Windsor Waste Water Supply Network

Consequence of Failure

June 17, 2020

- | | |
|---|--|
| Asset Register
Wastewater Collection
WWC Points | Asset Register
Wastewater Collection
WWC Lines |
| ● Minor | — Minor |
| ● Moderate | — Moderate |
| ● Significant | — Significant |
| ● Major | — Major |
| ● Catastrophic | — Catastrophic |



0 250 500 m

Land•Info
Technologies Inc



Windsor Waste Water Supply Network

Probability of Failure

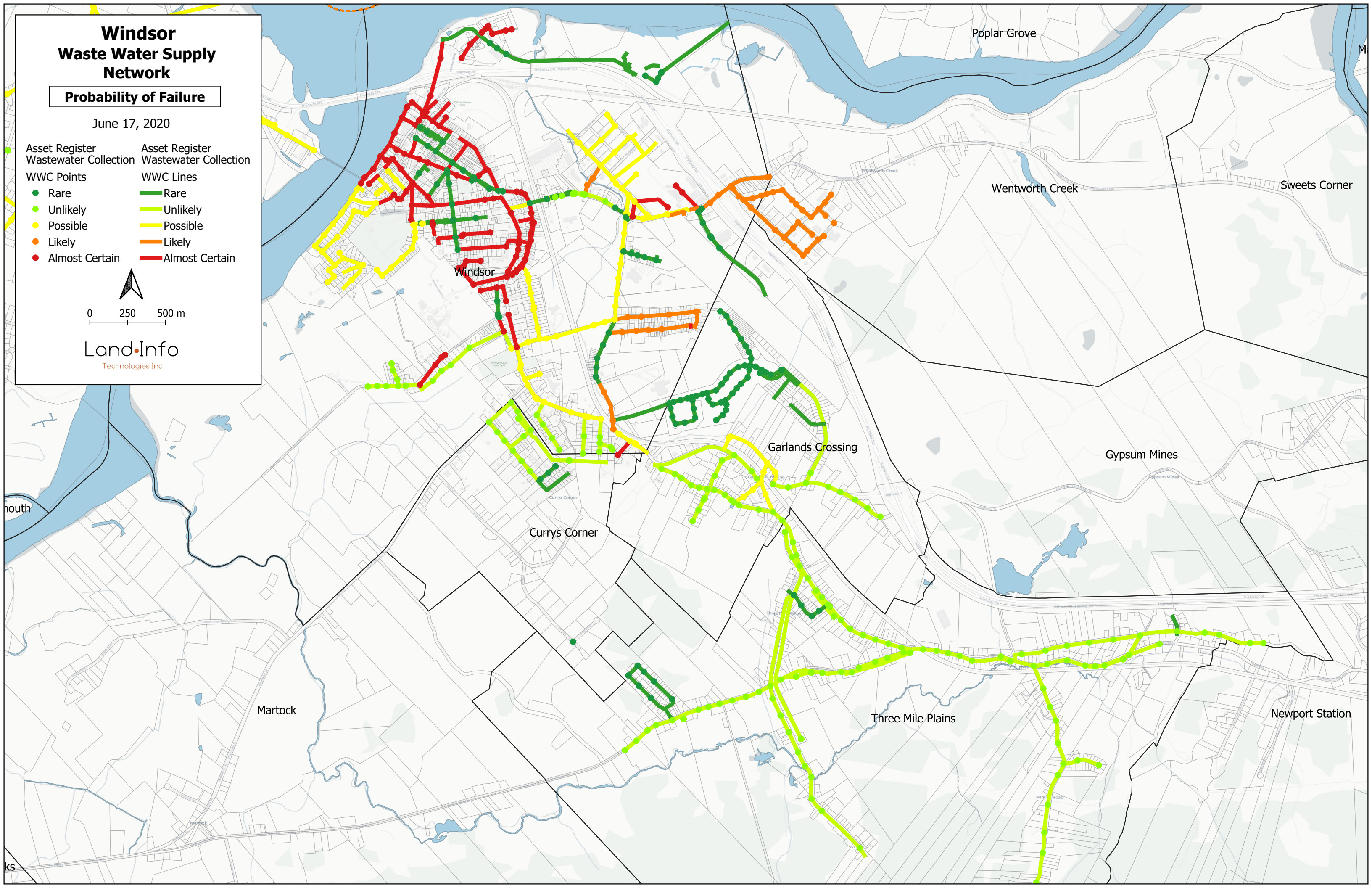
June 17, 2020

- | | |
|---|--|
| Asset Register
Wastewater Collection
WWC Points | Asset Register
Wastewater Collection
WWC Lines |
| ● Rare | — Rare |
| ● Unlikely | — Unlikely |
| ● Possible | — Possible |
| ● Likely | — Likely |
| ● Almost Certain | — Almost Certain |



0 250 500 m

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Committee of the Whole Excerpts
September 14, 2021

Financial Updates to Council

Council inquired and requested to receive monthly financial update.

The recommended motion was...

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL REQUEST MONTHLY FINANCIAL UPDATES BE PRESENTED AT EVERY COMMITTEE OF THE WHOLE MEETING BEGINNING NOVEMBER 9, 2021.



Committee of the Whole Excerpts
September 14, 2021

July 27 Report to Append July 27 Agenda Package

At the September 28th Council meeting (while reviewing the previous meeting minutes from the July 27th Council meeting), it was identified that the report seeking an independent review had not been appended to the agenda package for the public record and interest. Further, it should be noted that a request to the West Hants Municipal office from a member of the public for a copy of the report in question received a response there wasn't a report; the item was simply verbal.

The recommended motion was...

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECTS THE CAO TO HAVE STAFF APPEND THE REPORT WHICH WAS CIRCULATED TO COUNCIL IN ADVANCE OF THE COUNCIL MEETING ON JULY 27TH, 2021 TO THE JULY 27TH AGENDA PACKAGE OF RECORD FOR THE PUBLIC RECORD AND IN THE PUBLIC INTEREST.



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

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

Date: Oct 5, 2021 for October 12, 2021

Subject: July 27th Report for "Independent Review" to append to July 27 Agenda Package

LEGISLATIVE AUTHORITY

MGA

RECOMMENDATION or DECISION REQUEST

Council Directs the CAO to have staff append the report which was circulated to Council in advance of the Council meeting on July 27, 2021 to the July 27th Agenda Package of record for the public record and in the public interest.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input checked="" type="checkbox"/>
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At the September 28th Council meeting (while reviewing the previous meeting minutes from the July 27th Council meeting), it was identified that the report seeking an independent review had not been appended to the agenda package for the public record and interest. Further, it should be noted that a request to the West Hants Municipal office from a member of the public for a copy of the report in question received a response there wasn't a report; the item was simply verbal.

DISCUSSION

When a question on this matter was raised at the September 28th meeting, it was explained to Council that "...If there is a report to be added, there is a motion to accept the report. There was no motion that the report be included, therefore it wasn't added to the agenda, therefore it wasn't included in the amended agenda package. There was no motion, the topic was added but there was no motion for the report to be added.'...

Contrary to the explanation provided to Council, when the report was circulated on July 27th, both the CAO and Mayor acknowledged receipt of the report and accepted it to be added to the agenda as an in-camera item subject to Council's approval. Though it was never agreed that the initial report submission was an in-camera matter, it was modified by removing two references to individuals and resubmitted as a sanitized version for the agenda. During open discussion, the contents of the report were reviewed and the report was referenced and the motion read from the report in question, subsequently defeated.

The preceding speaks to the specifics of this matter on July 27 2021 and should be sufficient for the report to be added to the July 27 agenda package record.

If however Council and staff want an additional prior contrasting example for adding a report or correspondence to an existing agenda package; the addition of the Lindsay Construction Letter to the April 27th Council meeting package should suffice.

The letter from Lindsay's regarding the status of the concrete in the arena was written on April 26 and received by the CAO on April 27, 2021. The letter was not introduced at the head of the meeting for an addition to the agenda nor was it requested that it be added to the agenda during or after the meeting.

The letter surfaced in discussion at the Council meeting during the Committee of the Whole excerpts when a further question was asked by Councillor Hartt just as the 'Question' was being called. The letter from Lindsay's was identified as having just arrived and 2 or 3 paragraphs were read from the letter. More discussion ensued; the existing motion was amended, and the motion passed. No requests were made to add the letter to the record or the agenda package, yet it was added to the existing package the following day.

NEXT STEPS

As noted in the direction above, direct staff to add the report as modified prior to the Council meeting on July 27th to its respective agenda package.

FINANCIAL IMPLICATIONS

N/A aside from staff time

ALTERNATIVES

There are no alternatives

ATTACHMENTS

The sanitized version of the report from July 27 2021 is attached below to this report.

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Reviewed by:



Mark Phillips, Chief Administrative Officer



(Previously Submitted Report from July 27th)
WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
--------------------------------------	--	---	--

To: West Hants Regional Municipal Council

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

July 27, 2021

Subject: Independent Review – Lake-related Meeting March 24, 2021

LEGISLATIVE AUTHORITY

MGA

RECOMMENDATION or DECISION REQUEST

West Hants Regional Council request that a member of the Department of Municipal Affairs be secured to undertake or facilitate an independent review of the facts to determine the validity (or lack thereof) relating to the comments made at the lake-related meeting noted in this report on March 24, 2021. Further that a briefing report be generated and provided back to Council for consideration not later than September 1st 2021.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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On March 24th a Zoom meeting was convened by a group operating with the slogan "Fresh Water for All" and / or "Save the Lake".

Some of the attendees reportedly included: Piziquid Canoe Club, Fire Department, Town staff, Federation of Agriculture, Ski Martock, Windsor BIA, local farmers, Falls Lake Association, Mockingee Assoc, area businesses, residential owners and others.

An individual that attended the meeting (and with whom I have met and spoken) was concerned when one of the opening comments in the meeting was that "*no recordings*

were to be made". The concern was sufficient that that the individual felt compelled to send SMS text messages of statements made during the meeting to Mr. Darren Porter.

Statements of concern transmitted during the meeting about the West Hants Council and its staff included the following:

"...Councillors are publicly staying neutral, but the staff of the town has been ordered to work to stop any opening of the river at all costs..."

"The municipality is working on sending a letter of opposition to the House and to DFO."

An email received from Darren Porter to the West Hants Regional Council and CAO on March 29th, suggested the Municipality appeared to be running a "save the lake" plan in parallel through its staff which was contrary to the Council's public stance which at the time was a compromise-based and neutral position.

After receiving the email from Mr. Porter, it was suggested a special meeting of Council be convened to allow Council to consider the matter. This suggestion was rejected.

Council was subsequently advised that an investigation would be done by the CAO with a report delivered back to Council at its next meeting on April 13th. The CAO would then get back to Mr. Porter about his concerns.

To date, it appears neither an investigation nor a report has been completed or provided to Council. Nothing about this issue has been formally discussed or reviewed. It is concerning that it remains outstanding.

DISCUSSION

If accepted, the statements above that were made during the "save the lake / fresh water for all" meeting are very concerning.

This issue as identified in the statements should have received much greater attention from us as a governing Council than they did receive.

The statement that staff were 'ordered to prevent the opening of the river at all costs' implicates all of us in this (CAO, Mayor and Council). This statement is particularly damning since Council has never had such a discussion or even one remotely similar.

It is no small matter for staff to be 'ordered' to do anything of this nature without receiving specific direction and authority of Council through the CAO to staff. It is an even more grave concern that staff were apparently ordered to take a public position contrary to the stance of Council.

The statements turned out to be prophetic (predictive).

At the April 13 meeting during which we were supposed to receive a report on the issue from the CAO; instead, an initial motion was put forward sending a letter to DFO (as noted in the "meeting" and as one of many made over the next few months) regarding the Ministerial Order).

This action signaled a change in Council's course from a neutral, compromise-based position to become one that was more aligned with the stance of '*...stop any opening of the river at all costs...*'

Given the uncertainty of the issue, its details and lack of attention to this point in time, it is my belief the best course of action is to secure an independent resource through the Department of Municipal Affairs to review the matter and provide Council with a report for consideration.

NEXT STEPS

Secure an independent resource to review the matter.

FINANCIAL IMPLICATIONS

TBD but none foreseen

ALTERNATIVES

None

ATTACHMENTS

CHIEF ADMINISTRATIVE OFFICER REVIEW

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State "Not Applicable" if report is from staff which already incorporates CAO review.)

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)



Committee of the Whole Excerpts
October 12, 2021

MCCAP Committee Resident Member

The MCCAP Committee was told at the September 8, 2021 meeting that both resident members, Melissa Sheehy-Richard and Greg Pace, had resigned from the Committee, thus creating the vacancies. Staff placed an advertisement of the positions in the local paper and on social media and received three (3) expressions of interest.

The recommended motion was...

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPOINT MARK WILLIAMSON AND MIKE CAMPBELL AS RESIDENT REPRESENTATIVES ON THE MUNICIPAL CLIMATE CHANGE ACTION PLAN COMMITTEE UNTIL OCTOBER 31, 2022.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
--------------------------------------	--	---	--

To: Mayor Zebian and Members of Committee of the Whole

Submitted by: _____
Deanna Snair, Executive Assistant

Date: October 12, 2021

Subject: Appointments to the Municipal Climate Change Action Plan (MCCAP) Committee

LEGISLATIVE AUTHORITY

Part 1 Section 24 of the Municipal Government Act

RECOMMENDATION or DECISION REQUEST

...that Committee of the Whole recommends that Council appoint Mark Williamson and Mike Campbell as resident representatives on the Municipal Climate Change Action Plan Committee until October 31, 2022.

BACKGROUND

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

The MCCAP Committee was told at the September 8, 2021 meeting that both resident members, Melissa Sheehy-Richard and Greg Pace, had resigned from the Committee. Staff placed an advertisement of the positions in the local paper and on social media and received three (3) expressions of interest.

DISCUSSION

The MCCAP terms of reference outlines that the Committee consists of ten (10) members, with the composition as follows:

- three (3) Councillors;
- two (2) resident members, who are not members of Council
- Chief Administrative Officer or designate;
- Director of Public Works or designate;
- Director of Planning and Development or designate;
- Director of Community Development or designate;
- Protective Services Manager or designate.

Currently both resident members positions are vacant and need to be filled.

Public advertisement for MCCAP resident member openings was placed in the paper on September 14, 2021. Notices were also placed on the Municipal website and Facebook page. Applications were accepted until noon September 28, 2021. There were three (3) applications received.

NEXT STEPS

Once approved by Council on October 26, 2021, all resident representative applicants will be contacted to notify them of the appointment made and any additional information needed by those appointed.

FINANCIAL IMPLICATIONS

Resident members appointed to a Committee of Council will receive remuneration in accordance with the Council Remuneration Policy, which is identified in the annual Operating Budget.

ALTERNATIVES

Committee of the Whole could choose to go in-camera to review the applications in detail and select alternative resident representatives.

ATTACHMENTS

Attachment A MCCAP Terms of Reference

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have no further comments.

I support the recommendation.

Report Prepared by: _____
Deanna Snair, Executive Assistant

Report Reviewed by: _____
Sara Poirier, Senior Planner

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

Report Approved by:  _____
Mark Phillips, CAO



Committee of the Whole Excerpts
October 12, 2021

Parkland Divestment

Staff and Council have reviewed and re-evaluated each of the parkland properties being recommended for divestment. Site visits were completed in 2015 in the creation of the Parks and Open Space Plan and additional site visits were recently completed where possible to determine suitability for future park/trail development. Some properties have limited to no public access points or are extremely rural and inaccessible by vehicle. These sites have been scoped by way of online resources such as Property Online, Viewpoint, and Google Maps to determine usefulness of the property for the future of the Parks and Open Space network. Each of the seventeen properties recommended for divestment have little to no potential as a parkland amenity and it is recommended, they should be divested of in order to fund the development and maintenance of other parks and trails.

The recommended motion was...

... THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL APPROVE THE DIVESTMET OF 17 MUNICIPALLY OWNED PARKLAND PROPERTIES AS RECOMMENDED IN THE WEST HANTS PARKS AND OPEN SPACES PLAN AND FURTHER THAT THE PROCEEDS OF SALE BE RECORDED IN A CAPITAL RESERVE ACCOUNT AND TO BE DIRECTED TO THE COMMUNITY FOR WHICH THE PROPERTY RESIDED OR THE PROCEEDS CAME FROM.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
--------------------------------------	--	---	--

To: Mark Phillips, Chief Administrative Officer

Submitted by: Bekah Craik, Active Living Coordinator

Date: October 4, 2021

Subject: Parkland Divestment

LEGISLATIVE AUTHORITY

- Municipal Government Act Section 50 (5) (b)
- Municipality of the District of West Hants Disposal of Surplus Real Property Policy C-01-007
- West Hants Regional Municipality 2021-2022 Strategic Plan (April 2021); Economic Development – Theme Priority Objective #2: Create Investment-Ready Strategies (Task A)

RECOMMENDATION

It is recommended Committee of the Whole recommend to Council that:

Council approves the divestment of seventeen municipally-owned parkland properties as recommended in the West Hants Parks and Open Space Plan and further recommends that the revenue from the divestment be placed in a capital reserve account for future development and maintenance of community parks and trails.

BACKGROUND

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

The Parks and Open Space plan was adopted by West Hants Council in 2016 with two goals: (1) to direct the operations, maintenance, acquisition, divestment, funding, and programming of the Municipal parks and open space network; and (2) To ensure that the local network of parks and open space will continue to meet recreational needs and protect unique, natural, and cultural resources for the next ten years.

In addition to the establishment of park types and standards for West Hants, a key deliverable from this Parks and Open Space Plan is a Decision-Making Toolkit to be used

by Municipal staff or a committee. The Toolkit can guide decisions about the Parks and Open Space network, to ensure decisions about land acquisition, divestment and development meet the intent of the plan, the needs of the citizens, and protect unique natural and cultural resources. Divestment is defined in the Parks and Open Space Plan as "The sale of unsuitable or unusable land by the Municipality". There are six primary scenarios where divestment of land is the best management option:

1. Location - There are Municipally-owned lands in the current parks and open space network that are found in areas of low population density. In addition to density, some parcels are far from main roads or are outside of well-travelled areas. Due to the remote nature, these lands see few park users, especially if they are unmanaged lots. Isolated lots may also become areas for illegal dumping and vandalism.
2. Competing Uses - In some communities, there are a number of neighboring municipal parcels offering the same amenities or recreation opportunities. Having non-complementary parcels of land together may not be useful as a network. Here, divestment makes sense to concentrate resources into fewer parcels.
3. Useability - Subdivision development of previous decades may have resulted in land under Municipal ownership that does not meet the current definition of usable land or areas that might be considered hazardous.
4. Frequency of Use - Monitoring park use can help to decide if a piece of land is worth retaining. Underused spaces can be a drain on resources and unsafe if there is not frequent traffic.
5. Cost of Maintenance - Divestment might be the best option when the cost of maintenance outweighs community benefit, or if redevelopment costs to make a piece of land suitable or useable are beyond the parks and open space budget.
6. Interest from Non-Profit Groups - With a well-developed business plan, non-profit groups may purchase land from the Municipality. Broadly speaking, the divestment of Municipal property can positively influence the parks and open space networks. Revenue may be used to purchase new lands suitable for parks and open space or to fund management projects; lands may be leased, sold, or transitioned to community groups; lands may be swapped for more desirable spaces.

The Municipality has a GIS database of all parcels of land it owns, which can easily be used to create a map of the properties being recommended for divestment. Appendix 2 of the Parks and Open Space plan provides details on all the park holdings. The plan recommends 19 parcels for divestment; however, the municipality has since undertaken the development of one of the properties in collaboration with the West Hants Trails Association.

DISCUSSION

Staff and Council have reviewed and re-evaluated each of the parkland properties being recommended for divestment. Site visits were completed in 2015 in the creation of the Parks and Open Space Plan and additional site visits were recently completed where possible to determine suitability for future park/trail development. Some properties have limited to no public access points or are extremely rural and inaccessible by vehicle. These sites have been scoped by way of online resources such as Property Online, Viewpoint, and Google Maps to determine usefulness of the property for the future of the Parks and Open Space network. Each of the seventeen properties recommended for divestment have little to no potential as a parkland amenity and it is recommended, they should be divested of in order to fund the development and maintenance of other parks and trails.

NEXT STEPS

1. If the lands are deemed surplus, staff will proceed with listing the sale of each parcel at market value.
2. With the approval of Council, staff will create a Capital Reserve account to hold the funds for future development/maintenance of community parks/trails.

FINANCIAL IMPLICATIONS

The lands were acquired by the municipality through the parkland dedication process and if approved by Council, staff will allocate the surplus from the sale of each parcel to be deposited into a Capital Reserve account specifically for future development and maintenance of community parks and trails.

ALTERNATIVES

- A. Council may choose not to divest of any or all the properties being recommended.
- B. If the lands are deemed surplus and sold, Council may choose not to allocate the funds into a Capital Reserve account for future development/maintenance of community parks/trails.

ATTACHMENTS

1. West Hants Parks and Open Space Plan
2. Parkland Divestment Recommendation Spreadsheet

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation in principle and recognize the noted parcels have been by default been identified as surplus pending Council's approval. I further recognize the report includes seventeen (17) separate parcels that may be familiar or unfamiliar to individual members of Council. If the divestment or recommendation as a whole is to

large of a consideration, it may be advisable to separate the parcels one by one as part of the discussion and decision-making process.

Report Prepared by: _____
Bekah Craik, Active Living Coordinator

Report Reviewed by: _____
Kathy Kehoe, Director, Community Development

Report Reviewed by: _____
Carlee Rochon, Director, Financial Services

Report Reviewed by: _____
Shelleena Thornton, Municipal Operations Supervisor

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



Municipality of the District of West Hants

Parks and Open Space Plan

2016 - 2026



Acknowledgements

Consultant Team

Teresa Thomas, Planner and Project Manager, TEAL Architects+Planners Inc.

Stephen Cushing, Landscape Architect, TEAL Architects+Planners Inc.

Emily Macdonald, Planner, TEAL Architects+Planners Inc.

Tom Emodi, Architect and Senior Advisor, TEAL Architects+Planners Inc.

Ian Bryson, GIS Analyst, CBCL Ltd.

Adam Clark, Structural Engineer, CBCL Ltd.

Municipality of the District of West Hants Project Team

Bekah Reagan, Project Manager, Active Living Coordinator

Kathy Kehoe, Director of Parks and Recreation

Karen Dempsey, Director of Planning

Tracy Robinson, Planning Technician

Jeanne Bourque, Planner

Photo Credits

Cover photo: Chris Geworsky (2016) and Municipality of the District of West Hants Staff (2016).

Other photos: Stephen Cushing (2016) and Municipality of the District of West Hants Staff (2016).

Created September 2015 - May 2016.



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Falmouth Mini Park and Causeway Trail

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Glossary

Acquisition	The process of purchasing or obtaining parks or open space. Acquisition may also apply to access of outdoor spaces that are not Municipally-owned, such as through land lease agreements.
Action	A term used in this plan to indicate the steps required or recommended for the Municipality to ensure the successful implementation of this plan.
Active Transportation	All forms of human powered or non-motorized transportation. It typically refers to walking, running and cycling, but also rollerblading, skateboarding, wheelchair use, etc.
Adaptive Management	Referred to as 'adaptive management', parks and open space plan objectives and outcomes should be regularly evaluated in order to meet the changing needs of people and the environment. Regular refinement of standardized evaluation, management and design guides, such as the Decision-Making Toolkit and Municipal policy and recommendations, is essential to being 'adaptive'.
ArcGIS	Produced by ESRI, it is a geographic information system (GIS), or software, for creating and working with maps and geographic information.
Asset Mapping	A mapping activity that relies on the community to identify its assets and to generate a plan to solve problems.
Citizens	People who reside in West Hants either full time or part time during the course of a year.
Community Park	Typically 2 hectares (5 acres) or more, these parks are usually home to athletic facilities, picnic areas, paths, schools and other passive recreation opportunities. May accommodate community food garden plots. These typically attract people within a 5 kilometre radius of the park.
Crown Land	Public land administered by Provincial and Federal governments. Crown land is officially entitled to the Canadian monarch, Queen Elizabeth II, however this is in her position as sovereign, not an individual therefore Crown land cannot be sold by the sovereign without the proper advice and consent of her (Canadian) ministers.
Cultural Park	These include outdoor spaces that have an attached historical or cultural value (e.g. gardens, cemeteries, church properties, memorials, etc.). Cultural Parks may accommodate community food garden plots and they attract people from 30 kilometres of the park.

Dissemination Area	The smallest standard geographic area for which all Statistics Canada census data are disseminated, it is a relatively stable geographic unit with a population of 400 to 700 persons.
Divestment	The sale of unsuitable or unusable land by the Municipality.
Downzoning	The assignment of a zoning grade to land under which the permitted density of housing and development (and therefore future profitability) is reduced.
Environmentally Sensitive Areas	Areas required for the preservation of plant and animal life; habitats for fish and wildlife species; areas required for ecological and other scientific purposes; rivers, streams, bays, estuaries and coastal beaches, lake shores, banks of rivers and streams, and watershed lands.
Gap Analysis	The comparison of actual performance with potential or desired performance (e.g. of policy, or park lands)
Geographic Information System	(GIS). A computerized system for geographical data collection, storage, manipulation, and analysis.
Green Infrastructure	The planted and natural greenspaces of the Municipality that are used to ensure the health and safety of citizens and to adapt to a changing climate. Green infrastructure includes parks and open space, stormwater infiltration and street trees.
Hazard Area	Areas requiring special management or regulations, (e.g. steep slope areas, floodplains, wetlands, watersheds, geo-hazards)
Integrated Community Sustainability Plan	A long-term plan, developed in consultation with citizens, to help the community realize sustainability objectives within environmental, cultural, social and economic dimensions of its identity.
Ipsos Reid	Canada's largest market research and public opinion polling firm.
Land Use By-Law (LUB)	Land Use By-laws are regulations that specify development controls and land use development policies found in the MPS.
Level of Service	The measurable quantity and quality of service (of parks and open space) provided to citizens by the Municipality.

Linear Park	A variety of outdoor connections such as trails, riparian buffers, road right-of ways, dykelands, coastal protected areas, and shorelines. Both recreation and nature conservation are promoted.
Management	Outdoor space operations, maintenance, acquisition of new spaces, divestment of superfluous spaces, funding for outdoor spaces, and coordination of outdoor community groups.
Municipality	The Municipality of the District of West Hants.
Municipal Climate Change Adaptation Plan	(MCCAP). A plan adopted by Council that identifies the impacts of climate change in West Hants, and also policy and procedures that could help protect people, properties, special places, and essential municipal services.
Municipal Government Act	The legislative framework that delegates provincial authority to municipal councils in Nova Scotia.
Municipal Planning Strategy	A Municipal document that provides the framework to guide the growth and development in West Hants and sets out the policies of council regarding future developments.
Natural Areas	Areas designated by the Province of Nova Scotia to be protected as representative native ecosystems, for the protection of endangered species, and used for education and research.
Neighbourhood Park	The smallest-sized park type in West Hants, which is used on a daily basis by members of a neighbourhood typically within a 1 kilometre radius of the park. Informal active recreation or passive recreation are typical and informal fields, playgrounds, picnic areas, and seating are found. May accommodate community food garden plots.
Open Space	<p>Lands owned by government or other entity that are not programmed for recreational use and typically do not contain buildings or other structures. These may be unused naturalized land, environmentally-sensitive land, landscape views or lands within prescribed setbacks or other reserves on private property. In this plan, Open Space falls within the Preservation and Production park, and open space type.</p> <p>Opportunities, standards and other references to Open Space in this plan refer to Municipally-owned lands only, unless otherwise specified.</p>
Park	Land owned by the Municipality or other entity that is programmed for active or passive recreational enjoyment. There are five park types in West Hants, which are defined by uses, size and numbers of people serviced: Neighbourhood, Community, Regional, Cultural and Linear. Parks typically contain buildings or sports/play infrastructure and standard levels of service apply.

Park Planning Area	Useful for determining levels of service, and for education and promotion, these signify the sections of West Hants where citizens both live and recreate (without going outside of that Area), as determined through public engagement.
Preservation And Production (Open Space)	Typically at least 4 hectares (~10acres) in size, these have few or no built amenities. These spaces act primarily as preserves to protect natural (e.g. woodlands, wetlands, conservation areas, streams, ponds and lakes, watersheds, agriculture lands, dykelands and coastline) or agricultural resources.
Protected Water Area (PWA)	<p>A designation administered by the Province of Nova Scotia under the Environment Act that enables the universally accepted multiple-barrier framework for managing municipal drinking water supplies in Nova Scotia.</p> <p>West Hants is host to three water supply areas, two that are designated and one with designation in draft form, respectively: Mill Lake, French Mill Brook and Davidson Lake.</p>
Regional Park	<p>Typically 20 - 100 hectares in size, these serve citizens of the entire Municipality and attract visitors from outside the Municipality. Portions of these parks may be set aside for natural and cultural conservation. Opportunities for passive and active recreation is programmed. Regional Parks are often owned and managed by the Provincial government or private enterprises, such as large Provincial Parks, ski resorts and golf courses.</p> <p>Opportunities, standards and other references in this plan refer to Municipally-owned lands only, unless otherwise specified.</p>
'Right of First Refusal' or 'Option on Land'	A contractual right to acquire property prior to it being available on the open market. It is typically obtained through a formal request to the land owner and may or may not be accompanied by a fee.
Stakeholder	Groups, individuals, or organizations (e.g. business, government, recreation) who have a financial, business, or public stake in the parks and open space network. The interest and stake is different than that of the general public.
Stormwater	Water originating from precipitation events (e.g. rain, snow) that 'runs off' of paved surfaces (e.g. sidewalks, roads, parking lots) into catch basins, drainage areas, or water bodies.
Subdivision	The division of land into smaller pieces for ease of sale or development.

Usable Land	Land considered usable as parks or open space as defined by the Municipality of the District of West Hants and the former Town of Hantsport Subdivision By-laws.
Subdivision By-law	This by-law includes regulations that establish standards for how land can be subdivided.
Value	Qualities and characteristics that citizens of West Hants describe as important in their outdoor spaces.
Values-Based Planning Approach	The inclusive and transparent process that considers the values of West Hants citizens into parks and open space decision-making. Values can be used in many ways including the prioritization of open space management, to determine the allocation of resources, to identify conflicts in the landscape, and to maintain or enhance landscape elements that are favoured.
West Hants	The geographic area governed at the municipal level by the Municipality of the District of West Hants, which excludes Windsor but has included Hantsport since July 1, 2015.
Wilderness Areas	Areas designated by the Province of Nova Scotia to contain representative landscapes and native biodiversity and also used for recreation.

Acronyms

AT	Active Transportation
DA	Dissemination Area
GIS	Geographic Information System
ICSP	Integrated Community Sustainability Plan
GFLUM	Generalized Future Land Use Map
LUB	Land Use By-law
MCCAP	Municipal Climate Change Adaptation Plan
MGA	Municipal Government Act
MPS	Municipal Planning Strategy
PWA	Protected Water Area



Cambridge Beach

EXECUTIVE SUMMARY

Citizens of the Municipality of the District of West Hants use parks and open space for personal and organized recreation, to connect with people, and to enjoy nature. A ten-year comprehensive plan has been developed to direct the management (e.g. operations, maintenance, acquisition, divestment, funding, programming, education) of approximately 175 hectares (435 acres) of Municipally-owned land. This plan will ensure that the local network of parks and open space will continue to meet recreational needs, and protect unique natural and cultural resources.

The Municipality of the District of West Hants Parks and Open Space Plan stands as a milestone in the Municipality for two reasons: First, a full inventory and review of approximately 165 Municipally-owned parcels has been conducted. Second, for the first time, citizens of the Municipality have been consulted on what they value about the entire parks and open space network and what the future of the network should look like. Identifying what people value in their outdoor spaces is a more proactive approach than focusing on problems. These values help define 'suitable' future parks and open space when using the Suitability Framework found in Appendix 1. This plan also includes a review of public policy, planning precedents, gap analysis, and six Guiding Principles to shape future decisions.

Four methods of data collection contributed to the formation of the Parks and Open Space Plan: 1) a review of best planning practices across Canada; 2) a review of existing policy frameworks set out by the Municipality of the District of West Hants, and policy set in place by the Province of Nova Scotia; 3) an extensive public engagement process including paper and online surveys, community open houses and workshops, a stakeholder workshop, and a youth engagement

session; and 4) ground-truthing of 165 parcels to collect pertinent site information, which is now available to the Municipality in a database.

A series of 15 prioritized management actions stem from the analysis of collected parks and open space information. Three analysis tools were used to reveal these 15 actions. First, a gap analysis was completed to identify the locations of citizens who are lacking access to certain types of parks. Second, using plan Guiding Principles as a framework, gaps in parks and open space policy was revealed. Third, site opportunities were developed from the review and synthesis of the parks and open space data collected during site visits. A 'top 5' list of well-used and frequently visited parks and open space was identified. For each of the five spaces, site opportunities were extensively evaluated and cost estimates provided. Concept drawings were illustrated to highlight the approximate locations of site opportunities. Additionally, five park planning areas were identified based on park location, park capture area, and location of dwellings.

In addition to the establishment of park types and standards for West Hants, a key deliverable from this Parks and Open Space Plan is a Decision Making Toolkit to be used by Municipal staff or a committee. The Toolkit can guide decisions about the Parks and Open Space network, to ensure decisions about land acquisition, divestment and development meet the intent of the plan. Users of this toolkit will be able to evaluate and prioritize lands for acquisition based on the four standards described in detail in the Toolkit: usability, suitability, budget, and urgency.

For the next ten years, decision-makers, community groups, and other stakeholders will be able to use this plan to deliver a parks and open space network that will meet the needs of citizens in West Hants.



Irishmans Road Recreation Site

1.0 INTRODUCTION

1.1 Purpose

Parks and open space are public properties that enable recreation and enjoyment. They also protect the environment, and preserve culturally important places. This Parks and Open Space Plan comprehensively reviews community values and the West Hants parks and open space inventory to identify the best possible network to meet the needs of citizens for the next ten years.

Municipal policy documents¹ have called for the creation of a Parks and Open Space Plan. As a result, this plan serves as an important milestone in West Hants for two reasons:

A Citizens' Values are Identified

For the first time, citizens of West Hants were consulted on what they value about the entire parks and open space network and what the future of the network should look like. This is significant as parks and open space research and planning show that a truly sustainable network of open space and the resources within it depends on a broad set of values identified by the public (e.g. Digby Open Space Strategic Plan, HRM Urban Forest Master Plan, Point Pleasant Park Master Plan, CSA Sustainable Forest Management). This is balanced by public policy and planning precedents.

B Management Plan Identified

The development of this plan included the inventory and analysis of Municipally-owned land. This plan ensures that all Municipally-owned and accessible lands will be inventoried and analysed. Importantly, management actions have been outlined for the horizon of 2016 to 2026.

West Hants spans some 1,345 square kilometres (332,356 acres). The Municipality owns and manages 175 hectares (435 acres) of parks and open space lands. Although this plan strategically considers all parts of the network (e.g. Municipal, Provincial and private lands), Municipally-owned lands are the primary focus.

1.2 Values Based Planning Approach

Identifying what people value in outdoor spaces is a more positive approach than simply focusing on problems. Values are qualities and characteristics that citizens of West Hants have described as important in their outdoor spaces. A range of values have been collected and used to inform this Plan. These values are easily organized into two types:

- Ecological (e.g. biodiversity of plant species, removal of carbon from the atmosphere, wildlife habitat, flooding mitigation, soil stabilization, mitigation of climate change effects), and
- Social (e.g. physical activity, personal well-being, natural beauty, community gathering).

In the West Hants Parks and Open Space Plan, values have been used, in part, to:

- Define 'suitable land' for parks and open space use in West Hants;
- Identify challenges with the current parks and open space network; and to
- Suggest improvements to the current parks and open space network.

¹ Plans include the Active Living Strategy, West Hants Municipal Planning Strategy and Integrated Community Sustainability Plan

1.3 Guiding Principles

Guiding principles direct the creation and management of the parks and open space network. These principles come from community values, municipal policies, and best practices:

Table 1: Guiding Principles

Prioritize environmental protection.	Environmental protection must be considered a high priority to ensure sensitive lands, waters, and wildlife habitat are not unduly harmed by human recreation.
Plan green infrastructure to adapt to climate change.	Green infrastructure includes the planted and natural greenspaces that are used to ensure the health and well-being of citizens and to mitigate the negative effects of climate change. Mitigative actions include carbon sequestration, stormwater capture, flood mitigation and shoreline stabilization. Green infrastructure may be a key component of parks such as trees, garden, rain gardens, and swales. Parks may be developed around green infrastructure such as stormwater management ponds.
Plan spaces for all interests and abilities.	Access to active and passive recreation is important to all citizens of West Hants for their physical and mental health. 'Access' means having appropriate amenities, such as flat and stable walking surfaces, water access, and stimulating appropriate recreation spaces within a suitable proximity to where citizens live.
Link parks and open space with other places.	Linking people from their home to parks using trails, multi-use paths, and water access points enables active transportation, and the freedom for people of all ages to access the parks and open space network.
Showcase community identity and history.	Sense of identity is strengthened when valued outdoor spaces are enhanced. Enhancements may prominently display park aspects related to West Hants history, resource production, natural processes, and geography (e.g. Mi'kmaw and Acadian land works and settlements, resource production and harvesting, among others). Good park maintenance and design can also strengthen community pride.
Evaluate and update plans over time.	Referred to as 'adaptive management', parks and open space plan objectives and outcomes should be regularly evaluated in order to meet the changing needs of people and the environment. Regular refinement of standardized evaluation, management and design guides, such as the Decision-Making Toolkit and Municipal policy and recommendations, is essential to being 'adaptive'.

1.4 Methods and Analysis

Methods

M1 Best Practice Review

Four park and open space plans and related subdivision by-laws were reviewed in detail for local understanding. This review included definitions of usable land, park department budgets and park types. This review is attached in Appendix 5 (Detailed Policy Framework). Plans from across Canada were used as precedents and to inform the Suitability Framework, Guiding Principles, park size and catchment area standards, and gap analysis.

M2 Policy Review

The West Hants Parks and Open Space Plan conforms to Municipal and Provincial policy. To design the best parks and open space network, amendments to policy and regulation were evaluated. Policy documents reviewed for this plan are described in Section 2.0 Planning Context. A detailed review using the Guiding Principles to identify gaps is in Appendix 5, and proposed changes to existing regulation are in Appendix 6.

M3 Public Engagement

A) Online and Paper Survey

To reach a large group of citizens in West Hants, surveys were distributed in digital and paper formats. The online survey was hosted on the survey website called Survey Monkey and the link was distributed via the Municipal website, Facebook, Twitter, posters in public spaces and at schools, and newspaper and various organizations' newsletter advertisements. The paper survey was distributed at schools, public buildings, at a youth engagement session and to interested seniors groups. A mixture of open and closed-ended questions were administered to create an accurate picture of where people go outside, what they do, what they value and would like to improve in these outdoor spaces.

B) Community Open Houses and Workshops

Five community engagement sessions were held in the Municipality in November 2015. The program for engagement included:

Open House: Upon arrival, event participants were given unstructured time to interact with the Consultant Team to ask questions and

gain clarity on the purpose and methods of the Parks and Open Space Plan. At each open house session, participants were able to illustrate, with stickers on a map, where they live and recreate within the Municipality.

Workshop: Each session began with an introduction of the Consultant Team and a brief presentation on the value of public participation and how the session would run.

In small groups, participants were invited to respond to a series of questions by writing and drawing on maps, paper, and post-it notes.

After each session, participants reviewed and prioritized all responses collected during the engagement session.

C) Stakeholder Workshop

Parks and open space stakeholders are individuals, organizations, or groups within West Hants that have a special interest in the parks and open space network (e.g. outdoor related businesses, recreation groups, school board, tourism groups). A stakeholder workshop was conducted on November 12, 2015. Questions specific to organizational mandates, funding opportunities, and open space network were asked.

D) Youth Engagement Session

Youth in West Hants were an asset in the development of the Parks and Open Space Plan. Youth, active in their respective communities in West Hants, were invited to attend an interactive workshop on October 19, 2015. Discussion, asset mapping, and multimedia exercises were used to draw out ideas for the future of outdoor spaces in West Hants. The youth from this session were given surveys and posters to disseminate at their respective schools and communities.

M4 Ground Truthing

After a detailed desktop review of parks and open space in West Hants, the consultant team visited and evaluated each parcel of municipally-owned land (approximately 165 parcels) to collect pertinent site condition information showing in the Parks and Open Space Inventory in this Plan. Detailed site criteria were collected from October to December, 2015.²

2 The resulting inventory is showcased in Appendix 2

Analysis

Three analysis tools were used to evaluate the data collected.

A1 Park and Open Space Standards Gap Analysis

A gap analysis was completed to identify the locations of citizens who are lacking access to certain types of parks. This analysis was done using mapping software (ESRI ArcMap); Catchment areas of various standard sizes were drawn around parks according to the park type.³

A2 Park and Open Space Policy Gaps

An opportunity exists for the Municipality to have a parks and open space network that fulfils the Guiding Principles. After Municipal policies were sorted by the Guiding Principles, gaps in policy (related to certain Principles) became apparent. Some recommendations in this report suggest policy amendments that provide new or updated policy that will address important aspects of each Guiding Principle, such as proposed amendments to the definition of usable land found in the Subdivision By-Law(s).

A3 Parks and Open Space Network Analysis

Based on the parks and open space data collected during site visits, opportunities and recommendations were developed. A further analysis for surrounding activities and connections was made possible through a desktop analysis using mapping tools (e.g. ArcGIS, aerial photos land owner information, park and open space maps developed in this plan).

The full inventory of West Hants parks and open space is presented in Appendix 2 (Inventory and Opportunities).

³ Park types and standards, and park type catchment areas are explained in Table 3.

Information Limitations

Information in this plan is based on trends, assumptions, and data, which come from various sources. As such, information has its parameters and limitations. The list below reports such parameters and limitations by chapter in this Plan:

2.0 Planning Context

Population Counts: Statistics Canada 2011, grouped by Dissemination Area - part time citizens such as cottagers are likely not to be included in this population count.

Park Planning Areas: derived from public engagement sessions, existing road network, and Dissemination Area boundaries. Public input was limited to those who responded.

Resident Locations: Building points for buildings not commercial, cottage, industrial or otherwise non-residential. Hantsport building points not readily available for display.

Ipsos Reid Survey: See survey to view limitations.

3.0 Public Engagement

1A: Where We Go - Based on responses received through online and paper surveys. More than 450 people were represented, achieving a 95% confidence level for responses. Age groups were adequately represented. These were 0-15, 16-30, 31-40, 41-60 and 60+.

1B: What We Do - This is from responses received through online and paper surveys. Respondents listed the activities they perform and these responses were tallied.

1C: What We Value - Based on Responses received through online and paper surveys, as well as workshop sessions, Top 5 values were chosen from a list of values, and other values described are related to Top 5 but in the words of individuals rather than the prescribed options.

4.0 Inventory + Opportunities

Map 3: Current Parks and Open Space - Parks are limited to Municipally-owned lands only.

Map 4: Water Access Locations - Limited to locations noted during public consultation, and planning consultants' observances during site visits to Municipal lands. Locations may or may not be on public land.

Table 3: Parks and Open Space Types in West Hants - Park Types were adapted from planning standards and enhanced to address local conditions

4.3: Current Parks and Open Space Level of Service - Based on the Park Type Standards. The amount of land area for Neighbourhood Parks is comparable to that of Community Parks because most Community Parks are also considered Neighbourhood Parks. Many parks have more than one park type designation.

Map 5: Gap Analysis of Park Types - Green, grey and hatched buffers represent catchment areas for each Municipal parcel that is considered 'used' by citizens for park use. Parcels that are deemed 'under-used' do not have a buffer attached and therefore are not seen as servicing citizens. 'Used' and 'under-used' designations are found in the Detailed Inventory in Appendix 2.

4.4: Top 5 Parks - These parks were selected based on popularity and future infrastructure needs. Proposed infrastructure and site opportunities were identified through public consultation, from Municipal Staff knowledge, and consultant input (based on experience and best practices).

4E: Network Opportunities - These were derived from public consultation, Municipal Staff knowledge and consultant input, which is based on experience and best practices.

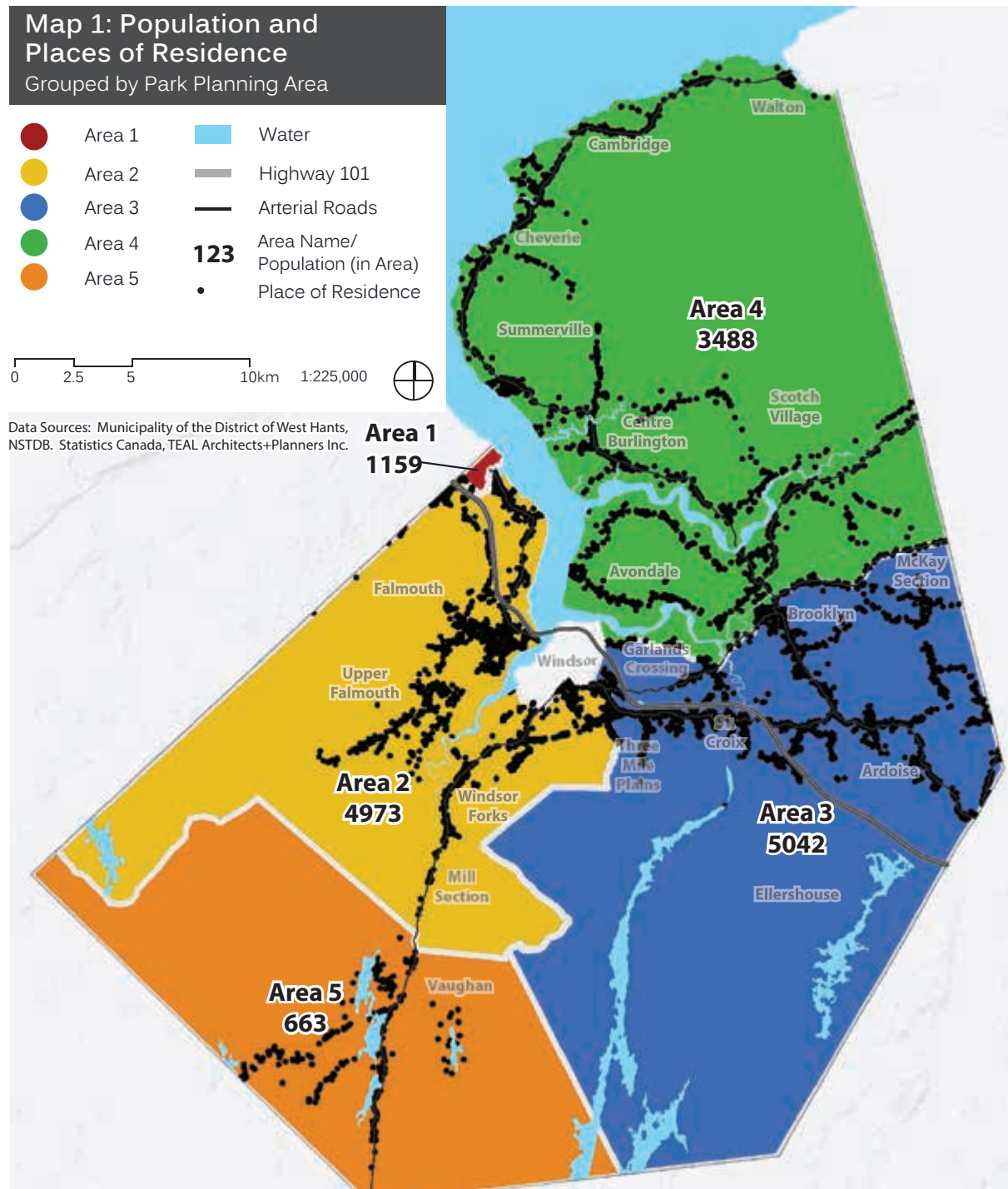




A West Hants Open Space,
Hantsport

2.0 PLANNING CONTEXT

This chapter identifies current and future demographics, the existing parks and open space network, and the local policy context that form the base understanding for planning the future West Hants park network. The planning context and other information throughout this Plan are grouped into five 'Park Planning Areas', which are seen below. These high-level areas generally represent the boundaries of where people live and the parks and open spaces they visit and are useful in understanding the gaps in parks and open space service provided by the Municipality.



2.1 People and Recreation

West Hants is one of the few municipal districts in Nova Scotia that is experiencing positive population growth. The former Town of Hantsport dissolved and merged with West Hants on July 1, 2015.^{4,5} At the time of the 2011 Census, West Hants had a population of 14,165 and Hantsport had a population of 1,159.

A report completed prior to the dissolution of Hantsport projected that the population of West Hants would increase by 4.5% by the year 2031.⁶ The same study projected that Hantsport (then a separate municipality) would lose 12.6% of its population. In actual numbers, this would result in total populations of 14,802 for West Hants (excluding Hantsport) and 1013 in Hantsport, a total of 15,815 in West Hants (including Hantsport) in the year 2031.⁷ Combining projections for both areas, this represents overall growth of 3.2% between the years 2011 and 2031.

The distribution of citizens of West Hants is shown in Map 1. A successful parks network enables most current and future citizens to access various park types, such as neighbourhood and community parks. As the population grows, West Hants will have to monitor what is needed to service parks and open space needs. Service standards are detailed further in this Plan.

West Hants has a slightly younger population compared to that of Nova Scotia, with 23% of people under 20 years of age and 16% over 65, compared to 21% and 17%, respectively, for Nova Scotia. Trends of an aging population are similar to those of most, if not all, communities in Nova Scotia. Trends show an increasing number of older people, and a decreasing number of younger people. Trends are displayed in more detail in Appendix 3.

4 The addition of Hantsport's population to that of West Hants is not reflected in Census data and is not a contributor to population growth in West Hants for the purpose of this report.

5 Census information for West Hants and Hantsport used in this section has been combined unless otherwise indicated. Data tables are displayed in Appendix 01.

6 Hantsport Governance Study (2014), S. 2.4

7 This 10-year plan time horizon falls short of the year 2031 by 5 years, however these projections are nonetheless considered appropriate for the purposes of this plan.

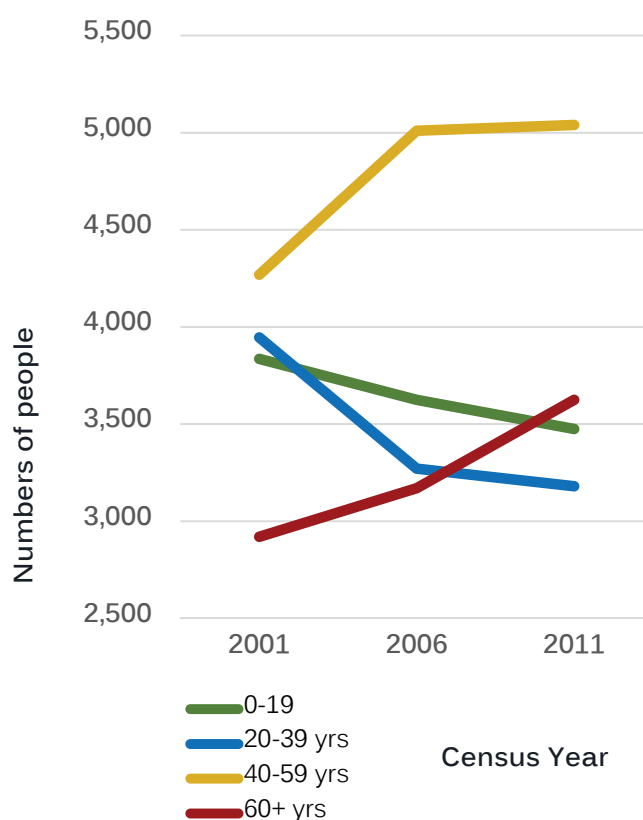


Figure 1: Population of West Hants by Age Category (2001 - 2011)

An Ipsos Reid phone survey of 300 West Hants citizens over the age of 18 was conducted in 2012. Information collected from this survey complements data gathered from the survey and public workshops completed during the creation of this Plan.

The Ipsos Reid Survey found that the most popular activity for adults was walking. Sixty percent (60%) of respondents said they walk on a regular basis. Other activities mentioned by at least 7% to 9% of respondents were swimming, running, biking, and skiing/snowboarding. The most popular activities for children, as reported by parents, were skiing/snowboarding, soccer, and swimming.

Facilities used by both groups include trails or pathways, and sports fields or courts. Activities that both adults and children take part in are swimming, skiing/snowboarding, walking, and running.

Outdoor spaces used at least once a month include:

Adults⁸

<i>Sidewalks and road shoulder</i>	67%
<i>Trails or pathways</i>	56%
<i>Parks or green spaces</i>	47%
<i>Beaches or lakes</i>	37%
<i>Sports fields or courts</i>	18%

Children (reported by parents)⁹

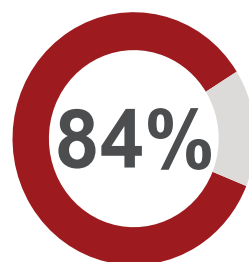
<i>Sports fields or courts</i>	67%
<i>Playgrounds</i>	62%
<i>Trails or pathways</i>	55%

When asked what would help adults become more physically active, most adults (84%) chose “access to paths, trails, and green spaces” as an important factor. Other responses suggest that adults’ physical activity could increase with the following improvements to parks and open space:

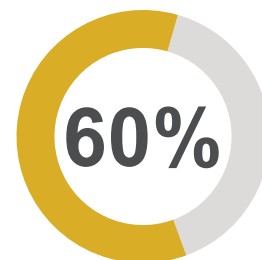
- Improve walking routes to key destinations (shops, services, work, school, community facilities)
- Provide walking space at the sides of roads (paved shoulder, trail, or sidewalks)
- Support walking events, programs, or clubs
- Develop more trails and pathways
- Improve safety (not crime-related) on walking routes (consider vehicle traffic, barriers or obstructions)

⁸ The lists of facilities were not extensive and some facilities listed as options for adults were not listed as options of facilities used by children (e.g. “sidewalks and space at the side of the road”, “beaches or lakes” and “parks or green space”).

⁹ Percentage represents the portion of parents who responded that their child (or children) participates in the activities listed. Each positive response may represent one or more children participating in the activities.



Adults walk on a regular basis



Adults say access to paths, trails, and green spaces would encourage physical activity.

2.2 Policy Context

A successful parks and open space network is described in complementary policy and planning documents. In West Hants, land-use plans and by-laws exist for both West Hants and Hantsport. Only the Active Transportation Plan (2014) considers the two communities together (see Figure 2).

Consideration has been given to strategic initiatives undertaken by other organizations, such as the Waterfront Development Committee's Waterfront Strategic Plan (for Lake Pisiquid) and Bicycle Nova Scotia's Blue Route. It is anticipated that coordination between organizations will occur at appropriate times to ensure the success of all initiatives.

Key components from relevant municipal documents are listed below and on the following pages. A comprehensive review of Municipal policies, regulations and other statements is found in Appendix 5.

MGA

The Municipal Government Act (MGA) is Provincial legislation that enables and requires Municipalities, in various ways, to plan their communities. In terms of parks and open space planning, highlights from the MGA include:

- A requirement for the Municipality to make the public aware and seek feedback when considering the divestment of lands for parks or open space acquired through the subdivision process.
- Minimum and maximum amount of land, or cash-in-lieu, to be taken by the Municipality upon the subdivision of land.
- The ability for Municipalities to define 'useable land' for parks and open space use.

- Money in exchange for lands that were acquired through the subdivision process must be re-invested in the parks and open space network.

Subdivision By-law, West Hants

- Lands for parks and open space use are collected primarily through the dedication of land upon subdivision approval.¹⁰
- Land required to be dedicated upon subdivision is currently 5% of the total land area or the equivalent of 5% of market value of the land in cash to the Municipality.^{11,12}
- A combination of land and cash is also permitted, as well as a transfer of land that is not a part of the proposed subdivision but located elsewhere.
- Notably, when lands proposed for subdivision have water frontage, the By-law requires a portion of the land to be dedicated for public access to the water.

Municipal Planning Strategy (MPS), West Hants

- Open Space is intended to be permitted in all zones.
- Community use designation is intended to be applied to all open spaces for community recreation in the Generalized Future Land Use map.
- Only municipally-owned lands should be zoned for open space purposes.

Land Use By-law, West Hants

- Parks and open space are permitted in all zones, pursuant to Section 5.35
- Three zones and one overlay (special area) exist specifically for the designation of parks and open space and related uses: Open Space (OS) zone, Recreation Commercial (RecC) zone and Water Supply zone, and Dykelands Overlay. It is to be noted that new structures are extremely limited in the Dykelands Overlay pursuant to Section 34.1.
- Water Supply (W) zone promotes the protection of watersheds by limiting subdivision of land and permitted uses. This zone establishes a 4.05 hectare (10 acre) minimum lot size requirement and a 91.4m (300 ft) minimum length of water frontage.
- All structures must be set back from a watercourse a distance of 15.24 m (50 ft), pursuant to Section 5.49.

Subdivision By-law, Hantsport

- No requirement for 'parkland' dedication, nor a definition of usable land.

Municipal Planning Strategy (MPS), Hantsport

- Several mentions of the municipality's responsibility to provide open space and recreation opportunities.
- Future land use should be according to the Generalized Future Land Use map.

Land Use By-law, Hantsport

- Buildings must be set back from a watercourse a distance of 30 m (~98 ft).
- Two zones exist to serve the purpose of designating areas for parks and open space: Recreation Open Space (ROS) zone and Conservation Open Space (COS) zone.

¹⁰ Municipality of the District of West Hants Municipal Planning Strategy (2008), p.103, <http://www.westhants.ca/planning.html>

¹¹ Municipality of the District of West Hants Subdivision By-law (2008, as amended), http://www.westhants.ca/component/com_docman/itemid,180/view/docman/

¹² These funds must be used for the acquisition or development of parks and open space.

Municipality of the District of West Hants Integrated Community Sustainability Plan (ICSP)

- Commits Council to consider the preparation of a Parks and Open Space Plan for the Municipality.
- Encourages eco-tourism development (e.g. salt water marshes, bike routes, interpretive centres, etc.).
- Encourages community gardens in urban areas.

Active Avon: Active Transportation Plan for the Avon Region

- Proposes improved linkages between trails, AT routes, and existing recreation facilities.
- Proposes connections between schools and neighbourhoods for youth to walk and bike.
- Notes that siting of recreation opportunities close to existing communities is critical to maintaining a community feel and reducing costs to the municipality.
- Notes that signage can improve sense of arrival at parks and open spaces.
- Identifies trailhead opportunities.
- Identifies proposed trail locations.

Municipality of the District of West Hants: Active Living Strategy

- Calls for the protection of public access to lakes and the Minas Basin waters through a parks and open space plan.
- Mentions the need to develop a parks and open space plan to identify ways to improve citizens' access to physical activities.

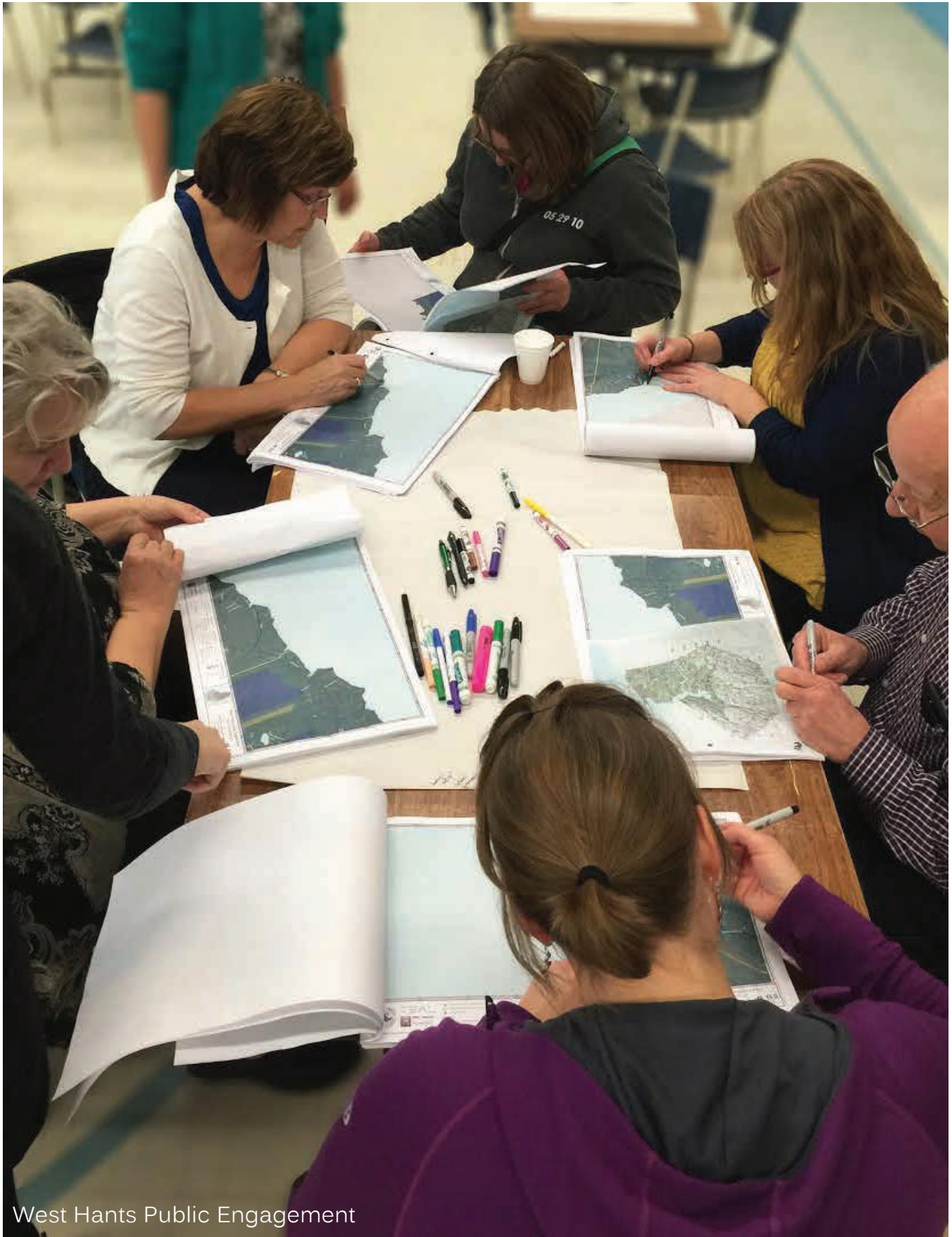
Municipality of the District of West Hants: Municipal Climate Change Adaptation Plan (MCCAP)

Reveals that coastal flooding, drought, and inland flooding are the three most concerning natural hazards in terms of risks to life and damage to infrastructure.

- Lands within a 10m elevation from the current highwater mark are projected to be affected by rising tides and storm surges by 2100.
- Presents strategies to limit greenhouse gas emissions, improve organizational adaptive capacity, strengthen emergency management capabilities and reduce risks of adverse effects of climate change.



Figure 2: Policy Documents



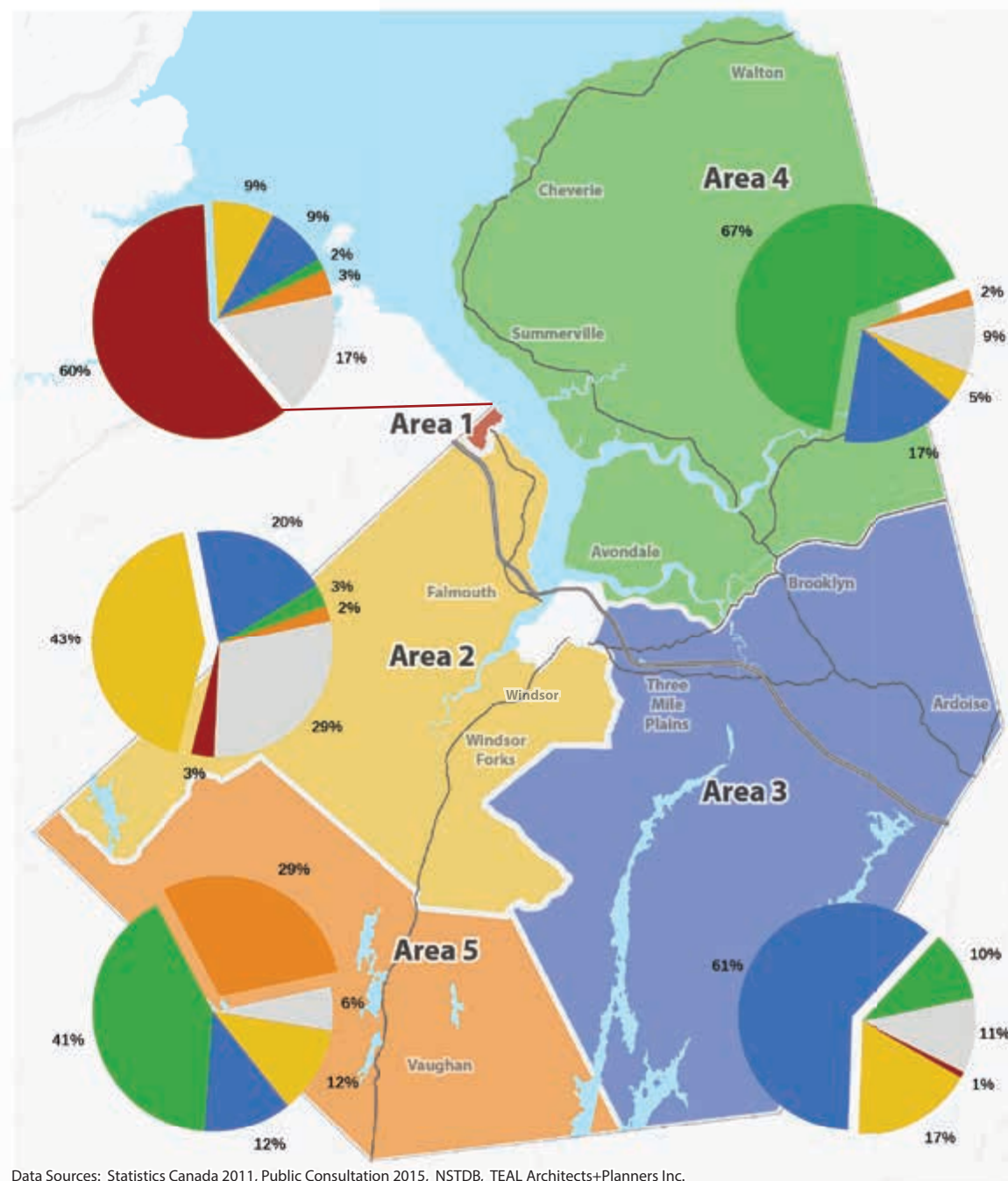
West Hants Public Engagement

3.0 PUBLIC ENGAGEMENT

Information in this section was derived from the online and paper survey.

3.1 Where We Go

Useful for determining levels of service, and for education and promotion, the charts signify the sections of West Hants where citizens both live and recreate (without going outside of that Area), as determined through public engagement.



Data Sources: Statistics Canada 2011, Public Consultation 2015, NSTDB, TEAL Architects+Planners Inc.

Area 1 Area 2 Area 3 Area 4 Area 5 outside West Hants

Figure 3: The Planning Areas Where Residents of Each Planning Area Recreate

Table 2: Which parks and open space properties do you visit?

Municipal Locations	# of mentions	Locations	# of mentions
Falmouth Mini Park and Causeway Trail	21	Falmouth Mini Park and Causeway Trail	21
Eldridge Road Recreation Site	17	Eldridge Road Recreation Site	17
Avondale Wharf and Waterfront	13	Avondale Wharf and Waterfront	13
Hobarts Beach	12	Hobarts Beach	12
Irishmans Road Recreation Site	12	Irishmans Road Recreation Site	12
Kempton Quarry Recreation Site	11	Kempton Quarry Recreation Site	11
Cheverie Salt Marsh Restoration Trail	6	Cheverie Salt Marsh Restoration Trail	6
Brooklyn District Elementary School Trail	5	Brooklyn District Elementary School Trail	5
Foundry Field	5	Foundry Field	5
St. Croix Recreation Site	4	St. Croix Recreation Site	4
		Beaches along Kempton Shore	12
		Bramber Beach	5
		Windsor Forks District School	4
		Provincial - Smileys Park	48
		Private - HMCC	28
		Private - Ski Martock	19
		Provincial - Falls Lake	9
		Provincial - road sides	7
		Laurie Saulnier Memorial Trail (Akins Marsh)	6
		Rail or old road	6
		Private - Castle Frederick Farm Trails	5
		Private - Grey Mountain	5

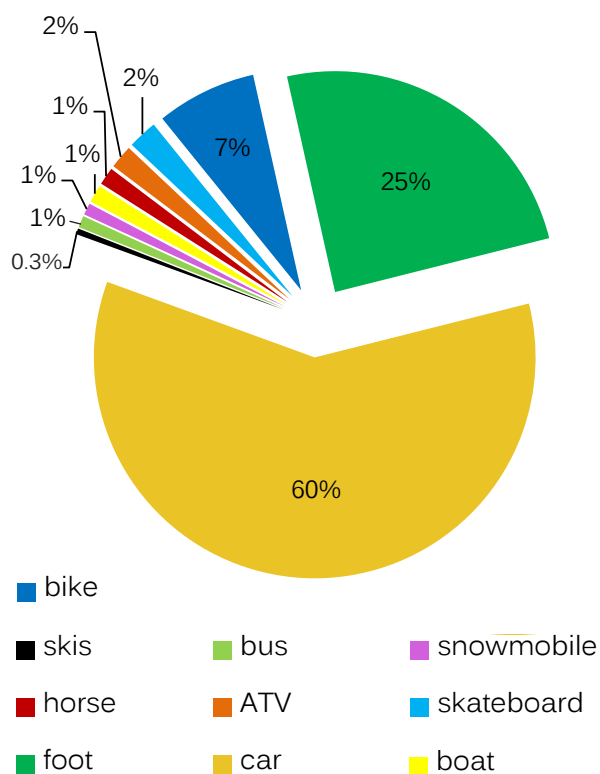
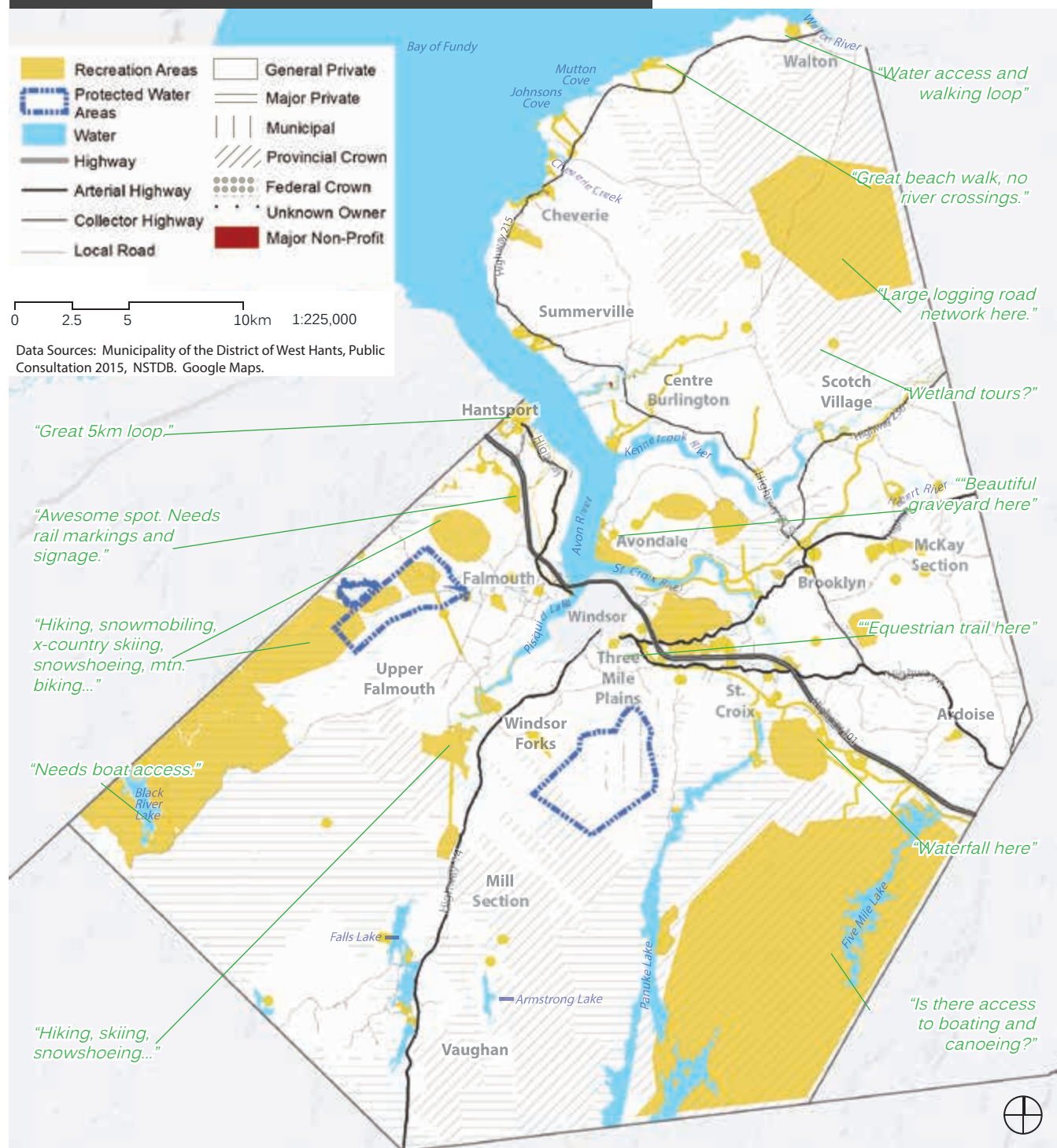


Figure 4: How do you get to your parks?

3.2 What We Do

Draw on a map where you recreate.*

Map 2: Places People Recreate or Would like to Recreate



* This map is a representation of responses from public engagement events and is not an endorsement by the Municipality to recreate on private lands.

Top 10 Activities:

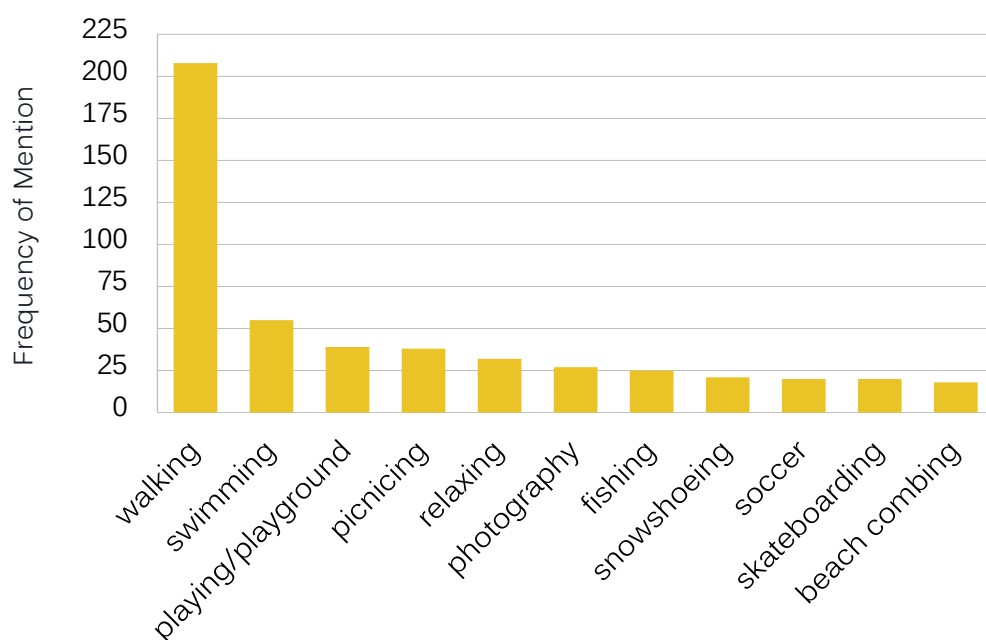


Figure 5: What activities do we do?

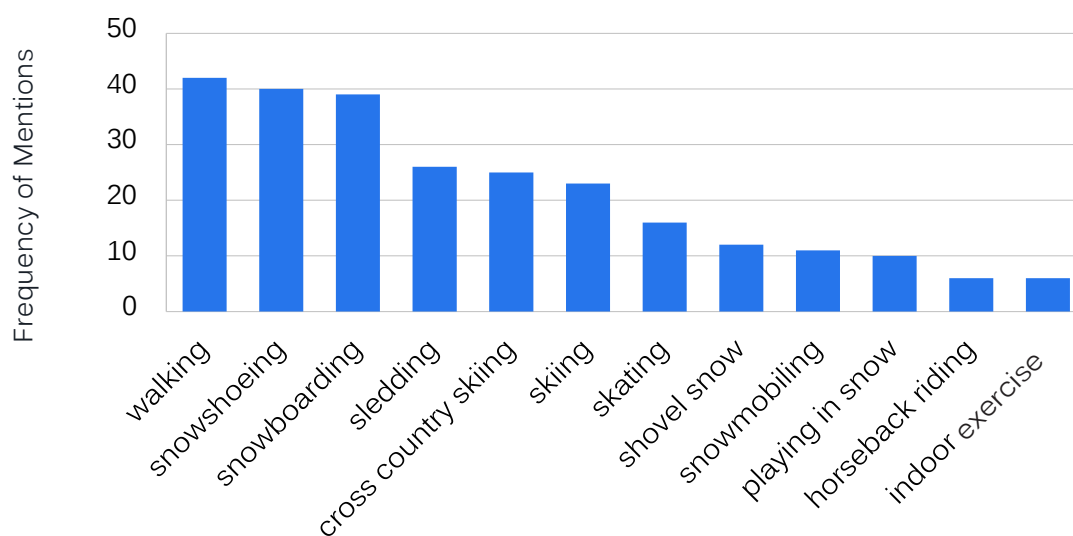


Figure 6: What activities do we do in Winter?

3.3 What We Value



Physical health

exercise, fresh air, health benefit, multi-use, sports, activities



Mental well-being

peace, serenity, freedom, isolation, permission relaxation, tranquillity, zen, adventure



Recreation

good connection to other trails, extensive networks for ATV, safe for children



Aesthetics & natural beauty

clean natural beauty, natural processes (tides), natural quality, no traffic, views, smells



Wildlife habitat

fauna, flora, habitat conservation

Figure 7: For what do we most value our parks and open space?

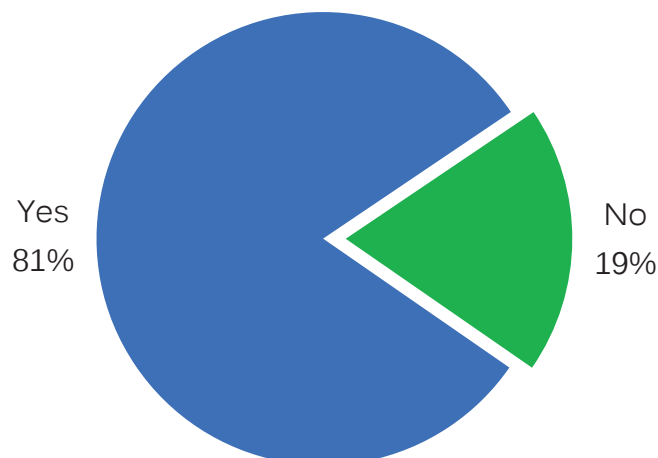


Figure 8: Should we spend more money on parks and open space?



Hobarts Beach

4.0 INVENTORY + OPPORTUNITIES

4.1 Existing Parks and Open Space

An inventory of the West Hants parcels has been developed using Municipal data, a desktop review and by visiting each parcel. The highlights below help form a base understanding of the existing network that may be enhanced over the lifetime of this Plan.

The Municipality currently owns and/or manages over 20 parks and seven (7) school parks including:

1. Dr. Silas Rand Park
2. Shamrock Ball Field
3. Chittick Park
4. John Wiley Walkway
5. Fundy Centennial Park
6. Foundry Field
7. McDade Park
8. Hantsport Riverbank Cemetery
9. Prince Street Path
10. Eldridge Road Recreation Site
11. Halewood Drive Field 1
12. Halewood Drive Field 2
13. Halewood Drive Path
14. Falmouth Mini Park and Causeway Trail
15. Falmouth District School
16. Falmouth Boat Launch
17. Windsor Forks District School
18. Underwood Road Parcels 1+2
19. Three Mile Plains District School
20. Irishmans Road Recreation Site
21. Newport Station District School (closed)
22. St. Croix Recreation Site
23. Lakewood Drive Pond
24. Brooklyn Fire Hall Trail
25. Brooklyn District Elementary School
26. Brooklyn Municipal Cemetery
27. Bramber Beach Water Access
28. Cheverie Salt Marsh Restoration Trail
29. Kempt Quarry Recreation Site

30. Hobarts Beach
31. Dr. Arthur Hines Elementary School
32. Upper Burlington Planters Trail
33. Avondale Wharf and Waterfront
34. West Hants Middle School
35. Chateau Lane
36. Armstrong Lake
37. Riverview Road, Vaughan

- There are 43 parcels of land are held by the Municipality that are used by citizens for recreation. Some parcels are small, such as a pathway off Halewood Drive (<0.25 acres or 0.1 ha), and some are large, such as Irishmans Road Recreation Site (172 acres or 69.6 ha).
- 11 parcels of land are held by the Municipality for the purpose of recreation, are currently under-used but have potential to be a part of the future park and open space network.
- 19 parcels of land held by the Municipality for the purpose of recreation are under-used by citizens and may not benefit current or future citizens due to their location and/or condition.
- 199 hectares (492.5 acres) of West Hants land is owned by the Municipality and is currently used for recreation purposes.

Some of the parks and open space that citizens in West Hants use are not owned by the Municipality. Some of these lands are owned by the Province of Nova Scotia, some are privately-owned and managed, and some are maintained by the Municipality under a land lease (these lands are included in the comprehensive Inventory found in this plan).

Newport Station District School has closed, however, the park amenities remain in place.

Falmouth Mini Park and Causeway Trail is an example of a park managed by the Municipality, but whereby the land is not owned by the Municipality.

Most non-Municipal lands used by citizens for recreation are included in the mapping found in this plan and are identified as such, however, a comprehensive review by the Municipality is essential when acquisition or maintenance opportunities arise.

Map 3: Currently Maintained West Hants Parks and Open Space

Grouped by Park Planning Area

Area 1

- 1 Dr. Silas Rand Park
- 2 Shamrock Ball Field
- 3 Chittick Park
- 4 John Wiley Walkway
- 5 Fundy Centennial Park
- 6 Foundry Field
- 7 McDade Park
- 8 Hantsport Riverbank Cemetery
- 9 Prince Street Path

Area 2

- 1 Eldridge Road Recreation Site
- 2 Halewood Drive Field 1
- 3 Halewood Drive Field 2
- 4 Halewood Drive Path
- 5 Falmouth Mini Park & Causeway Trail
- 6 Falmouth District School
- 7 Falmouth Boat Launch
- 8 Windsor Forks District School

Area 3

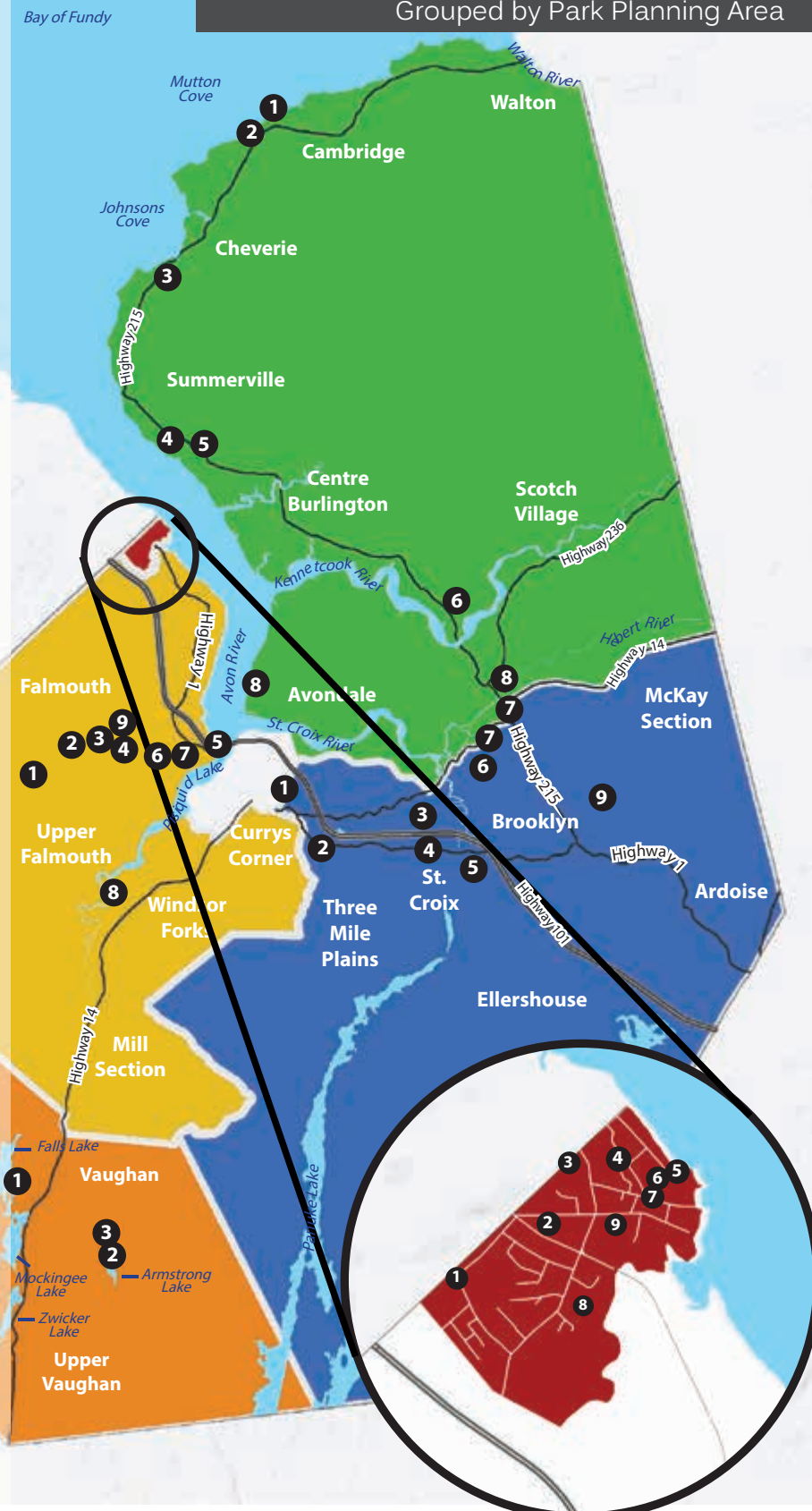
- 1 Underwood Road Parcels 1+2
- 2 Three Mile Plains District School
- 3 Irishmans Road Recreation Site
- 4 Newport Station District School
- 5 St. Croix Recreation Site
- 6 Lakewood Drive Pond
- 7 Brooklyn Fire Hall Trail
- 8 Brooklyn District Elementary School
- 9 Brooklyn Municipal Cemetery

Area 4

- 1 Bramber Beach Water Access
- 2 Cheverie Salt Marsh Restoration Trail
- 3 Kempt Quarry Recreation Site
- 4 Hobarts Beach
- 5 Dr. Arthur Hines Elementary School
- 6 Upper Burlington Planters Trail
- 7 Avondale Wharf & Waterfront
- 8 West Hants Middle School

Area 5

- 1 Chateau Lane
- 2 Armstrong Lake
- 3 Riverview Road, Vaughan

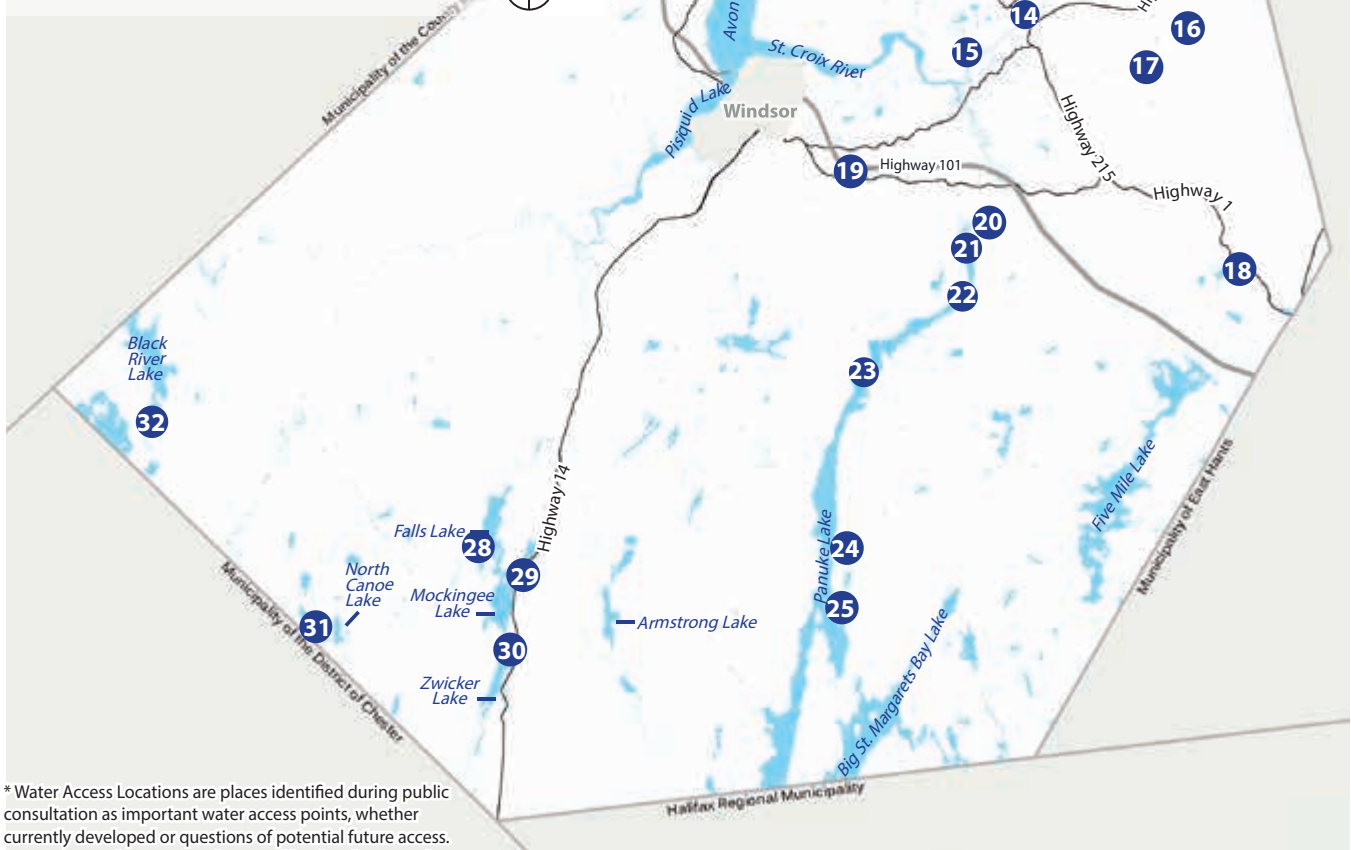


Map 4: Water Access Locations

Potential and Existing*

- | | |
|----------------------|----------------------|
| 1 Walton River | 17 Quarry Pond 2 |
| 2 Hiltz Road | 18 Cameron Lake |
| 3 Karen Court | 19 Meadow Pond |
| 4 Cove Road | 20 Hartville Road |
| 5 Ocean Beach Rd | 21 potential access? |
| 6 Sherman Lake Rd | 22 potential access? |
| 7 Shipyard Road | 23 Panuke Rd |
| 8 Cheverie Causeway | 24 potential access? |
| 9 Woods Road 1 | 25 potential access? |
| 10 Woods Road 2 | 26 Fundy Centennial |
| 11 Kennetcook River | 27 McKinley Road |
| 12 Herbert River** | 28 Falls Lake |
| 13 Herbert River** | 29 New Ross Road |
| 14 Herbert River** | 30 Smeltzer Road |
| 15 Mantua Tidal Bore | 31 North Canoe Lake |
| 16 Meander River | 32 Black River Lake |

0 2.5 5 10km 1:225,000



* Water Access Locations are places identified during public consultation as important water access points, whether currently developed or questions of potential future access. Locations may be on privately-owned land and may not be currently available for all residents. For more detail contact the Municipal Office.

** Herbert River water access locations noted in numbers 12 and 13 are suggestions for paddling entry points, and number 14 is a suggested paddling exit point.

Data Sources: Public Consultation 2015, NSTDB, Google Maps, CBCL Ltd., TEAL Architects+Planners Inc.

4.2 Parks and Open Space Types in West Hants

The parks and open space type classifications in Table 3 are sorted by characteristics of open space types. Each type has typical characteristics, such as size, primary purpose, and expected amenities. Parks and open space types have been adapted from the Ontario Ministry of Culture and Recreation's open space standards¹³ and enhanced to address local conditions. Establishing parks and open space types, specific to West Hants, will provide guidance to the Municipality in determining geographic locations and distribution of varying types of parks and open space throughout the Municipality.

13 Guidelines for Developing Public Recreation Facility Standards (1998), Ontario Ministry of Tourism, Culture and Sport, <http://lin.ca/resources/guidelines-developing-public-recreation-facility-standards>



Table 3: Parks and Open Space Types in West Hants

Parks and Open Space Type	Description	Catchment Area	Provision Standard / 350 people (min.)	Parcel Size	Local Examples	Base-Level Development Standards
Neighbourhood	The smallest-sized park, which is used on a daily basis by citizens of a neighbourhood, typically drawing from a one kilometre radius of the park. Informal active recreation or passive recreation are typical and infrastructure may include multi-purpose fields, playgrounds, picnic areas, and seating. May accommodate community food garden plots.	1km (0.62 miles)	1ha (2.47 acres)	0.04 ha + (0.1 acres +)	<ul style="list-style-type: none">Falmouth Mini Park and Causeway TrailHalewood Drive Field 1 and 2Chittick ParkMcDade Park	<ul style="list-style-type: none">Grading, levelling and seeding of park site, including sliding hillsShade tree(s)Park signSocial gathering place(s) (e.g., picnic table bench, fire pit, games table, etc.)Bicycle parking/rack(s)Garbage receptacle(s)Adequate lighting
Community	Community parks are typically two hectares or more in area. These parks are usually home to athletic facilities, picnic areas, paths, schools and other passive recreation opportunities. May accommodate community food garden plots. These typically attract people within a five kilometre radius of the park.	5km (3.11 miles)	1.5ha (3.71 acres)	2ha + (5 acres +)	<ul style="list-style-type: none">School parksFoundry FieldFundy Centennial ParkAvondale Wharf and WaterfrontHobarts BeachHMCC*	<ul style="list-style-type: none">Grading, levelling and seeding of park site, including sliding hillsShade tree(s)Park signSocial gathering place(s) (e.g., picnic table bench, fire pit, games table, etc.)Bicycle parking/rack(s)Garbage receptacle(s)Playground infrastructure (base, drainage, curbing and sand)Parking for sports fieldsAdequate lighting

* HMCC is not owned or managed by the Municipality.

Parks and Open Space Type	Description	Catchment Area	Provision		Local Examples	Base-Level Development Standards
			Standard/350 ppl (min.)	Parcel Size		
Regional	Regional Parks are typically 20 - 100 hectares in size, these serve citizens of the entire Municipality and attract visitors from outside the Municipality. Portions of these parks may be set aside for natural and cultural conservation. Opportunities for passive and active recreation is programmed. Regional Parks are often owned and managed by the Provincial government or private enterprises, such as large Provincial Parks, ski resorts and golf courses, however in West Hants the Municipality owns and operates three Regional Parks itself.	30km (18.64 miles)	3ha (7.41 acres)	20-100ha (49.42 - 247.10 acres)	<ul style="list-style-type: none">St. Croix Recreation SiteIrishmans Road Recreation SiteEldridge Road Recreation Site	<ul style="list-style-type: none">Grading, levelling and seeding of park site, including sliding hillsShade tree(s)Park signSocial gathering place(s) (e.g., picnic table bench, fire pit, games table, etc.)Bicycle parking/rack(s)Garbage receptacle(s)Playground infrastructure (base, drainage, curbing and sand)Parking for sports fieldsWashroom(s) as part of on-site facilitiesAdequate lighting
Cultural	Cultural Parks include outdoor spaces that have an attached historical or cultural value (e.g. gardens, cemeteries, church properties, memorials, etc.). Cultural Parks may accommodate community food garden plots and they attract people from a 30 kilometre radius of the park.	30km (18.64 miles)	N/A	Varies greatly	<ul style="list-style-type: none">Upper Burlington Planters TrailMcDade ParkAvondale Wharf and Waterfront	N/A

Parks and Open Space Type	Description	Provision			Local Examples	Base-Level Development Standards
		Catchment Area	Standard/350 ppl (min.)	Single Open Space Size		
Linear	Linear Parks form a variety of outdoor connections such as trails, riparian buffers, road right-of ways, dykelands, coastal protected areas, and shorelines. Both recreation and nature conservation are promoted.	N/A	N/A	Varies greatly	<ul style="list-style-type: none"> Falmouth Mini Park & Causeway Trail Cheverie Salt Marsh Restoration Trail 	N/A
Preservation and Production	Preservation and Production lands are typically at least 4 hectares in size, these have few or no built amenities. These spaces act primarily as preserves to protect natural (e.g. woodlands, wetlands, conservation areas, streams, ponds and lakes, watersheds, agriculture lands, dykelands and coastline) or agricultural resources.	N/A	4ha (9.88 acres)	Varies greatly	<ul style="list-style-type: none"> Upper Burlington Planters Trail Avondale Wharf and Waterfront Protected Water Areas (PWA) 	N/A

4.3 Current Parks and Open Space Level of Service

Arguably, the most-used parks are those near the homes of citizens, such as Neighbourhood Parks and Community Parks. These types of parks serve the every-day social and physical needs of users and are consequently the focus of gap analysis mapping (Map 5).

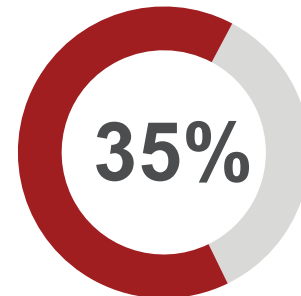
Overall, citizens of the Municipality of the District of West Hants are well-served in terms of parks and open space in terms of area and park type (e.g. neighbourhood, cultural, etc.)

This is determined by mapping where people live and the catchment area of each park type. For example, the Brooklyn District Elementary School property (including the trail system) serves approximately 365 citizens of West Hants within a 1km radius as a Neighbourhood Park, and approximately 2,042 citizens within 5km as a Community Park. Comparing these facts with the Park Type Standards in Section 4.2 of this plan identifies the level of service each resident receives. As citizens spread throughout rural West Hants, providing services to every household is likely to be financially impossible for the Municipality.

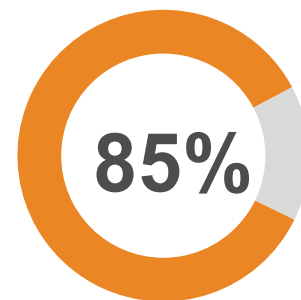
There are many reasons why citizens may or may not feel they are being adequately served in terms of parks and open space. By using service standards adapted to the local context, an adequate level of service can be identified. Many parks are currently in good condition and are well-used. Some parks should be improved to encourage more use. Potential improvements are listed by park in Section 4.4 and Appendix 2.

The following pages show the gap analysis catchment buffers of each Neighbourhood and Community Park in the Municipality. All citizens are serviced with District and Cultural Parks and therefore are not shown on Gap Analysis maps. Solid buffers represent parks managed by the Municipality whereas hatched buffers represent well-used privately-owned park spaces. A grid was used to view all areas of West Hants adequately (the Park Planning Areas vary too much in size).

Further details about the level of service can be accessed by contacting the West Hants Municipal Office, where staff have the digital form of mapped information (using ESRI ArcMap).



% citizens served by a Neighbourhood Park



% citizens served by a Community Park

16

Number of hectares of Neighbourhood Parks (40 acres)*

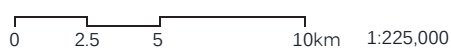
155

Number of hectares of Community Parks (383 acres)**

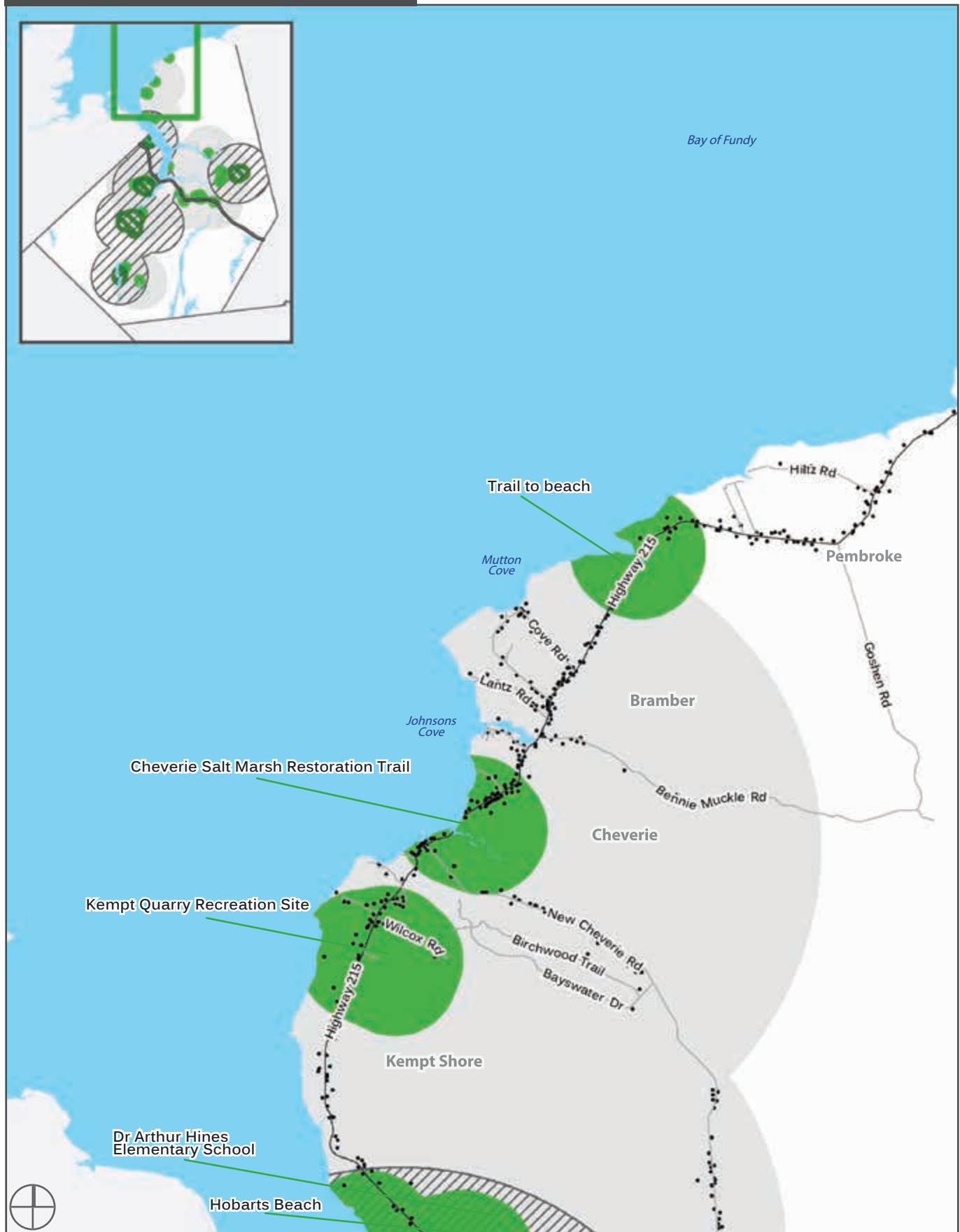
** Regional and Community Parks are often used as Neighbourhood Parks as well. This total area for Neighbourhood Parks would be 161ha (398 acres).*

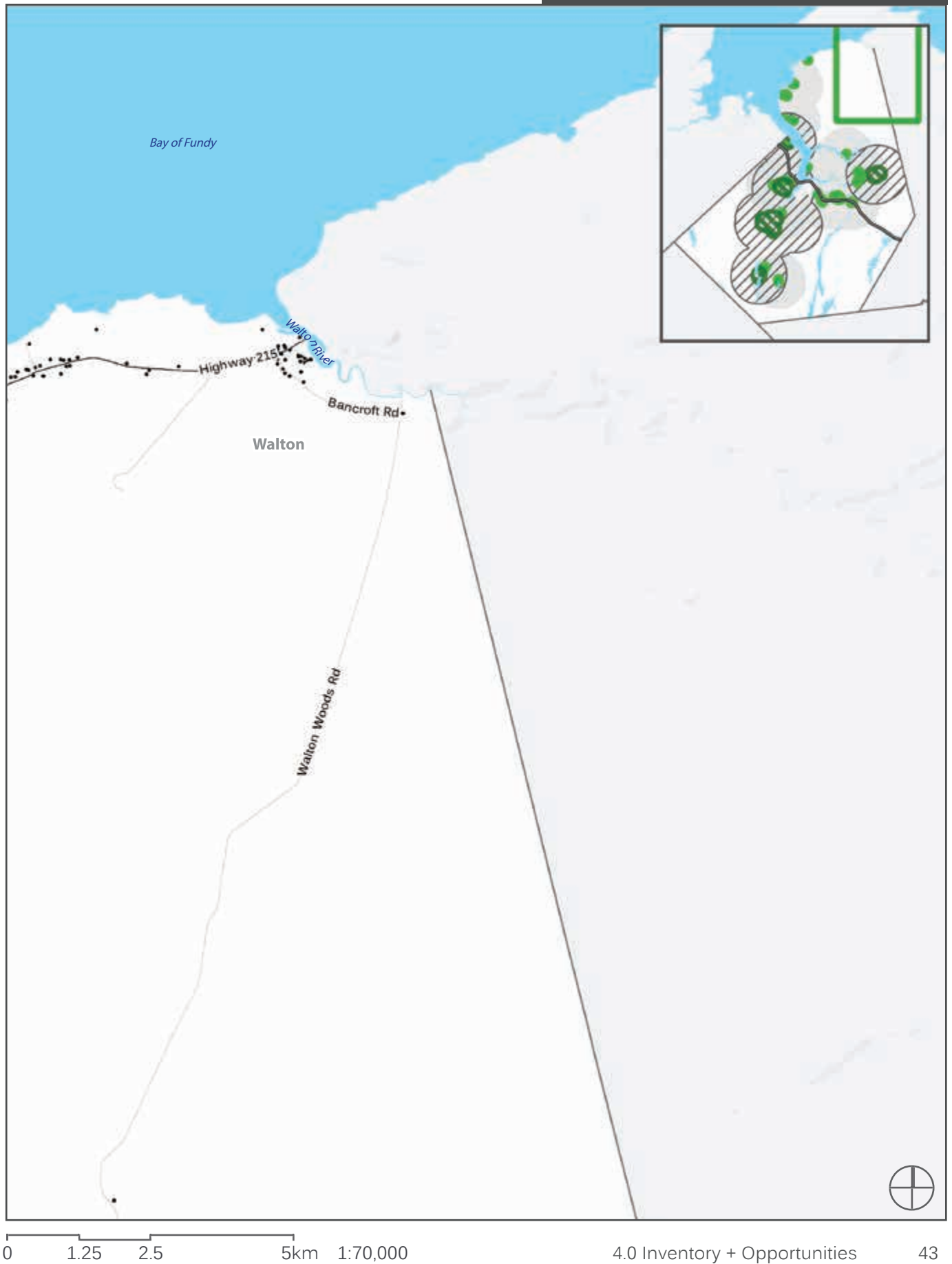
*** Regional Parks are often doubled as Community Parks and are factored into this area.*

Overview Grid

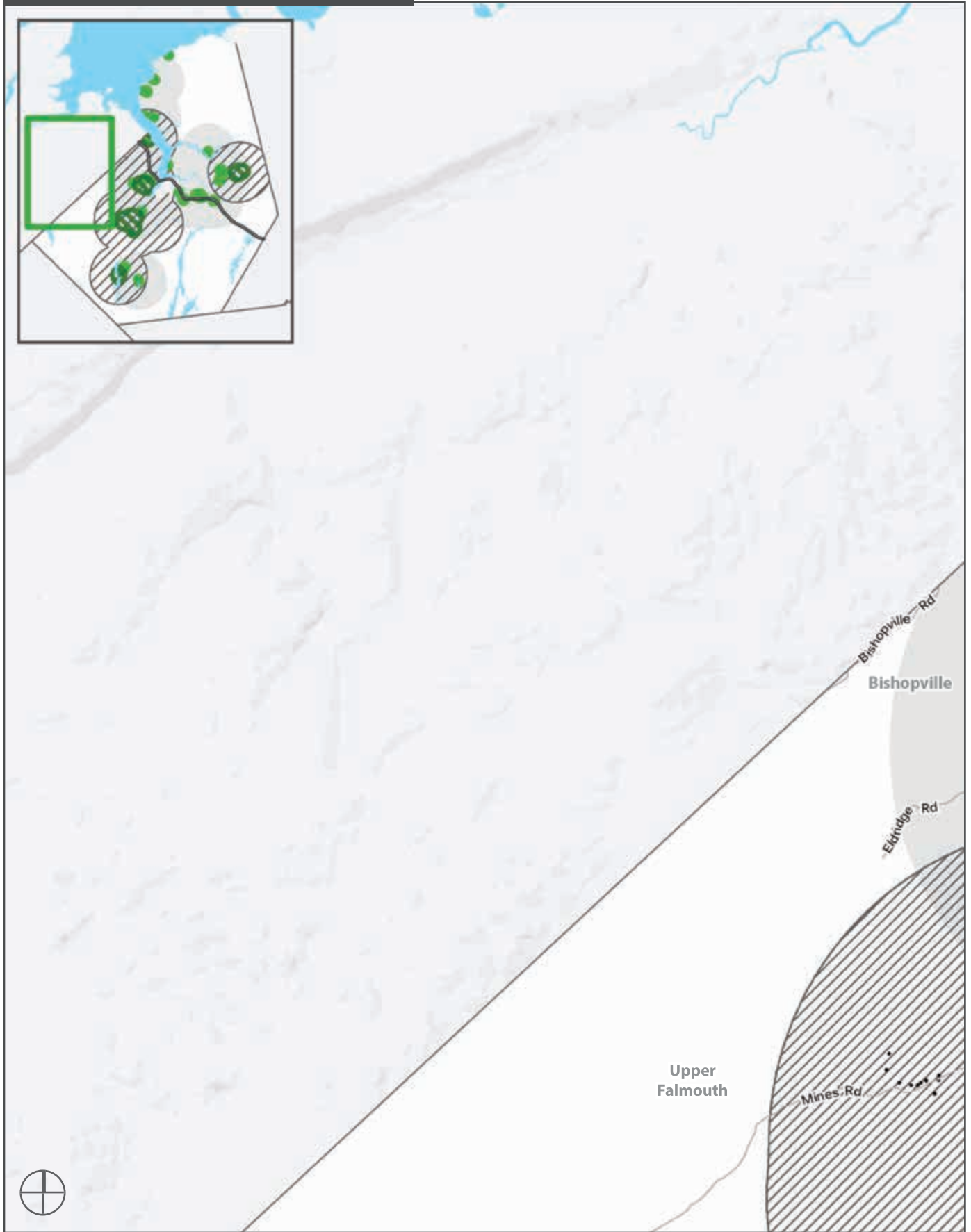


Gap Analysis Subset A2

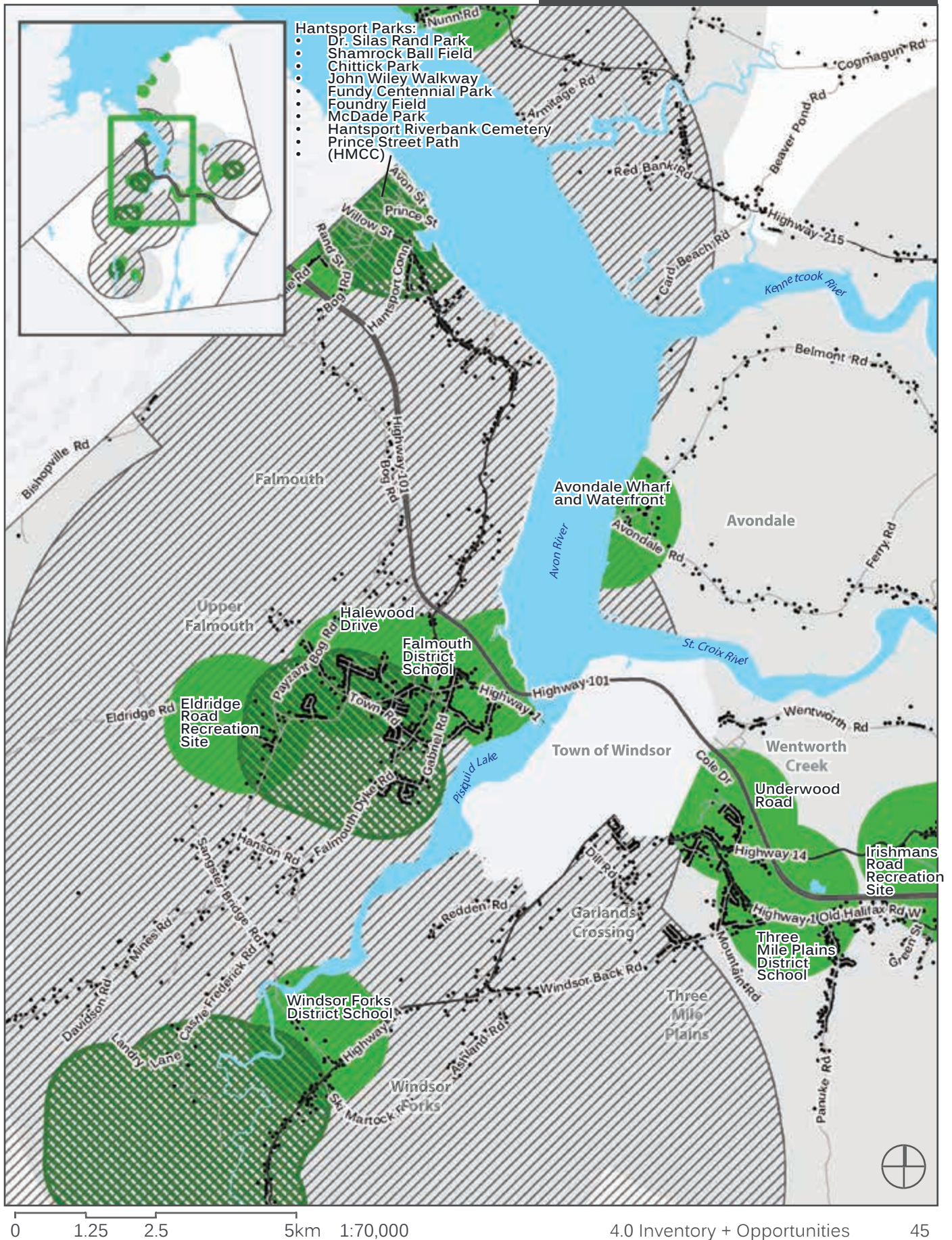




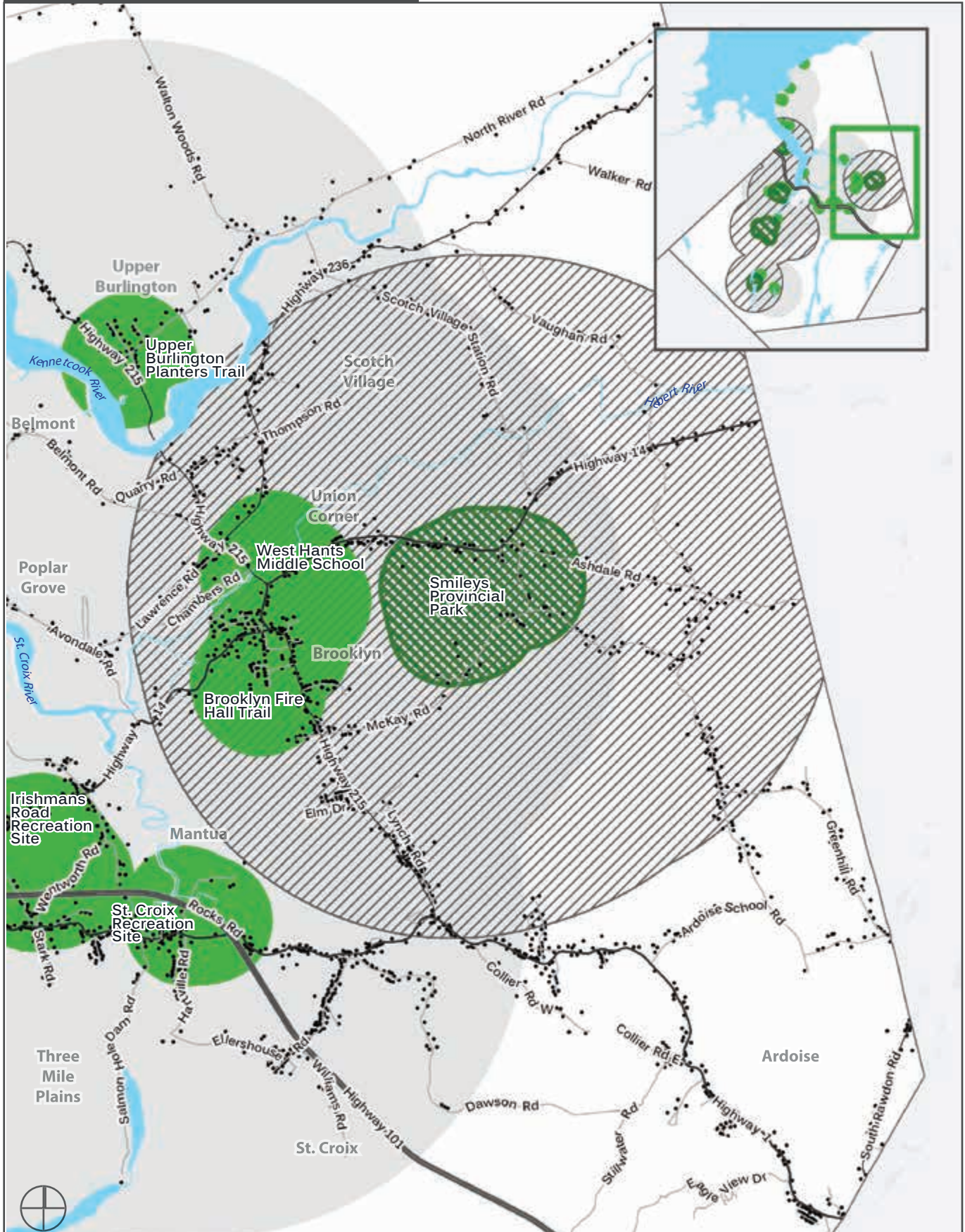
Gap Analysis Subset B1



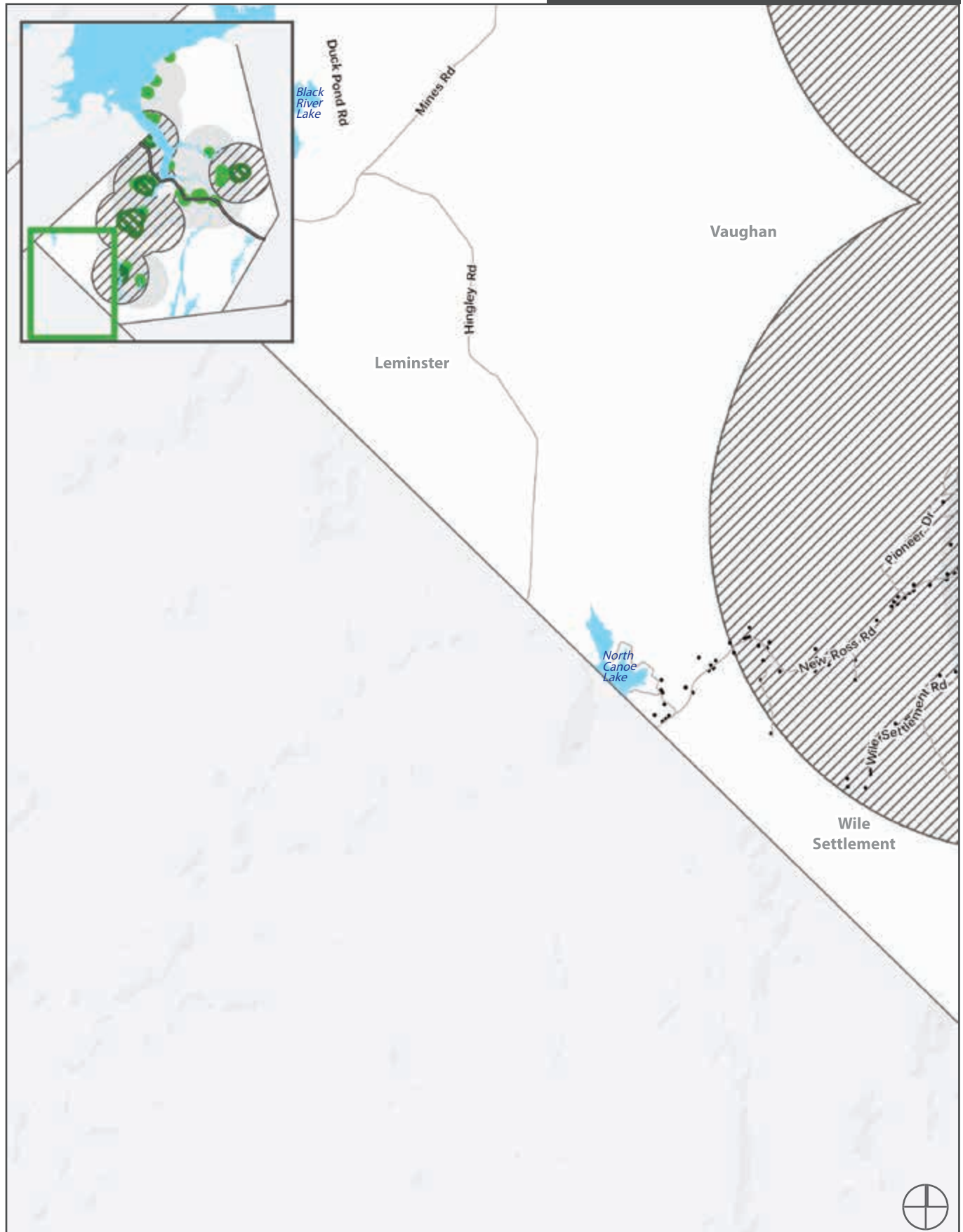
Gap Analysis Subset B2



Gap Analysis Subset B3

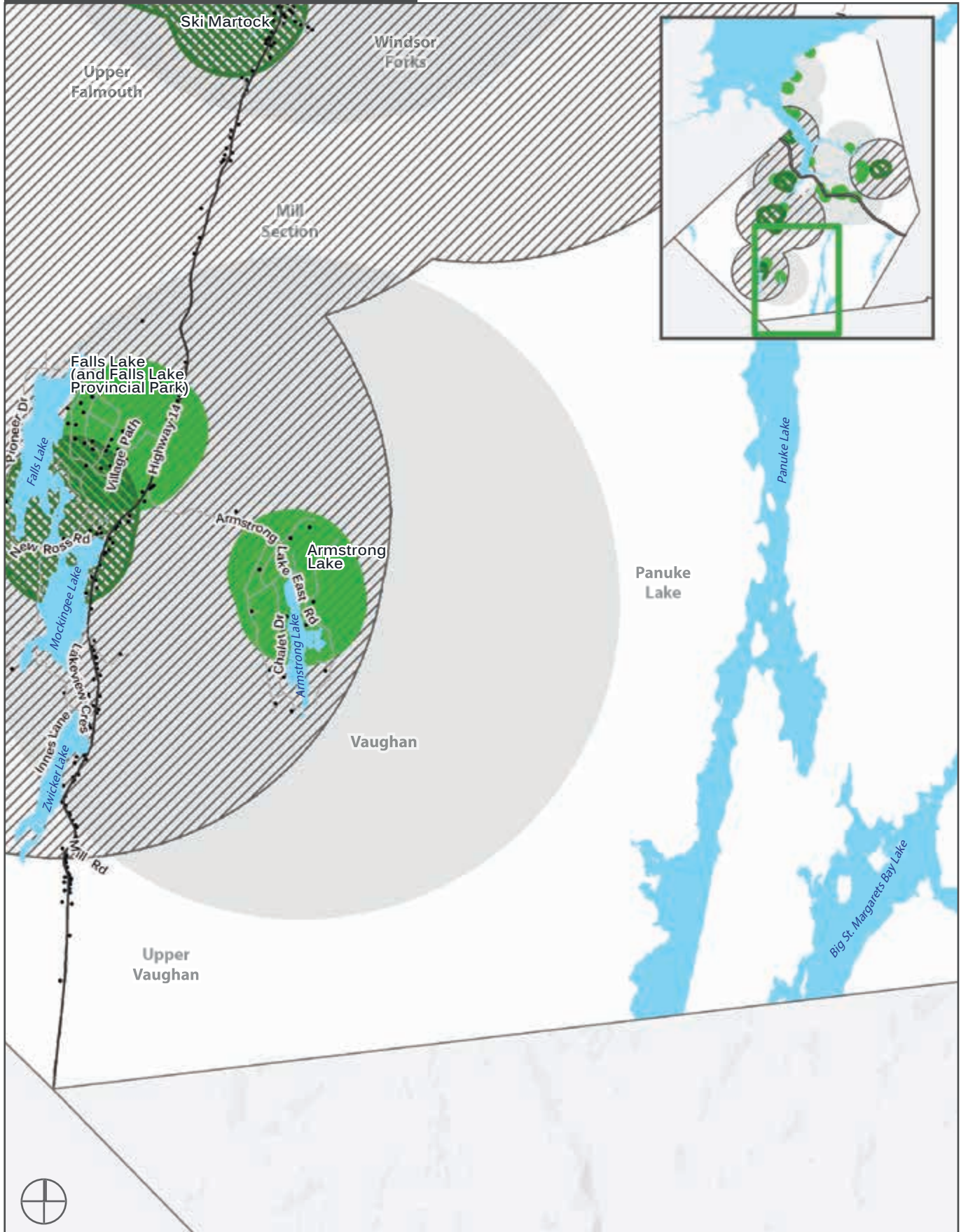


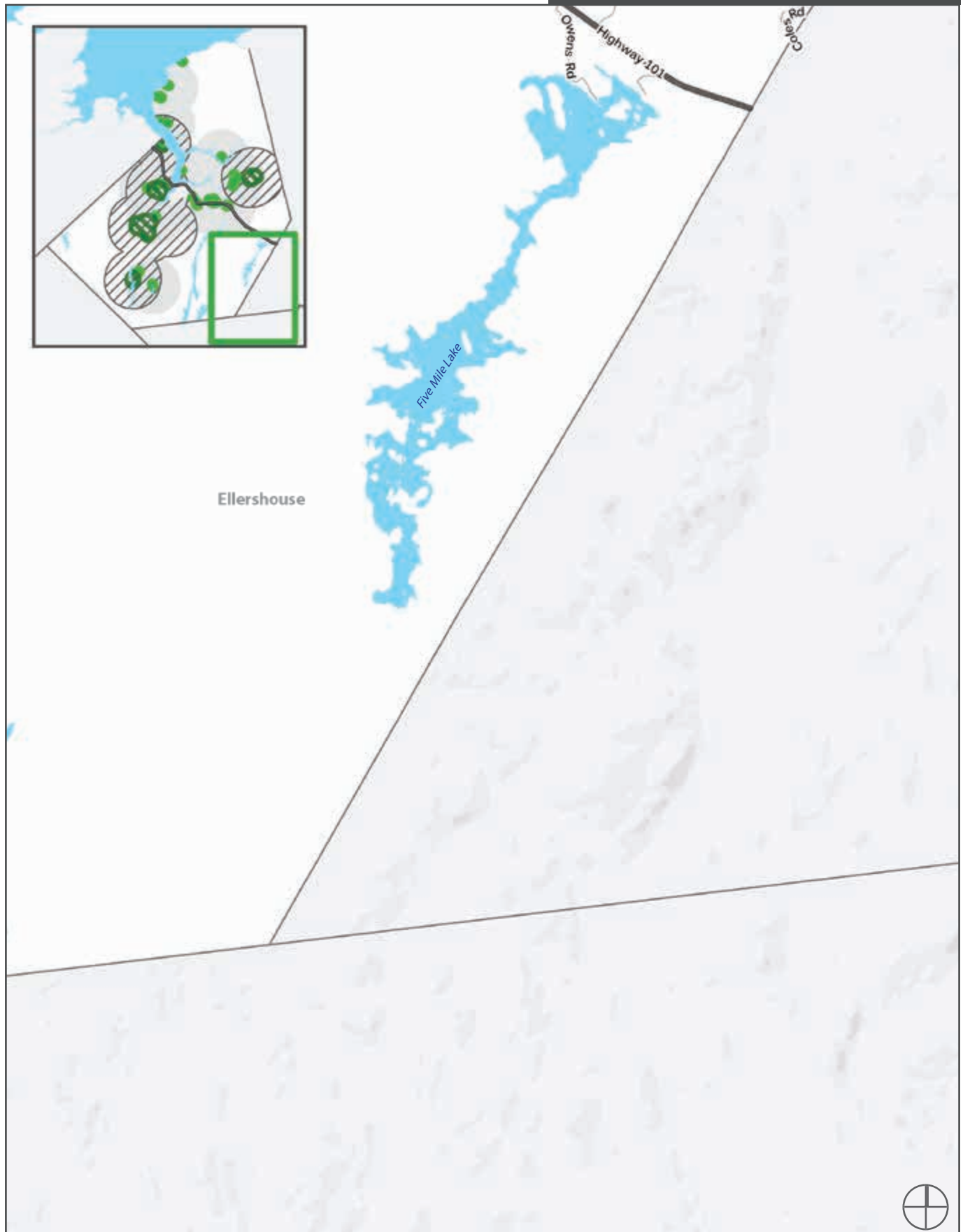
Gap Analysis Subset C1



0 1.25 2.5 5km 1:70,000

Gap Analysis Subset C2



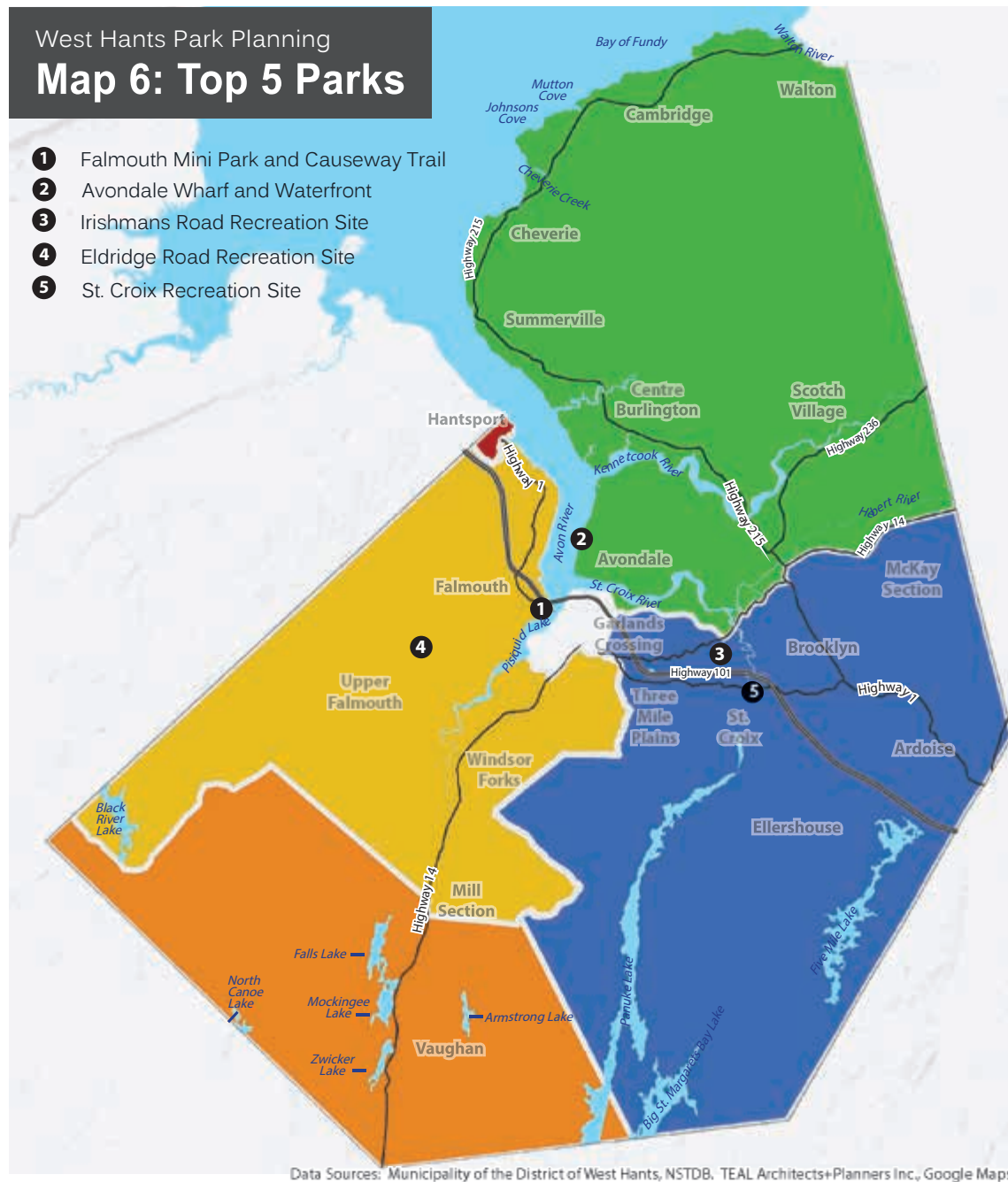


4.4 Top 5 Priority Parks and Costs

Five parks in West Hants have been identified as priorities for investment or upgrades:

- Falmouth Mini Park and Causeway Trail
- Avondale Wharf and Waterfront
- Irishmans Road Recreation Site
- Eldridge Road Recreation Site
- St. Croix Recreation Site

Details for each park follow the next page. For each of the five parks, site opportunities have been extensively evaluated and a “Class D” cost assessment provided. These assessments estimate the cost of improvements and it should be noted that true costs may be within 25% of the estimate. Conceptual park layout drawings are also included, which highlight the approximate locations of possible site improvements.



Falmouth Mini Park and Causeway Trail

Overview

PID: 45224458

Coordinates: 44.9942, -64.1474

Date visited: November 9, 2015.

Address: 2127 Highway #1 Falmouth, NS.

Classification: Neighbourhood, Community Parks.

Size: 1.55 acres (0.63 ha), Total area of provincial land in which the park occupies: 9.10 acres (3.68 ha).

Land cover: A mixture of turfed open areas (75%) and treed naturalized areas (25%). Paved paths and gravel parking area are part of these open areas.

Topography: A fairly flat parcel gently sloping from the northwest to the southeast towards the water. Steep banks to the water in the northwest cove, a more gentle slope at the picnic area.

Maintained by: Municipality; owned by the Province of Nova Scotia.

Use: Swimming, boating, walking, picnicking.

Access: From Evangeline Trail or multiple points in Downtown Windsor.

Parking: 5-10 spaces; not well defined.

Signage: No signage indicating park from the road. Park maintenance signage throughout the park.

History: The Municipality entered into a lease agreement with the Department of Transportation in the early 1980's that allowed the use of the land for recreational purposes. In the early 1990's the Municipality and the Windsor and Area Jaycees agreed to develop

the lands and create what is now the Falmouth Mini Park.

Overlapping Management Plans: 2013 Trails Plan, p.55.

Observations

- No entrance signage indicating park, use, or a map.
- Parking area in conflict with pedestrian spaces/playground.
- Many small trees, but few large shade trees on site.
- Fencing along the west side of the park is in need of replacement.
- Well maintained grounds.
- Access to water isn't clearly indicated or available.

Opportunities

- Reconfigure parking area that makes better use of space and separates pedestrians from cars.
- Landscape park entrance to buffer from road traffic and provide an aesthetic gateway to park.
- Design and development of new trail on highway side of park for shorter secondary loop.
- Improve access to the water from the picnic area.
- Install dock for small boat access, fishing, sitting.
- Improve lighting along highway and in interior of the park.
- Design and install interpretive signage highlighting stormwater movement through the park.
- Create shade over children's play area (e.g. trees, shade structure).
- Phase out invasive species (e.g. Norway Maple).

Falmouth Mini Park and Causeway Trail

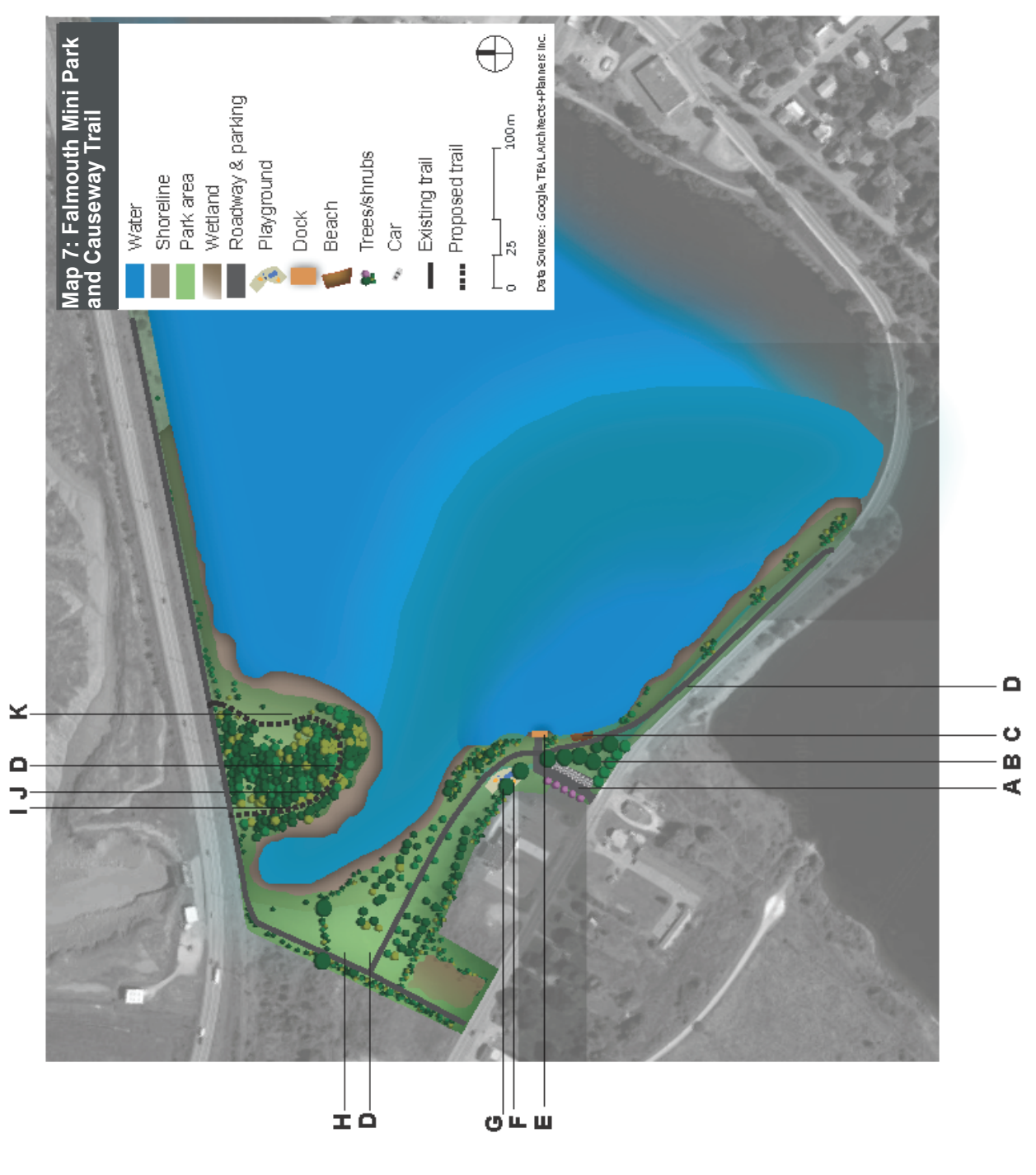
Cost Estimate

Description	Unit	Quantity	Unit Price (\$)	Amount (\$)
Signage				
Park map (48" x 36")	each	1	850.00	850.50
Parking upgrades				
Roadway	m ²	400	32.00	12,800.00
Parking area	m ²	400	32.00	4,800.00
Causeway Trail Loop				
Trail	m	200	40.00	8,000.00
Fence	m	240	105.00	25,000.00
Beach Upgrade				
Beach construction & retaining wall	L.S.	1	30,000.00	30,000.00
Floating dock	L.S.	1	2,500.00	2,500.00
Entrance landscape plan & landscaping	L.S.	1	15,000.00	15,000.00
Lighting				
Option 1: strategically placed bollards	each	30	375.00	11,250.00
Option 2: bollards along entire length of trail loop (not including length along Highway 101)	each	84	375.00	31,500.00
TOTAL (with Option 2)				\$130,450.50

Prices include 25% allowance for contingencies and engineering, but exclude HST.

Probable construction costs have been made based on experience, qualifications, and best judgment. Construction costs may vary from the estimated costs above. Design fees are not included.

District of the Municipality of West Hants Parks and Open Space Plan	
Park Opportunities Concept Plan: Falmouth Mini Park and Causeway Trail	
Item	Description
A	Redesigned parking area to separate people from cars.
B	New landscaping to create a buffer between the park and road and to create a sense of entrance.
C	Proposed beach area with retaining wall and steps.
D	Proposed area of bollard lighting.
E	Proposed dock for launching canoes, kayaks.
F	Shade tree planting around play structures.
G	Proposed stormwater interpretive panel.
H	Opportunity area for future park and open space development.
I	Proposed 200m trail loop.
J	New fence along shoreline.
K	Proposed picnic /rest area.
Prepared by: SC	
Date: April 3, 2016	



Avondale Wharf and Waterfront

Main Parcel

2

Overview

PID: 45171279

Coordinates: 45.02204, -64.1312

Date visited: November 26, 2015.

Address: 15 Belmont Rd, Avondale.

Classification: Community, Cultural, Neighbourhood Parks.

Size: 1.61 acres (0.65ha).

Land cover: Mostly managed turf with compacted gravel driveway and parking areas, and building footprints.

Topography: Relatively flat terrain sitting lower than Belmont Road at the field and at road elevation at Museum entrance. Gently sloping towards the wharf.

Maintained by: Primarily by community volunteers with support from the Municipality.

Use: Baseball, soccer, sitting, picnicking, walking, playground, bird watching, boating, fishing.

Access: From Belmont Road and Avondale Road.

Parking: No formal parking, opportunities for approximately 10-20 cars.

Signage: Collection of signs at Heritage Museum entrance for buildings/amenities. Newport Landing sign along road shoulder along field. Park entrance sign at southern driveway.

History: This area is formerly a New England Planter settlement. Due to the proximity to water, ship building was an important industry. The Wharf was divested from the Federal Government to the Municipality in 1990 and was rebuilt by the community for

\$13,000.00. In 1996, the Municipality entered into a lease agreement with the Avon River Heritage Society to allow that organization to develop a portion of the property.

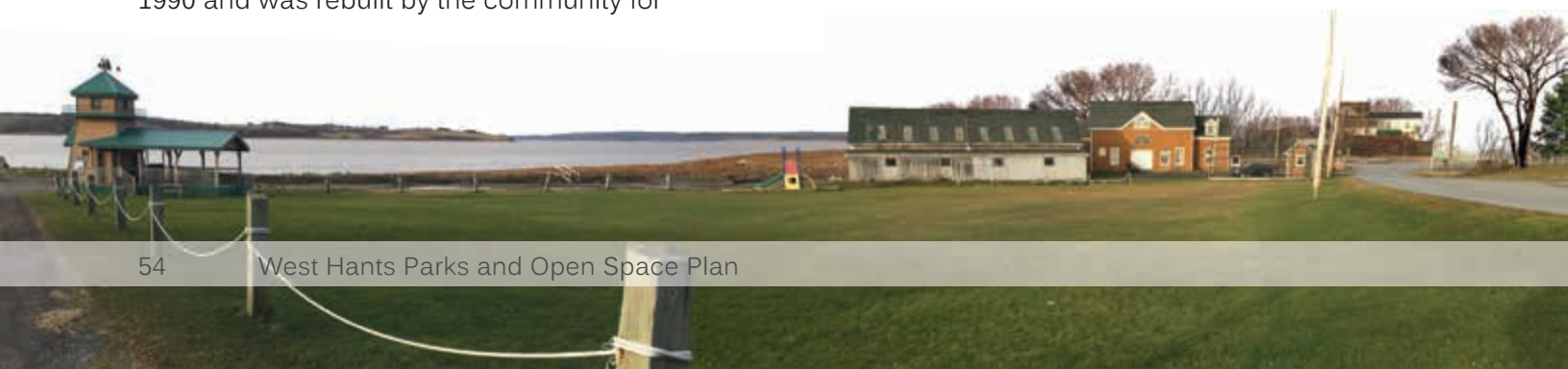
Overlapping Management Plans: MCCAP.

Observations

- Outdoor spaces around museum and boat house not well-defined (e.g. parking, gardens, turf).
- Sports field is well maintained. Standing water at field perimeter.
- Playground in good condition.
- Poor drainage, uneven surface, and irregular mixture of materials (e.g. soil, gravel) outside the playground and shipyard shed.
- Tide rising over wharf, boat launch, and driveway causing erosion and structural damage.
- Signage is not coordinated, should be centralized with park use, ownership, and rules identified.

Opportunities

- Site landscape plan to identify optimal pedestrian circulation and landscaping.
- Evaluate the stability and effectiveness of dykes/berms. Further development may be necessary along river to the north and boat launch to the south.
- Engineering assessment of wharf structure.
- New park signage consistent with municipal brand and materials at park entrances.
- The Municipality should consider climate change and work with the MCCAP Committee on projects that relate to the Avondale Wharf and Waterfront.
- Work with the MCCAP Committee to address climate change effects on parcel.



Avondale Wharf and Waterfront

South Shoreline

2

Overview

PID: 45183118

Coordinates: 45.02126, -64.132

Date visited: November 26, 2015.

Address: 1 Avondale Rd, Newport Landing.

Classification: Community Park, Production and Protection.

Size: 1.10 acres (0.45ha).

Land cover: Primarily tidal grassland with trees and shrubs growing at eastern border.

Topography: Slight slope from eastern edge of parcel to the water.

Maintained by: Not a maintained parcel, but owned by the Municipality.

Use: Tidal zone, wildlife habitat, no current recreational use.

Access: From the beach at low tide or from Avondale Wharf and Waterfront Main Parcel driveway.

Parking: Few potential spaces at boat launch.

Signage: None.

History: Deeded to the Municipality of the District of West Hants in 1996 by USG Canadian Mining Limited.

Overlapping Management Plans: MCCAP.

Observations

- No obvious human activity on site.
- Large area covered by water during high tide.

Opportunities

- Little recreational opportunity due to tidal flow, but valuable as wildlife habitat.
- Potential to develop a dyke/berm system to prevent flooding into southern border of Avondale Wharf and Waterfront Main Parcel.



Avondale Wharf and Waterfront

North Shoreline

2

Overview

PID: 45225513

Coordinates: 45.02268, -64.1318

Date visited: November 26, 2015.

Address: 1 Avondale Road, Newport Landing.

Classification: Community Park, Production and Protection.

Size: 1.13 acres (0.46ha).

Land cover: Primarily tidal grassland with exposed sand/sediment during low tide.

Topography: River channel flowing through property. Steep grass-covered/muddy banks on either side of channel.

Maintained by: Not a maintained parcel, but owned by the Municipality.

Use: Tidal flow, wildlife habitat, boat access.

Access: From Avondale Wharf and Waterfront Main Parcel.

Parking: Parking available in Avondale Wharf and Waterfront Main Parcel and roadside,

Signage: None.

History: In May, 1760 the first New England Planters arrived aboard sloops Lydia and Sally. Water lot was deeded to the Municipality in 1990

Overlapping Management Plans: MCCAP.

Observations

- Boat access damaged during previous weather events.

Opportunities

- Improve access to water.



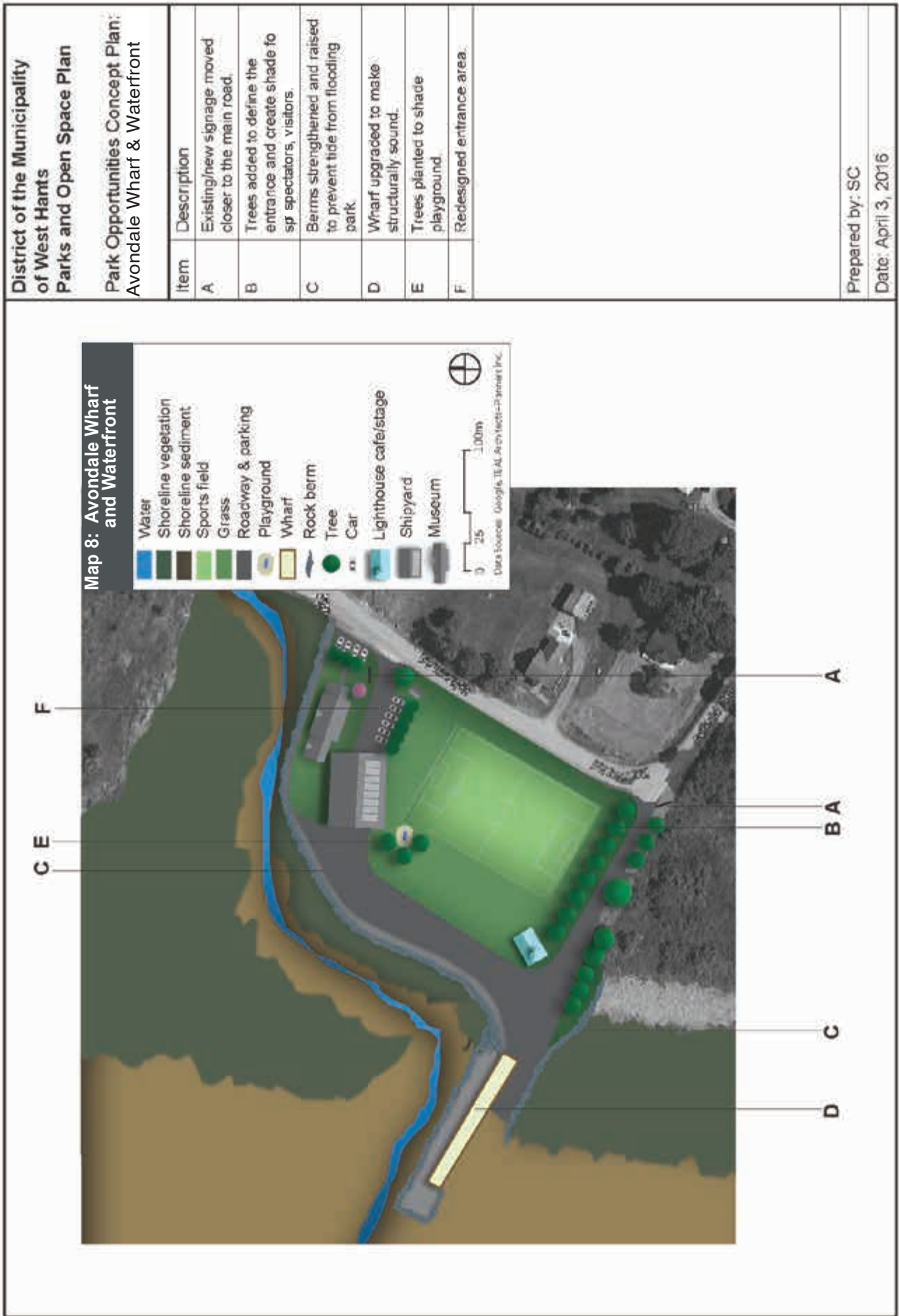
Avondale Wharf and Waterfront

Cost Estimate

Description	Unit	Quantity	Unit Price (\$)	Amount (\$)
Wharf upgrades				
Option 1: Remove existing wharf, do not replace.	L.S.	1	20,000	20,000
Option 2: Repair existing decking, ladders, curbs.	L.S.	1	60,000	60,000
Option 3: Remove existing wharf & replace with new wharf at same deck elevation.	L.S.	1	170,000	170,000
Option 4: Remove existing wharf & replace with new wharf at 1.5m above existing deck elevation.	L.S.	1	310,000	310,000
<i>A high tide is estimated to over top the existing wharf by approximately 1.0m. An extreme high tide is estimated to over top the existing wharf by approximately 2.5m.</i>				
Reconfigured parking area	m ²	350	32.00	6,400
Berm upgrades & development				
North berm (1.0m additional height)	L.S.	1	120,000	120,000
South Berm (1.0m average height)	L.S.	1	25,000	25,000
Detailed Landscape Plan	L.S.	1	15,000	15,000
TOTAL (with Option 4)				\$476,400

Prices include 25% allowance for contingencies and engineering, but exclude HST.

Probable construction costs have been made based on experience, qualifications, and best judgment. Construction costs may vary from the estimated costs above. Design fees are not included. Price would vary depending on the type, length and quality of the wharf to be constructed. Required permits have not been factored into the cost estimate.



Irishmans Road Recreation Site

Overview

PID: 45061843

Coordinates: 44.97263, -64.0588

Date visited: November 16, 2015.

Address: 151 Irishmans Road, Newport Station.

Classification: District, Community, Neighbourhood Parks.

Size: 172 acres (69.61 ha).

Land cover: Primarily a mixed forested stand of red and white spruce, hemlock, yellow birch, sugar maple and American beech. Turf is managed on two sports fields and at their perimeter and along driveways. Gravel parking areas are found at the main entrance and at the upper sports field.

Topography: Main road bed is relatively flat with slight incline to the north east (with drainage ditch on either side). Upper sports field to the west is 25-30 feet above main road. Lower sports field in a depression. Trail to the north of the lower sports field rises and falls with the hillside. Karst topography (i.e. sinkholes formed by soluble gypsum). Is visible in the north and west portions of the park.

Maintained by: Municipality. Portion leased by Glooscap Heritage Archers Association.

Use: Archery, walking, running, mountain biking, soccer.

Access: Park access from Irishmans Road.

Parking: 20-30 spaces along driveway and at the second gate, 20-30 spaces at the top field, evidence of additional parking on grass

shoulders and at the sport field entrances.

Signage: No official signage indicating "Irishmans Road Recreation Park". Signage indicating management and use and prohibiting motorized vehicle use.

History: The park sits on land formerly used as a Municipal landfill, which was decommissioned in 1984. The soccer fields were named the Ryan Lahey Memorial Soccer fields in 2011 in memory of Ryan Lahey.

Overlapping Plans: 2013 Trails Plan, p.47.

Observations

- Entrance to the trail from the second gate is unclear.
- Free standing wall (remaining from landfill) to the north east of the lower field.
- Standing water along trail to the north of the lower field.
- Bleachers at upper field in need of upgrades (e.g. wooden boards).
- Upper parking area needs new base material. Shale is difficult parking surface.
- Area of karst topography found in the north and west areas of the park.
- Fence on the west of the upper field in need of replacement.
- Slumping observed on the west side of the upper field.

Opportunities

- Install entrance and trail signage.
- Design and install interpretive panels to educate the community about former uses, and reclamation of former landfill lands into a recreation facility.
- Expansion of parking area at the second gate and at the upper field.
- Development of a new trail and interpretive area to learn about Karst Topography.
- New fence along the west side of the upper sports field.
- Upgrade sports field (e.g. topdressing, seeding, corrected slumping).
- Potential for additional trails



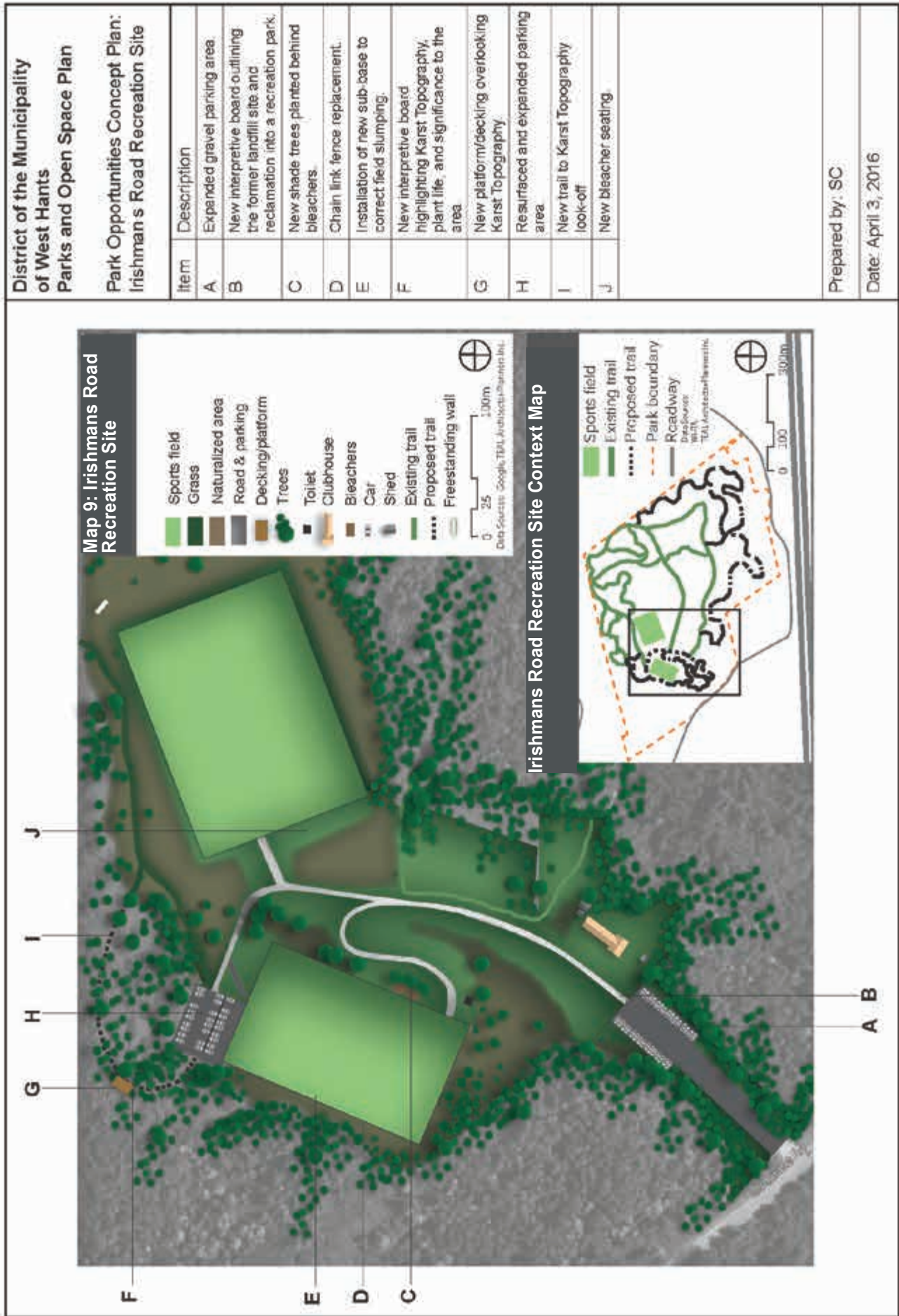
Irishmans Road Recreation Site

Cost Estimate

Description	Unit	Quantity	Unit Price (\$)	Amount (\$)
Signage				
Landfill remediation interpretive board.	each	1	850.00	850.00
Karst topography interpretive board.	each	1	850.00	850.00
Parking upgrades (gravel)				
Upper parking area	m ²	1,200	32.00	38,400.00
Entrance parking area	m ²	300	32.00	9,600.00
West sports field fence upgrade				
Removal of current fencing	L.S.	1	1,000.00	1,000.00
Ground work	L.S.	1	7,000.00	7,000.00
Fencing installation	L.S.	1	4,000.00	4,000.00
Karst Topography look-off				
Trail loop	m	250	40.00	10,000.00
Wood platform (7m x 3m)	L.S	1	5,000.00	5,000.00
Fencing (post and rail)	m	25	60.00	1,500.00
Sports field upgrades				
Aeration (<i>in-house staff & equipment, 2-3 times per year</i>)				
East field	L.S.	1	375.00	375.00
West field	L.S.	1	250.00	250.00
Topdressing				
East field	m ²	10,400	0.48	5,000.00
West field	m ²	7,600	0.48	3,750.00
Overseeding				
East field	m ²	10,400	0.075	780.00
West field	m ²	7,600	0.075	570.00
TOTAL				\$88,145

Prices include 25% allowance for contingencies and engineering, but exclude HST.

Probable construction costs have been made based on experience, qualifications, and best judgment. Construction costs may vary from the estimated costs above. Design fees are not included.



Eldridge Road Recreation Site

Overview

PID: 45211836

Coordinates: 44.99139, -64.208

Date visited: November 20, 2015.

Address: 156 Eldridge Rd, Upper Falmouth.

Classification: District, Community, Neighbourhood Parks.

Size: 15.55 acres (6.29 ha).

Land cover: Sports complex area is primarily managed turf; gravel parking lot and roadway; remaining property forested (e.g. red and white spruce, sugar maple, white and yellow birch, red oak, balsam fir) with turf, soil, and gravel paths.

Topography: Fairly flat terrain with undulating places due to drainage swales and natural depressions.

Maintained by: Municipality.

Use: Soccer, tennis, basketball, walking, tug-of-war, playing (playground), picnicking, sitting, snowmobiling.

Access: From Eldridge Road.

Parking: Unmaintained gravel lot with

overflow parking on grass at eastern park entrance.

Signage: Signage indicating maintenance and sponsors; faded trail markings at former softball field.

History: Parcel was purchased in 1988 from Bernard Curry. The land was developed cooperatively between the Falmouth Community Hall Association and the Municipality of the District of West Hants.

Overlapping Management Plans: None.

Observations

- Recent investment in infrastructure (e.g. tennis court surface, playground).
- Standing water on north and south length of west soccer field.
- North soccer field slow to drain.
- Former softball dugouts in fair shape, roof needs repairs.
- Parking area with standing water.
- Standing water outside play space.
- Former softball field post and chain fence rusting and leaning.
- Retaining wall around former softball field is deteriorating.

Opportunities

- Landscaping upgrades at park entrance.
- Install signage to identify site amenities and trails.
- Correct field drainage for sports fields.
- Paint lines on basketball court.
- Repair and replace damaged boards on benches, picnic tables, bleacher seating.
- Upgrade dugout roofs.
- Redesign the layout of parking area to make more efficient and separate from people spaces.
- Install drainage and new sod around playground space.
- Install new fence along north soccer field perimeter.
- Remove wood retaining wall behind the dugouts at north soccer field perimeter. Replace with drainage swale.



Eldridge Road Recreation Site

Cost Estimate

Description	Unit	Quantity	Unit Price (\$)	Amount (\$)
Signage				
Park map	each	1	850.00	850.00
Soccer field drainage improvements				
Option 1: French drain along north boundary	m	150	35.00	5,250.00
Option 2: Shallow swale along north boundary	m	150	65.00	9,750.00
Parking upgrades				
Roadway	m ²	1,300.00	32.00	41,600.00
Parking area	m ²	600	32.00	19,200.00
Basketball court grade correction				
Option 1: Chain-link fence on North and East side of court	m	45	165.00	7,425.00
Option 2: Add fill to lessen slope on North and East sides of court	L.S.	1	5,000.00	5,000.00
Basketball court line painting	L.S.	1		
Back soccer field fence extension	m	48	105.00	5,040.00
Back soccer field swale	m	60	150.00	9,000.00
Site lighting (tennis courts, parking lots), mounted on existing utility poles	L.S.	2	2,000.00	4,000.00
Entrance landscape plan & landscaping	L.S.	1	20,000.00	20,000.00
Picnic area upgrades				
Steel park grill/BBQ	each	3	400.00	1,200.00
Picnic tables	each	3	250.00	750.00
Total (with Soccer field drainage Option 2 and basketball court Option 2)				\$129,065

Prices include 25% allowance for contingencies and engineering, but exclude HST.

Probable construction costs have been made based on experience, qualifications, and best judgment. Construction costs may vary from the estimated costs above. Design fees are not included.

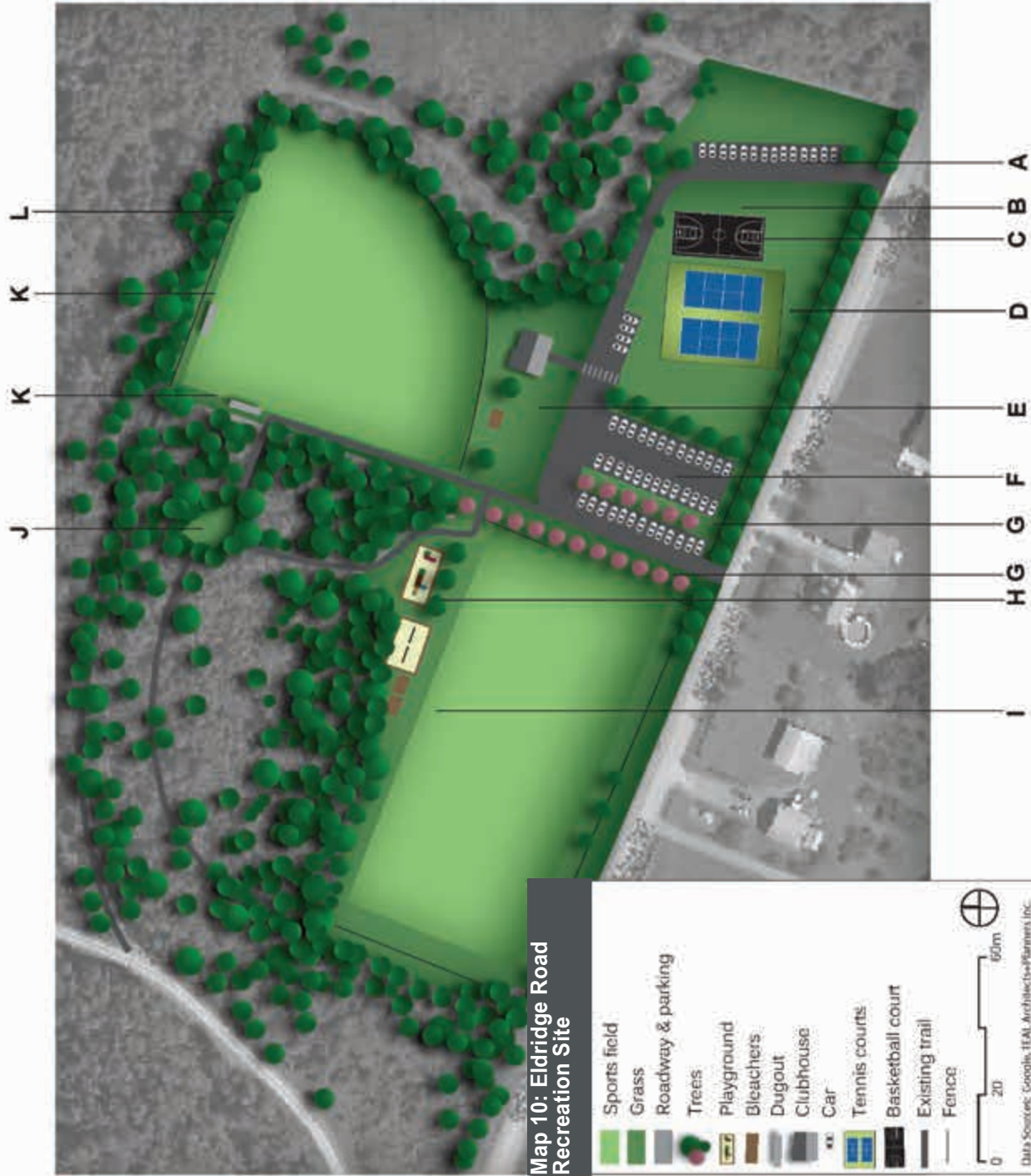
**District of the Municipality
of West Hants
Parks and Open Space Plan**

**Park Opportunities Concept Plan:
Eldridge Road Recreation Site**

Item	Description
A	Redesigned parking area.
B	Regraded drainage swale.
C	Painted basketball court lines.
D	Interior park lighting.
E	Snowmobile off-loading area.
F	Redesigned entrance parking area.
G	New entrance landscaping.
H	New shade trees at playground.
I	New drainage system for soccer field perimeter.
J	Picnic/bbq space in clearing.
K	New swale around backstop of former softball field.
L	Chain link fence extension.

Prepared by: SC

Date: April 3, 2016



St. Croix Recreation Site

Overview

PID: 45339231

Coordinates: 44.96515, -64.0255

Date visited: November 12, 2015.

Address: 54 Ball Park Rd, St. Croix.

Classification: District, Community, Neighbourhood Parks.

Size: 9.60 acres (3.88 ha).

Land cover: Primarily managed turf with gravel surfaces for driveway, parking, and pathways.

Topography: Grade level, seeded, maintained.

Maintained by: Municipality.

Use: Softball, community gathering, horseshoe, picnicking, fishing.

Access: From Ball Park Road.

Parking: 150-200 cars possible on road shoulder, abandoned field, and gravel area to the east.

Signage: No entrance signage. Signage present to indicate maintenance, security, and horseshoe club, but signs are dated and in need of replacement.

History: Land originally owned by Aubrey Smiley and was purchased by the Crown when Highway 101 was constructed. The Crown deeded the remaining lands to the Municipality in 1975 with the stipulation that it be used for recreation purposes.

Overlapping Management Plans: None.

Observations

- Out-buildings are showing signs of weather damage (e.g. water damaged wood, outdated electrical, rotting windows/trim).
- Bleacher footprints made of gypsum (unsuitable structural base).
- Field to east of ballfields is abandoned with old backstop still in place.
- Slope around east ball field bleachers too steep and inaccessible.
- Wiring on east ball field unearthed and is a tripping hazard.
- Wood decking at the top of west ball field is narrow and showing signs of rot.
- Clubhouse ramp on crumbling concrete footings.

Opportunities

- Develop easy access to pond.
- Coordinate signage to indicate park, maintenance, usage, and wayfinding.
- Upgrade wooden out-buildings and clubhouse.
- Replace gypsum bleacher footings with more stable base.
- Install new pathways to improve site accessibility.
- Develop regrading plan for east ball field bleachers are to reduce slope or overcome slope and refine surface materials (e.g. sod instead of large gravel).
- Upgrade decking at top of west ball field observation area.

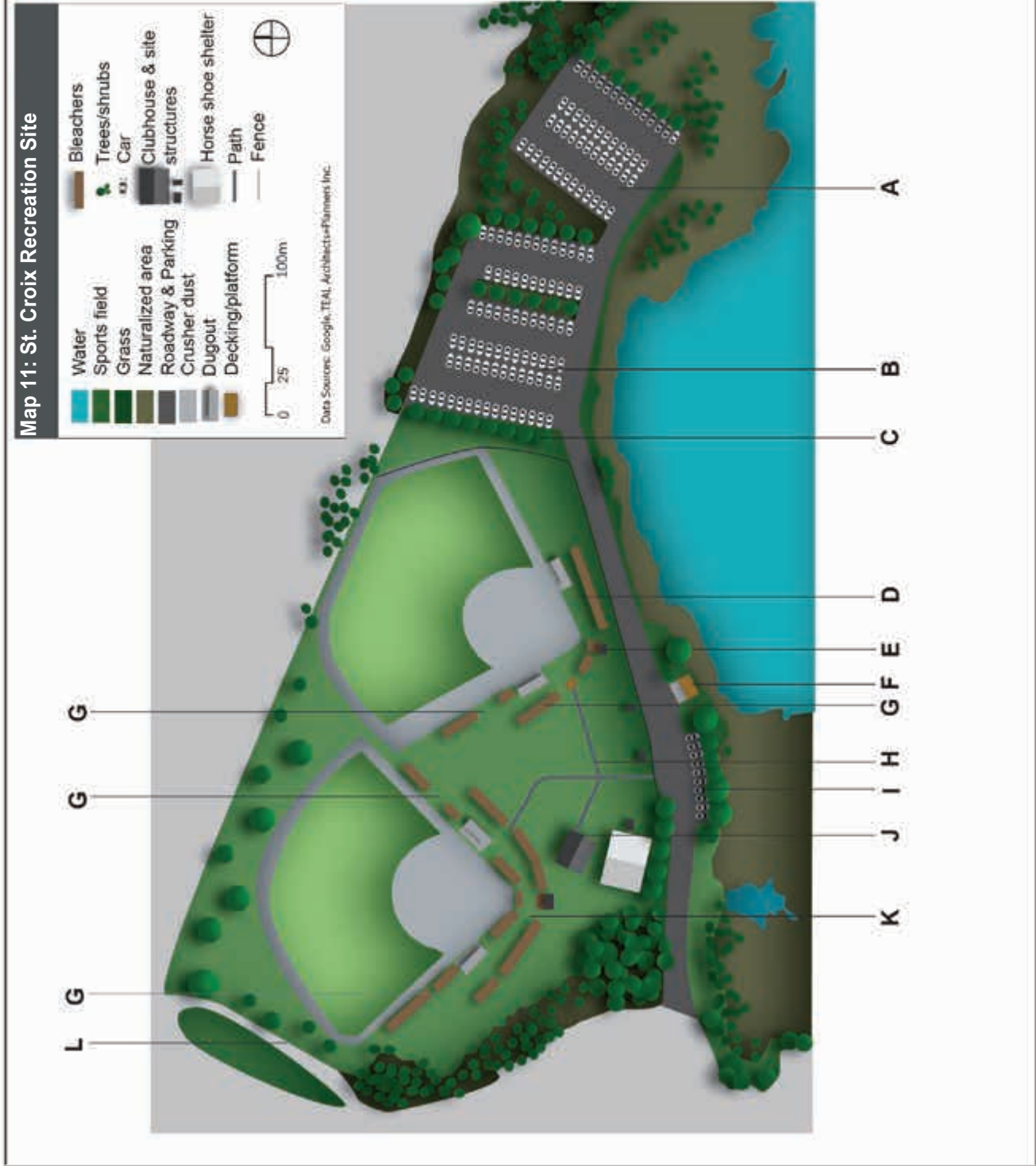


St. Croix Recreation Site

Cost Estimate

Description	Unit	Quantity	Unit Price (\$)	Amount (\$)
Lighting upgrades				
Clubhouse, Horseshoe area, Announcer's towers	L.S.	1	2,000.00	2,000.00
Site grading				
Stairs built into berm at Eastern field	each	2	2,000.00	4,000.00
Replace gravel underneath bleachers	L.S.	1	3,500.00	3,500.00
Backstop removal	L.S.	1	2,000.00	2,000.00
Parking upgrades (gravel)				
East parking area	m ²	1,875	13.00	24,375.00
West parking area	m ²	2,850	32.00	91,200.00
West gravel turn-around	m ²	450	13.00	5,850.00
Accessible pathways				
To East bleachers	m	30	40	1,200.00
To West bleachers	m	30	40	1,200.00
Structural upgrades				
Horse shoe shed painting	L.S.	1	1	450.00
Entrance shed (new slab, framing, cladding, external painting)	L.S.	1	1	2,050.00
Ticket booth (new slab, framing, cladding, external painting)	L.S.	1	1	800.00
Announcer's tower West field (new framing, cladding, external painting), or if more feasible, replace.	L.S.	1	1	13,400.00
Announcer's tower East field (replace selected framing and cladding panels, external painting), or if more feasible, replace.	L.S.	1	1	6,700.00
Club house interior (new internal painting, floor upgrades, plumbing fixture upgrades, kitchen counter upgrades)	L.S.	1	1	30,700.00
Clubhouse exterior (selected cladding replacement, and external stripping and repainting)	L.S.	1	1	5,600.00
Site landscaping plan & landscaping	L.S.	1	1	10,000.00
TOTAL				\$205,025

Prices include 25% allowance for contingencies and engineering, but exclude HST. Probable construction costs have been made based on experience, qualifications, and best judgment. Construction costs may vary from the estimated costs above. Design fees are not included.



4.5 Future Parks and Open Space Network: Summary of Opportunities

These 'Priority 2 Park' opportunities were identified through:

- Gap analysis;
- Public engagement sessions;
- Review of all parks and open space in West Hants for spaces that connect parks and open space to people/other key locations.

It is expected that these Priority 2 Parks will be addressed when budgets and opportunities to partner arise. Partnerships are needed for the development of some parks, as noted below. Municipally-owned 'second priority' parks and opportunities are explained in detail in the Network Opportunities in Section 4.5, as referenced below.

Municipal Parks

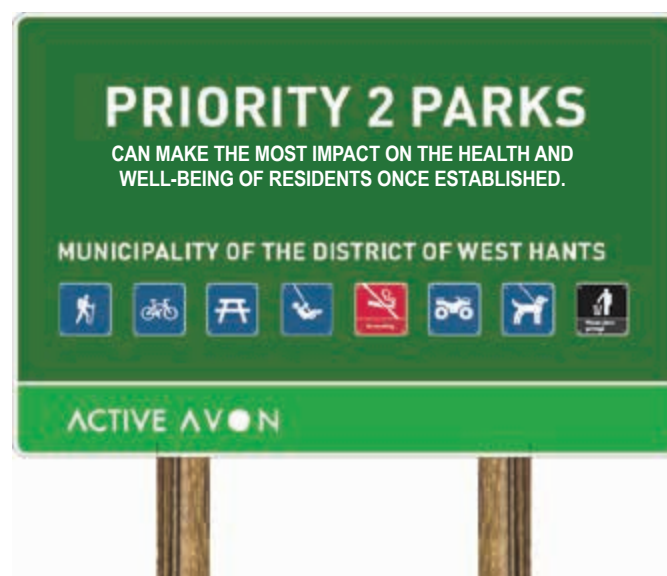
- 1 Kendall Lane (see page 73)
- 2 Hobarts Beach (see page 79)
- 3 Kempt Quarry Recreation Site (see page 79)
- 4 Underwood Road (see page 76)

Private Partnerships

- 8 Castle Frederick Farm Trails (see page 74)
- 9 Rail to Trail (throughout West Hants)
 - Work with landowners to formalize trail in railway right-of-way including lease agreements, signage, trailheads, receptacles, emergency kits where appropriate and doggy bags.

Government Partnerships

- 5 Roadsides improved for walking and walking loops signed (see pages 71)
 - Sign well-used and appropriate roadside walking loops throughout the Municipality. Some are shown in GIS data under the consultation input file's 'areas' and 'suggestions' Shapefiles, such as a 5k loop through Hantsport and the Hiltz Road walking loop in Cheverie.
- 6 Fundy Shore Beach Walks (see page 80)
- 7 McKinley Road Park (see page 74)



Area 1

Municipal Parks

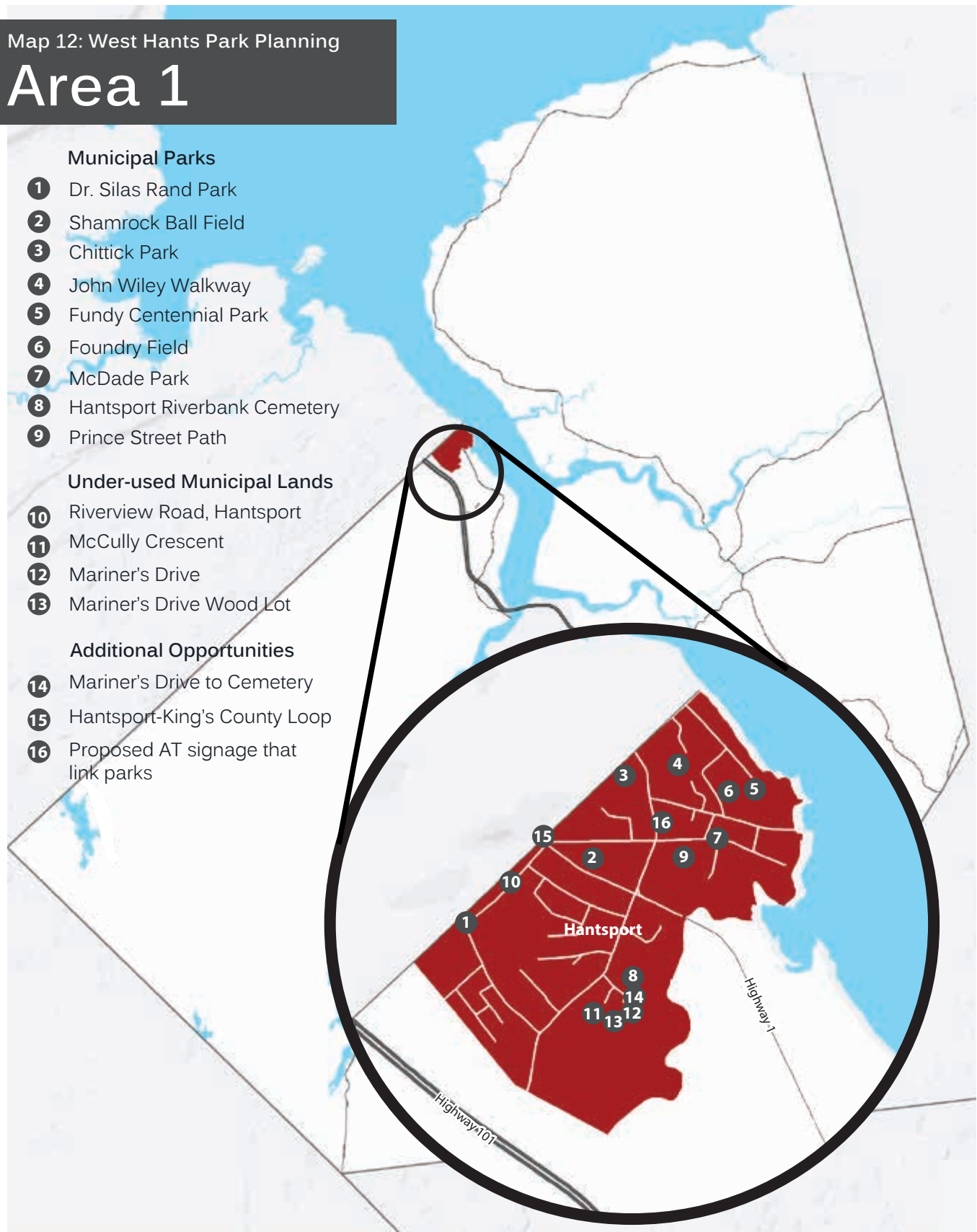
- 1 Dr. Silas Rand Park
- 2 Shamrock Ball Field
- 3 Chittick Park
- 4 John Wiley Walkway
- 5 Fundy Centennial Park
- 6 Foundry Field
- 7 McDade Park
- 8 Hantsport Riverbank Cemetery
- 9 Prince Street Path

Under-used Municipal Lands

- 10 Riverview Road, Hantsport
- 11 McCully Crescent
- 12 Mariner's Drive
- 13 Mariner's Drive Wood Lot

Additional Opportunities

- 14 Mariner's Drive to Cemetery
- 15 Hantsport-King's County Loop
- 16 Proposed AT signage that link parks



Data Sources: Municipality of the District of West Hants, NSTDB, TEAL Architects+Planners Inc., Google Maps.

Network Opportunities for Area 1

Details for each parcel area provided in Appendix 2.

Municipal Parks

- 1** Dr. Silas Rand Park
 - Park signage.
 - More seating options.
 - Addition of a shade tree or shade/picnic structure.
 - Opportunity for community gardens.
- 2** Shamrock Ball Field
 - Park signage.
 - Addition of garbage receptacles by dugouts.
 - Dugout upgrades (e.g. concrete patch work, improve drainage behind dugouts, painting).
 - If desired, a treed buffer between residents to the south and west of the field could be planted.
 - Investigate community interest and cost of field lighting.
- 3** Chittick Park
 - Signage, including interpretive sign related to river and history.
 - Staff education regarding mowing around trees.
 - Have an arborist monitor tree condition around fountain.
- 4** John Wiley Walkway
 - Property serves as potential access point to rail-trail if rail line is to be converted.
- 5** Fundy Centennial Park
 - Park signage.
 - Need for more garbage receptacles on site.
 - Renovation of gazebo needed (e.g. shingles, trim).
 - Reset brick pad to gazebo.
- 6** Foundry Field
 - Ensure Maintenance.
- 7** McDade Park
 - Park signage.
 - Create plan to reorganize park monuments to have better use of space.
 - New coat of paint on park bench.
 - Addition of garbage can by park bench.
 - Remove block planter from park. Plant shrubs directly into ground. No need for raised planter.
- 8** Hantsport Riverbank Cemetery
 - Park signage.
 - Create a plan for future cemetery expansion.
 - Strategically plant shade and ornamental trees for shade and visual interest for visitors.
 - Develop a trail loop along upper portion of slope past cemetery, along adjacent Municipally-owned land through to Mariner's Drive.
- 9** Prince Street Path
 - Maintain connection to HMCC from Prince Street.
 - Walkway signage indicating ownership/maintenance.

Under-used Municipal Lands

- 10** Riverview Road, Hantsport
 - Given the close proximity to other parks and open spaces, it is recommended this parcel be divested to fund the development of nearby municipally-owned parcels.
- 11** McCully Crescent
 - Divest parcel from Municipal holdings and invest in other park and open space opportunities in the area.



Network Opportunities for Area 1

Details for each parcel area provided in Appendix 2.

12 Mariner's Drive

- Retain parcel as part of future park and open space expansion (with adjacent municipally-owned land for Hantsport Cemetery).
- Portion of property (e.g. along McCully Crescent) could be subdivided without compromising future park development on this parcel.
- Any park and open space/trail development would require a fence along the top of the slope.

13 Mariner's Drive Wood Lot

- Parcel ideal for residential lot.
- Lumber from trees can be harvested for community purpose (e.g. amenity structure).
- Divest land to fund the development of nearby municipally-owned parcels for park and open space use.

Additional Opportunities

14 Mariner's Drive to Hantsport Cemetery

- Subdivide and divest lands not needed to enhance trail connection/loop and Cemetery park. Expand on Cemetery with loop and parkland.

15 Hantsport - King's County Walking Loop (Priority 2 Park)

- Consider signing urban walking loops. A 5k loop was identified during consultation and in former Town of Hantsport Trails Map in the Hantsport Municipal Planning Strategy.

16 Proposed AT signage that link parks

- Consider signing AT corridors to direct traffic to parks and open space.



Hantsport Cemetery

Map 13: West Hants Park Planning

Area 2

Municipal Parks

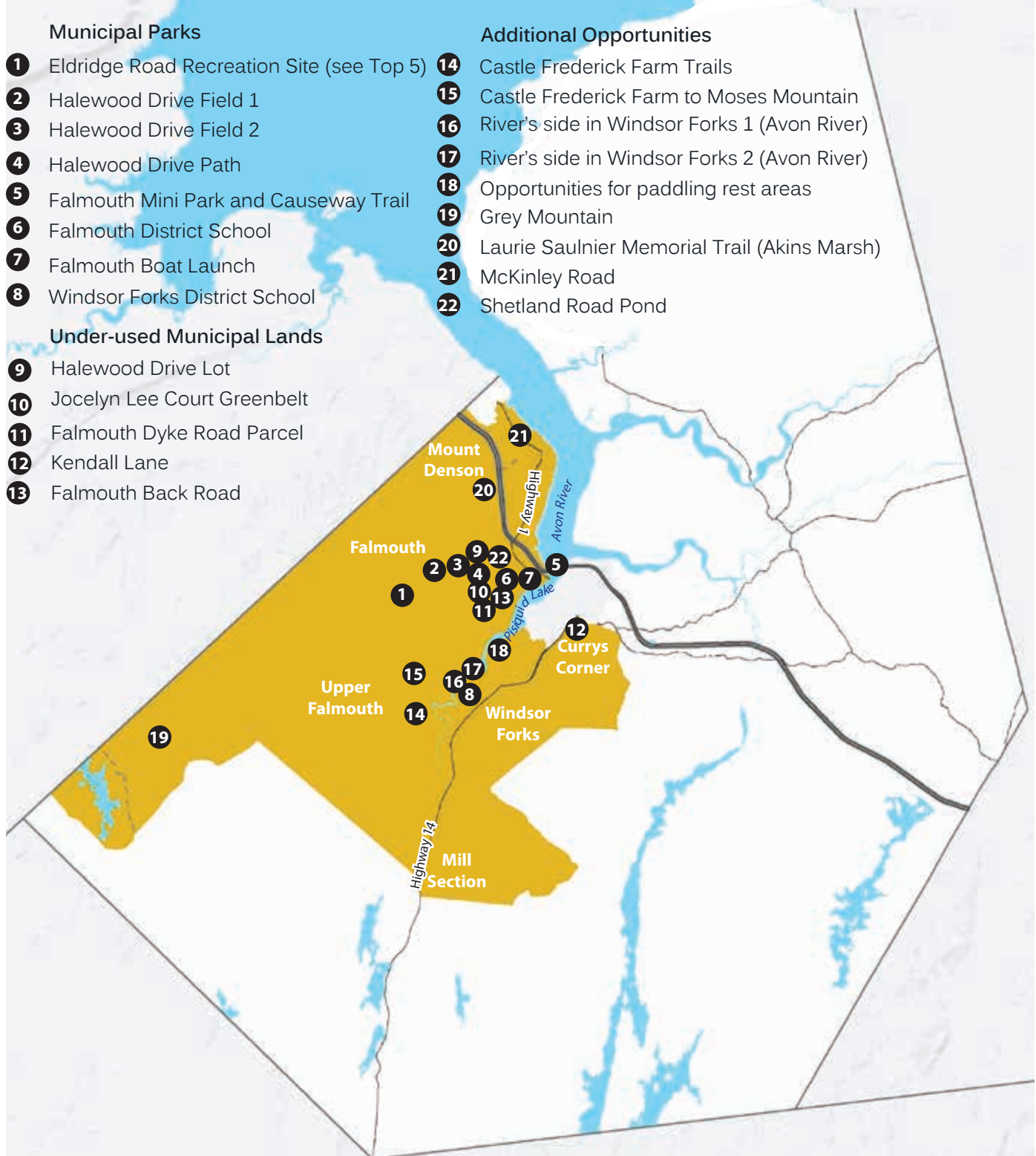
- 1 Eldridge Road Recreation Site (see Top 5)
- 2 Halewood Drive Field 1
- 3 Halewood Drive Field 2
- 4 Halewood Drive Path
- 5 Falmouth Mini Park and Causeway Trail
- 6 Falmouth District School
- 7 Falmouth Boat Launch
- 8 Windsor Forks District School

Under-used Municipal Lands

- 9 Halewood Drive Lot
- 10 Jocelyn Lee Court Greenbelt
- 11 Falmouth Dyke Road Parcel
- 12 Kendall Lane
- 13 Falmouth Back Road

Additional Opportunities

- 14 Castle Frederick Farm Trails
- 15 Castle Frederick Farm to Moses Mountain
- 16 River's side in Windsor Forks 1 (Avon River)
- 17 River's side in Windsor Forks 2 (Avon River)
- 18 Opportunities for paddling rest areas
- 19 Grey Mountain
- 20 Laurie Saulnier Memorial Trail (Akins Marsh)
- 21 McKinley Road
- 22 Shetland Road Pond



Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

Network Opportunities for Area 2

Details for each parcel area provided in Appendix 2.

Municipal Parks

- 1 Eldridge Road Recreation site (See Top 5)
- 2 Halewood Drive Field 1
 - Signage
 - Continue to own and maintain parcel to be used by the neighbourhood.
 - Formalize entrance to parcel from Halewood Drive.
 - Consider adding amenity features to the site (e.g. benches, trail loop).
- 3 Halewood Drive Field 2
 - Signage indicating ownership, management, hours of use.
 - Signage to identify stormwater movement on site and importance of water management for local ecology.
 - Low point in south eastern portion of field requires topsoil fill.
- 4 Halewood Drive Path
 - Signage to indicate ownership and maintenance.
 - Pave the path for ease of maintenance.
 - Lighting attached to existing utility poles.
 - If privacy becomes a concern by neighbouring residents, consider wooden post style fencing along each side rather than chain link fencing.
- 5 Falmouth Mini Park and Causeway Trail (See Top 5 pages)
- 6 Falmouth District School
 - No recommendations for properties managed by School Board.
- 7 Falmouth Boat Launch
 - Signage upgrades (when needed)
 - Cut back vegetation from ramp shoulders.
 - Remove existing concrete ramp and replace with gravel (short term), concrete (long term).

- 8 Windsor Forks District School
 - No recommendations for properties managed by School Board.

Under-used Municipal Lands

- 9 Halewood Drive Lot
 - Given the number of parks and open space parcels in the neighbourhood, it is recommended this parcel be divested to fund the development of nearby municipally-owned parcels.
- 10 Jocelyn Lee Court Greenbelt
 - Retain as municipal greenbelt.
 - Trail loop possible on upper side of slope.
- 11 Falmouth Dyke Road Parcel
 - Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.
- 12 Kendall Lane (Priority 2 Park)
 - Signage.
 - Consider regrading a portion of the parcel to create flat accessible surface; will require wall construction and drainage.
 - Opportunity for shade trees, community garden, sitting areas, playground.
 - Work with Kendall Court Seniors Complex and surrounding neighbours to identify parks and open space needs.
- 13 Falmouth Back Road
 - Divest parcel from Municipal holdings and invest in other parks and open space opportunities in the area.

Kendall Lane

Network Opportunities for Area 2

Details for each parcel area provided in Appendix 2.

Additional Opportunities

- 14** Castle Frederick Farm Trails (Priority 2 Park)
 - Portions of this land are culturally significant and are voluntarily protected by the landowner in partnership with the Archaeological Land Trust of Nova Scotia. Detailed information is found here: <http://www.altns.ca/castlefrederick.htm>
 - Work with owners of Castle Frederick Farm to: install wayfinding, entrance and interpretive signage; enhance accessibility of the trails; and develop appropriate rest and play areas.
- 15** Castle Frederick Farm to Moses Mountain
 - See MWH Trails Plan p. 82 for proposed trail network, also supported through consultation for this Parks and Open Space Plan.
- 16** River's side in Windsor Forks 1 (Avon River)
 - Explore possibility of a picnic table/paddling rest area.
- 17** River's side in Windsor Forks 2 (Avon River)
 - Explore possibility of a picnic table/paddling rest area (on island).
- 18** Opportunities for paddling rest areas
 - Explore other locations for picnic table/paddling rest area.
- 19** Grey Mountain
 - Explore the value of land use or lease agreements to the parks and open space network on privately held land holdings throughout Grey Mountain areas (excluding the Water Protection Areas).
- 20** Laurie Saulnier Memorial Trail (Akins Marsh)
 - See Trails Plan 2013 for details.
 - Support relationship between Hants West Wildlife Association, DNR, Ducks Unlimited Wildlife Habitat Canada.
- 21** McKinley Road
 - Develop a Neighbourhood Park overlooking water with signed and safe water access for paddlers and possibly swimmers. If permitted, connect to rail to trail. Seek partnership with Provincial Government to establish park on its land.
- 22** Shetland Road Pond
 - This is a stormwater retention pond. However, due to its visual significance and recreation potential for sitting, watching and playing nearby, issues regarding liability and safety should be considered to enable the safe use by residents.
 - Improve seating, signage, trees to buffer noise and view from the highway and shade tree for shelter.

Atkins Marsh

Area 3

Municipal Parks

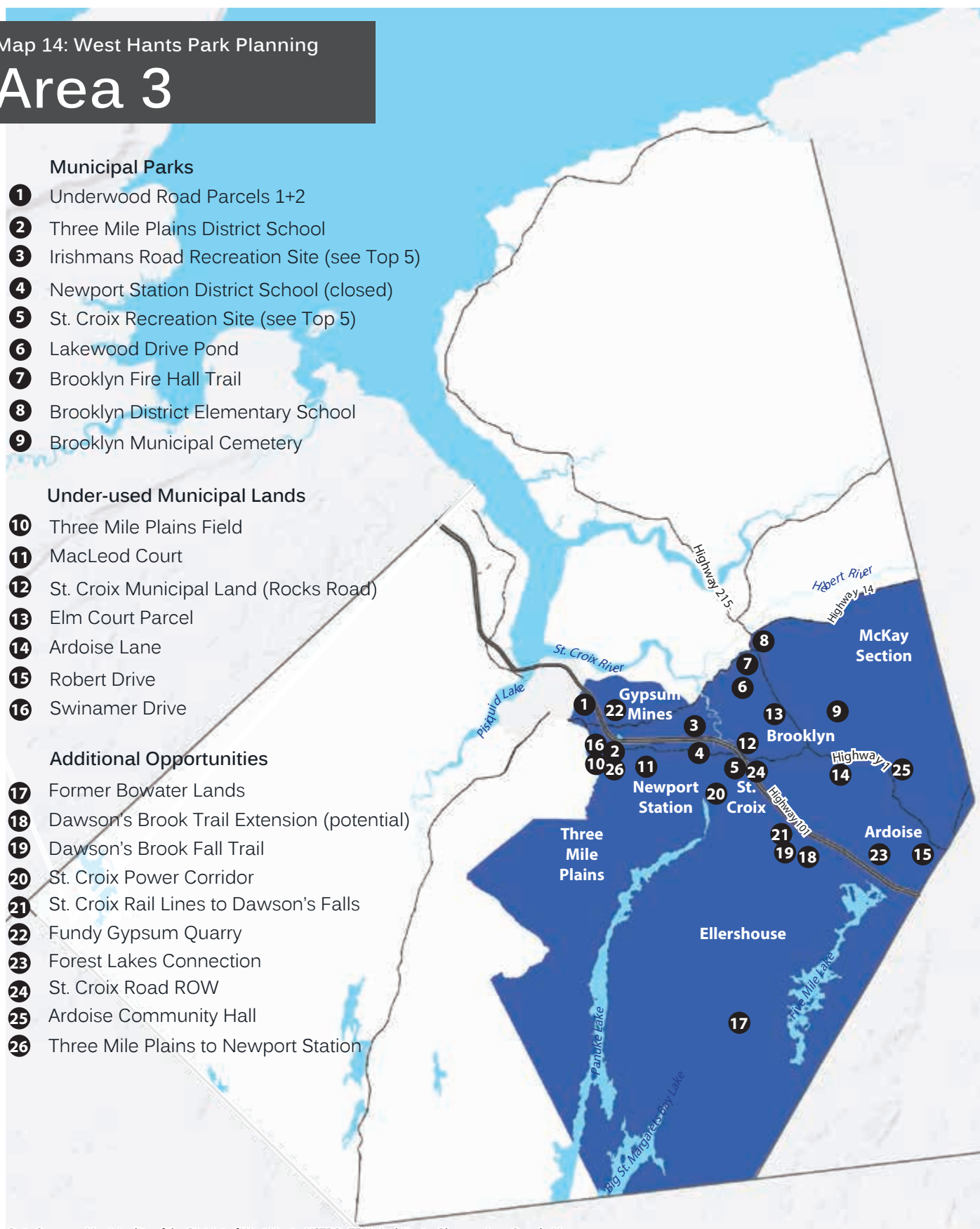
- 1 Underwood Road Parcels 1+2
- 2 Three Mile Plains District School
- 3 Irishmans Road Recreation Site (see Top 5)
- 4 Newport Station District School (closed)
- 5 St. Croix Recreation Site (see Top 5)
- 6 Lakewood Drive Pond
- 7 Brooklyn Fire Hall Trail
- 8 Brooklyn District Elementary School
- 9 Brooklyn Municipal Cemetery

Under-used Municipal Lands

- 10 Three Mile Plains Field
- 11 MacLeod Court
- 12 St. Croix Municipal Land (Rocks Road)
- 13 Elm Court Parcel
- 14 Ardoise Lane
- 15 Robert Drive
- 16 Swinamer Drive

Additional Opportunities

- 17 Former Bowater Lands
- 18 Dawson's Brook Trail Extension (potential)
- 19 Dawson's Brook Fall Trail
- 20 St. Croix Power Corridor
- 21 St. Croix Rail Lines to Dawson's Falls
- 22 Fundy Gypsum Quarry
- 23 Forest Lakes Connection
- 24 St. Croix Road ROW
- 25 Ardoise Community Hall
- 26 Three Mile Plains to Newport Station



Data Sources: Municipality of the District of West Hants, NSTDB. TEAL Architects+Planners Inc., Google Maps.

Network Opportunities for Area 3

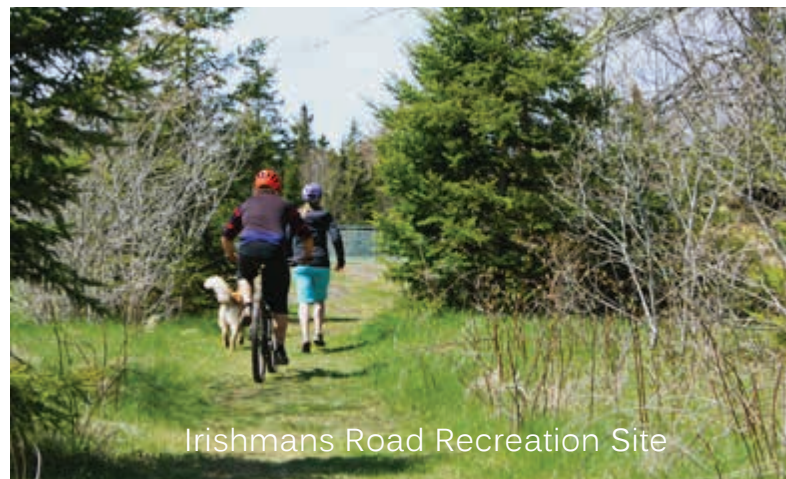
Details for each parcel area provided in Appendix 2.

Municipal Parks

- 1** Underwood Road Parcels 1+2
 - Signage.
 - Evaluate encroachment into municipal land by surrounding residents (e.g. tree clearing, landscaping).
 - Retain as treed, naturalized area for shade, stormwater attenuation, wildlife habitat. Retain open space and develop as formal neighbourhood park.
 - Formalized access into the park (e.g. delineate public from private property along entrance).
 - Work with neighbourhood to develop a park needs assessment for future park amenities.
- 2** Three Mile Plains District School
 - No recommendations for properties managed by School Board.
- 3** Irishmans Road Recreation Site (see Top 5)
- 4** Newport Station District School (closed)
 - Close proximity to Irishmans Road. Explore potential to link the properties via a new trail corridor.
 - Explore partnerships with community groups who may be able to lease the building.
 - Explore opportunities for a Public/Private Partnership or sale of building to retrofit school into seniors living.
- 5** St. Croix Recreation Site (see Top 5)
- 6** Lakewood Drive Pond
 - Improve access to water.
 - Signage indicating ownership, use, and maintenance.
- 7** Brooklyn Fire Hall Trail
 - Create resting spots for sitting, picnicking, include receptacles.
 - Switchbacks or curve in trail bed would lessen the slope in some areas and create more visual interest.
 - Trail bed could be made more accessible by using crusher dust.
- 8** Brooklyn District Elementary School
 - Planting of trees (native or ornamental) would provide visual interest along the trail route.
 - The addition of trees and/or children's playspaces **must** be reviewed in conjunction with Fire Department Executive due to space limitations as this is a helicopter landing area.
- 9** Brooklyn Municipal Cemetery
 - More noticeable signage to mark cemetery.
 - Interpretive boards documenting history.
 - Expansion of gravel pad at entrance for additional parking.
- 10** Three Mile Plains Field
 - Retain as a multi-functional space for use by community centre users.
- 11** MacLeod Court
 - Divest parcel to fund the development of nearby municipally-owned parcels.

Under-used Municipal Lands

- 10** Three Mile Plains Field
 - Retain as a multi-functional space for use by community centre users.
- 11** MacLeod Court
 - Divest parcel to fund the development of nearby municipally-owned parcels.



Network Opportunities for Area 3

Details for each parcel area provided in Appendix 2.

Under-used Municipal Land con't

- 12** St. Croix Municipal Land (Rocks Road)
 - See Trails Plan 2013 for additional details.
 - Although isolated by the highway, this property is an excellent display of local geology, West Hants dykelands, freshwater ecology, and walking trails.
 - Public access to the creek.
 - Promote as recreation area (e.g. walking, picnicking, sitting, sports).
 - Work with the Province of Nova Scotia on possible trail connections to St. Croix Recreation Site underneath Highway 101.
- 13** Elm Court Parcel
 - Develop as a Neighbourhood Park.
 - Regrade entrance to make accessible.
 - Create simple trail loop
 - Install garbage bin and seating area.
 - Entrance signage indicating use and management
- 14** Ardoise Lane
 - Although this parcel is in an ideal geographic location for a Neighbourhood Park, this lot and its set back into a quiet residential street does not suit itself to be a well-visited park space.
 - Divest from Municipal holdings and invest in other parks or open space in the area.
- 15** Robert Drive
 - Work with developer at Forest Lakes Community to outline future parks and open space development in close proximity to Robert Drive parcel. This parcel could become a municipal access point to proposed open space and trails. If road access to Forest Lakes is created at the foot of Robert Drive, this municipal parcel would not be required. At that time, this parcel should be considered for divestment
- 16** Swinamer Drive
 - Divest parcel from Municipal holdings and invest in other parks and open space opportunities in the area.

Additional Opportunities

- 17** Former Bowater Lands
 - Consider working with the Province of NS and motorized vehicle groups such as SANS and ATVNS to determine if signage or amenities are required and/or possible in the motorized vehicle trail network.
- 18** Dawson's Brook Trail Extension (potential)
 - Identify and connect trail to any waterfalls.
- 19** Dawson's Brook Fall Trail
 - See trails Plan 2013 for details.
 - Formalize walking trail with landowner to Dawson's Falls; sign roadways.
- 20** St Croix Power Corridor
 - Consider working with landowner to formalize walking trail in power and turbine corridor to Dawson's Falls; sign roadways.
- 21** St Croix Rail Lines to Dawson's Falls
 - Consider working with landowner to formalize walking on old railbed to Dawson's Falls; sign roadways.
- 22** Fundy Gypsum Quarry
 - Maintain relationship with Fundy Gypsum Lands in the event that trails may be developed through the site.
- 23** Forest Lakes Connection
 - Ensure public trail connections to (future) Forest Lakes Country Club greenspaces.
- 24** St. Croix Road ROW
 - Connect St. Croix Recreation Site with underused Municipal parcel on opposite side of Highway PID 45061223.
- 25** Ardoise Community Hall
 - Consolidate parking to one side (e.g. across road), expand community garden, create outdoor social/passive recreation space, outdoor learning space for children.
- 26** Three Mile Plains to Newport Station
 - Evaluate opportunity to develop a trail loop connecting Three Mile Plains District School, Gypsum Mines, Irishmans Road and Newport Station District School.

Map 15: West Hants Park Planning

Area 4

Municipal Parks

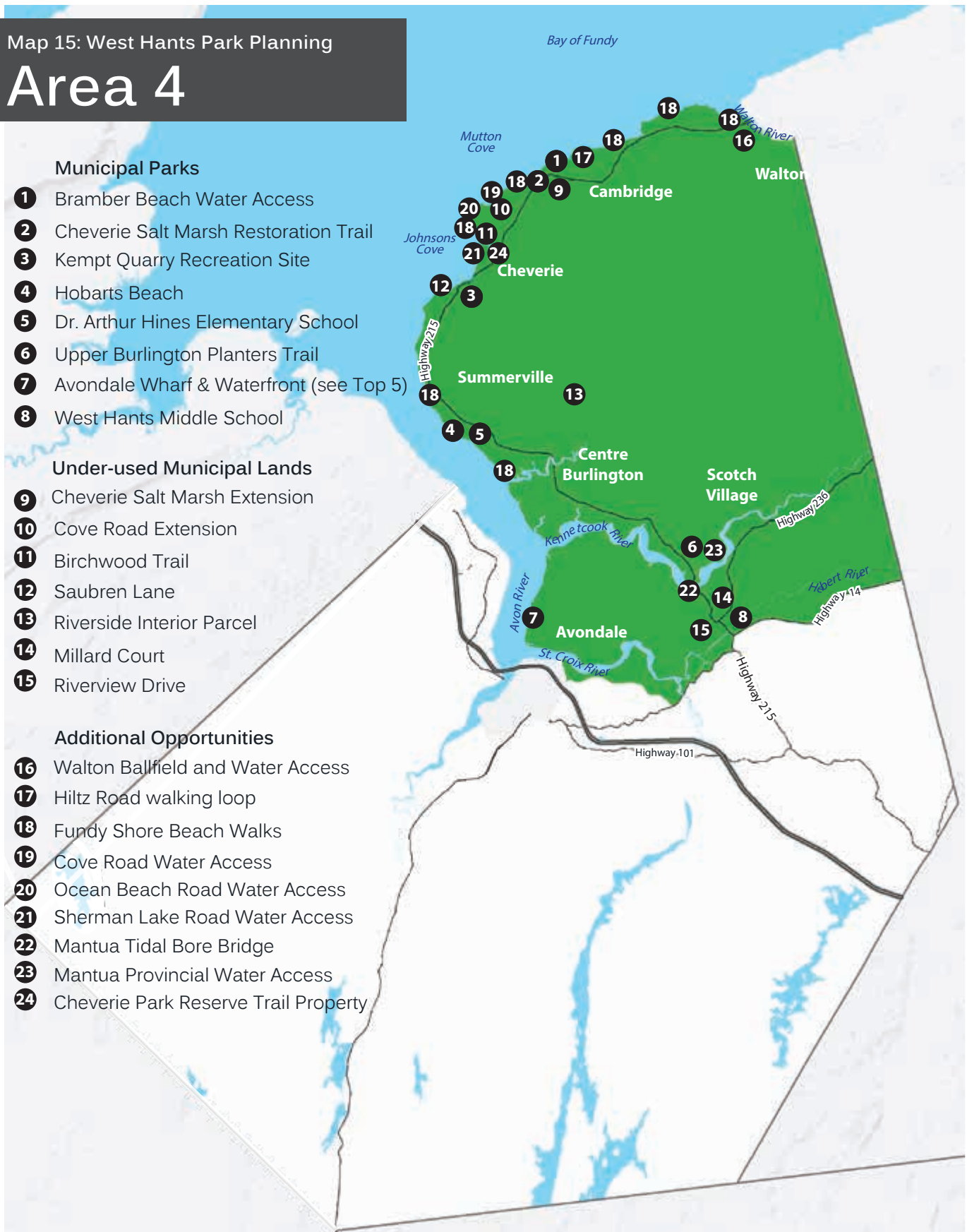
- 1 Bramber Beach Water Access
- 2 Cheverie Salt Marsh Restoration Trail
- 3 Kempt Quarry Recreation Site
- 4 Hobarts Beach
- 5 Dr. Arthur Hines Elementary School
- 6 Upper Burlington Planters Trail
- 7 Avondale Wharf & Waterfront (see Top 5)
- 8 West Hants Middle School

Under-used Municipal Lands

- 9 Cheverie Salt Marsh Extension
- 10 Cove Road Extension
- 11 Birchwood Trail
- 12 Saubren Lane
- 13 Riverside Interior Parcel
- 14 Millard Court
- 15 Riverview Drive

Additional Opportunities

- 16 Walton Ballfield and Water Access
- 17 Hiltz Road walking loop
- 18 Fundy Shore Beach Walks
- 19 Cove Road Water Access
- 20 Ocean Beach Road Water Access
- 21 Sherman Lake Road Water Access
- 22 Mantua Tidal Bore Bridge
- 23 Mantua Provincial Water Access
- 24 Cheverie Park Reserve Trail Property



Data Sources: Municipality of the District of West Hants, NSTDB, TEAL Architects+Planners Inc., Google Maps.

Network Opportunities for Area 4

Details for each parcel area provided in Appendix 2.

Municipal Parks

- 1** Bramber Beach Water Access
 - Install signage to identify ownership, uses, and to house tidal information.
 - Expand parking area at trailhead.
 - Regrade trail bed to improve walking surface and drainage. Raising the trail bed may be required near the beach.
 - Monitor for illegal dumping and/or add receptacles at trail head.
 - Connect to larger network of beach access points on Highway 215.
 - 2** Cheverie Salt Marsh Restoration Trail
 - Repairs to Camera Obscura internal structure (e.g. door).
 - Signage to identify Camera Obscura, maintenance, views.
 - Define path (trailhead) from parking lot to Camera Obscura.
 - 3** Kempt Quarry Recreation Site (Priority 2 Park)
 - Signage and wayfinding.
 - Develop visual/physical barrier between trail and parking.
 - Upgrade paths to improve accessibility around the pond to picnic and swimming area.
 - Install sod over exposed gravel (on gypsum sinkholes).
 - Consult with an arborist to evaluate tree health around amenities.
 - Basic site landscaping at entrance and picnic area to improve park aesthetic.
 - More seating and picnic opportunities around the Quarry.
 - 4** Hobarts Beach (Priority 2 Park)
 - Redesign parking lot for more efficient layout, to create a visual/physical barrier between people and cars, and to improve drainage.
 - Shoreline stabilization necessary around boat launch.
 - Signage at top of Block Wharf Road and at parking lot.
 - Formalize fire pits with steel boxes/BBQ.
 - Regrade picnic area for accessibility.
 - Monitor for illegal dumping.
 - 5** Dr. Arthur Hines Elementary School
 - No recommendations for properties managed by School Board.
 - 6** Upper Burlington Planters Trail
 - Signage at roadside indicating trail and cultural site, signage at trail head.
 - Interpretive signage/shelter in need of structural and cosmetic upgrades.
 - Weeding of gravel baseball diamond
 - New or updated basketball court
 - 7** Avondale Wharf & Waterfront (see Top 5)
 - 8** West Hants Middle School
 - No recommendations for properties managed by School Board.
- ## Under-used Municipal Lands
- 9** Cheverie Salt Marsh Extention
 - Consider future connection to existing trail and boardwalk.
 - 10** Cove Road Extension
 - Divest from Municipal holdings and invest in other parks or open space in the area.
 - 11** Birchwood Trail
 - With large wooded residential parcels adjacent to municipal parcel, it is unlikely that the development of public park would be well-used; divest from municipal ownership to fund other parks and open space in the area.
 - 12** Saubren Lane
 - Divest parcel from municipal holdings and invest in other parks and open space opportunities in the area.
 - 13** Riverside Interior Parcel
 - Divest from Municipal holdings and invest in other parks or open space in the area.

Network Opportunities for Area 4

Details for each parcel area provided in Appendix 2.

Under-used Municipal Land con't

- 14** Millard Court
 - Divest from Municipal holdings and invest in other parks or open space in the area.
- 15** Riverview Drive
 - Little potential for water access or recreation use due to steep slope.
 - Divest from Municipal holdings and invest in other parks or open space in the area.

Additional Opportunities

- 16** Walton Ballfield and Water Access
 - Consider exploring partnership with landowner to clear a stable walking track around the ballfield and formalize water access.
- 17** Hiltz Road walking loop
 - Explore opportunity for walking loop clearing, formalizing access to beach, promotion, signage
- 18** Fundy Shore beach walks (2nd Priority)
 - Identify beach walks with existing or potential formalized water/land access points; develop a consistent wayfinding and interpretive signage program for key points along the walks; consistency should be in signage materials, colours, locations, information available (excepting special site-specific information); include tide charts at each interpretive sign.
- 19** Cove Road Water Access
 - Formalize beach access: signage from road and at beach, garbage receptacles, grading/mitigate impacts of erosion on accessway.
- 20** Ocean Beach Road Water Access
 - Formalize beach access: signage from road and at beach, garbage receptacles, grading/mitigate impacts of erosion on accessway.
- 21** Sherman Lake Road Water Access
 - Formalize beach access: signage from road and at beach, garbage receptacles, grading/mitigate impacts of erosion on accessway.
- 22** Mantua Tidal Bore Bridge
 - Install interpretive signage at this bridge.
- 23** Mantua Provincial Water Access
 - Consider working with Province to install water access park, signage for tubers, boogie boarders, swimmers, etc. of the Mantua Tidal Bore (if appropriate location and widely desirable activities. This was noted during public engagement.)
- 24** Cheverie Park Reserve Trail Property
 - See Trails Plan 2013 for details on the property.
 - Request right of first refusal should adjacent lands ever be for sale.

Cheverie Salt Marsh Restoration Trail

Area 5

Municipal Parks

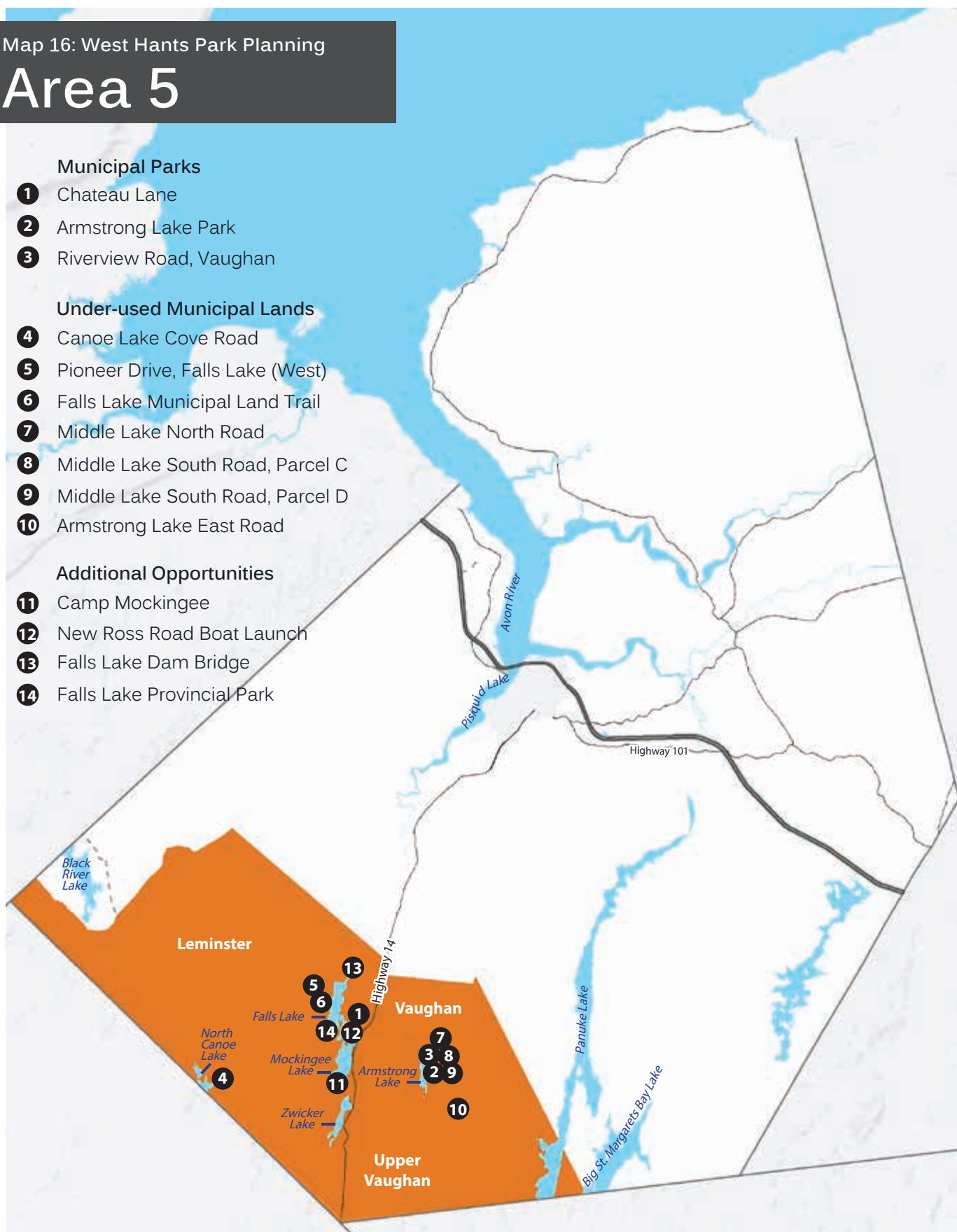
- 1 Chateau Lane
- 2 Armstrong Lake Park
- 3 Riverview Road, Vaughan

Under-used Municipal Lands

- 4 Canoe Lake Cove Road
- 5 Pioneer Drive, Falls Lake (West)
- 6 Falls Lake Municipal Land Trail
- 7 Middle Lake North Road
- 8 Middle Lake South Road, Parcel C
- 9 Middle Lake South Road, Parcel D
- 10 Armstrong Lake East Road

Additional Opportunities

- 11 Camp Mockingee
- 12 New Ross Road Boat Launch
- 13 Falls Lake Dam Bridge
- 14 Falls Lake Provincial Park



Data Sources: Municipality of the District of West Hants, NSTDB, TEAL Architects+Planners Inc., Google Maps.

Network Opportunities for Area 5

Details for each parcel area provided in Appendix 2.

Municipal Parks

- 1** Chateau Lane
 - Install entrance signage and trail markers.
 - Retain land and develop as formal trail loop.
 - Create formal access point from surrounding roadway.
 - Potential for expanded/renovated trail system on property.
 - Establish partnership with Sugar Shack property owners to encourage use of trail and outdoor programs.
- 2** Armstrong Lake Park
 - Entrance signage
 - New interpretive signage about local wildlife (to replace Loon signage that is damaged).
 - New trail /water access markings with post.
 - New gravel surface for boat launch to improve access to water.
- 3** Riverview Road, Vaughan
 - Retain land to protect wetland habitat and for recreation value.
 - Partner with community group or NGO to highlight importance of ecosystem.
 - Interpretive signage before the bridge at gravel area.
 - Boardwalk or platform on the water for recreation (e.g. fishing) and interpretation.
 - Signage to signify ownership and park use.
 - Formally connect parcel with Armstrong Lake Park to the south.

Under-used Municipal Lands

- 4** Canoe Lake Cove Road
 - Develop public access to the lake.
- 5** Pioneer Drive, Falls Lake (West)
 - Trail connection opportunity to improve water access from Levy Meadow Trail.
 - Subdivide or enact an easement/land use agreement on the remainder of the property.
 - Trail connection opportunity to improve water access from Levy Meadow Trail.
 - Subdivide or enact an easement on the remainder of the property.
- 6** Falls Lake Municipal Land Trail
 - More visible signage.
 - Promote as a public water recreation area.
 - Beach improvement (e.g. sand, benches, fire pit/BBQ area).
 - Garbage receptacles.
 - Periodic site monitoring.
- 7** Middle Lake North Road
 - Middle Lake is not a high value amenity area. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.
- 8** Middle Lake South Road, Parcel C
 - There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.
- 9** Middle Lake South Road, Parcel D
 - Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.
- 10** Armstrong Lake East Road
 - Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

Riverview Road

Network Opportunities for Area 5

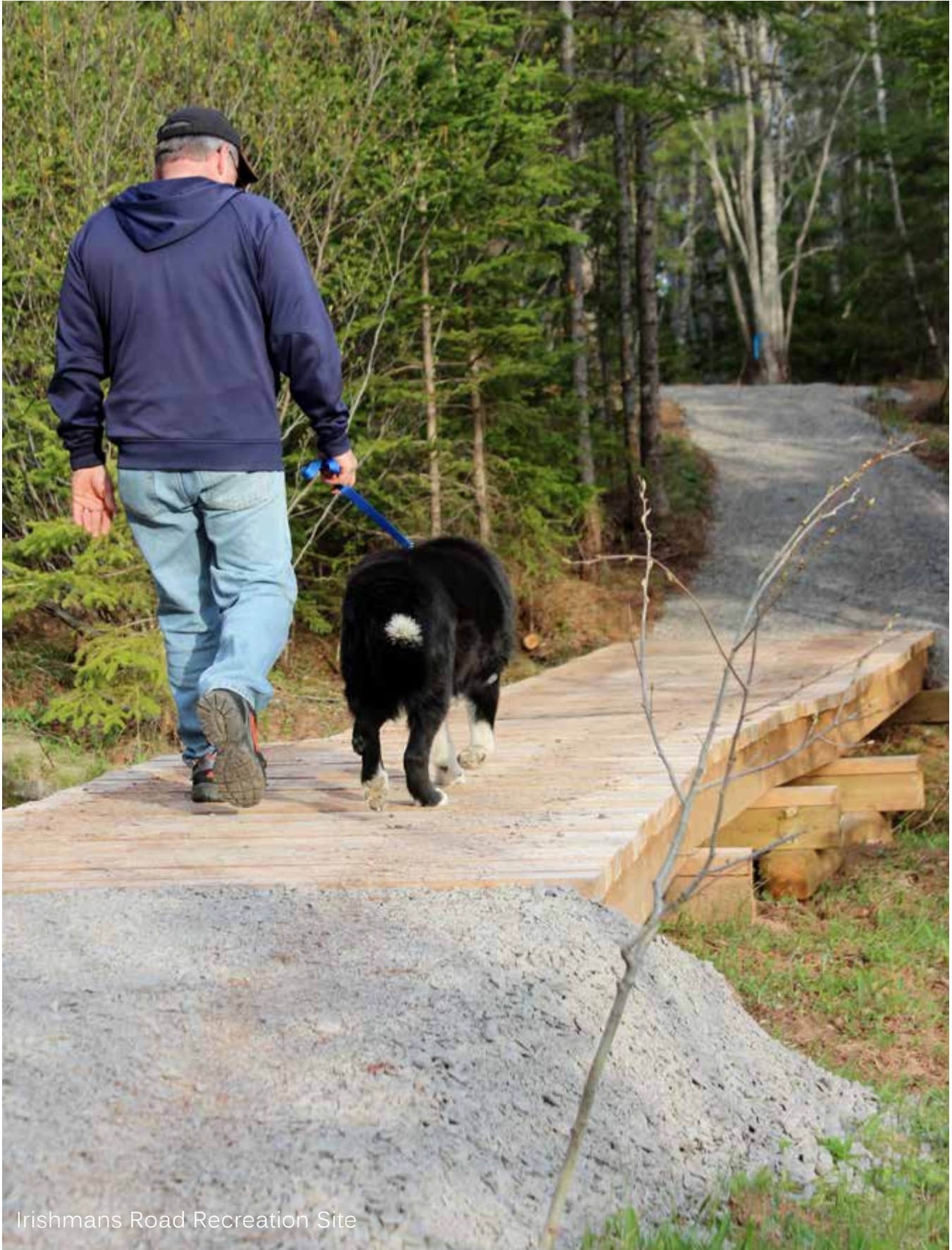
Details for each parcel area provided in Appendix 2.

Additional Opportunities

- 11** Camp Mockingee
 - Consider future acquisition by obtaining first right of refusal upon the future sale of the land (if ever up for sale).
- 12** New Ross Road Boat Launch
 - Consider acquiring easement or purchase property and enable an easement for NS Power to ensure safe public access to the boat launch.
- 13** Falls Lake Dam Bridge
 - Consider partnership with NS Power to permit the public to cross the dam's pedestrian bridge. (This was noted during Public Engagement).
- 14** Falls Lake Provincial Park
 - Consider future acquisition by obtaining first right of refusal upon the future sale of the land (if ever up for sale).



Armstrong Lake



Irishmans Road Recreation Site

5.0 IMPLEMENTATION

5.1 Prioritized Actions

Year 1

1. Request Council to adopt this Plan, which includes Appendix 1: iv. *Suitability Framework*, which may help the Municipal staff to evaluate the suitability of new lands for park and open space purposes.
2. Present this Parks and Open Space Plan to Stakeholders and general public for promotion. Collectively, citizens of West Hants may work together in various ways to achieve the opportunities identified during consultation and which are listed in this plan.
3. Amend policy documents to enable the outcomes of this plan. See Appendix 6 for suggestions for the Subdivision By-law(s) and Municipal Planning Strategies.
4. Ensure the Municipality has the ability to provide tax receipts for donations to the 'parks budget' (e.g. Charitable Status with Canadian Revenue Agency).
5. Assign staff to regularly track and update a new database of funding and partnership opportunities for the development and maintenance of parks and open space.
6. Phase in new Active Avon signage with upgrades to parks and open space.
7. Adopt a plan review at the one-year and five-year points after the initial adoption of this plan. Amendments should be made and adopted by Council before the end of each scheduled review period.
8. Obtain and train staff on a tracking software to monitor and schedule park maintenance, acquisition and development of parks and open space.

Years 1 - 3

9. Build on existing parks and open space education programs, as recommended in Section 5.3, to increase knowledge of natural assets and benefits of outdoor spaces in West Hants.
10. Initiate an official marketing campaign to promote the existing and potential West Hants Parks and Open Space Network. Use opportunities identified in this plan to supplement other Municipal initiatives.

Years 1 - 10

11. Actively seek to identify, protect and develop, through easement or acquisition, water access points (some are identified on Map 4). This could be facilitated by a 'West Hants Water Access Plan'.
12. Develop or upgrade Priority 2 Parks and Partnership Opportunities seen in Section 4.5 as soon as possible.
13. Improve the places where people walk as recommended in the Avon Region Active Transportation Plan.
14. Consider adding to the lending program of sports equipment - free of charge - for items such as cross country skis, etc.
15. Consider adding the West Hants Cultural Landscape to this Plan. Survey the Municipal District for locations of cultural significance, such as Acadian Heritage sites, Mi'kmaq Heritage Sites, Planters Heritage Sites, culturally-significant views, and so on. Consider connecting with the group that promotes Acadian Heritage to protect or support promotion for Acadian Heritage sites, seen online at <http://ns1763.ca/remem/acadianheritagesigns.html>.

(Note: Two Acadian Heritage Sites currently fall on or within 50m of Municipal lands: one across from Cheverie Salt Marsh and one at Avondale Wharf and Waterfront.)

**These
Actions
should be
completed
in their order
to achieve
the intent
of this Plan.**

5.2 Decision-Making Toolkit for Land Management Decisions

A Decision Making Toolkit was developed to be used by Municipal staff. The Toolkit will guide decisions about the West Hants Parks and Open Space network to ensure decisions about parkland acquisition, divestment and development meet the needs of citizens and protect unique natural and cultural resources. Users will be able to evaluate and prioritize lands for acquisition based on four standard issues: useability, suitability, budget and urgency.

Priority land is that which provides a solution to all of the four issues. This is illustrated in Figure 9 below.

Also included in the Toolkit is information about acquisition methods, the definition of useable land, a land suitability criteria, funding opportunities, and scenarios that illustrate the issues of urgency and land divestment.

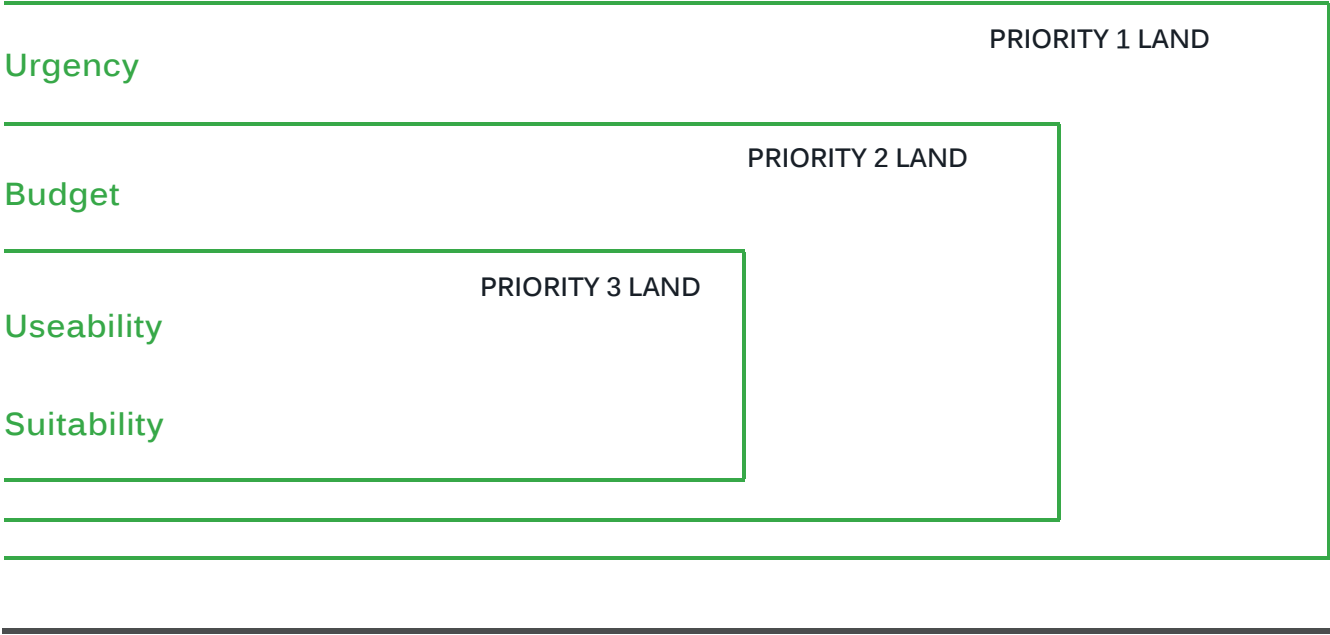
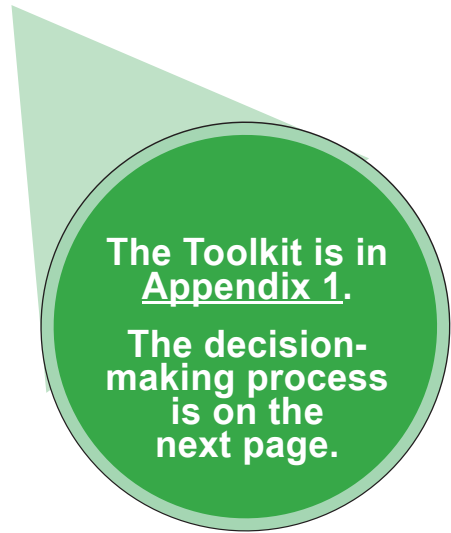


Figure 9: Acquisition Priorities.

Is the land...

USEABLE?

Land is usable when it meets the definition outlined in Section 73 of the Municipality Of The District of West Hants Subdivision By-Law. This definition is also in the Toolkit.

no →

Are there characteristics of this land that are worth preserving for parks and open space?

no →

End review

yes

Is the land...

SUITABLE?

Land is suitable for parks and open space when a collection of site characteristics are deemed favorable by designated Municipal staff, including the Suitability Framework in Appendix 1.

no →

End review

yes

3 Land is of third highest priority.

BUDGET?

Are there funds in the Parks and Open Space budget?

no →

Can funding be secured through grants?

no →

End review and track on a 'future opportunities' list.

yes

Is the sale...

URGENT?

If the purchase of land is time or context sensitive it may influence the prioritization of land for acquisition.

no →

2

Land is of second highest priority.

yes

1 Land is of highest priority.

Figure 10: Process to Identify Priority Lands.

5.3 Education and Promotion Opportunities

The more citizens know about the parks and open space in their communities the more they will feel pride and desire to use and even become stewards of these shared spaces. When information is shared about events in these spaces people can be connected to members of the broader West Hants community. Citizens can plan day trips to various parks and open space when the unique features of each space is available and promoted and physical health can improve with increased activity in the great outdoors. Widely promoting the West Hants parks and open space network will attract visitors who will come to experience the rich history, beauty and local business offerings in West Hants. Below identifies many opportunities for education and promotion of the West Hants parks and open space network:

A. Initiate an online parks and open space marketing campaign



I. Develop a Web Page

Promoting parks and open space is more than hosting information online, it should also be action oriented. Online promotional methods can profile outdoor spaces and activities in the Municipality. In addition to background information, news postings should be frequent, consistent in quality and message, and highlight the benefits of parks and open space to citizens.

The West Hants Municipal Website should contain a stand-alone page for Parks and Open Space. This space would be available for park-related documents (for download), links to interactive mapping or relevant parks and recreation sites (like Acadian Heritage Sites page, Trails NS, NS Department of Environment, West Hants Trail Association, etc.).

Effort must be made to launch West Hants Park Network information on other agencies' websites (e.g. Province of Nova Scotia). The quality and accuracy of parks and open space information hosted on these websites must be monitored and updated. 'Active Avon' branding should be used.



II. Develop an online interactive map for use by citizens and visitors.

Municipally-hosted interactive maps enable Municipal Staff to distribute up-to-date, and easy-to-understand park and open space network information to a large audience. Information includes parks and open space sizes, locations, measuring tools, amenities available, activities on site, photos, related links and so on. Unlike paper maps, online maps can be easily updated as information changes and the number of people viewing online content can be monitored.





B. Printed park and trails maps/brochures.

Some citizens of West Hants do not have (nor require) access to internet. We see value in producing a parks and open space brochure with inset maps to highlight 'Places To Go'. These brochures can be hosted in prominent locations around the Municipality (e.g. fire halls, community halls, gas stations, municipal office, convenience stores). In addition to hosting information, these brochures in themselves are promotional material that can easily be shared and used while in parks and open space for direction.



C. Establish a coordinated system of cultural and environmental interpretation.

Some outdoor spaces have great examples of park interpretation associated with them (e.g. Upper Burlington Community Hall, Cheverie Salt Marsh), but their design and content is inconsistent. Creating a coordinated design, materials, and shelters (if required) will help create a Municipal wide brand that will help to inform citizens and visitors of the unique features of outdoor spaces in the Municipality.

A key component to a coordinated Fundy Shore Beach Walk is signage at multiple locations that highlight the changing schedule of tides. The timing and height of tide change with the day and the season, a calendar of high and low tides will allow citizens and visitors to plan their beach walks accordingly. This tidal signage would be changed seasonally and would be in line with 'Active Avon' branding.

Actively promote parks and open space for regional, national, and international sporting and entertainment events: Promoting existing parks and open space as ideal destinations for entertainment and sporting events can generate

revenue from venue rental and spin-offs to the local economy. Local citizens can be involved in planning which can create a sense of pride and ownership of the spaces.



D. Guided outdoor walks and talks.

Building on existing guided walks we see value in expanding this program to highlight each of the six park planning areas. This would bring attention to not only the large parks and open space, but the smaller spaces and connections in between. Information sharing can be a new component to these events. Informative walks related to native tree and plant species, karst topography, or Acadian or Mi'kmaq cultural tours (among others) would allow for visiting educators or locally led tours.





E. Enable Stewardship

i. Volunteering and Donations

Create opportunities for volunteers to be stewards of parks and open space. Examples of stewardship may be pruning of fruit and shade trees, gardening, donating plants or doggy bags, design/build projects such as community gardens, rain gardens and special play spaces (e.g. trails, natural playgrounds public art).

Another opportunity is for citizens to donate funds, perform activities such as gardening or other maintenance like the 'Adopt a Highway' Program.

Opportunities may be facilitated on a section of the Website where citizens see maintenance and capital items needed for parks and open space.

ii. Workshops

Community learning may be possible by hosting workshops with trained professionals (e.g. horticulturists, trail groups, designers, community facilitators, etc.).



Bike Maintenance 101 Workshop

PID & Planning Area	Parkland Name	Date Received Ownership	Planning Documents	MPS Designation	LUB Zone	Lot Size & Frontage	OS Report comment (2015)	Recommendation from Staff & Council
45045952 Area 1	Riverview Road	1984	Hantsport	Open Space / Residential	Two-Unit Residential (R-2)	0.13 acres (0.05 ha) <i>Frontage on public road</i>	Front portion of lot is cleared open space Surrounding properties are low-density residential	Divest (close proximity to other parks)
45387768 Area 1	McCully Crescent	2011	Hantsport	Residential	Multiple Unit Residential (R-3)	1.74 acres (0.70 ha) <i>Frontage on public road</i>	"ideal for Residential lot"	Divest (little potential as amenity space)
45391554 Area 1	Mariner's Drive Wood Lot	2012	Hantsport	Residential	Multiple Unit Residential (R-3)	0.20 acres (0.08 ha) <i>Frontage on public road</i>	"ideal for Residential lot"	Divest (little potential as amenity space)
45226636 Area 2	Halewood Drive Lot	1990	WH - Falmouth	Residential	Open Space (OS)	0.57 acres (0.23 ha) <i>Frontage on public road</i>	Could be used as multiple residential lots, there are more open space lots	Divest (little potential as amenity space)
45196268 Area 2	Falmouth Dyke Rd Parcel	1978	WH - Falmouth	Falmouth Growth Centre / Residential	Open Space (OS)	0.46 acres (0.19 ha) <i>No frontage</i>	No access, Forested lot in agricultural area	Divest (little potential as amenity space)
45062676 Area 2	Falmouth Back Road	1979	WH - Falmouth	Falmouth Growth Centre / Residential	Open Space (OS)	1.86 acres (0.75 ha) <i>Frontage on public road</i>	Neighbouring property uses municipal parcel for personal property access and parking	Divest (little potential as amenity space)
45061181 Area 3	Robert Drive Parcel	1980	WH	Ardoise-Cameron Lake Hamlet / Hamlet	Open Space (OS)	1.20 acres (0.49 ha) <i>Fronts on private road (appears to be within Forest Lakes DA; DA not recorded on title)</i>	Access questionable, forested lot off of undeveloped private road	Divest (little potential as amenity space)
45063146 Area 4	Cove Road Extension	1980	WH - Bramber	Resource	Open Space (OS)	0.73 acres (0.29 ha) <i>Fronts on private road</i>	Forested lot	Divest (little potential as amenity space)
45182912 Area 4	Birchwood Trail	1980	WH - Cheverie	Resource	Open Space (OS)	6.34 acres (2.57 ha) <i>Fronts on private road</i>	Forested lot, surrounding lots are primarily undeveloped	Divest (little potential as amenity space)

45225018 Area 4	Saubren Lane	1990	WH - Cheverie	Resource	Open Space (OS)	1.74 acres (0.70 ha)	Forested lot	Divest (little potential as amenity space)
45233517 Area 4	Riverside Interior Parcel	1992	WH – Kempt Shore	Resource	General Resource (GR)	16.3 acres (6.6 ha) <i>Appears no frontage</i>	No access, no nearby development	Divest (little potential as amenity space)
45236601 Area 4	Millard Court	1993	WH – Union Corner	Agriculture	Open Space (OS)	2.05 acres (0.83 ha) <i>Fronts on public road</i>	Forested lot, primarily residential uses abutting	Divest (little potential as amenity space)
45215290 Area 4	Riverview Drive	1989	WH- Brooklyn	Brooklyn Village / Village	Open Space (OS)	2.75 acres (1.11 ha) <i>Fronts on public road</i>	Forested lot, undeveloped lots abutting	Divest (little potential as amenity space)
45221868 Area 4	Middle Lake North Road	1990	WH - Vaughn	Resource	Open Space (OS)	5.35 acres (2.17 ha) <i>Fronts on private road</i>	Waterfront lot, sparsely forested	Divest (little potential as amenity space)
45222049 Area 4	Middle Lake South Road	1990	WH - Vaughn	Resource	Open Space (OS)	12.64 acres (5.12 ha) <i>Fronts on private road</i>	Large open lot, could be split into multiple residential lots	Divest (little potential as amenity space)
45222254 Area 4	Middle Lake South Road	1990	WH - Vaughn	Resource	Open Space (OS)	3.86 acres (1.56 ha) <i>Fronts on private road</i>	Partially forested lot	Divest (little potential as amenity space)
45218658 Area 4	Armstrong Lake East Road	1989	WH - Vaughn	Resource	Open Space (OS)	16.17 acres (6.54 ha) <i>Fronts on private road</i>	Forested lot, abutting DNR land	Divest (little potential as amenity space)



Committee of the Whole Excerpts
October 12, 2021

Payzant Drive

Public Works intends to construct a roundabout to replace the existing 4-leg intersection along Wentworth Road at Payzant Drive in Windsor, NS.

In August, 2021 an Intersection Infrastructure Needs Assessment for this proposed project was completed by WSP. Based on findings from this study, in conjunction with the Hants County Exhibition Expansion Traffic Impact Study (WSP, May 2021), it was recommended that plans be prepared to upgrade this intersection to a roundabout. In September 2021, Public Works requested proposals from pre-qualified engineering consultants to support this project from design through final construction.

The recommended motion was...

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVES THE AWARD OF TENDER WWHPW21-14 FOR ENGINEERING AND DESIGN WORK FOR THE PAYZANT DRIVE / WENTWORTH ROAD ROUNDABOUT DESIGN TO THE LOW COMPLIANT BIDDER, DESIGN POINT, FOR THE TENDERED PRICE OF \$67,214, PLUS APPLICABLE TAXES, TO BE FUNDED THROUGH CAPITAL RESERVES.



West Hants
something inspiring awaits

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: 
Todd Richard

Date: October 12, 2021

Subject: Payzant Drive / Wentworth Road Roundabout Design

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended for Committee of the Whole to recommend to Council that:

Council approve the award of tender WWHPW21-14 for engineering and design work for the Payzant Drive / Wentworth Road Roundabout Design to the low compliant bidder, DesignPoint, for the tendered price of \$67,214, plus applicable taxes, to be funded through Capital Reserves.

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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Public Works intends to construct a roundabout to replace the existing 4-leg intersection along Wentworth Road at Payzant Drive in Windsor, NS.

In August, 2021 an Intersection Infrastructure Needs Assessment for this proposed project was completed by WSP. Based on findings from this study, in conjunction with the Hants County Exhibition Expansion Traffic Impact Study (WSP, May 2021), it was recommended that plans be prepared to upgrade this intersection to a roundabout.

In September 2021, Public Works requested proposals from pre-qualified engineering consultants to support this project from design through final construction.

1. Provide engineering and design services to meet all provincial and municipal specification standards;
2. Include design services for replacement water, sanitary sewer and storm water infrastructure adjacent to the project site;
3. Include environmental planning and permitting required for the execution of all work;
4. Include transportation (NSTAT) planning and permitting required for the execution of all work;
5. Include quality control field and laboratory testing services; and
6. Include overall project management, construction site monitoring and providing final close-out report with record drawings.

DISCUSSION



The design contract provides for the engagement of a pre-qualified professional engineering consultant to support the project from design through final construction. Inspection services during the key phases of construction will be carried out by the engineering consultant, with available support of municipal staff.

Request for pricing and proposal includes provision of the following:

- Initial site visits to evaluate the site conditions and existing infrastructure;
- Start-up meeting with municipal staff to review the project and confirm the consultants understanding of the project;

- Obtain and submit any required approvals and/or permits for necessary work;
- Preliminary design to include 50% design;
- Detailed design will include advancing the 50% design based on discussions with municipal staff and comments during the preliminary design review;
- 95% review for comments and a "Class A" cost estimate c/w detailed quantity take off;
- 100% design package for Tender;
- Tender package to include contract documents, design drawings and technical specifications based on applicable municipal and provincial Municipal Standard Specifications;
- Review of all tenders submitted together with all accompanying documentation along with written recommendation letter to municipality to support award of tender;
- Approval of shop drawings;
- Inspection support during key phases of construction;
- Review and final approval of project close-out documents; and
- Issuance of record drawings.

The municipality would like to be prepared to call for tenders for a spring/summer construction start, with project completion within the 2022/23 fiscal period. Design and tender documents are to be prepared by the successful consultant in accordance with the latest edition of the Municipal Standard Specifications.

On September 3, 2021 staff issued a Invitation for Proposal (RFP) for Design Services for this project to prequalified engineering consultants, closing on October 1. The call for proposals resulted in three proposals being submitted for evaluation. The proposals were evaluated for completeness and technical ability to execute the scope of work.

The three bids received included:

• DesignPoint	\$ 67,214.	plus HST
• WSP	\$ 74,635.	plus HST
• EXP	\$ 119,925.	plus HST

DesignPoint was deemed to be the low compliant bidder and has substantial previous experience and qualification with the engineering and design of roundabout projects, along with previous other roadway and infrastructure projects within Windsor and West Hants; as such has been recommended to Council for award of this contract.

NEXT STEPS

Pending approval of Council; staff will award formal contract to DesignPoint to proceed with engineering and design work in accordance with their proposal.

FINANCIAL IMPLICATIONS

Council has previously approved \$25,000 in the 2021/22 capital budget for traffic measures at Payzant Drive and Wentworth Road, to be funded through Road Infrastructure Reserve. This is a two-phase project, with an estimated \$471,500 allocated in the 5-year capital budget for fiscal 2022-23. Phase two of the project will

be proposed to Council during the 2022-23 budget deliberations with updated estimates.

The total cost of design to the Municipality is \$70,097.48. The Road Infrastructure Reserve is projected to have a balance of \$75,000 on March 31, 2022. This additional draw of \$45,097.48, would leave a projected balance of \$29,902.52.

ALTERNATIVES

1. Council may choose to award this project to an alternative proponent.
2. Council may choose to not to proceed with this capital project.
3. Council may choose to fund this through a different funding source. If funded through long-term borrowing it would add \$8,858.84 to the debt servicing cost in 2022-23 and would change the projected debt ratio for 2022-23 by 0.042%.

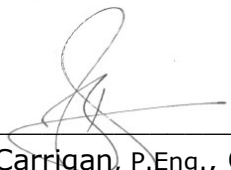
ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report is a step towards the municipality responding to historic traffic issues in the area as well as preparing the road network for future residential development and pending commercial activities. Having a design in place will help to prepare Council for the budget process. Assigning a firm secures engineering services from the planning and design phases through to final inspections. Staff will ensure prior to the award that the engineering services associated with construction are separated and provide the municipality with the option to withdraw from those services should Council not approve the construction of the project.

I support the report and recommendation.

Report Prepared by: 
Brad Carrigan, P.Eng., Capital Projects Engineer

Report Reviewed by: 
Todd Richard, Director of Public Works

Report Approved by: 
Mark Phillips, Chief Administrative Officer



Committee of the Whole Excerpts
September 14, 2021

Public Right to know - FOIPOP

Public have a 'right-to-know' including access to information from public bodies. As well, Freedom of Information and Protection of Privacy (FOIPOP) forms and information should be available on the Municipal website.

The recommended motion was...

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT STAFF TO ADD THE FOIPOP FORM TO OUR WEBSITE AS WELL AS SOCIAL MEDIA AS APPLICABLE, ALONG WITH ANY RELEVANT ACCOMPANYING INFORMATION REGARDING THE TYPE OF INFORMATION RESIDENTS HAVE A RIGHT TO REQUEST AND HOW TO UNDERTAKE SUCH A REQUEST IN A SIMPLE, AFFORDABLE MANNER.



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: October 6, 2021 for October 12, 2021

Subject: Right to Know Week 2021 – Add FOIPOP Form to West Hants Website

LEGISLATIVE AUTHORITY

MGA

Nova Scotia Freedom of information and Protection of Privacy Act

RECOMMENDATION or DECISION REQUEST

Council direct staff to add the FOIPOP form to our website as well as social media as applicable, along with any relevant accompanying information regarding the type of information residents have a right to request and how to undertake such a request in a simple, affordable manner.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion ✓	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity ✓
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Over the last number of months, I received a general inquiry and one specific question regarding FOIPOP forms. A general web search revealed very little except for legislation on the matter along with Federal and Provincial Forms. Municipal forms were also limited. We didn't have anything on our website that I could find. A conversation with our office revealed that we don't have the forms on our website as a means of limiting

potential expense to our residents as FOIPOP requests can have a cost associated with them.

DISCUSSION

While FOIPOP requests can have an expense associated with them and its commendable that we want to reduce the cost of requests for our residents, I think the greater duty is to make access to the request forms, their purpose and how to request the information as the priority. We wouldn't want to be seen as dissuading requests by making access to the basic information that residents have a right to request, difficult to find.

Principles noted below have been sourced from the Office of the Information and Privacy Commissioner (Federal website: <https://www.oic-ci.gc.ca/rtk-dai/>).

The 10 Right to Know Principles

Since the introduction of International Right to Know Day, certain principles have emerged that form the core of the Right to Know movement.

1. Access to information is a right of everyone.
2. Access is the rule. Secrecy is the exception.
3. The right applies to all public bodies.
4. Making requests should be simple, speedy, and free.
5. Officials have a duty to assist requesters.
6. Refusals must be justified.
7. The public interest takes precedence over secrecy.
8. Everyone has the right to appeal an adverse decision.
9. Public bodies should proactively publish core information.
10. The right to know should be guaranteed by an independent body.

Additional background Information from the Office of the Information and Privacy Commissioner for Nova Scotia <https://oipc.novascotia.ca/node/504>
(tense in content below changed to reflect past event)

"September 28, 2021 was International Right to Know Day. International Right to Know Day celebrated its 19th anniversary. It had its start in 2002, at a meeting of international access advocates in Sofia, Bulgaria. They proposed that the date be dedicated to the promotion of access to information worldwide.

The goal of Right to Know Day is to raise global awareness of individuals' right to access government information and to promote access to information as a fundamental right. Right to Know Day has grown since 2002 and is celebrated around the world in over 40 nations. Over 80 countries have access to information legislation and more countries are in the process of developing such laws.

This year, Right to Know Week in Canada was celebrated from September 27 - October 3, 2021. This year marked the 16th year Canadians have celebrated Right to Know Week. There were various activities across Canada at the provincial, territorial and federal levels during that week. You may source the hashtag #RTK2021 to view activities that happened across the country. More information about Right to Know Week in Canada

was also available on the Information Commissioner of Canada's Right to Know Week website page.

The Office of the Information and Privacy Commissioner for Nova Scotia is participating in this worldwide effort to raise awareness about the importance of the right to access information, with a local focus on what it means to those living and working in Nova Scotia. The Information and Privacy Commissioner invited the Province of Nova Scotia and all municipalities of Nova Scotia to issue a Proclamation designating September 27 - October 3, 2021 as Nova Scotia's Right to Know Week in their respective jurisdictions."

NEXT STEPS

Pass the motion as noted above directing that Right to Know and FOIPOP information / forms be added to our website and as applicable social media.

FINANCIAL IMPLICATIONS

N/A (aside from staff time to implement and administer)

ALTERNATIVES

N/A

ATTACHMENTS

Links to source pages included within the content of the report

CHIEF ADMINISTRATIVE OFFICER REVIEW

The comments made by Councillor Ivey in his report are supported by staff. The direction included in the recommendation can be carried out quite easily.

I support the recommendation.

Report Reviewed by: 
Mark Phillips, Chief Administrative Officer



Committee of the Whole Excerpts
October 12, 2021

Windsor Water Storage Expansion

Public Works intends to construct a second water storage standpipe or tank, with all necessary controls and water transmission mains to accommodate the new storage facility. Final site location has not yet been determined and will require additional land feasibility discussion with potential property owners prior to making a final selection. In April 2021, the feasibility study for this proposed project was completed by CBCL. In September 2021, Public Works requested proposals from pre-qualified engineering consultants to support this project from design through final construction.

The recommended motion was...

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AWARD OF TENDER WWHPW21-13 FOR ENGINEERING AND DESIGN WORK FOR THE WINDSOR WATER STORAGE EXPANSION TO THE LOW COMPLIANT BIDDER, CBCL LIMITED, FOR THE TENDERED PRICE OF \$139,200 PLUS APPLICABLE TAXES.



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: _____
Todd Richard

Date: October 12, 2021

Subject: Windsor Water Storage Expansion

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended for Committee of the Whole to recommend to Council that:

Council approve the award of tender WWHPW21-13 for engineering and design work for the Windsor Water Storage Expansion to the low compliant bidder, CBCL Limited, for the tendered price of \$139,200 plus applicable taxes.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Public Works intends to construct a second water storage standpipe or tank, with all necessary controls and water transmission mains to accommodate the new storage facility. Final site location has not yet been determined and will require additional land feasibility discussion with potential property owners prior to making a final selection.

In April 2021, the feasibility study for this proposed project was completed by CBCL.

In September 2021, Public Works requested proposals from pre-qualified engineering consultants to support this project from design through final construction.

1. Provide engineering and design services to meet all water treatment, storage and distribution standards;
2. Include hydrology and engineering review to meet plant withdraw limit permits and meet DFO regulations;
3. Include environmental planning and permitting required for the execution of all work;
4. Include transportation (NSTAT) planning and permitting required for the execution of all work;
5. Include quality control field and laboratory testing services; and
6. Include overall project management, construction site monitoring and providing final close-out report.

DISCUSSION

The design contract provides for the engagement of a pre-qualified professional engineering consultant to support the project from design through final construction. Inspection services during the key phases of construction will be carried out by the engineering consultant, with available support of municipal staff.

Request is for pricing and proposal to provide the following:

- Initial site visits to evaluate the site conditions and existing infrastructure;
- Start-up meeting with municipal staff to review the project and confirm the consultants understanding of the project;
- Obtain and submit any required approvals and/or permits for necessary work;
- Preliminary design to include 50% design;
- Detailed design will include advancing the 50% design based on discussions with municipal staff and comments during the preliminary design review;
- 95% review for comments and a "Class A" cost estimate c/w detailed quantity take off;
- 100% design package for Tender;
- Tender package to include contract documents, design drawings and technical specifications based on applicable municipal and provincial Municipal Standard Specifications;
- Review of all tenders submitted together with all accompanying documentation along with written recommendation letter to municipality to support award of tender;
- Approval of shop drawings;
- Inspection support during keys phases of construction;
- Review and final approval of project close-out documents; and

- Issuance of record drawings.

The intent is to proceed with Option 1, 1A, 1B or 1C as identified by CBCL in the April 2021 report, with a new reservoir acting as supplemental volume when the Windsor WTP is not capable of meeting distribution demands directly from the plant.

The municipality would like to be prepared to call for tenders for a spring/summer construction start, with project completion within the 2022/23 fiscal period. Design and tender documents are to be prepared by the successful consultant in accordance with the latest edition of the Municipal Standard Specifications.

On September 2, 2021 staff issued a Invitation for Proposal (RFP) for Design Services for this project to CBCL Limited based on their vast in-depth knowledge and experience with design/construction of the Windsor water distribution system. This bid closed on October 1, 2021. The proposal was evaluated for completeness and technical ability to execute the scope of work.

• Engineering and Design	\$ 108,100.
• Construction Services	\$ 31,100.
Total Proposal Cost:	\$ 139,200.

CBCL was deemed to be the low compliant bidder and has substantial previous experience and qualification with the Windsor Water Utility distribution system; as such has been recommended to Council for award of this contract.

If Council chooses not to proceed the construction of the additional reservoir in the next (2022/23) fiscal budget, then the Construction Services portion of the proposal would then be reduced by \$31,100. This portion of the proposal will only apply following coordination of the construction portion of this proposed project.

NEXT STEPS

Pending approval of Council; staff will award formal contract to CBCL to proceed with engineering and design work in accordance with their proposal.

FINANCIAL IMPLICATIONS

Council has previously approved \$140,000 in the 2021/22 capital budget for the Windsor Water Storage Tank Facility or Windsor/Falmouth Water Interconnection Design. This budget figure includes allowance for the engineering and design contract for the proposed water storage expansion only.

The total cost to the Water Utility for the design work will be \$145,171.68, to come from the Windsor Water Utility depreciation reserve. There is capacity within the Windsor Water Utility depreciation reserve to offset the additional draw of \$5,171.68. The Windsor Water Utility depreciation reserve was projected on March 31, 2022, to have a balance of \$2,540,290.

The construction of the new water tank facility is budgeted in 2022-23, at an estimated \$3,000,000 of which 30% is estimated to come from depreciation reserve and 70% from long term debt. Water Utility borrowing does not impact the debt ratio of the Municipality. This project would be contingent on Council's approval of the 2022-23 Capital Budget, and the Nova Scotia Utility and Review Board.

ALTERNATIVES

1. Council may choose to not to proceed with this capital project.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report is in keeping with the discussions by the Director at the time the 2021/22 budget was approved and in support of the ongoing strategy to protect and expand the water capacity for the Region.

There is protection provided to the municipality that the full payment or contract will not be awarded should the construction project phase not be approved by Council during future budget deliberations.

I support the recommendation.

Report Prepared by:




Brad Carrigan, P.Eng., Capital Projects Engineer

Report Reviewed by:



Todd Richard, Director of Public Works

Report Approved by:



Mark Phillips, Chief Administrative Officer



Committee of the Whole Excerpts
October 12, 2021

WWTP Mill Lakes Upgrades

Public Works intends to perform road access improvements, upgrades at Mill Lakes Dam, including the Mill Lakes Dam control structure, upgrades to the stoplog control dam, and upgrades to the Windsor Water Treatment Plant (WWTP) reservoir concrete dam, including the raw water intake structure.

In July 2021, Public Works requested proposals from pre-qualified engineering consultants to support this project from design through final construction.

The recommended motion was...

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AWARD OF TENDER WWHPW21-11 FOR ENGINEERING AND DESIGN WORK FOR THE WWTP MILL LAKES WATERSHED UPGRADES TO THE LOW COMPLIANT BIDDER, CBCL LIMITED, FOR THE TENDERED PRICE OF \$270,666, PLUS APPLICABLE TAXES, AND PENDING NS UTILITY AND REVIEW BOARD APPROVAL.



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: _____
Todd Richard

Date: October 12, 2021

Subject: WWTP Mill Lakes Upgrades Design

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended for Committee of the Whole to recommend to Council that:

Council approve the award of tender WWHPW21-11 for engineering and design work for the WWTP Mill Lakes Watershed Upgrades to the low compliant bidder, CBCL Limited, for the tendered price of \$270,666, plus applicable taxes, and pending NS Utility and Review Board approval.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Public Works intends to perform road access improvements, upgrades at Mill Lakes Dam, including the Mill Lakes Dam control structure, upgrades to the stoplog control dam, and upgrades to the Windsor Water Treatment Plant (WWTP) reservoir concrete dam, including the raw water intake structure.

In July 2021, Public Works requested proposals from pre-qualified engineering consultants to support this project from design through final construction.

1. Provide engineering and design services to meet Dam Safety Specifications¹;
2. Include hydrology and engineering review to meet plant withdraw limit permits and meet DFO regulations²;
3. Include environmental planning and permitting required for the execution of all work;
4. Include quality control field and laboratory testing services; and
5. Include overall project management, construction site monitoring and close-out report.

DISCUSSION

The design contract provides for the engagement of a pre-qualified professional engineering consultant to support the project from design through final construction. Inspection services during the key phases of construction would be carried out by the engineering consultant, with available support of municipal staff.

Request for pricing and proposal was to provide the following:

- Initial site visits to evaluate the site conditions and existing infrastructure;
- Start-up meeting with municipal staff to review the project and confirm the consultants understanding of the project;
- Obtain and submit any required approvals and/or permits for necessary work;
- Preliminary design to include 50% design;
- Detailed design will include advancing the 50% design based on discussions with municipal staff and comments during the preliminary design review;
- 95% review for comments and a "Class A" cost estimate c/w detailed quantity take off;
- 100% design package for Tender;
- Tender package to include contract documents, design drawings and technical specifications based on applicable municipal and provincial Municipal Standard Specifications along with Canadian Dam Safety Specifications;
- Review of all tenders submitted together with all accompanying documentation along with written recommendation letter to municipality to support award of tender;
- Approval of shop drawings;
- Inspection support during keys phases of construction;
- Review and final approval of project close-out documents; and Issuance of record drawings.

¹ Stantec report, July 2019

² CBCL report, May 2018



Road Access Improvements

- Land clearing
- Ditch stabilization and rough road grading (approximately 2.8 km)
- Widened watercourse crossing
- Replacement road culverts
- Aggregate road bedding
- Erosion mitigation and sediment control
- Heavy-duty gate replacement at Panuke Woods Road
- Bridge replacement on Panuke Woods Road access

Mill Lakes Dam

- Geotechnical evaluation
- Repair natural overflow area (create engineered overflow)
- Vegetation removal
- Raise dam crest height
- Public safety requirements (fencing, etc)
- Erosion mitigation and sediment control

Mill Lakes Dam Control Structure

- Replace and/or modify water intake; relocate to a further submerged depth in lake
- Assess, replace and or repair current control structure
- Install new sluice gate control within current structure or new structure (if required)
- Install lake level and gate position monitoring with communications to Windsor WTP
- Erosion mitigation and sediment control

Stoplog Control Dam (upstream from main WTP reservoir)

- Assess and upgrade concrete structure
- Erosion mitigation and sediment control
- Public safety requirements (fencing, handrail, etc)

Windsor WTP Reservoir Concrete Dam (Fall Brook Dam) and WTP Raw Water Intake Structure

- Assess and repair concrete on dam and intake structures, if and as required
- Silt removal (this may be performed by the Municipality prior to design, however would need assessment of performance)
- Assess intake structure and upgrade to end of pipe screening to meet Water Withdrawal Approval to Operate Guidelines (see attached CBCL report, May 2018)
- Public safety requirements (safety booms, fencing, handrail, etc)

The municipality would like to be prepared to call for tenders for a spring/summer construction start, with project completion within any environment permit restrictions likely in the early fall. Design and tender documents are to be prepared in accordance with the latest edition of the Municipal Standard Specifications and Canadian Dam Safety Specifications where applicable by the successful consultant.

On July 27, 2021 staff issued a Request for Proposal (RFP) for Design Services for this project, closing on September 9, 2021. The call for proposals resulted in four proposals being submitted for evaluation. The proposals were evaluated for completeness and technical ability to execute the scope of work.

The four bids received included:

• CBCL Limited	\$ 270,666.	plus HST
• Harbourside Engineering Consultants	\$ 351,101.	plus HST
• Stantec	\$ 499,086.	plus HST
• WSP	\$ 504,900.	plus HST

CBCL was deemed to be the lowest compliant bidder and has substantial previous experience and qualification with the Windsor Water Utility and the Mill Lakes Watershed; as such has been recommended to Council for award of this contract.

NEXT STEPS

Pending approval of Council; staff will award formal contract to CBCL to proceed with engineering and design work in accordance with their proposal.

FINANCIAL IMPLICATIONS

Council has previously approved \$1,538,806 in the 2021/22 capital budget for Sluice Gate-Water Control Structure & Dam Upgrades and Road Construction. This budget figure includes allowance for the engineering and design work.

All projects through the Utility over \$250,000 require the Nova Scotia Utility and Review Board (NSUARB) approval before proceeding. Staff have recently sent a letter to NSUARB requested approval for project and response is pending.

The total cost to the Water Utility for the design work will be \$282,277.57, to come from the Windsor Water Utility Depreciation Reserve.

ALTERNATIVES

1. Council may choose to proceed with an alternative design consultant option.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report highlights the budget approval supporting the engineering and design phase included in the recommendation as well as the budget allowance for the construction work. The approval of the construction work will be sought by Council as per our procurement process when the construction phase is scoped and tendered.

I support the recommendation.

Report Prepared by: _____


Brad Carrigan, P.Eng., Capital Projects Engineer

Report Reviewed by: _____

Todd Richard, Director of Public Works

Report Approved by: _____


Mark Phillips, Chief Administrative Officer



Committee of the Whole Excerpts
October 12, 2021

CIVIC Addressing By-Law

Proposed By-Law change to encompass a name change to be done by Council and only when a safety issue is present without the agreement of owners on the street

The recommended motion was...

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL GIVES FIRST READING AND WILL PROCEED TO A PUBLIC HEARING TO AMEND THE CIVIC ADDRESSING BY-LAW, RC-001, BY ADDING A NEW CLAUSE TO ALLOW COUNCIL TO CHANGE A ROAD NAME WITHOUT SUPPORT OF THOSE OWNING LOTS ON THE STREET, IN A MANNER SUBSTANTIVELY THE SAME AS INCLUDED AS ATTACHEMENT A TO THE REPORT ENTITLED CIVIC ADDRESSING BY-LAW AMENDMENT DATED SEPTEMBER 9, 2021.



Committee of the Whole Excerpts
October 12, 2021

In-camera Land Matter 13 (b)

The recommended motion was...

... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT STAFF TO FINALIZE THE PROCESS TO ACQUIRE PID #45156171 AS DISCUSSED IN-CAMERA.



Audit Committee Excerpt October 20, 2021

Audited Financial Statements

The Audit Committee met with the Auditors to discuss audit planning. Members received training documentation from the Department of Municipal Affairs and Housing regarding the purpose of an audit committee, the role of an external auditor, financial reporting, risk and internal controls, and alleged wrongdoing function.

Committee members have also received training from staff on the former municipal units' policies and by-laws that have impacts on the financial statements or practices. They reviewed the cash handling and payable internal control procedures with staff. Members are prepared to review and engage with the auditors when Financial Statements are received.

Auditors presented the financial results and the Financial Statement as of March 31, 2021, to the Audit Committee. The auditing opinion is that they were prepared and presented, in all material respects, in accordance with Canadian public sector accounting standards.

Auditors presented the following items of note:

- As this is the first year auditing the new entity, a significant amount of testing was completed. Testing methods included manual, automated AI analysis and high-level budget to actual review.
- Assessment of internal controls shows they are designed to catch intentional and unintentional errors. Testing of these controls indicates they are working properly.
- First year results show that the Municipality is in a healthy position, with well-funded reserves (\$18 million), and a manageable rate of long-term debt (\$16.4 million).
- Auditors reviewed segregation of duties with the Committee, as human resources to segregate duties are limited. Our strong internal controls help reduce the associated risk.

Financial Results

- Consolidated statements show a large operating surplus of \$15.2 million, due to a number of factors. The largest relates to capital and operating funding transferred through the year, which can be found under Conditional Transfers from Federal and Provincial Government. This includes the Sports Complex, Consolidation, Infrastructure Grants, Transition, and Safe Restart.
- On the 2020-21 Windsor Water Utility operating budget of \$1,695,451 the fiscal year results show a surplus of \$14,443 (or 0.8%) higher than budgeted surplus of \$250,017.
- 2020-21 West Hants Water Utility results show that though revenues were lower than budget, it was mitigated by expenditures being lower. This resulted in a surplus of \$77,198. On a \$2,242,020 budget this represents 3.4%.

- On the 2020-21 General Operating budget of \$25,172,400, the fiscal year results show a \$709,849 surplus representing 2.8%, without the transfer from Operating Reserves. The bulk of the surplus is due to Deed Transfer Tax, the result of a successful housing market.

The recommended motion was...

That Council approve the audited Consolidated Financial Statement ending March 31, 2021 for West Hants Regional Municipality as presented to the Audit Committee.

Information Report – Budget vs. Actual ending August 31, 2021

Budget to actuals ending August 31, 2021, was reviewed with the Audit Committee, and is included for Council's reference.

WEST HANTS REGIONAL MUNICIPALITY

CONSOLIDATED FINANCIAL STATEMENTS

MARCH 31, 2021

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WEST HANTS REGIONAL MUNICIPALITY

CONSOLIDATED FINANCIAL STATEMENTS

MARCH 31, 2021

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WEST HANTS REGIONAL MUNICIPALITY

CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2021

WEST HANTS REGIONAL MUNICIPALITY

The accompanying consolidated financial statements of the West Hants Regional Municipality are the responsibility of the Municipality's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada ("CPA"). A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Municipality's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The audit committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by Kent & Duffett, independent external auditors appointed by the Municipality. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Municipality's consolidated financial statements.

A. Zebian
Mayor
October 31, 2021

M. Phillips
Chief Administrative Officer
October 31, 2021



Incorporated partners
Forse Investments Limited
Crosby Smith Holdings Limited

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INDEPENDENT AUDITOR'S REPORT

His Worship the Mayor and Members of Council of the West Hants Regional Municipality

Opinion

We have audited the consolidated financial statements of the West Hants Regional Municipality which comprise the consolidated statement of financial position as at March 31, 2021, consolidated statement of financial activities, consolidated change in net assets and consolidated cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements of the Municipality are prepared, in all material respects, in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.



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INDEPENDENT AUDITOR'S REPORT (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Kent & Duffett

Kentville, Nova Scotia
October 31, 2021

Chartered Professional Accountants
Registered Municipal Auditor

WEST HANTS REGIONAL MUNICIPALITY

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED MARCH 31, 2021

	Budget (unaudited)	2021 Actual
REVENUES		
Taxes	\$ 21,932,536	\$ 23,161,433
Payments in lieu of taxes	114,548	248,610
Services provided to other governments	1,085,044	745,921
Sales of services	569,676	446,124
Other revenue from own sources	697,216	1,159,352
Unconditional transfers from other governments	557,223	766,969
Conditional transfers from Federal and Provincial governments and agencies	98,637	15,873,147
Gas tax transfers	-	970,936
Water rates	4,163,306	3,638,254
Other	117,520	62,600
	<u>29,335,706</u>	<u>47,073,346</u>
EXPENSES		
General government services	3,252,430	2,810,898
Protective services	8,893,654	8,673,199
Public works and transportation services	1,939,501	1,904,190
Environmental health services	3,520,815	3,160,997
Public health services	155,344	90,605
Environmental development services	1,002,594	728,877
Recreation and cultural services	1,702,114	1,816,327
Other transfers	22,668	1,228,498
Water treatment and distribution	3,650,818	2,408,279
Write off of tangible capital assets	-	481,797
Appropriation to school boards	4,683,280	4,360,800
Amortization	-	4,194,681
	<u>28,823,218</u>	<u>31,859,148</u>
ANNUAL SURPLUS	<u>512,488</u>	15,214,198
ACCUMULATED SURPLUS AT BEGINNING OF YEAR		-
ACCUMULATED SURPLUS TRANSFERRED IN		<u>73,211,625</u>
ACCUMULATED SURPLUS AT END OF YEAR		<u>\$ 88,425,823</u>

The accompanying notes are an integral part of these financial statements.

WEST HANTS REGIONAL MUNICIPALITY

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2021

	<u>2021</u>
FINANCIAL ASSETS	
Cash (note 1(e))	\$ 19,033,998
Accounts receivable (net of valuation allowance) (note 3)	5,796,936
Equity in Valley Waste Resource Management	152,558
	<u>24,983,492</u>
LIABILITIES	
Bank indebtedness	33,511
Accounts payable	2,503,313
Deferred revenue (note 8)	2,815,097
Tax sales surplus	280,765
Long-term debt (note 4)	16,499,935
	<u>22,132,621</u>
NET ASSETS (DEBT) (page 5)	<u>2,850,871</u>
NON-FINANCIAL ASSETS	
Tangible capital assets (note 5)	85,371,607
Prepaid expenses	158,842
Inventory	44,503
	<u>85,574,952</u>
ACCUMULATED SURPLUS	<u>\$ 88,425,823</u>
	note 11

On behalf of the West Hants Regional Municipality

Mayor

Chief Administrative Officer

WEST HANTS REGIONAL MUNICIPALITY

CONSOLIDATED STATEMENT OF CHANGE IN NET ASSETS

AS AT MARCH 31, 2021

	<u>Budget</u> (unaudited)	<u>2021</u>
ANNUAL SURPLUS (page 3)	\$ 512,488	\$ 15,214,198
Acquisition of tangible capital assets	(21,639,982)	(12,674,807)
Amortization of tangible capital assets	-	4,194,681
Other items affecting tangible capital assets	-	1,165,668
	<u>(21,127,494)</u>	<u>7,899,740</u>
Change in inventory and prepaid expenses		<u>(10,203)</u>
CHANGE IN NET ASSETS	<u>\$ (21,127,494)</u>	7,889,537
Net assets beginning of year, after transfer from previous municipalities		<u>(5,038,666)</u>
NET ASSETS (DEBT) AT END OF YEAR		<u>\$ 2,850,871</u>

The accompanying notes are an integral part of these financial statements.

WEST HANTS REGIONAL MUNICIPALITY

CONSOLIDATED STATEMENT OF CASH FLOWS

AS AT MARCH 31, 2021

	<u>2021</u>
OPERATING TRANSACTIONS	
Annual surplus	\$ 15,214,198
Amortization of tangible capital assets	4,194,681
Other items affecting tangible capital assets	<u>1,165,668</u>
	20,574,547
 (Increase) decrease in accounts receivables	 574,132
(Increase) decrease in equity in other assets	189,350
Increase (decrease) in bank indebtedness	33,511
Increase (decrease) in accounts payable	(1,203,487)
Increase (decrease) in deferred revenue	(3,137,497)
Increase (decrease) in tax sale surplus	(9,912)
Increase (decrease) in other liabilities	(602,506)
(Increase) decrease in non-financial assets	<u>(10,203)</u>
	<u>16,407,935</u>
CAPITAL TRANSACTIONS	
Acquisition of tangible capital assets	<u>(12,674,807)</u>
FINANCING ACTIVITIES	
Net change in bank debt	(402,884)
Proceeds from issuance of new debt	3,978,655
Repayment of long term debt	<u>(3,069,227)</u>
	<u>506,544</u>
INCREASE IN CASH AND CASH EQUIVALENTS	4,239,672
Cash and cash equivalents transferred from previous municipalities	<u>14,794,326</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 19,033,998</u></u>

WEST HANTS REGIONAL MUNICIPALITY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the West Hants Regional Municipality are prepared by management in accordance with Canadian generally accepted accounting standards for local governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Municipality are as follows:

(a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in fund balances and in financial position of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable to the Municipality for the administration of their financial affairs and resources and which are owned or controlled by the Municipality.

Trust funds administered by the Municipality amounting to \$161,792 have not been included in the Consolidated Statement of Financial Position nor have these operations been included in the Consolidated Statement of Financial Activities.

Interdepartmental and organizational transactions and balances have been eliminated.

(b) Basis of accounting

The basis of accounting followed in the consolidated financial statement presentation includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenditures in the period in which the goods and services are acquired and a liability is incurred or transfers are due.

(c) Fund accounting

Funds within the consolidated financial statements consist of the operating, capital and reserve funds. Transfers between funds are recorded as adjustments to the appropriate fund balance.

(d) Use of estimates

In preparing the Municipality's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities and reported amounts of revenue and expenses. Actual amounts could differ from these estimates.

(e) Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks, bank overdrafts, and highly liquid temporary money instruments with original maturities of three months or less. Bank borrowings are considered to be financing activities.

(f) Accounts receivable

Uncollected taxes and rates

Accounts receivable are shown net of allowance for doubtful accounts. The Municipality provides a valuation allowance for estimated losses that will be incurred on collecting receivables outstanding.

WEST HANTS REGIONAL MUNICIPALITY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Revenue and expenditure

The accrual basis of accounting is used for all funds. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenses are recognized as they are incurred and measurable as a result of a legal obligation to pay.

Tax and related revenue

Property tax billings are prepared by the Municipality based on assessment rolls issued by the Property Valuation Services Corporation. Tax rates are established annually by Council during the budget approval process. Tax adjustments as a result of appeals and re-assessment are recorded when the result of the appeals process is known.

Government transfers

Federal and/or provincial transfers for operating and capital purposes are recognized in the period in which all eligibility criteria and/or stipulations have been met and the amounts are authorized. Any funding received prior to satisfying these conditions is deferred until conditions have been met. When revenue is received without any eligibility criteria or stipulations, it is recognized when the transfer(s) from the Federal government and/or the Province of Nova Scotia are authorized.

Interest revenue

Interest earned on investments in the depreciation fund or on any other fund is recorded within the respective funds, unless otherwise approved by the Nova Scotia Utility and Review Board.

Other revenues

Other revenues are recognized as services or goods are provided, the exchange amount is measurable and collectability of the amount is reasonably assured.

(h) Tangible capital assets

Capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset.

Amortization is recorded in the financial statements on a straight line basis over an asset's estimated useful life as noted below.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Municipality's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write downs are accounted for as expenses in the consolidated statement of financial activities.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

WEST HANTS REGIONAL MUNICIPALITY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(h) Tangible capital assets (continued)

<u>Capital</u>	<u>Years</u>	<u>Water Utility</u>	<u>Years</u>
Land improvements		Structures, improvements,	
Buildings	40	and wells	50-77
Small equipment	5	Equipment	5-20
Vehicles	5	Transmission	77
Roads and streets	30-50	Distribution	77
Sidewalk	20	Meters	20
Sewer system	25-50	Hydrants	50-77
Fire department vehicles		Services	50
and equipment	10		
Parks	25		
Schools	40		

(i) Depreciation - water utility

In accordance with the Nova Scotia Utility and Review Board regulations, the depreciation expense in the Water Operating Fund are transferred to a special bank account in the Water Capital Fund which is used to help fund replacement of existing plant and equipment or, subject to approval by the Utility and Review Board, to repay the principal of capital debt.

(j) Financial instruments

The Municipality's financial instruments include cash and cash equivalents, temporary investments, receivables, payables and accruals and long-term debt. Unless otherwise noted, it is management's opinion that the Municipality is not exposed to significant interest, currency or credit risks arising from financial instruments. The fair market value of these instruments approximate their carrying value.

(k) Allocation of municipal costs to water utility funds

Where identifiable, costs incurred by the Municipality on behalf of the Water Utility are charged to the Utility funds. Salary and wage related costs are allocated in proportion to time spent performing functions on behalf of the Water Utility. Administration and general expenses incurred for the benefit of both the Municipality and Water Utility are partially allocated to the Water Utility.

(l) Deferred revenue

Deferred revenue includes government transfers received with eligibility criteria that have not been met. When criteria have been met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in Note 1(g).

WEST HANTS REGIONAL MUNICIPALITY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(m) Asset retirement obligation

Liabilities are recognized for statutory, contractual or legal obligations, associated with the retirement of property, plant, and equipment when those obligations result from the acquisition, construction, development or normal operations of the assets. The obligations are measured initially at fair value, determined using the present value methodology and the resulting costs capitalized into the carrying amount of the related asset. In subsequent periods, the liability is adjusted for the accretion of discount and any changes in the amount or timing of the underlying cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and the discount accretion is included in determining the results of the operations.

(n) Equity in Valley Waste Resource Management

The Valley Region Solid Waste-Resource Management Authority is a corporate body formed under an Inter-Municipal Services Agreement encompassing the Municipality of Annapolis County, the Municipality of the County of Kings, and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, Wolfville and in prior years the former town of Hantsport, for the purpose of collaborative resource management in the region. The Municipality records the investment in Valley Regional Solid Waste-Resource Management under the modified equity method.

2. CONTRIBUTIONS TO BOARDS, REGIONAL AUTHORITIES, AND OTHER ENTITIES

The West Hants Regional Municipality is required to finance the operations of various Boards and Regional Authorities, along with other municipalities in the Annapolis Valley, to the extent of its participation based upon assessment and/or population formula.

In addition to any budgeted contributions, the Municipality shares in the deficits or surpluses of some of these organizations based upon the relevant cost-sharing percentage. The Municipality's share of any deficit is to be paid in the next fiscal year and any surplus is to be taken into operations in the estimates of the organization in the next fiscal year.

Nova Scotia Housing Development Corporation

An amount of \$90,605 was provided for as at March 31, 2021 as the Municipality's share of the deficit of the Nova Scotia Housing Development Corporation for the period April 1, 2020 to March 31, 2021.

Annapolis Valley Regional Library Board

During 2020-21, the Municipality paid \$119,543 as its share of the operations of the Annapolis Valley Regional Library Board, which serves Annapolis, Kings, and West Hants.

Annapolis Valley Regional School Board

During 2020-21, the Municipality paid \$4,360,800 as its share of the operations of the Annapolis Valley Regional School Board, which serves Annapolis, Kings, and West Hants.

WEST HANTS REGIONAL MUNICIPALITY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2021

3. ACCOUNTS RECEIVABLE

			<u>2021</u>
Taxes receivable	Current year	Prior years	Total
Balance, net of prepaid taxes, beginning of year	\$ -	\$ 1,460,457	\$ 1,460,457
Current year tax levy	23,146,882	-	23,146,882
	<u>23,146,882</u>	<u>1,460,457</u>	<u>24,607,339</u>
Deduct:			
Current year collections	22,141,020	550,678	22,691,698
Reduced taxes	-	-	-
	<u>22,141,020</u>	<u>550,678</u>	<u>22,691,698</u>
Total taxes receivable	<u>\$ 1,005,862</u>	<u>\$ 909,779</u>	2,339,085
Valuation allowance			(14,028)
Net taxes receivable			2,325,057
Water rates and Sewer charges			1,296,257
Due from federal government and its agencies			1,557,697
Due from province of Nova Scotia			6,716
Other receivables			611,209
			<u>\$ 5,796,936</u>

Opening prior year balance represents amounts from former Town of Windsor and Municipality of the District of West Hants

4. LONG-TERM DEBT

2021

Royal Bank of Canada, Demand loan, interest at prime plus 0.6%.	\$ 2,753,000
Municipal Finance Corporation debenture, bearing interest at a variable rate from 4.439% to 4.939%, with annual principal repayments of \$54,000 plus interest; maturing in 2024.	216,000
Municipal Finance Corporation debenture, bearing interest at a variable rate from 3.471% to 4.026%, with annual principal repayments of \$37,667 plus interest; maturing in 2026.	225,997
Municipal Finance Corporation debenture, bearing interest at a variable rate from 1.809% to 2.925%, with annual principal repayments of \$218,603 plus interest; maturing in 2026.	<u>1,311,620</u>
Carried forward	4,506,617

WEST HANTS REGIONAL MUNICIPALITY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2021

4. LONG TERM DEBT (continued)	<u>2021</u>
Brought forward	4,506,617
Municipal Finance Corporation debenture, bearing interest at a variable rate from 1.487% to 3.108%, repayable in annual instalments of \$154,000 plus interest; maturing in 2031.	1,324,000
Municipal Finance Corporation debenture, bearing interest at a variable rate from 2.132% to 3.073%, repayable in annual instalments of \$59,700 plus interest; maturing in 2027.	417,900
Municipal Finance Corporation debenture, bearing interest at a variable rate from 2.367% to 3.501%, with annual principal repayments of \$49,944 plus interest; maturing in 2033.	1,148,715
Municipal Finance Corporation debenture, bearing interest at a variable rate from 2.677% to 3.048%, with annual principal repayments of \$16,500 plus interest; maturing in 2023.	49,502
Municipal Finance Corporation debenture, bearing interest at a variable rate from 2.015% to 2.265%, with annual principal repayments of \$18,754 plus interest; maturing in 2024.	75,018
Municipal Finance Corporation debenture, bearing interest at a variable rate from 0.678% to 2.378%, with annual principal repayments of \$43,333 plus interest; maturing in 2035.	650,005
Municipal Finance Corporation debenture, bearing interest at a variable rate from 4.500% to 4.875%, with annual principal repayments of \$35,400 plus interest; maturing in 2025.	174,000
Municipal Finance Corporation debenture, bearing interest at a variable rate from 3.172% to 3.856%, with annual principal repayments of \$20,500 plus interest; maturing in 2027.	121,000
Municipal Finance Corporation debenture, bearing interest at a variable rate from 2.516% to 3.347%, with annual principal repayments of \$4,500 plus interest; maturing in 2024.	18,000
Municipal Finance Corporation debenture, bearing interest at a variable rate from 4.745% to 4.770%, with annual principal repayments of \$63,187 plus interest; maturing in 2022.	442,309
Municipal Finance Corporation debenture, bearing interest at a variable rate from 4.745% to 4.770%, with annual principal repayments of \$45,050 plus interest; maturing in 2022.	379,895
Carried forward	<u>9,306,961</u>

WEST HANTS REGIONAL MUNICIPALITY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2021

4. LONG TERM DEBT (continued)	<u>2021</u>
Brought forward	9,306,961
Municipal Finance Corporation debenture, bearing interest at a variable rate from 5.160% to 5.210%, with annual principal repayments of \$4,525 plus interest; maturing in 2022.	38,490
Municipal Finance Corporation debenture, bearing interest at a variable rate from 4.494% to 45.088%, with annual principal repayments of \$9,507 plus interest; maturing in 2023.	28,516
Municipal Finance Corporation debenture, bearing interest at a variable rate from 5.059% to 5.644%, with annual principal repayments of \$58,933 plus interest; maturing in 2024.	235,737
Municipal Finance Corporation debenture, bearing interest at a variable rate from 4.500% to 4.875%, with annual principal repayments of \$174,266 plus interest; maturing in 2025.	1,608,840
Municipal Finance Corporation debenture, bearing interest at a variable rate from 4.500% to 4.875%, with annual principal repayments of \$20,513 plus interest; maturing in 2025.	205,145
Municipal Finance Corporation debenture, bearing interest at a variable rate from 3.005% to 4.114%, with annual principal repayments of \$4,307 plus interest; maturing in 2028.	34,451
Municipal Finance Corporation debenture, bearing interest at a variable rate from 1.902% to 3.449%, with annual principal repayments of \$11,740 plus interest; maturing in 2030.	117,400
Municipal Finance Corporation debenture, bearing interest at a variable rate from 2.132% to 3.382%, with annual principal repayments of \$181,574 plus interest; maturing in 2032.	3,086,748
Municipal Finance Corporation debenture, bearing interest at a variable rate from 2.367% to 2.884%, with annual principal repayments of \$98,595 plus interest; maturing in 2023.	295,785
Municipal Finance Corporation debenture, bearing interest at a variable rate from 1.948% to 3.048%, with annual principal repayments of \$10,888 plus interest; maturing in 2034.	206,862
Municipal Finance Corporation debenture, bearing interest at a variable rate from 0.400% to 2.809%, with annual principal repayments of \$89,000 plus interest; maturing in 2036.	1,335,000
	<u>\$ 16,499,935</u>

All long-term debt outstanding has been authorized by Nova Scotia Department of Municipal Affairs.

WEST HANTS REGIONAL MUNICIPALITY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2021

5. TANGIBLE CAPITAL ASSETS

General Capital Fund

	Cost 2020	Additions	Disposals	Cost 2021	Accumulated Amortization 2020	Adjustments	Amortization Expense	Accumulated Amortization 2021	Net Book Value 2021
Land	\$ 4,122,329	\$ -	\$ -	\$ 4,122,329	\$ -	\$ -	\$ -	\$ -	\$ 4,122,329
Parks	1,100,837	79,481	-	1,180,318	338,994	-	29,389	368,383	811,935
Buildings	27,660,081	8,529,000	(44,919)	36,144,162	5,754,696	3,472	897,191	6,655,359	29,488,803
Motor vehicles	2,030,469	87,100	(5,000)	2,112,569	1,077,003	-	322,622	1,399,625	712,944
Sewer lagoon	3,519,241	5,945	-	3,525,186	841,524	-	70,504	912,028	2,613,158
Sewers	20,537,880	945,747	-	21,483,627	7,645,716	427,131	509,791	8,582,638	12,900,989
Roads	16,743,473	1,751,932	-	18,495,405	5,906,801	435,460	805,296	7,147,557	11,347,848
Equipment	9,548,670	624,031	(63,447)	10,109,254	5,263,508	-	920,710	6,184,218	3,925,036
Donated assets	1,364,094	-	-	1,364,094	134,641	-	27,282	161,923	1,202,171
	\$ 86,627,074	\$ 12,023,236	\$ (113,366)	\$ 98,536,944	\$ 26,962,883	\$ 866,063	\$ 3,582,785	\$ 31,411,731	\$ 67,125,213

Note: Opening costs represent the amounts from both the former Town of Windsor and Municipality of the District of West Hants

WEST HANTS REGIONAL MUNICIPALITY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2021

5. TANGIBLE CAPITAL ASSETS (continued)

	Cost 2020	Additions	Disposals	Cost 2021	Accumulated Amortization 2020	Adjustments	Amortization Expense	Accumulated Amortization 2021	Net Book Value 2021
West Hants Water Capital									
Intangible assets	\$ 1,293	\$ -	\$ -	\$ 1,293	\$ -	\$ -		\$ -	\$ 1,293
Land and land rights	261,692	-	-	261,692	-	-		-	261,692
Structures and improvements	5,124,517	121,744	(22,637)	5,223,624	1,750,488	-	162,933	1,913,421	3,310,203
Plants and equipment	757,262	69,409	-	826,671	217,088	-	37,334	254,422	572,249
Mains	3,744,490	185,563	(345,203)	3,584,850	719,944	-	43,713	763,657	2,821,193
Meters	1,019,225	10,586	(245)	1,029,566	550,058	-	51,478	601,536	428,030
Hydrants	410,095	7,500	-	417,595	172,473	-	6,271	178,744	238,851
Services	869,925	5,959	(346)	875,538	122,198	-	17,511	139,709	735,829
Other assets	147,334	6,625	-	153,959	119,348	-	11,496	130,844	23,115
Donated assets	2,122,315	-	-	2,122,315	219,656	-	31,691	251,347	1,870,968
	\$ 14,458,148	\$ 407,386	-\$ 368,431	\$ 14,497,103	\$ 3,871,253	\$ -	\$ 362,427	\$ 4,233,680	\$ 10,263,423
Windsor Water Capital									
Land and land rights	\$ 291,680	\$ -	\$ -	\$ 291,680	\$ -	\$ -	\$ -	\$ -	\$ 291,680
Structures and improvements	1,032,007	-	-	1,032,007	217,186	-	18,864	236,050	795,957
Plants and equipment	3,755,283	50,399	-	3,805,682	1,692,977	-	146,397	1,839,374	1,966,308
Mains	6,222,216	184,431	-	6,406,647	1,509,810	-	75,533	1,585,343	4,821,304
Meters	140,175	3,014	-	143,189	73,733	-	7,160	80,893	62,296
Hydrants	60,398	6,341	-	66,739	23,659	-	1,335	24,994	41,745
Services	9,028	-	-	9,028	5,167	-	180	5,347	3,681
	\$ 11,510,787	\$ 244,185	\$ -	\$ 11,754,972	\$ 3,522,532	\$ -	\$ 249,469	\$ 3,772,001	\$ 7,982,971
Total Water Capital	\$ 25,968,935	\$ 651,571	-\$ 368,431	\$ 26,252,075	\$ 7,393,785	\$ -	\$ 611,896	\$ 8,005,681	\$ 18,246,394

Note: Opening costs represent the amounts from both the former Town of Windsor and Municipality of the District of West Hants

WEST HANTS REGIONAL MUNICIPALITY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2021

6. RATE OF RETURN ON RATE BASE

For the year ended March 31, 2021 the Water Utility had a rate of return on rate base of 4.92% . The rate of return is calculated using the amortization approved by the Nova Scotia Utility and Review Board.

7. DISCLOSURE OF REMUNERATION

The total remuneration paid to each member of Municipal Council and to the Chief Administrative Officer is as follows:

<u>Council</u>	<u>Elected Officials</u>	
	Salary	Allowance
Abraham Zebian Mayor	\$ 53,207	\$ 1,364
Councillor District #1	26,603	508
Councillor District #2	26,603	-
Councillor District #3	26,603	-
Councillor District #4	26,603	-
Councillor District #5	26,603	-
Councillor District #6	26,603	-
Councillor District #7	26,603	-
Councillor District #8	28,059	-
Councillor District #9	26,603	-
Councillor District #10	26,603	-
Councillor District #11	26,603	-
	<u>\$ 347,296</u>	<u>\$ 1,872</u>
<u>Chief Administrative Officer</u>	<u>\$ 162,506</u>	<u>\$ 1,305</u>

8. DEFERRED REVENUE

	<u>2021</u>
Tax and user charges	\$ 514,692
Gas tax	520,630
Other	1,779,775
	<u>\$ 2,815,097</u>

Tax and user charges represent funds collected for which the related services have yet to be performed.

Gas tax represents funds received from the Federal Government that have not yet been used to fund eligible projects under the terms of the Gas Tax Agreement. These funds remain in deferred revenue until the stipulations for their use have been met.

Tax Sale Surplus - the Municipal Government Act requires a twenty year holding period for maintaining these funds.

WEST HANTS REGIONAL MUNICIPALITY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2021

9. PENSION PLANS

Defined contribution plan

The Municipality provides its employees with a defined contribution pension plan. The Municipality will match the employees contribution up to a maximum of 6%. During the year the Municipality contributed \$226,484

Defined benefit plan

The Municipality provides a pension to the surviving spouse of a retired former Town of Hantsport clerk and uses the accrual method of accounting. The Municipality estimates its obligation based on the present value of the remaining term of the agreement.

Pension cost	\$ 17,535
Accrued benefit obligation	\$ 106,611

The Municipality provides a pension to a retired Municipal clerk and uses the accrual method of accounting. The Municipality estimates its obligation to the retired clerk based on estimated life expectancy and future inflation rate of 2%.

Pension cost	\$ 42,821
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10. SEGMENTED INFORMATION

The West Hants Regional Municipality is a municipal unit that provides a wide range of services to its residents. The Municipality's operations and activities are organized and reported by fund for the purpose of recording specific activities to meet objectives as outlined by legislation, special regulation, or other limitations and restrictions.

Services are provided by department and their activity is reported in these funds.

General government services

Legislative - The council serves as elected representatives of the West Hants Regional Municipality. It facilitates the decision-making process. In this role it formulates policy and provides strategic direction to guide the Chief Administrative Officer.

Administrative - This department is responsible for financial and local government administration. Functions include budget and financial statement preparation, tax collection, the Municipal Government Act administration, and accounts payable and receivable.

Protection services

The Municipality contracts with the Royal Canadian Mounted Police for police services. Fire protection is provided by grants to fire departments throughout the Municipality.

The Municipality supplies animal control services through this department.

Transportation services

Transportation services provides the administration and provision of engineering and works, and street lighting.

WEST HANTS REGIONAL MUNICIPALITY

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

AS AT MARCH 31, 2021

10. SEGMENTED INFORMATION (continued)

Environmental health services

This department provides for sewage collection and treatment, solid waste collection and recycling.

Public health services

Public health services provides a transfer to the Regional Housing Authority.

Environmental development services

Environmental planning and zoning administers policy and enforces codes, by-laws, and regulations pertaining to the Municipal Planning Strategy.

Recreation and cultural services

This department is responsible for promoting and offering opportunities and activities to residents.

Water treatment and distribution

The water utilities provide the delivery of drinking water through supply, pumping, treatment, and distribution to its users.

11. COMPARATIVE FIGURES

In some instances, the comparative prior year figures have been shown where possible. These figures would be the combination of the former Municipality of the District of West Hants and Town of Windsor. In other instances it may not be possible or useful to show these figures.

12. OTHER MATTERS

An April 1, 2020 the West Hants Regional Municipality and the Town of Windsor transferred all assets, liabilities and reserves to the West Hants Regional Municipality. Reserves and debt balances held by the former Municipality shall be restricted to the responsibilities and benefit of the former Municipality boundaries as determined by the utility and Review Board, prior to April 1, 2020.

The Transfer was due to the voluntary consolidation of the former Town of Windsor and West Hants Regional Municipality, mandated by Provincial Legislation under Bill 55. All restructuring costs were incurred by the West Hants Regional Municipality.

13. SAFE RESTART FUND

The safe restart fund is a federal funding program designed to assist municipalities recover from the effects of the COVID-19 virus. The program provides funding for revenue shortfalls and certain additional expenditures specifically related to dealing with COVID-19 .

Safe Restart funding, beginning balance	<u>\$ 634,521</u>
Less safe restart expenses	
Personal protective equipment	(5,019)
Control protocols	(20,706)
Lost revenues	(6,489)
	<u>(32,214)</u>
Safe Restart funding, ending balance (page 46)	<u><u>\$ 602,307</u></u>

MUNICIPALITY OF THE DISTRICT OF WEST HANTS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2020

14. CONSOLIDATED SCHEDULE OF OPERATIONS BY FUNCTION

	General Gov't	Protective Services	Transportation Services	Env. Health Services	Public Health Services	Env. Development Services	Recreation and Cultural Services	Water Utility	2021
REVENUE									
TAXES	\$ 20,994,387	\$ -	\$ -	\$ 2,037,302	\$ -	\$ 39,135	\$ 90,609	\$ -	\$ 23,161,433
PAYMENTS IN LIEU OF TAXES	218,942	29,668	-	-	-	-	-	-	248,610
SERVICES PROVIDED TO OTHER LOCAL GOVERNMENTS	35,567	195,460	596	514,298	-	-	-	-	745,921
SALE OF SERVICES	224,134	-	-	-	-	6,734	215,256	-	446,124
OTHER REVENUE FROM OWN SOURCES	1,043,381	-	16,407	-	36,634	62,930	-	-	1,159,352
UNCONDITIONAL TRANSFERS FROM OTHER GOV'TS	760,613	6,356	-	-	-	-	-	-	766,969
CONDITIONAL TRANSFERS FROM FEDERAL OR PROVINCIAL GOVERNMENTS AND AGENCIES	7,044,475	-	908,423	-	-	-	7,899,333	-	15,852,231
CONDITIONAL TRANSFERS FROM OTHER LOCAL GOVERNMENTS	-	-	-	-	-	10,338	10,578	-	20,916
GAS TAX FUNDING	31,246	-	93,126	-	-	-	593,037	253,527	970,936
WATER RATES	-	-	-	-	-	-	-	3,638,254	3,638,254
OTHER	52,068	-	-	10,532	-	-	-	-	62,600
TOTAL REVENUE	30,404,813	231,484	1,018,552	2,562,132	36,634	119,137	8,808,813	3,891,781	47,073,346
EXPENDITURES									
SALARIES, WAGES AND BENEFITS	1,920,689	506,295	650,621	704,926	-	621,991	1,084,087	1,177,375	6,665,984
OPERATING COSTS	1,584,087	8,166,904	1,253,569	2,456,071	90,605	106,886	732,241	537,025	14,927,388
AMORTIZATION	2,140,523	-	805,296	607,577	-	-	29,389	611,896	4,194,681
OTHER	4,360,800	-	113,366	-	-	-	-	368,431	4,842,597
INTEREST ON LONG-TERM DEBT	719,467	248,531	-	-	-	-	178,517	81,983	1,228,498
TOTAL EXPENDITURES	10,725,566	8,921,730	2,822,852	3,768,574	90,605	728,877	2,024,234	2,776,710	31,859,148
SURPLUS (DEFICIT)	\$ 19,679,247	\$ (8,690,246)	\$ (1,804,300)	\$ (1,206,442)	\$ (53,971)	\$ (609,740)	\$ 6,784,579	\$ 1,115,071	\$ 15,214,198

WEST HANTS REGIONAL MUNICIPALITY
NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION
OF THE GENERAL OPERATING FUND
AS AT MARCH 31, 2021

	<u>2021</u>
ASSETS	
Cash	\$ 3,920,068
Taxes receivable (net of valuation allowance \$6,592 in the current year)	2,332,493
Sewer rates receivable	511,497
Due from other local governments	36,895
Due from Province of Nova Scotia	6,716
Due from Regional 6 Waste Management	72,108
Other accounts receivable	629,127
Harmonized sales tax	904,853
Due from	
General capital	13,805,093
Water operating	21,984
Due from special reserves	2,571
Inventory	5,701
Prepaid expenses	117,018
	<u>\$ 22,366,124</u>
LIABILITIES	
Accounts payable and accrued liabilities	\$ 1,884,114
Bank indebtedness	33,511
Pension liability	106,611
Due to trust funds	4,568
Due to	
Capital reserve	11,762,463
Hantsport cemetery	48,765
Operating reserve	5,563,181
Water capital	826,021
	<u>20,229,234</u>
OTHER LIABILITIES	
Prepayment of taxes and sewer charges	514,692
Deferred revenue	631,993
Tax sale surplus	280,765
	<u>1,427,450</u>
	<u>21,656,684</u>
ACCUMULATED SURPLUS (DEFICIT)	709,440
	<u>\$ 22,366,124</u>
On behalf of the West Hants Regional Municipality	

 Mayor

 CAO

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE GENERAL OPERATING FUND

YEAR ENDED MARCH 31, 2021

	Budget (unaudited)	2021 Actual
REVENUE		
Taxes (page 22)	\$ 21,932,536	\$ 23,171,965
Grants in lieu of taxes (page 23)	114,548	248,610
Services provided to other governments (page 23)	1,085,044	1,134,127
Sales of services (page 23)	569,676	419,704
Other revenue from own sources (page 23)	697,216	736,830
Unconditional transfers from other governments (page 24)	557,223	766,969
Conditional transfers from federal and provincial governments and agencies (page 24)	117,520	123,167
Other	98,637	-
	<u>25,172,400</u>	<u>26,601,372</u>
EXPENDITURES		
General government services (page 25)	3,252,430	2,810,898
Protective services (page 25)	8,893,654	8,673,198
Public works and transportation services (page 26)	1,939,501	1,904,190
Environmental health services (page 26)	3,520,815	3,160,998
Public health services (page 27)	155,344	90,605
Environmental development services (page 27)	1,002,594	728,877
Recreation and cultural services (page 27)	1,702,114	1,816,330
Other transfers (page 27)	-	759,453
Interest on long-term debt	-	469,044
Appropriation to regional school boards	4,683,280	4,360,800
	<u>25,149,732</u>	<u>24,774,393</u>
NET REVENUE	<u>22,668</u>	<u>1,826,979</u>
FINANCING AND TRANSFERS		
Debenture principal instalments	(1,526,242)	(1,503,707)
Net transfer from (to) own reserves, funds and agencies	1,503,574	386,577
	<u>(22,668)</u>	<u>(1,117,130)</u>
Change in fund balance	<u>-</u>	<u>709,849</u>
Opening fund balance		-
Opening surplus transferred to operating reserve		(409)
Closing fund balance		<u>\$ 709,440</u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND REVENUES

YEAR ENDED MARCH 31, 2021

	<u>Budget</u> (unaudited)	<u>2021</u> <u>Actual</u>
Taxes		
Assessable property		
Residential		\$ 5,375,885
Commercial		1,217,424
Resource		
Taxable assessments		173,160
Resource non-profit		5,653
Forest property tax (less than 50,000 acres)		22,752
Forest property tax (50,000 acres or more)		14,050
Area rates		
Residential		9,568,632
Commercial		2,297,284
Resource		255,377
Other		124,090
Business property		
Aliant		77,498
Nova Scotia Power - Grant in lieu		207,455
Special assessments		
Sewer rates		2,057,988
Deed transfer tax		1,773,147
Subdivision by-law		1,570
Total taxes	<u>\$ 21,932,536</u>	<u>\$ 23,171,965</u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND REVENUES (CONTINUED)

YEAR ENDED MARCH 31, 2021

	Budget (unaudited)	2021 Actual
Grants in lieu of taxes		
Federal government		\$ 133,006
Provincial property		53,698
Crown land		32,238
Fire protection		29,668
Total grants in lieu of taxes	<u>\$ 114,548</u>	<u>\$ 248,610</u>
Services provided to other governments		
Local general government services		\$ 396,302
Protective services - REMO		122,712
Environmental Health Services - recycling		233,768
Environmental Development Services - host fees		280,530
Fiscal services courthouse		72,748
Other		28,067
Total services provided to other governments	<u>\$ 1,085,044</u>	<u>\$ 1,134,127</u>
Sales of services		
General government services		\$ 187,962
Community development and recreation rentals		188,836
Other programs		42,906
Total sales of services	<u>\$ 569,676</u>	<u>\$ 419,704</u>
Other revenue from own sources		
Licenses and permits		\$ 68,936
Fines and fees		67,213
Rentals		70,935
Return on investment		43,572
Penalties and interest on taxes and receivables		361,934
Camps and recreation programs		26,420
Other		97,820
Total other revenue from own sources	<u>\$ 697,216</u>	<u>\$ 736,830</u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND REVENUES (CONTINUED)

YEAR ENDED MARCH 31, 2021

	<u>Budget</u> <u>(unaudited)</u>	<u>2021</u> <u>Actual</u>
Unconditional transfers from other governments		
Provincial governments		
Equalization grant		\$ 595,785
Farm property acreage grant		88,918
911 cost recovery		6,356
Other		75,910
Total unconditional transfers from other governments	<u>\$ 557,223</u>	<u>\$ 766,969</u>
Conditional transfers from federal and provincial governments and agencies		
Federal government		\$ 30,534
Provincial government		92,633
Total conditional transfers from federal and provincial governments and agencies	<u>\$ 117,520</u>	<u>\$ 123,167</u>
Total Revenues	<u>\$ 25,073,763</u>	<u>\$ 26,601,372</u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND EXPENDITURES YEAR ENDED MARCH 31, 2021

	<u>Budget</u> <u>(unaudited)</u>	<u>2021</u> <u>Actual</u>
General government services		
Legislative		\$ 548,752
General administrative		
Administrative		540,275
Financial management		964,995
Taxation		62,991
Common services		99
Information technology		315,486
Other general services		
Other general administrative services		182,493
General and public liability insurance		164,807
Grants to organizations		31,000
Total general government services	<u>\$ 3,252,430</u>	<u>\$ 2,810,898</u>
Protective services		
Police protection		\$ 5,369,962
By-law enforcement		136,445
Fire protection		
Brooklyn fire department		383,108
Garlands Crossing fire department		133,000
Summerville fire department		227,289
Walton fire department		38,850
Southwest Hants fire department		76,276
Mount Uniacke fire department		19,502
Hantsport fire department		227,773
Windsor fire department		252,359
Municipal fire services		56,068
West Hants water utility		1,095,148
Windsor water utility		271,255
Emergency measures		49,727
Building and fire inspection		335,653
Other protective services		783
Total protective services	<u>\$ 8,893,654</u>	<u>\$ 8,673,198</u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND EXPENDITURES (CONTINUED)

YEAR ENDED MARCH 31, 2021

	<u>Budget</u> <u>(unaudited)</u>	<u>2021</u> <u>Actual</u>
Public works and transportation services		
Common services		\$ 31,794
Roads		1,130,397
Buildings		411,554
Snow and ice removal		330,445
Total public works and transportation services	<u>\$ 1,939,501</u>	<u>\$ 1,904,190</u>
Environmental health services		
Administration		\$ 1,140,298
Sewage collection		57,726
Sewage lift stations		137,747
Sewage treatment - lagoons		106,264
Sewage treatment - Wentworth		55,521
Sewage treatment - West Hants		220,219
Garbage and waste collection		1,317,245
Waste diversion		75,091
Landfill		50,887
Total environmental health services	<u>\$ 3,520,815</u>	<u>\$ 3,160,998</u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED SCHEDULE OF GENERAL OPERATING FUND EXPENDITURES (CONTINUED)

YEAR ENDED MARCH 31, 2021

	Budget (unaudited)	2021 Actual
Public health services		
Regional Housing Authority		\$ 90,605
Total public health services	<u>\$ 155,344</u>	<u>\$ 90,605</u>
Environmental development services		
Economic development		\$ 75,309
Industrial parks		3,639
Planning		649,929
Total environmental development services	<u>\$ 1,002,594</u>	<u>\$ 728,877</u>
Recreation and cultural services		
Administration		\$ 311,392
Active living coordinator		138,551
Recreation sites		510,038
Maintenance		5,666
Building and facilities		164,543
Community development		250,136
After school programs		7,638
Tourist bureau		19,916
Parks		185,452
Hantsport memorial community centre		85,342
Summer programs		84,950
Other		52,706
Total recreation and cultural services	<u>\$ 1,702,114</u>	<u>\$ 1,816,330</u>
Other transfers		
Assessment recovery costs		\$ 332,405
Correctional services		248,531
Library		120,173
Cemetery		58,344
Total other transfers	<u>\$ -</u>	<u>\$ 759,453</u>
Interest on long-term debt		
Interest	\$ -	\$ 469,044
Total interest on long-term debt	<u>\$ -</u>	<u>\$ 469,044</u>
Appropriation to regional school authority		
Annapolis Valley Regional School Board	\$ 4,683,280	\$ 4,360,800
Total appropriation to regional school authority	<u>\$ 4,683,280</u>	<u>\$ 4,360,800</u>
Total Expenditures	<u>\$ 20,466,452</u>	<u>\$ 24,774,393</u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED SCHEDULE OF FINANCING AND TRANSFERS OF THE GENERAL OPERATING FUND

YEAR ENDED MARCH 31, 2021

	<u>Budget</u> <u>(unaudited)</u>	<u>2021</u> <u>Actual</u>
Financing and transfers		
Principal instalments		
Debenture principal		\$ 482,961
Debenture principal - West Hants (former)		680,601
Debenture principal - Windsor		275,045
Debenture principal - Hantsport		65,100
	<u>\$ 1,526,242</u>	<u>\$ 1,503,707</u>
Transfer to (from) own reserves funds and agencies	<u>\$ (1,503,574)</u>	<u>\$ (386,577)</u>
Total Financing and Transfers	<u><u>\$ 1,526,242</u></u>	<u><u>\$ 1,117,130</u></u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE GENERAL CAPITAL FUND

AS AT MARCH 31, 2021

	<u>2021</u>
ASSETS	
Cash	\$ 498,261
Receivables	
Third party gas tax	520,630
Due from	
Capital reserves	9,749,062
Operating reserves	1,703,183
Water capital	<u>105,107</u>
	<u>12,576,243</u>
Property and equipment, at cost	97,674,353
Accumulated amortization	(30,549,140)
Investment in Valley Waste Resource Management	<u>152,558</u>
	<u>67,277,771</u>
	<u><u>\$ 79,854,014</u></u>
LIABILITIES	
Payables and accruals	\$ 50,211
Due to	
Municipal operating	13,805,093
Water operating	1,780
Deferred revenue	520,630
Long-term debt	<u>14,412,352</u>
	<u>28,790,066</u>
INVESTMENT IN CAPITAL ASSETS	<u>51,063,948</u>
	<u><u>\$ 79,854,014</u></u>
On behalf of the West Hants Regional Municipality	

Mayor

CAO

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF INVESTMENT IN CAPITAL ASSETS OF THE GENERAL CAPITAL FUND

YEAR ENDED MARCH 31, 2021

	<u>2021</u>
BALANCE, BEGINNING OF YEAR (NET OF TRANSFERS)	\$ 44,791,204
Add:	
Capital additions	12,023,234
Repayment of debt	2,786,906
Less:	
Proceeds of long-term debt	(1,985,005)
Proceeds of bank debt (net)	(1,993,650)
Net book value of assets disposed	(975,957)
Amortization	<u>(3,582,784)</u>
BALANCE, END OF YEAR	<u><u>\$ 51,063,948</u></u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE WINDSOR WATER UTILITY OPERATING FUND

AS AT MARCH 31, 2021

	<u>2021</u>
ASSETS	
Cash	\$ 428,988
Receivables	
Water rates (net of valuation allowance \$21,600)	337,112
Inventory	38,802
Prepays	-
Due from	
West Hants water utility	10,200
General operating	395,437
	<u>\$ 1,210,539</u>
LIABILITIES	
Payables and accruals	\$ 85,214
Deferred revenue	4,100
Due to	
Water capital	200,027
	<u>289,341</u>
ACCUMULATED SURPLUS	921,198
	<u><u>\$ 1,210,539</u></u>

On behalf of the West Hants Regional Municipality

Mayor

CAO

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE WINDSOR WATER UTILITY OPERATING FUND

YEAR ENDED MARCH 31, 2021

	Budget (unaudited)	2021 Actual
OPERATING REVENUE		
Revenue from water rates	\$ 769,200	\$ 804,019
Flat rate sales	575,000	577,310
Water supply for fire protection	478,100	403,054
Sprinkler service	5,650	5,818
Interest	-	7,278
Other	109,820	4,650
	<u>1,937,770</u>	<u>1,802,129</u>
OPERATING EXPENDITURES		
Source of supply	49,650	48,462
Water treatment	463,350	459,796
Transmission and distribution	494,350	465,944
Administration and general	192,562	73,355
Depreciation	247,244	241,220
	<u>1,447,156</u>	<u>1,288,777</u>
NET OPERATING REVENUE (EXPENDITURES)	<u>490,614</u>	<u>513,352</u>
NON-OPERATING REVENUE		
Other	7,698	1,440
	<u>7,698</u>	<u>1,440</u>
NON-OPERATING EXPENDITURES		
Capital expenditures out of revenue	4,000	3,014
Transfer to reserves	125	-
Debenture principal	182,520	195,618
Interest repayment	61,650	51,700
	<u>248,295</u>	<u>250,332</u>
Change in fund balance	<u>\$ 250,017</u>	264,460
Opening fund balance		<u>656,738</u>
Closing fund balance		<u>\$ 921,198</u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE WEST HANTS WATER UTILITY OPERATING FUND

AS AT MARCH 31, 2021

	<u>2021</u>
ASSETS	
Cash	\$ 177,156
Receivables	
Water rates (net of valuation allowance \$350)	443,445
Prepays	45,530
Due from	
Water capital	287,729
General capital	1,780
	<u>\$ 955,640</u>
LIABILITIES	
Payables and accruals	\$ 244,043
Deferred revenue	58,503
Due to	
Municipal operating	417,421
Windsor water utility	10,200
Reserve for future expenditures	72,362
	<u>802,529</u>
ACCUMULATED SURPLUS	
	153,111
	<u>\$ 955,640</u>

On behalf of the West Hants Regional Municipality

Mayor

CAO

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE WEST HANTS WATER UTILITY OPERATING FUND

YEAR ENDED MARCH 31, 2021

	<u>Budget</u> <u>(unaudited)</u>	<u>2021</u> <u>Actual</u>
OPERATING REVENUE		
Revenue from water rates	\$ 1,035,000	\$ 1,003,742
Flat rate sales	555,000	554,418
Water supply for fire protection	605,838	601,250
Sprinkler service	1,000	900
Interest	-	3,490
Other	17,500	20,506
	<u>2,214,338</u>	<u>2,184,306</u>
OPERATING EXPENDITURES		
Source of supply	463,220	534,147
Power and pumping	51,650	53,653
Water treatment	299,900	300,155
Transmission and distribution	635,012	546,748
Administration and general	204,575	194,998
Depreciation	430,709	370,678
	<u>2,085,066</u>	<u>2,000,379</u>
NET OPERATING REVENUE (EXPENDITURES)	<u>129,272</u>	<u>183,927</u>
NON-OPERATING REVENUE		
Other	3,500	1,343
	<u>3,500</u>	<u>1,343</u>
NON-OPERATING EXPENDITURES		
Capital expenditures out of revenue	25,000	2,769
Transfer to reserves	10,500	10,000
Debenture principal	60,133	65,020
Interest repayment	46,322	30,283
	<u>141,955</u>	<u>108,072</u>
Change in fund balance	(9,183)	77,198
Opening fund balance		<u>75,913</u>
Closing fund balance		<u>\$ 153,111</u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE WINDSOR WATER UTILITY CAPITAL FUND

AS AT MARCH 31, 2021

	<u>2021</u>
ASSETS	
Cash - depreciation	\$ 616,235
Receivables	-
Due from	
General operating	334
Water operating	200,028
	<u>816,597</u>
Capital assets at cost	11,754,972
Accumulated amortization	<u>(3,772,001)</u>
	7,982,971
	<u>\$ 8,799,568</u>
LIABILITIES	
Nova Scotia Municipal Finance Corporation	\$ 1,384,270
Due to	
General capital	185,704
	<u>1,569,974</u>
INVESTMENT IN CAPITAL ASSETS	7,229,594
	<u>\$ 8,799,568</u>
On behalf of the West Hants Regional Municipality	
<hr/> Mayor	<hr/> CAO

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE WEST HANTS UTILITY CAPITAL FUND

AS AT MARCH 31, 2021

	<u>2021</u>
ASSETS	
Cash	\$ 213,482
Cash - depreciation	397,871
Receivables	4,204
Due from	
General operating	825,686
General capital	80,597
Special reserves	179,693
	<u>1,701,533</u>
Capital assets at cost	14,497,103
Accumulated amortization	<u>(4,233,680)</u>
	10,263,423
	<u><u>\$ 11,964,956</u></u>
LIABILITIES	
Payables and accruals	\$ 15,699
Deferred government assistance	1,085,179
Nova Scotia Municipal Finance Corporation	703,313
Due to	
Water operating	287,729
	<u>2,091,920</u>
INVESTMENT IN CAPITAL ASSETS	9,873,036
	<u><u>\$ 11,964,956</u></u>

On behalf of the West Hants Regional Municipality

Mayor

CAO

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF INVESTMENT IN CAPITAL ASSETS OF THE WATER UTILITY CAPITAL FUNDS

YEAR ENDED MARCH 31, 2021

	<u>Windsor</u>	<u>West Hants</u>
BALANCE, BEGINNING OF YEAR	\$ 7,163,585	\$ 9,232,477
Add:		
Capital additions	244,185	407,386
Repayment of debt	195,618	65,019
Net transfers and other	(124,325)	899,012
Less:		
Net book value of assets disposed	-	(368,431)
Amortization	(249,469)	(362,427)
BALANCE, END OF YEAR	<u>\$ 7,229,594</u>	<u>\$ 9,873,036</u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE OPERATING RESERVE FUNDS

AS AT MARCH 31, 2021

	<u>2021</u>
ASSETS	
Cash	\$ 2,283,853
Due from	
Municipal operating	5,563,181
Special reserves	178,850
	<u>\$ 8,025,884</u>
Due to	
General capital	\$ 1,703,183
Capital reserves	884,278
	<u>2,587,461</u>
RESERVE	5,438,423
	<u><u>\$ 8,025,884</u></u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE OPERATING RESERVE FUNDS

YEAR ENDED MARCH 31, 2021

								Balance forward
	Sewer Reserve	Carryover Reserve	West Hants Operating Reserve	Windsor Operating Reserve	Equipment Reserve	Landfill Reserve	2021	
REVENUE								
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Conditional transfers	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
EXPENDITURES								
	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	
NET REVENUE								
	-	-	-	-	-	-	-	
FINANCING AND TRANSFERS								
Transfer (to) from Municipal operating	-	274,862	915,573		-	-	1,190,435	
Transfer (to) from other reserves	-	-	-	(913,773)	-	-	(913,773)	
Transfer (to) from General capital	-	-	-	-	-	-	-	
Total financing and transfers	-	274,862	915,573	(913,773)	-	-	276,662	
Change in fund balance	-	274,862	915,573	(913,773)	-	-	276,662	
Opening fund balance	242	159,830	1,774,321	2,237,881	25,444	692	4,198,410	
Closing fund balance	\$ 242	\$ 434,692	\$ 2,689,894	\$ 1,324,108	\$ 25,444	\$ 692	\$ 4,475,072	

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE OPERATING RESERVE FUNDS (CONTINUED)

YEAR ENDED MARCH 31, 2021

							Balance forward
	General Fund Snow Removal Reserve	Swimming Pool Reserve	Hantsport Snow Removal Reserve	RCMP Operating Reserve	Acquisition of Land	5% Res Land and Improvement Reserve	2021
REVENUE							
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conditional transfers	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
EXPENDITURES							
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
NET REVENUE	-	-	-	-	-	-	-
FINANCING AND TRANSFERS							
Transfer (to) from Municipal operating	-	-	-	582,688	(6,578)	-	576,110
Transfer (to) from other reserves	-	-	-	-	-	-	-
Transfer (to) from General capital	-	-	-	-	-	-	-
Total financing and transfers	-	-	-	582,688	(6,578)	-	576,110
Change in fund balance	-	-	-	582,688	(6,578)	-	576,110
Opening fund balance	17,851	37,558	27,105	-	160,602	30,916	274,032
Closing fund balance	\$ 17,851	\$ 37,558	\$ 27,105	\$ 582,688	\$ 154,024	\$ 30,916	\$ 850,142

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE OPERATING RESERVE FUNDS (CONTINUED)

YEAR ENDED MARCH 31, 2021

	Open Space (Brison) Reserve	Sports Complex Donation Reserve	Fire Equipment Reserve	Interest Earned	Balance brought forward	2021
REVENUE						
Interest	\$ -	\$ -	\$ -	\$ 22,104	\$ -	\$ 22,104
Conditional transfers	-	-	-	-	-	-
	-	-	-	22,104	-	22,104
EXPENDITURES						
	-	-	-	-	-	-
	-	-	-	-	-	-
NET REVENUE	-	-	-	22,104	-	22,104
FINANCING AND TRANSFERS						
Transfer (to) from Municipal operating	-	2,000	25,000	-	1,766,545	1,793,545
Transfer (to) from other reserves	-	-	-	-	(913,773)	(913,773)
Transfer (to) from General capital	-	-	-	-	-	-
Total financing and transfers	-	2,000	25,000	-	852,772	879,772
Change in fund balance	-	2,000	25,000	22,104	852,772	901,876
Opening fund balance	22,235	-	-	41,870	4,472,442	4,536,547
Closing fund balance	\$ 22,235	\$ 2,000	\$ 25,000	\$ 63,974	\$ 5,325,214	\$ 5,438,423

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE SPECIAL RESERVE FUNDS

AS AT MARCH 31, 2021

	<u>2021</u>
ASSETS	
Cash	\$ 7,059,224
Accounts Receivable	2,425
Due from	
Municipal operating	1,638,518
Capital reserves	4,939,692
Cemetery	167,927
	<u>\$ 13,807,786</u>
Due to	
General capital	\$ 4,992,475
Water capital	179,693
Operating reserves	178,849
	<u>5,351,017</u>
RESERVE	<u>8,456,769</u>
	<u><u>\$ 13,807,786</u></u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE SPECIAL RESERVE FUNDS

YEAR ENDED MARCH 31, 2021

								Balance forward
	Consolidation Reserve	Capital Grant Reserve	Hantsport Capital Grant Reserve	Sale of Land Reserve	Hantsport Sale of Land Reserve	Tax Sale Surplus Reserve	Sinking Fund Reserve	2021
REVENUE								
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conditional transfers	4,750,000	-	-	-	-	-	-	4,750,000
Proceeds from sale of school	-	-	-	-	-	-	-	-
Gain on disposal of asset	-	-	-	-	-	-	-	-
	4,750,000	-	-	-	-	-	-	4,750,000
EXPENDITURES								
Contributions to other organizations	-	-	-	-	-	-	-	-
NET REVENUE	4,750,000	-	-	-	-	-	-	4,750,000
FINANCING AND TRANSFERS								
Transfer (to) from Municipal operating	(4,000,000)	-	-	-	-	-	-	(4,000,000)
Transfer (to) from other reserves	(30,484)	-	-	-	-	-	-	(30,484)
Transfer (to) from General capital	-	-	-	-	-	-	-	-
Total financing and transfers	(4,030,484)	-	-	-	-	-	-	(4,030,484)
Change in fund balance	719,516	-	-	-	-	-	-	719,516
Opening fund balance	95,634	2,327	56,801	4,583	1,479	22,499	765	184,088
Closing fund balance	\$ 815,150	\$ 2,327	\$ 56,801	\$ 4,583	\$ 1,479	\$ 22,499	\$ 765	\$ 903,604

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE SPECIAL RESERVE FUNDS (CONTINUED)

YEAR ENDED MARCH 31, 2021

						Balance forward	
	Dissolution sale of asset Reserve	Landfill Closure Reserve	Landfill Current Closure Reserve	West Hants Gas Tax Reserve	Windsor Gas Tax Reserve	Balance brought forward	2021
REVENUE							
Interest	\$ -	\$ -	\$ -	\$ 49,164	\$ -	\$ -	\$ 49,164
Conditional transfers	-	-	-	-	-	4,750,000	4,750,000
Proceeds from sale of school	-	-	-	-	-	-	-
Gain on disposal of asset	-	-	-	-	-	-	-
	-	-	-	49,164	-	4,750,000	4,799,164
EXPENDITURES							
Contributions to other organizations	-	-	-	-	-	-	-
NET REVENUE	-	-	-	49,164	-	4,750,000	4,799,164
FINANCING AND TRANSFERS							
Transfer (to) from Municipal operating	-	(50,598)	-	-	-	(4,000,000)	(4,050,598)
Transfer (to) from other reserves	-	-	-	(404,568)	(255,978)	(30,484)	(691,030)
Transfer (to) from General capital	-	-	-	-	-	-	-
Total financing and transfers	-	(50,598)	-	(404,568)	(255,978)	(4,030,484)	(4,741,628)
Change in fund balance	-	(50,598)	-	(355,404)	(255,978)	719,516	57,536
Opening fund balance	29,759	332,640	1,662	4,659,522	510,148	184,088	5,717,819
Closing fund balance	\$ 29,759	\$ 282,042	\$ 1,662	\$ 4,304,118	\$ 254,170	\$ 903,604	\$ 5,775,355

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE SPECIAL RESERVE FUNDS (CONTINUED)

YEAR ENDED MARCH 31, 2021

							Balance forward
	Gas Tax Reserve	Hantsport Smoothing Reserve	Interest earned	Hantsport Dissolution Roads Reserve	Dissolution Transition Reserve	Balance brought forward	2021
REVENUE							
Interest	\$ -	\$ -	\$ 10,447	\$ -	\$ -	\$ 49,164	\$ 59,611
Conditional transfers	883,219	-	-	-	-	4,750,000	5,633,219
Proceeds from sale of school	-	-	-	-	-	-	-
Gain on disposal of asset	-	-	-	-	-	-	-
	883,219	-	10,447	-	-	4,799,164	5,692,830
EXPENDITURES							
Contributions to other organizations	-	-	-	-	-	-	-
NET REVENUE	883,219	-	10,447	-	-	4,799,164	5,692,830
FINANCING AND TRANSFERS							
Transfer (to) from Municipal operating	-	-	-	344,597	(305,289)	(4,050,598)	(4,011,290)
Transfer (to) from other reserves	(288,452)	-	-	-	-	(691,030)	(979,482)
Transfer (to) from General capital	-	-	-	-	-	-	-
Total financing and transfers	(288,452)	-	-	344,597	(305,289)	(4,741,628)	(4,990,772)
Change in fund balance	594,767	-	10,447	344,597	(305,289)	57,536	702,058
Opening fund balance	-	300,150	1,283	-	368,816	5,717,819	6,388,068
Closing fund balance	\$ 594,767	\$ 300,150	\$ 11,730	\$ 344,597	\$ 63,527	\$ 5,775,355	\$ 7,090,126

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE SPECIAL RESERVE FUNDS (CONTINUED)

YEAR ENDED MARCH 31, 2021

	Infrastructure - Hantsport Dissolution Reserve	Hantsport Infrastructure Reserve	Hantsport Tax Sale Surplus Reserve	Safe Restart Reserve	Investment in Capital Assets Reserve	Balance brought forward	2021
REVENUE							
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,611	\$ 59,611
Conditional transfers	-	-	-	-	-	5,633,219	5,633,219
Proceeds from sale of school	-	-	-	-	-	-	-
Gain on disposal of asset	-	-	-	-	-	-	-
	-	-	-	-	-	5,692,830	5,692,830
EXPENDITURES							
Contributions to other organizations	-	-	-	-	-	-	-
NET REVENUE	-	-	-	-	-	5,692,830	5,692,830
FINANCING AND TRANSFERS							
Transfer (to) from Municipal operating	-	-	-	602,307		(4,011,290)	(3,408,983)
Transfer (to) from other reserves	-	-	-	-	-	(979,482)	(979,482)
Transfer (to) from General capital	(229,360)	240,671	-	-	-	-	11,311
Total financing and transfers	(229,360)	240,671	-	602,307	-	(4,990,772)	(4,377,154)
Change in fund balance	(229,360)	240,671	-	602,307	-	702,058	1,315,676
Opening fund balance	249,360	442,500	4,690		56,475	6,388,068	7,141,093
Closing fund balance	\$ 20,000	\$ 683,171	\$ 4,690	\$ 602,307	\$ 56,475	\$ 7,090,126	\$ 8,456,769

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE CAPITAL RESERVE FUNDS

AS AT MARCH 31, 2021

	<u>2021</u>
ASSETS	
Cash	\$ 3,067,127
Due from	
Municipal operating	10,123,945
Operating reserves	<u>884,277</u>
	<u>\$ 14,075,349</u>
Due to	
General capital	\$ 4,756,587
Cemetery	167,927
Special reserves	<u>4,939,692</u>
	9,864,206
RESERVE	<u>4,211,143</u>
	<u>\$ 14,075,349</u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE CAPITAL RESERVE FUNDS

YEAR ENDED MARCH 31, 2021

	Building Reserve	Transportation Reserve	Vehicle Reserve	West Hants Sewer Reserve	Windsor Sewer Reserve	Windsor Fire Reserve	Balance Forward
REVENUE							
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conditional transfers	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
EXPENDITURES							
Contributions to other organizations	-	-	-	-	-	-	-
NET REVENUE	-	-	-	-	-	-	-
FINANCING AND TRANSFERS							
Transfer (to) from Municipal operating	-	-	-	261,563	(149,019)	-	112,544
Transfer (to) from General capital	-	(20,009)	(41,050)	-	-	(12,069)	(73,128)
Transfer (to) from Transportation reserve	-	-	-	-	-	-	-
Transfer (to) from West Hants Sewer reserve	-	-	-	-	-	-	-
Transfer (to) from Windsor Sewer reserve	-	-	-	-	-	-	-
Total financing and transfers	-	(20,009)	(41,050)	261,563	(149,019)	(12,069)	39,416
Change in fund balance	-	(20,009)	(41,050)	261,563	(149,019)	(12,069)	39,416
Opening fund balance	684,396	238,857	48,355	1,125,994	1,153,740	363,976	3,615,318
Closing fund balance	\$ 684,396	\$ 218,848	\$ 7,305	\$ 1,387,557	\$ 1,004,721	\$ 351,907	\$ 3,654,734

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE CAPITAL RESERVE FUNDS

YEAR ENDED MARCH 31, 2021

	Windsor Equipment Reserve	Recreation Reserve	Sports Complex Reserve	Hantsport Fire Reserve	Interest Earned Reserve	Balance forward	2021
REVENUE							
Interest	\$ -	\$ -	\$ -	\$ -	\$ 19,441	\$ -	\$ 19,441
Conditional transfers	-	-	-	-	-	-	-
	-	-	-	-	19,441	-	19,441
EXPENDITURES							
Contributions to other organizations	-	-	-	-	-	-	-
NET REVENUE	-	-	-	-	19,441	-	19,441
FINANCING AND TRANSFERS							
Transfer (to) from Municipal operating	-	-		100	-	112,544	112,644
Transfer (to) from General capital	-	-	(89,884)	-	-	(73,128)	(163,012)
Transfer (to) from Transportation reserve	-	-	-	-	-	-	-
Transfer (to) from West Hants Sewer reserve	-	-	-	-	-	-	-
Transfer (to) from Windsor Sewer reserve	-	-	-	-	-	-	-
Total financing and transfers	-	-	(89,884)	100	-	39,416	(50,368)
Change in fund balance	-	-	(89,884)	100	19,441	39,416	(30,927)
Opening fund balance	321,285	215,633	89,834	-	-	3,615,318	4,242,070
Closing fund balance	\$ 321,285	\$ 215,633	\$ (50)	\$ 100	\$ 19,441	\$ 3,654,734	\$ 4,211,143

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE SCHOOL FUNDS

AS AT MARCH 31, 2021

	<u>2021</u>
ASSETS	
Falmouth District School	\$ 277,199
School Bus garage	407,273
	<u>684,472</u>
Accumulated amortization	<u>(684,472)</u>
	<u>\$ -</u>
SURPLUS	<u><u>\$ -</u></u>

On behalf of the West Hants Regional Municipality

Mayor

CAO

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE CEMETERY FUND

AS AT MARCH 31, 2021

	<u>2021</u>
ASSETS	
Cash	\$ 136,968
Land	42,591
Due to Municipal operating	48,765
	<u>\$ 228,324</u>
Deferred revenue	1,000
ACCUMULATED SURPLUS	227,324
	<u><u>\$ 228,324</u></u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE CEMETERY FUND

YEAR ENDED MARCH 31, 2021

	<u>2021</u>
REVENUE	
Operating grant	\$ 61,084
Interest income	1,048
Sale of lots	7,394
Care of lots	5,487
Burial fees	19,965
	<u>94,978</u>
EXPENDITURES	
Wages	56,494
Ground maintenance	10,952
Equipment maintenance	922
General projects	4,252
Tree planting	157
Miscellaneous	3,387
	<u>76,164</u>
Change in fund balance	18,814
Opening fund balance	<u>208,510</u>
Closing fund balance	<u><u>\$ 227,324</u></u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION OF THE TRUST FUNDS

AS AT MARCH 31, 2021

	Perpetual Care Cemetery	Grace Oulton	Ellen Beazley Scholarship	Windsor Trust Fund	Windsor Youth Recreation	<u>2021</u>
ASSETS						
Cash	\$ 80,091	\$ -	\$ (15)	\$ 80,556	\$ 30,495	\$ 191,127
Investment	62,525	19,175	-	260,682	-	342,382
Due from						
Municipal operating	-	-	8,358	-	-	8,358
Land	-	1	-	-	-	1
	<u>\$ 142,616</u>	<u>\$ 19,176</u>	<u>\$ 8,343</u>	<u>\$ 341,238</u>	<u>\$ 30,495</u>	<u>\$ 541,868</u>
Due to						
Municipal operating	\$ 6,504	\$ 1,228	\$ -	\$ 26,456	\$ 218	\$ 34,406
TRUST BALANCE	<u>136,112</u>	<u>17,948</u>	<u>8,343</u>	<u>314,782</u>	<u>30,277</u>	<u>507,462</u>
	<u>\$ 142,616</u>	<u>\$ 19,176</u>	<u>\$ 8,343</u>	<u>\$ 341,238</u>	<u>\$ 30,495</u>	<u>\$ 541,868</u>

WEST HANTS REGIONAL MUNICIPALITY

NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE TRUST FUNDS

YEAR ENDED MARCH 31, 2021

	Perpetual Care Cemetery	Grace Oulton	Ellen Beazley Scholarship	Windsor Trust Fund	Windsor Youth Recreation	<u>2021</u>
REVENUE						
Interest earned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment income (expen	1,863	-	(13)	-	-	1,850
Donations	-	-	-	-	-	-
	<u>1,863</u>	<u>-</u>	<u>(13)</u>	<u>-</u>	<u>-</u>	<u>1,850</u>
NET REVENUE	<u>1,863</u>	<u>-</u>	<u>(13)</u>	<u>-</u>	<u>-</u>	<u>1,850</u>
Change in fund balance	<u>1,863</u>	<u>-</u>	<u>(13)</u>	<u>-</u>	<u>-</u>	<u>1,850</u>
Opening fund balance	<u>134,249</u>	<u>17,948</u>	<u>8,356</u>	<u>314,782</u>	<u>30,277</u>	<u>505,612</u>
Closing fund balance	<u>\$ 136,112</u>	<u>\$ 17,948</u>	<u>\$ 8,343</u>	<u>\$ 314,782</u>	<u>\$ 30,277</u>	<u>\$ 507,462</u>

On behalf of the West Hants Regional Municipality

Mayor

CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input checked="" type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Audit Committee

Submitted by:

Carlee Rochon
Carlee Rochon, Director, Financial Services

Date: October 20, 2021

Subject: Financial Update – Month Ending August 31, 2021

LEGISLATIVE AUTHORITY

MGA, Part II, Administration, 31 (c)

RECOMMENDATION or DECISION REQUEST

Not Applicable

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 2021-22 Municipal Operating budget was passed June 8, 2021.

- 2021-22 Operating Budget of \$27,220,911
- 2021-22 Capital Budget of \$13,113,777

Council provides overall governance of Municipal funds while the Chief Administrative Officer is responsible for the administration of the budget after adoption.

The intent of this report is to provide a summary view of what is currently recorded on the Municipality's operating fund. Municipal departments are responsible for overseeing the day-to-day activity of their budget areas.

DISCUSSION

Please refer to the attached Actual Budget Variance reports for the period ending August 31, 2021.

Please note that if revenue and expenditures were incurred evenly over the year approximately 42% of the budget would be used. This percentage provides a guideline when reviewing the attached. However, it is important to keep in mind that account variances (up or down) will occur throughout the fiscal year.

Revenues recorded to date are 81.1% of budget. Expenditures are at 33.8% of budget; however, as we move towards the fiscal year end, this percentage will continue to evolve upward.

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 \$518,688. These remaining funds will be moved to the Operating Reserve as per the Reserves policy.

Revenue Highlights

Municipal revenues are projected to be higher, with a projected variance of 2.5% from what was budgeted. Some revenue sources are projecting to be higher, such as Deed Transfer Tax, Water Sales, Building Permits, and conditional transfers from Safe Restart Funding. Some revenue sources are projecting to be lower, such as NS Power Grant, Leases, Local Government Services, and Community Development.

The largest variance stems from West Hants Regional budgets being conservative in projecting revenue. Given the unexpected real estate market success, our Deed Transfer Tax is projected to be \$564,028 higher than budget based on the reported revenue at the end of the fifth month. The second largest variance is related to the Financial Capacity Grant (formerly known as Equalization). The Provincial Government announced a double payment this year following the election, resulting in \$463,476 in additional revenue.

Expenditure Highlights

Municipal expenditures are projected to be lower, with a projected variance of 1.1% from what was budgeted. Some expenditure sources are projecting to be higher, such as Police Services, Recreation and Cultural Services, General Administration, Transfer To/From Reserves, and Debt Servicing. Some expenditure sources are projecting to be lower, such as Fiscal Services, Environmental Development Services, Transportation, and Environmental Health Services.

The largest variance is attributed to the RCMP union negotiations at the Federal level coming to conclusion. Estimates of the full impact to West Hants are still being prepared by the RCMP Financial Team, but the current estimate of \$750,000 was used for this report. The Municipality and RCMP began preparing for this in 2020-21, when \$582,668 in retro payment adjustments

was added to the RCMP reserve for this purpose. The remainder will be mitigated through the 2020-21 RCMP operating credit of \$524,015.84 and expected credits for 2021-22. Moving these amounts is resulting in an increase in transfer from reserves. Education is also expected to be lower by \$252,524, as the former Town of Hantsport education agreement amount was incorporated in the overall figure provided.

Additional grants have been proposed to Council since the original approval of the grants and contributions in June 2021.

New Items

Preliminary meetings regarding the Safe Restart funding indicate an audit element with review from Audit Committee will be required. Further updates to follow once information is received from the Province of Nova Scotia. This item is still outstanding as the Province updates its Financial Reporting and Accounting Manual to include it.

Council is considering adding West Hants Dial-A-Ride to the 2022-23 Budget. This is something Audit Committee will review in January 2022 for the financial impacts and make a recommendation to Council.

Further review of the Grants and Contribution Policy may be warranted to ensure it is in alignment with Council's wishes.

PSAB Asset Retirement Obligation is another item for Audit Committee review over the next year, and its financial impact on the 2022-23 budget.

FINANCIAL IMPLICATIONS

The projections provided are limited as we are currently at the end of the fifth month, finalizing the fiscal year end. The overall projected surplus based on the variance analysis for the general fund is \$518,688.

ALTERNATIVES

Not Applicable


ATTACHMENTS

- Actual vs Budget 2020-2021 – Ending August 31, 2021

CHIEF ADMINISTRATIVE OFFICER REVIEW

The Director has provided an overview of the financial condition of the municipality. As noted in the report, seasonal activities such as summer programs and facility maintenance as well as winter snow removal will influence the budget in a non-uniform manner throughout the year. Staff account for these highs and lows in expenditures throughout the year when projecting a year-end financial position. It is positive to be forecasting a surplus at this time and to have

additional revenues not expected, however we will remain diligent in managing the services and programs with the original budget allocation.

Report Prepared by: 
Carlee Rochon, Director, Financial Services

Report Reviewed by: 
Mark Phillips, Chief Administrative Officer

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Fifth Months Ending August 31, 2021

	2021-22 Budget	YTD Actual	Remaining Funds	Act./Bud. Percentage	Forecast March 31, 2022	
<u>TOTAL REVENUES</u>						
ASSESSABLE PROPERTIES						
RESIDENTIAL	6,178,409	6,177,928	(481)	100.0%	6,177,928	
COMMERCIAL	1,195,625	1,193,736	(1,889)	99.8%	1,193,736	
SPECIAL TAX AGREEMENT	53,346	53,803	457	100.9%	53,803	
RESOURCE	251,811	243,289	(8,522)	96.6%	243,289	
WEST HANTS AREA RATES	6,955,875	6,898,767	(57,108)	99.2%	6,898,767	
HANTSPORT AREA RATES	673,541	669,225	(4,316)	99.4%	669,225	
WINDSOR AREA RATES	4,139,250	4,072,233	(67,017)	98.4%	4,072,233	
TOTAL	19,447,857	19,308,981	(138,876)	99.3%	19,308,981	-0.7%
SEWER UTILITY REVENUE						
WEST HANT SEWER	1,124,977	318,156	(806,821)	28.3%	1,181,226	
WINDSOR SEWER	999,000	245,477	(753,523)	24.6%	981,908	
TOTAL	2,123,977	563,633	(1,560,344)	26.5%	2,163,134	
BUSINESS PROPERTY						
MT&T	79,380	79,380	-	100.0%	79,380	
NS POWER	207,445	204,319	(3,126)	98.5%	204,319	
TOTAL	286,825	283,699	(3,126)	98.9%	283,699	
OTHER						
DEED TRANSFER TAX	1,415,972	968,943	(447,029)	68.4%	1,980,000	
5% SUBDIVISION	8,000	-	(8,000)	0.0%	8,000	
TOTAL	1,423,972	968,943	(455,029)	68.0%	1,988,000	
GRANTS-IN-LIEU						
FEDERAL	47,760	-	(47,760)	0.0%	47,760	
PROVINCIAL	37,761	13	(37,748)	0.0%	37,761	
TOTAL	85,521	13	(85,508)	0.0%	85,521	
LOCAL GOVERNMENT						
GENERAL GOV SERVICES	2,500	2,346	(154)	93.8%	2,346	
RECYCLING/ENFORCEMENT	99,730	-	(99,730)	0.0%	64,589	
HOST COMMUNITY FEES	373,000	92,810	(280,190)	24.9%	373,000	

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Fifth Months Ending August 31, 2021

	2021-22 Budget	YTD Actual	Remaining Funds	Act./Bud. Percentage	Forecast March 31, 2022
COURTHOUSE	77,834	29,999	(47,835)	38.5%	77,834
RESERVE TFR - TIPPING FEES	75,579	-	(75,579)	0.0%	57,766
ADMINISTRATION FEES	661,204	4,411	(656,793)	0.7%	665,615
KINGS COUNTY FIRE GRANT	58,811	27,877	(30,934)	47.4%	58,811
GLOOSCAP FIRE GRANT	7,065	-	(7,065)	0.0%	7,065
CAPITAL FIRE GRANT - KINGS	84,160	-	(84,160)	0.0%	25,215
MISC GLOOSCAP	30,000	22,229	(7,771)	74.1%	33,344
TOTAL	1,469,883	179,672	(1,290,211)	12.2%	1,365,585
LICENSES & PERMITS					
LICENCES	5,194	-	(5,194)	0.0%	5,194
WH BUILDING	46,755	33,585	(13,170)	71.8%	80,604
TOTAL	51,949	33,585	(18,364)	64.6%	85,798
FINES	44,962	15,184	(29,778)	33.8%	36,442
RENTALS					
RENTALS	96,810	-	(96,810)	0.0%	94,361
LEASES	35,100	5,700	(29,400)	16.2%	29,552
TOTAL	131,910	5,700	(126,210)	4.3%	123,913
RETURN ON INTESTMENT	67,310	-	(67,310)	0.0%	50,483
INTEREST & PENALTIES					
INTEREST & PENALTIES	307,153	119,896	(187,257)	39.0%	287,750
TOTAL	307,153	119,896	(187,257)	39.0%	287,750
OTHER					
TAX CERTIFICATES	14,000	6,650	(7,350)	47.5%	15,960
SUBDIVISION FEE	2,000	-	(2,000)	0.0%	1,500
WIND FARMS	171,168	-	(171,168)	0.0%	171,168
WATER SALES	20,000	30,570	10,570	152.9%	32,099
MISC	18,600	36,770	18,170	197.7%	42,286
TOTAL	225,768	73,990	(151,778)	32.8%	263,012
COMMUNITY DEVELOPMENT					

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Fifth Months Ending August 31, 2021

	2021-22 Budget	YTD Actual	Remaining Funds	Act./Bud. Percentage	Forecast March 31, 2022	
RECREATION	216,875	46,040	(170,835)	21.2%	110,496	
RECREATION - FACILITIES	504,574	50,363	(454,211)	10.0%	378,431	
	721,449	96,403	(625,046)	13.4%	488,927	
SERVICE NS & MUN RELATIONS						
EQUALIZATION GRANTS	463,476	140,677	(322,799)	30.4%	926,952	
FARM PROPERTY ACREAGE	89,139	89,139	-	100.0%	89,139	
HST OFFSET GRANT	112,360	110,211	(2,149)	98.1%	110,211	
911 COST RECOVERY	6,300	-	(6,300)	0.0%	6,300	
TOTAL	671,275	340,027	(331,248)	50.7%	1,132,602	
FEDERAL GOVERNMENT GRANTS	156,502	76,950	(79,552)	49.2%	156,502	
OWN VALUATION ALLOW & EQUITY						
OTHER FUNDS GENERAL	4,600	545	(4,055)	11.8%	84,681	
TOTAL REVENUE	27,220,913	22,067,221	(5,153,692)	81.1%	27,905,029	2.5%

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Fifth Months Ending August 31, 2021

	2021-22 Budget	YTD Actual	Remaining Funds	Act./Bud. Percentage	Forecast March 31, 2022
LEGISLATIVE					
WARDEN	56,954	20,058	36,896	35.2%	50,546
COUNCIL	332,116	116,053	216,063	34.9%	292,454
CONSOLIDATION & TRANSITION	-	33,140	(33,140)		79,536
OTHER LEGISLATIVE	28,000	2,989	25,011	10.7%	22,684
TOTAL	417,070	172,240	43,486	41.3%	445,220
GENERAL ADMINISTRATION					
ADMINISTRATIVE MANAGMENT	441,452	137,489	303,963	31.1%	447,452
FINANCIAL MANAGEMENT	875,382	275,198	600,184	31.4%	858,618
LEGAL/AUDITOR	87,677	14,376	73,301	16.4%	84,502
TAXATION	130,565	129,201	1,364	99.0%	129,201
COMMON SERVICES	3,250	292	2,958	9.0%	3,250
OTHER GENERAL ADMIN					
OFFICE ADMIN	120,411	57,154	63,257	47.5%	120,411
FACILITIES	220,444	91,069	129,375	41.3%	220,444
LIBRARIES	32,300	15,856	16,444	49.1%	32,300
DATA SERVICES	481,859	137,317	344,542	28.5%	481,859
INSURANCE	196,982	388,915	(191,933)	197.4%	252,795
PUBLIC SAFETY GRANTS	23,500	8,500	15,000	36.2%	20,400
OTHER	78,670	63,838	14,832	81.1%	153,211
TOTAL	2,692,492	1,319,205	522,013	49.0%	2,804,443
PROTECTIVE SERVICES					
POLICE	4,948,898	1,301,993	3,646,905	26.3%	5,698,898
LAW ENFORCEMENT	184,162	44,296	139,866	24.1%	184,162
FIRE FIGHTING	2,473,513	445,383	2,028,130	18.0%	2,473,513
EMERGENCY	91,599	30,251	61,348	33.0%	91,599
BUILDING INSPECTION	382,887	108,426	274,461	28.3%	382,887
FOOD BANK	11,965	(30)	11,995	(0.3%)	11,965
TOTAL	8,093,024	1,930,319	4,377,188	23.9%	8,843,024
TRANSPORTATION					
ROADS & STREETS - ADMIN	842,082	156,851	685,231	18.6%	842,082
ROADS & STREETS - WEST HANTS	226,727	47,235	179,492	20.8%	226,727

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Fifth Months Ending August 31, 2021

	2021-22 Budget	YTD Actual	Remaining Funds	Act./Bud. Percentage	Forecast March 31, 2022
ROADS & STREETS - WINDSOR	516,186	148,950	367,236	28.9%	516,186
ROADS & STREETS - HANTSPORT	218,840	79,186	139,654	36.2%	218,840
TOTAL	1,803,835	432,222	851,891	24.0%	1,803,835
ENVIRONMENTAL HEALTH SERVICES					
<i>SEWERS</i>					
ADMINISTRATION	773,420	101,491	671,929	13.1%	706,118
OPERATING COSTS	233,600	68,567	165,033	29.4%	222,157
LONG TERM DEBT	117,957	9,511	108,446	8.1%	117,957
<i>WINDSOR SEWER</i>					
ADMINISTRATION	363,627	94,393	269,234	26.0%	269,627
OPERATING COSTS	262,550	76,416	186,134	29.1%	247,588
LONG TERM DEBT	372,823	121,472	251,351	32.6%	325,463
SUB-TOTAL	2,123,977	471,850	1,390,889	22.2%	1,888,910
<i>GARBAGE & RECYCLING</i>					
GARBAGE & WASTE - WEST HANTS	1,058,790	361,298	697,492	34.1%	1,058,790
GARBAGE & WASTE - WINDSOR	289,504	63,379	226,125	21.9%	289,504
CLOSED LANDFILL	75,579	17,829	57,750	23.6%	57,766
RECYCLING/ENFORCEMENT	99,730	19,935	79,795	20.0%	64,589
SUB-TOTAL	1,523,603	462,441	640,851	30.4%	1,470,649
TOTAL ENVIRO HEALTH SERVICES	3,647,580	934,291	2,031,741	25.6%	3,359,559
ENVIRONMENTAL DEVELOPMENT SERVICES					
PLANNING	659,334	183,728	475,606	27.9%	659,334
MCAPP/VCFN/REN/TOURISM	132,041	46,435	85,606	35.2%	111,444
INDUSTRIAL PARK	8,000	1,224	6,776	15.3%	8,000
TOTAL	799,375	231,387	310,584	28.9%	778,778
RECREATION & CULTURAL SERVICES					
ADMINISTRATION	306,705	74,124	232,581	24.2%	306,705
RECREATION SITES & MAINTENANCE	443,086	177,253	265,833	40.0%	443,086
PROGRAMS	529,104	326,012	203,092	61.6%	529,104
POOL	167,043	357,528	(190,485)	214.0%	143,760
COMMUNITY CENTRE	199,633	29,224	170,409	14.6%	199,633
SPORT COMPLEX	604,635	86,523	518,112	14.3%	604,635
COMMUNITY ECONOMIC DEVELOPMENT	280,410	44,116	236,294	15.7%	214,699

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Fifth Months Ending August 31, 2021

	2021-22 Budget	YTD Actual	Remaining Funds	Act./Bud. Percentage	Forecast March 31, 2022	
HMCC	86,340	82	86,258	0.1%	86,340	
MAPLEWOOD CEMETERY	34,821	-	34,821	0.0%	34,821	
RIVERBANK CEMETERY	31,260	-	31,260	0.0%	31,260	
TOTAL	2,683,037	1,094,862	972,338	40.8%	2,594,043	
FISCAL SERVICES						
VALUATION ALLOWANCE & BAD DEBTS					15,000	
HOUSING AUTHORITY	148,912	128,139	20,773	86.1%	148,912	
ASSESSMENT	333,473	166,736	166,737	50.0%	333,473	
CORRECTIONAL	252,159	131,704	120,455	52.2%	252,159	
REGIONAL LIBRARY	123,000	59,772	63,228	48.6%	119,543	
EDUCATION	4,855,570	1,926,270	2,929,300	39.7%	4,623,046	
TOTAL	5,713,114	2,412,621	1,750,986	42.2%	5,492,133	
COURTHOUSE	77,834	25,249	52,585	32.4%	77,834	
LONG TERM DEBT	1,673,452	637,558	1,035,894	38.1%	1,688,117	
TRANSFER TO RESERVES	(381,434)	-	(381,434)	0.0%	(964,122)	
TOTAL EXPENDITURES	27,219,379	9,189,954	11,567,272	33.8%	26,922,865	-1.1%
SURPLUS/(DEFICIT)*	1,534	12,877,267	(16,720,964)		982,164	3.6%

* Windsor sewer deficit to be invoiced once 2021-22 is finalized

DOUBLE EQUALIZATION TO OPS RESERVE	(463,476)
SURPLUS / DEFICIT	518,688

<u>First Name</u>	<u>Last Name</u>
Danny	Dill
Quentin	Davison
Alyson	Bremner
Cecil	Rolfe
Pat	Porter
Nikki-Marie	Lloyd
Heather	Boylan (Martock)
Greg	O'Leary
Dr. Abby	Kirumira
Dean	Manning
David & Michelle	Rideout
Colleen	Walsh-Bouman
Nicholas & Alyson	Juurlink/Bremner (Linked Farms)
Tasha	Rogers
Brad	Carrigan
Karen	Carrigan
Elaine	Morehouse
Gary	Morehouse
Dr. A	Kirumira
Blake	Sarsfield
Greg	Webster
Bobby	Kidston
NSTIR	(Province of NS)
Darren	Porter
Rylan	Carrigan
Robin	Bremner-Popma (Hants Co Fed of Agri)
Roslyn	MacDuff
Darlene	Taylor
Daniel	Oulton
Karen	Carrigan
Marie & Andrew	Connolly
Robin	Thomson (Atlantic Division Canoe Kayak Canada)
Barbara	Hughes
Laura	Fisher

<u>First Name</u>	<u>Last Name</u>
Nikki-Marie	Lloyd
Ken	Donnelly (Hwy 101 Twinning CLC)
Darren	Porter

Karen	Lynch
Carilee	Eddy
Nikki-Marie	Lloyd
Sheldon	Hope
Adrienne	Wood
Magda	Montgomery
Sheldon	Hope
Andrew	Smiley
Carrilee	Eddy
Denise	Forand
Erin	Naugler
Janet	Comeau
Kristyn	Anderson
Laura	Fisher
Nick	Rafuse
Nicole	McLeod
Robyn	Cook
Sheldon	Hope
Tammy	Hilden
Tracey	Sexton
Ginette	Pitcher
Greg	Miller
David & Michelle	Rideout
Sylvia & Vince	Burgess
Scott (Adrienne)	Miniou (Wood)
Barbara	Sullivan
Sandra & Skip	Hogan
Marie & Andrew	Connolly
Karen	Carrigan
Adrienne	Wood (Petition)
Lisa	Hines

<u>First Name</u>	<u>Last Name</u>
Cam	Hartley
Troy & Vicki	Harvie
Jenn	McDermott
Jennifer	Daniels
Krista & Colin	Duncan
Robin	Bremner-Popma
Roslyn (Darlene) [Barb]	MacDuff (Taylor) [Hughes]
Wayne & Dianne	Hines

Bob & Sandra	Langdon
Brad	Hood
Ed & Cathy	Kerr
Ann	MacArthur
Carole Anne	Casey
Sarah	MacDonald
Andre & Donna	Arsenault
Aaron	Leblanc
Adrian	Rooney
Adrienne	Wood
Barb	Sullivan
Barbara	Beck
Bethany	Rozee
Carl	Siler
Carol	Bradley
Carol	McKinley
Chad	Pothier
Chris	Cann
Connie	Shay
Conrad	Mullins
Darlene	Taylor
Darren	Porter
Darren	Woods
Dawson	Sheehy
Deanna	Hamilton
Debbie	Porter-Wood
Debbie	Siler
Denise	Forand
<u>First Name</u>	<u>Last Name</u>
Devan	Archibald
Diane	Ogilvie
Erin	Naugler
Ernest	Eddy
Gerry	Young
Gina	Cochrane
Harry	Ullock
Hope	Moon
Ian	Shaw
J	Davis (and J Griffith)
Jacqueline	Farvacque
Jayne	Murray
Jeff	Redden

Jennifer	Shaw
Jocelyne	Marchand
John & Sarah	Monette
Jordan	Macumber
Josette	Dugue
Judy	Lynch
June	Pedersen-LaPierre
Justin	Cochrane
Karen	Lynch
Kathryn	Bergeron
Kathy	Veinot
Kyle	Pellegrini
Lachlan	Riehl
Laura	Stewart
Lee	Billington
Lee	Millett
Lexie	Barkhouse
Linda	Card
Monique	Wood
Nancy	Sheehy
Nancy	Sheehy
Nikki-Marie	Lloyd
Nikki-Marie	Lloyd
<u>First Name</u>	<u>Last Name</u>
Olena	Kharytonova
Pat	Porter
Paula	Lake
Robert	Bowkett
Roslyn	MacDuff
Ruth	Angevine
Scotch Village	Farm
Shirley	Pineo
Stephen	Brooks
Trudy	Sheehy
Steven	Bouman
Sue	Sheehy
Susie	Smith
Tasha	Rogers
Tera	Brommit
Toni-Lee	Burns
Tony	Wood
Tracey	Sexton

[illegible]

Shelleena Thornton

Subject: FW: Lake Pisiquid

From: darlene taylor < >

Date: July 26, 2021 at 10:22:18 PM ADT

To: Justin Trudeau <justin.trudeau@parl.gc.ca>, Bernadette Jordan <min@dro-mpo.gc.ca>

Cc: Kody Blois <Kody.Blois@parl.gc.ca>, "PREMIER@novascotia.ca" <PREMIER@novascotia.ca>, C Colwell <min_dfa@gov.ns.ca>, Abraham Zebian

<AZebian@westhants.ca>, Melissa Richard <melissa@hantswestpc.com>, Brian Casey

<votecasey2021@gmail.com>, Tim Houston <tim.houston@mail.com>, Laurie Murley

<LMurley@town.windsor.ns.ca>

Subject: Lake Pisiquid

Caution

This email comes from an outside sender. Verify the sender and use caution with any requested attachments.

Prime Minister Trudeau & Minister Bernadette Jordan,

I'm writing you both, yet again, out of concern for the safety of, and the effects on, our town's water resource and its ecosystem, our health, our farmers, our local businesses and our local week extensions of the Ministerial Order regarding the operations of the Avon River Aboiteau.

We have been watching an environmental disaster happen daily since March while extensive order continues with no end in sight. Now we are faced with the possible failure of this aging downtown core and residual area to the list of losses and damages that your government has

Does our Liberal Federal government or DFO have any solutions in place if this Aboiteau fails? Does the current operation is putting on its gates?

Are there any solutions that can be put in place now to repair the daily damages that have been done since March, or that can prevent any further risk to our community?

I understand it is both Federal and Provincial governments that must agree on a plan to sat requirements for flood protection, meet the concerns of other community stakeholders as

I also understand that you have received letters of concern, and requests to end any further of this Ministerial Order until a decision for the replacement of the existing aboiteau is reached by representatives.....

- ☐ Liberal MP, KodyBlois
- ☐ Liberal NS Priemer, Ian Rankin
- ☐ Liberal MLA for Hants West, Chuck Porter
- ☐ Liberal Min of Agriculture Kieth Colwell
- ☐ Mayor Abe Zebian and West Hants Regional Municipal Council

Yet.....you both stand firm, continuing the extensions as if their collective concerns have no merit. I have written to you both before with never a single reply from Minister Jordan and the only reply was that it was not a matter for the DFO.

I would appreciate the courtesy of at least an answer as to whether there is a plan in place that protects citizens from the possibility of these old aboiteau gates failing and causing a devastating flood.

Is there a plan of any kind?

Or are you just hoping nothing too disastrous will happen before an election is called?

Darlene Taylor Windsor, NS 902-798-3878



Crown-Indigenous Relations
and Northern Affairs Canada

Relations Couronne-Autochtones
et Affaires du Nord Canada

August 13, 2021

Ms. Karen Beazley, PhD 1041 Wellington St, Unit 403 HALIFAX NS

karen.beazley@dal.ca

Dear Ms. Beazley:

Thank you for your correspondence of July 15, 2021, concerning the Treaty rights of the Mi'kmaq in relation to the twinning of the Trans-Canada Highway in Nova Scotia.

The Government of Canada takes its responsibilities seriously and will accommodate the Mi'kmaq communities whose established or potential rights are affected by a decision of the Crown.

As Treaty signatories, we agree that advancing shared reconciliation of Nova Scotia, requires Canada not only to meet its constitutional obligations but also move beyond this legal minimum with broader engagement and

As you may know, each federal department is responsible for establishing its approach arising from its respective mandate. Crown-Indigenous Relations and Northern Affairs Canada is providing advice, guidance and training to federal officials on the duty of the federal government approach to consultation and accommodation with Indigenous peoples.

In CIRNAC's *Guidelines for federal officials on fulfilling the Duty to Consult*, [cirnac.gc.ca/eng/1100100014664/1609421824729](https://www.cirnac.gc.ca/eng/1100100014664/1609421824729), consulting departments are following a step process on how to conduct a preliminary assessment of the nature of the Aboriginal and treaty rights and the nature and severity of any potential impacts. The Guidelines encourage an early and meaningful two-way dialogue between the Crown and rights holders who are best placed to share this information.



for

-2-

Crown-Indigenous Relations and Northern Affairs Canada also facilitates Indigenous Crown consultation processes through the negotiation of consultation protocols. On November 1, 2018, the Assembly of Nova Scotia Mi'kmaq signed a consultation agreement with the Government of Nova Scotia. The Terms of Reference for a Mi'kmaq-Nova Scotia-Canada Consultation for how the Crown will consult the Mi'kmaq when governments are making decisions that have a significant impact asserted or established Mi'kmaq Aboriginal and Treaty rights. Nova Scotia is represented on the Mi'kmaq-Nova Scotia-Canada Consultation Terms of Reference. The Government of Canada takes this consultation agreement very seriously.

The Minister of Fisheries, Oceans and the Canadian Coast Guard is the responsible Minister for the Order relating to the operation of the tidal gates at the Avon River and is best placed to respond to your concerns. She is copied on this correspondence.

The Government of Canada is committed to a renewed, nation-to-nation relationship and the recognition of Mi'kmaq Aboriginal and treaty rights, including the right to fish in perpetuity. Thank you for taking the time to share your concerns related to the protection of Mi'kmaq and for providing an opportunity to clarify Canada's approach, and the role that my department plays in supporting meaningful consultation and accommodation.

Sincerely,

Heather McLean A/Assistant Deputy Minister Implementation Sector
Crown-Indigenous Relations and Northern Affairs Canada

<u>Correspondence Date</u>	<u>Meeting / logged</u>
2020-06-30	2020-07-14 COTW
2020-07-06	2020-07-14 COTW
2020-07-07	2020-07-14 COTW
2020-07-13	2020-07-14 COTW
2020-07-13	2020-07-14 COTW
2020-08-02	2020-09-08 COTW
2020-09-01	2020-09-08 COTW
2020-09-03	2020-09-08 COTW
2020-09-02	2020-09-08 COTW
2020-09-08	2020-09-08 COTW
2020-09-08	2020-09-08 COTW
2020-09-08	2020-09-08 COTW
2020-09-08	2020-09-22 Council
2020-09-08	2020-09-22 Council
2020-09-23	2020-10-13 COTW
2020-09-23	2020-10-13 COTW
2020-09-24	2020-10-13 COTW
2020-09-24	2020-10-13 COTW
2020-09-24	2020-10-13 COTW
undated	2020-10-13 COTW
2020-10-01	2020-10-13 COTW
2020-10-02	2020-10-13 COTW
2021-01-13	2021-01-26 Council
2021-03-19	2021-03-23 Council
2021-03-29	2021-04-13 COTW
2021-03-29	2021-04-13 COTW
2021-03-29	2021-04-13 COTW
2021-03-23	2021-04-13 COTW
2021-03-26	2021-04-13 COTW
2021-03-26	2021-04-13 COTW
2021-03-26	2021-04-13 COTW
2021-03-30	2021-04-13 COTW
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2021-04-01	2021-04-13 COTW

<u>Correspondence Date</u>	<u>Meeting / logged</u>
2021-04-06	2021-04-13 COTW
2021-04-01	2021-04-13 COTW
2021-04-06	2021-04-13 COTW

2021-04-09	2021-04-13 COTW
2021-04-15	2021-04-27 Council
2021-04-19	2021-04-27 Council
2021-04-19	2021-04-27 Council
2021-04-22	2021-04-27 Council
2021-04-22	2021-04-27 Council
2021-04-26	2021-04-27 Council
2021-05-02	2021-05-11 COTW
2021-05-03	2021-05-11 COTW
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2021-05-07	2021-05-11 COTW
2021-05-07	2021-05-11 COTW
2021-05-07	2021-05-11 COTW

<u>Correspondence Date</u>	<u>Meeting / logged</u>
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2021-05-07	2021-05-11 COTW
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2021-05-12	2021-05-25 Council
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2021-05-16	2021-05-25 Council
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2021-05-16	2021-05-25 Council
2021-05-12	2021-05-25 Council
2021-05-18	2021-05-25 Council
2021-05-21	2021-05-25 Council
2021-05-15	2021-05-25 Council
2021-05-18	2021-05-25 Council
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<u>Correspondence Date</u>	<u>Meeting / logged</u>
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2021-05-15	2021-05-25 Council
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2021-05-12	2021-05-25 Council
2021-05-16	2021-05-25 Council
2021-05-17	2021-05-25 Council
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2021-05-16	2021-05-25 Council
2021-05-15	2021-05-25 Council
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2021-05-16	2021-05-25 Council
2021-05-16	2021-05-25 Council
2021-05-18	2021-05-25 Council
2021-05-12	2021-05-25 Council
2021-05-17	2021-05-25 Council
<u>Correspondence Date</u>	<u>Meeting / logged</u>
2021-05-15	2021-05-25 Council
2021-05-12	2021-05-25 Council
2021-05-12	2021-05-25 Council
2021-05-18	2021-05-25 Council
2021-05-15	2021-05-25 Council
2021-05-13	2021-05-25 Council
2021-05-19	2021-05-25 Council
2021-05-12	2021-05-25 Council
2021-05-12	2021-05-25 Council
2021-05-17	2021-05-25 Council
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2021-05-14	2021-05-25 Council
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2021-05-12	2021-05-25 Council
2021-05-17	2021-05-25 Council
2021-05-12	2021-05-25 Council
2021-05-18	2021-05-25 Council
2021-05-16	2021-05-25 Council

[illegible]

Chuck Porter <chuck@chuckporter.ca>, Keith

ests, links or

vn, our fresh
cal recreational centres that the continued two
eau gates are either causing and/or are destroying.

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ng structure, adding the fear of a flooded
will be totally responsible for if the gates do fail.

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as well as First Nation concerns for fish passage.

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ched, from all levels of our elected

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ly from the PMO was to say it was a

rotects our town, it's businesses and

importance of respecting the Aboriginal and
Canada highway 101 across the Avon River in

It consult and, where appropriate,
Aboriginal and Treaty rights could be

objectives between the Crown and the Mi'kmaq
obligations relating to the duty to consult, but, to
partnership activities.

ishing and meeting any consultation obligations
Northern Affairs Canada's mandate includes
to consult and promoting a whole-of-
Government Peoples.

Consult (2011) – part C, <https://www.rcaanc->
tments and agencies are provided by a step-by-
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between federal officials and the affected rights-

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Canada

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Process lays out the process
ns which have the potential to
and Canada are both
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ed to respond to your inquiry.

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suit of a moderate livelihood.
li'kmaq rights in Nova Scotia
/ department plays in