



WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda **Amended**
June 8, 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. Approval of the Agenda, including additions or deletions
 - a) Dashboard Action Items – Information Log
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2021-05-11 Committee of the Whole minutes
7. Presentations
 - a) Dog Park – Cecile Rolfe, Resident
 - b) 10-yr plan to end homelessness in Annapolis Valley – Kelly McGregor and Russ Sanche, Portal Youth Outreach Assoc. & Homeless No More
8. Unfinished Business/Postponed Motions
 - a) Rural Internet Service for NS (standing item)
 - b) Dangerous or Unsightly Premises – Old Textile Mill (standing item)
(Four items from Items in #11 moved up here on the agenda)
 - c) 2021/22 Budget continuation from June 1,2, & 3rd meetings
 - d) Hantsport Fire Station Build Tender Award – Recommendation Report
 - e) Contracts & Agreements Listing – Information Report
9. Reports
 - a) CAO Activity Update – Information Report
 - b) Financial Update – Information Report
10. Correspondence
 - a) Information
 - i. Avon Causeway Activity Log
 1. Current Correspondence as of June 2, 2021
 - ii. Kody Blois, M.P. (May 18, 2021) – Budget 2021
 - iii. Sani Engineering (May 27, 2021) – Cracking Concrete Mezzanine – WH Sports Complex
 - iv. Dept. of Agriculture to Minister Jordan (May 27, 2021) – Avon River Aboiteau and Ministerial Order impacts

- v. Lee Chalmers (June 3, 2021) - Comments on DesignPoint LID presentation
 - b) Requests (for discussion) – None
11. New Business
- a) 33 Fletcher Road Dangerous or Unsightly Pkg - Recommendation Report (Moved up after Item 8(b))
 - b) 74 Bowman Road Dangerous or Unsightly Pkg - Recommendation Report (Moved up after Item 8(b))
 - c) 2021 Provincial Funding Applications - Recommendation Report
 - d) Mobile Canteens Vending By-law RV-001 First Reading- Recommendation Report (Moved up after Item 8(b))
 - e) Sidewalk Cafes Policy – Recommendation Report (Moved up after Item 8(b))
 - f) Scada Migration/Upgrades – Recommendation Report
 - g) Regional Caucus Discussion (verbal)
 - h) Windsor Waterfront Lands – Request for Decision Report
 - i) Grants – Recommendation Report
 - j) Mayor's Meeting with Glooscap First Nation Recommendation (verbal)
12. Public Participation Period
13. In-Camera - None
14. Next Meeting Date / Adjournment

M - Motion
D - Direction/Discussion

**West Hants Regional Municipality
Dashboard (Action List)**

June 2, 2021

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

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
Internet Access Business Plan - CAO to initiate process for dev of a business plan to present to Council (may req. consultation with market/industry experts for the delivery of high-speed internet access for WHRM residents. (Cross-ref with 2020-09-08 COTW direction)	Council	M	2020-04-28 (M) 2020-09-08 (D)	As per 2021-02-09 COTW; revisit in 6 mths	Yellow	CAO
Sewer Billing Review - Staff explore what the sewer rates would be if sewer util. fees were put back on the taxes. (Tabled until after budget) (Also at 2020-04-14 COTW mtg)	COTW	M	2020-05-12		Yellow	CAO/Fin
Asset Mgmt (Strategic Sustainability) - Strategic Sustainability Plan is needed	COTW	D	2020-05-12	On-going until approx. Oct. 2022	Yellow	PW
Avon River Causeway (Aboiteau/Hwy. 101 Twinning) - CAO to initiate process for financial evaluation which may include feasibility study on potential economic opportunities that exist with each of the causeway/aboiteau options being considered with Hwy. 101 twinning proj. (Table motion until after Community Liaison Committee (CLC) meets)	COTW	M	2020-05-12		Red	CAO
Branding for Region - proceed with Branding project	Council	M	2020-05-26	2021-07	Yellow	CAO
Tax Structure (Blended Rates - restructuring of existing tax rate) - Staff and council to review over the next year.	COTW	D	2020-06-01	Budget Mtgs 2021-06	Green	CAO/Fin
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		Yellow	CAO

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D - Direction/Discussion

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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
Restaurants/Mobile Canteens - Staff review existing by-laws/policies/fees (incl sidewalk cafes and mobile vending units). Report to include info on location permissions as well as comparable fees in our region for similar services along with any recommended changes.	Council	M	2020-09-22	2021-06 COTW		CAO/ Planning
Pedestrian Signage and Barriers - Have consistent and align with Branding outcomes. Staff prepare report for 2021/22 Capital & Operating budgets. (These items should be incorporated into our growth centres). Staff report back.	Council	M	2020-09-22	Align with Branding outcomes 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)		CAO
Burning Permit/Outdoor Fires - Staff review existing Fire-related by-laws	COTW	D	2020-11-10	2021-06		CAO/Fire Chiefs

M - Motion
D - Direction/Discussion

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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>
In-Camera - (b)MGA 22(2)(a) Acquisition, Sale, Lease and Security of Municipal Property – Land Sale - Proceed with next steps/presentation						
(2021-02-23 Item 16(c)) - Expend funds for property evaluation on Mun-owned properties	COTW Council	D M	2020-11-10 2021-02-23	2021-01 2021-06		CAO
Service Contracts (discussed under Item 15(a)) - That staff forward a list (provide access) of all service contracts to Council so Council is aware and can look for potential cost-savings						
	Council	M	2021-01-26 2021-05-25	2021-05		CAO
Municipality Debt - Report back total breakdown of previous units and combined and further details (eg debenture info, interest rates, maturity dates, principal/interest amounts, etc). Perhaps send by email by Fri, Feb. 26 and bring back to budget discussions	Council	D	2021-02-23	2021-06 Budget Discussions		Fin
Corres (NS Firefighters Benevolent Fund) - Review if capacity during budget meetings	COTW	D	2021-03-09	2021-06 Budget Mtgs		Fin
Water Information - Staff report back to Council on cost to produce water bill bi-monthly	COTW	D	2021-03-09	2021-06		Fin
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
Cheverie Land Exchange - Agree	Council	M	2021-03-23	2021-05		CAO
Valley REN - Mayor to arrange meeting of Councillors with Board members	Council	D	2021-03-23	2021-05		Mayor
Sewer Billing - Staff prepare education material for utility users	Council	D	2021-03-23	2021-06		CAO/Fin

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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>
Dangerous or Unsightly (old Textile Mill) - Staff to follow-up with property owners re. insurance. Owners granted a couple of months to address issues.	COTW	D	2021-04-13	2021-06		CAO
Sports Complex Walking Track - Confirmation from Contractor and Murray Tate (Proj Engineer) that surface cracks are cosmetic and not structural	Council	M	2021-04-27	2021-05		Comm Dev/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	2021-06		CAO
Newport Station Food Hub Paving Driveway & Lease - Staff get estimates to pave driveway before budget deliberations	COTW	D	2021-05-11	2021-06		CAO/PW
65 Fort Edward St Properties - Deem surplus and list for sale	Council	M	2021-05-05	2021-06		CAO
Capital Budget 5-yr Breakout - Circulate to council prior to budget meetings	Council	D	2021-05-25	2021-06		Fin
Avon River Causeway Aboiteau Gates - Staff to get clarity from DFO/Dept. Agr if the gates opening is for 10 minutes or a minimum of 10 minutes.	Council	D	2021-05-25	2021-06		CAO



WEST HANTS REGIONAL MUNICIPALITY

Presenter/Presentation Overview

Date: June 8, 2021

Name of Presenters & Organization: Cecile Rolfe

Presentation Outline/Summary (Matter): Matter of building an off-leash
dog park, community based, for Windsor + surrounding
area

Request of WHRM Council:

3/4 to 1 acre of land, plus approval
to build. Thank you

Thank you for providing this information & a full copy of your presentation one full week
BEFORE the date you are scheduled to present to West Hants Regional Council to
sthornton@westhants.ca !



WEST HANTS REGIONAL MUNICIPALITY
Presenter/Presentation Overview

Date: June 8, 2021

Name of Presenters & Organization: Cecile Rolfe

Presentation Outline/Summary (Matter): *approval for community*
dog park.

Request of WHRM Council:

*Thank you for providing this information & a full copy of your presentation one full week
BEFORE the date you are scheduled to present to West Hants Regional Council to
sthornton@westhants.ca !*

Good evening Mr. Mayor and Councillors.

I would like to address the necessity of an enclosed area for an off leash dog park for Windsor and surrounding area. Many of our canine owners use the Hantsport dog park and just as many can't for a variety of reasons. I'm hoping to make this a community affair with help from various sources. With approval from council here is a plan I've tentatively set down. First off with some dedicated canine owners we would be able to set up committees from fund raising to clean up. I am planning on seeking some help from New Boundaries for lawn mowing as we will need as many volunteers as possible. We would like a grassy area, easy access, need access to water (potable) it would be totally fenced with a double gate (for owners to take leads off) we need litter containers. I'm hoping for at least three-quarters to one acre of land. We would have a board of directors to look at setting up some rules of conduct. Would council entertain the idea of "donating" such a piece of unused land. If we could have a choice of at least two/three sites I will take a poll from interested owners to decide. I am hoping to apply for a grant from the gov't to give us a boost. I also realize that this will not happen overnight. I've been sourcing information from hantsport and Kentville.

Thank you for taking time to listen to me and considering my proposal.

Sincerely,

Cecile Rolfe



WEST HANTS REGIONAL MUNICIPALITY Presenter/Presentation Overview

Date: For June 8, 2021

Name of Presenters & Organization:

Russ Sanche of Portal Youth Outreach Association & Homeless No More

Kelly McGregor of Portal Youth Outreach Association & Homeless No More

Presentation Outline/Summary (Matter): Background on Homeless No More, 10 year plan to end homelessness in the Annapolis Valley.

Request of WHRM Council:

Land that could be used for a multi-generational, mixed market housing development.

*Thank you for providing this information & a full copy of your presentation one full week
BEFORE the date you are scheduled to present to West Hants Regional Council to
sthornton@westhants.ca !*



HOMELESS

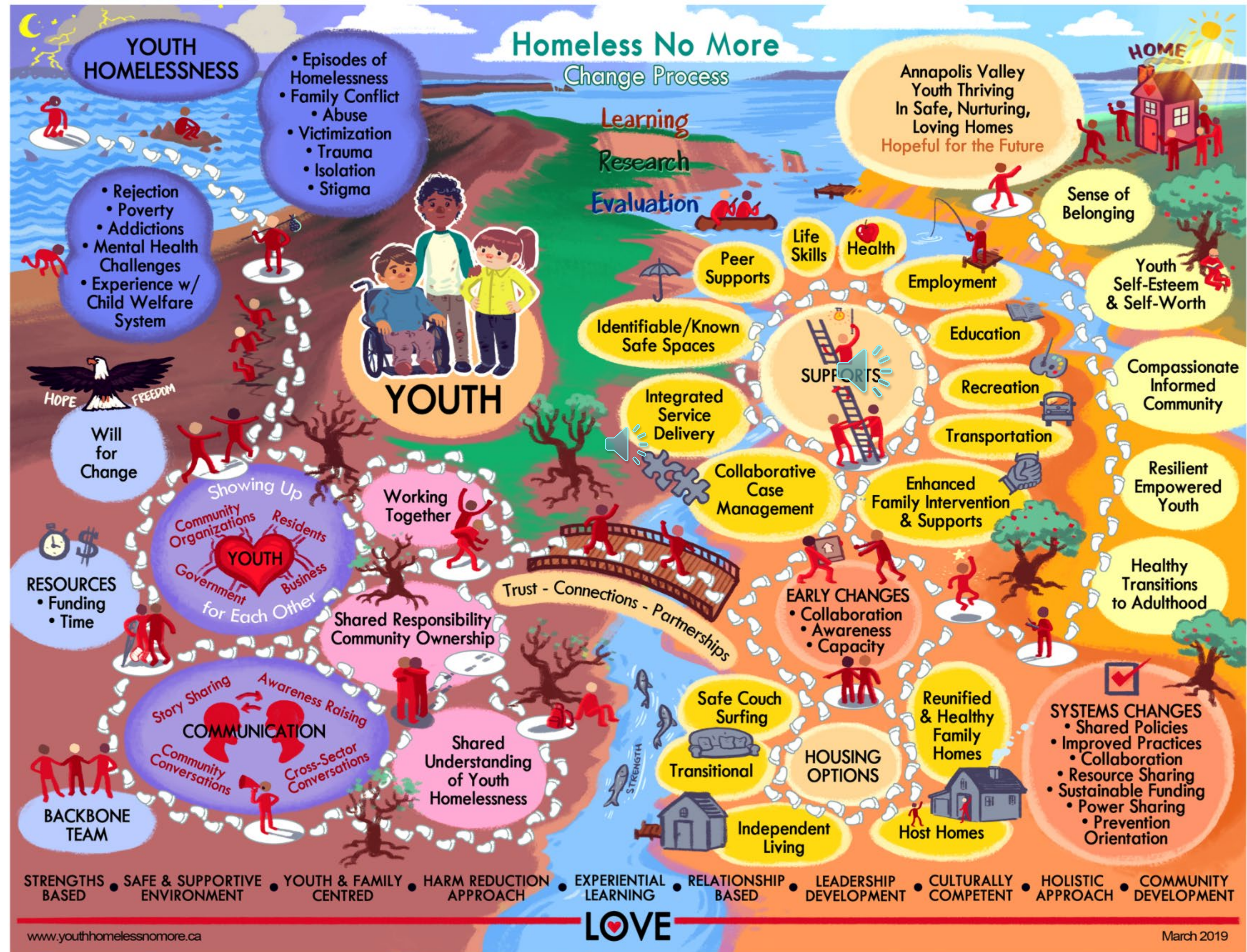
NO MORE



Annapolis Valley

2021 PRIORITIES

- Increase housing units
- Mobile crisis response
- Community based MH
- House most vulnerable.
- Prevention
- Community Safe spaces



Homelessness can be defined as *“the situation of an individual or family without stable, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it. It is the result of systemic or societal barriers, a lack of affordable and appropriate housing, the individual/household’s financial, mental, cognitive, behavioural or physical challenges, and/or racism and discrimination. Most people do not choose to be homeless, and the experience is generally negative, unpleasant, stressful and distressing.”* (CHRN, 2012: 1)

AGENCY BASED COUNT- VALLEY NUMBERS

Emergency	17	6.90%
Unsheltered	30	12.20%
Provisionally	73	29.40%
At Risk	127	51.40%
Total	247*	* Does not include children within the families

In October 2020, Acadia launched an agency-based Point In Time count, based on accepted practises in the sector.

Locations: West Hants, Kings County, Annapolis County; **Participants:** Approx.. 36 frontline workers administered the survey from 13 organizations; **Surveys sent out:** ~400; **Surveys completed:** 247; **Ages:** 16+

	Survey grouped by county			
Age Group	Annapolis	Kings	West Hants	Valley
16-18	0	16	8	24
19-21	8	15	3	27
22-27	8	25	8	41
28-33	12	28	8	48
34-64	15	68	11	97
65+	0	9	1	10
Total	43	161	39	247
Percentage	17%	65%	16%	

How the numbers translate to housing units

Annapolis County

- 11 youth spots- 1 bedroom or bachelor
- 27 family units (2 and 3 bedrooms)

Kings County

- 22 youth units- 1 bedroom or bachelor
- 9 Seniors
- 85 family homes (mix of 2 and 3 bedroom)

From the perspective of geography

Windsor

- 11 youth spots- 1 bedrooms or bachelor
- 14 units for family homes (3 bedrooms)
- 1 senior spot (1 or 2 bedroom)

Waitlist for Western Regional Housing Authority Units

Mun of West Hants-Family-67

Mun of West Hants-Senior/Non-elderly-62

Windsor-Family-56

Windsor-Senior/Non-elderly-75

MARKET HOUSING

BUILT WITHIN MUNICIPAL
PLANNING & PRIVATE
SECTOR DRIVEN

HOUSING STRATEGY

CONTINUUM OF SUPPORT

VILLAGES PROJECT
INTENTIONAL MIXED
HOUSING THAT IS
AFFORDABLE & SUPPORTED

**COORDINATED ACCESS
ANNAPOLIS VALLEY**

HOST HOMES
"FAMILY" BASED AND
VOLUNTEER DRIVEN

TRANSITIONAL
HOUSING THAT IS
TARGETTED & PROGRAM
DRIVEN

SUPPORTIVE
HOUSING THAT IS
SUPPORTED & MIXED

GARDEN
ACCESSORY DWELLING
UNIT ON PRIVATE
PROPERTY

- INTERGENERATIONAL
- COOPERATIVE
- PEER SUPPORTED

- SAFE & HIGHEST ACUITY
- ONSITE SUPPORT
- EMERGENCY BEDS

- INDEPENDENT SUPPORTED LIVING
- PEER SUPPORTED
- MEETS SUPERVISION ESIA

- PRIVATE SECTOR DRIVEN
- RENOVATION OF EXISTING
- ZONED AS APARTMENTS

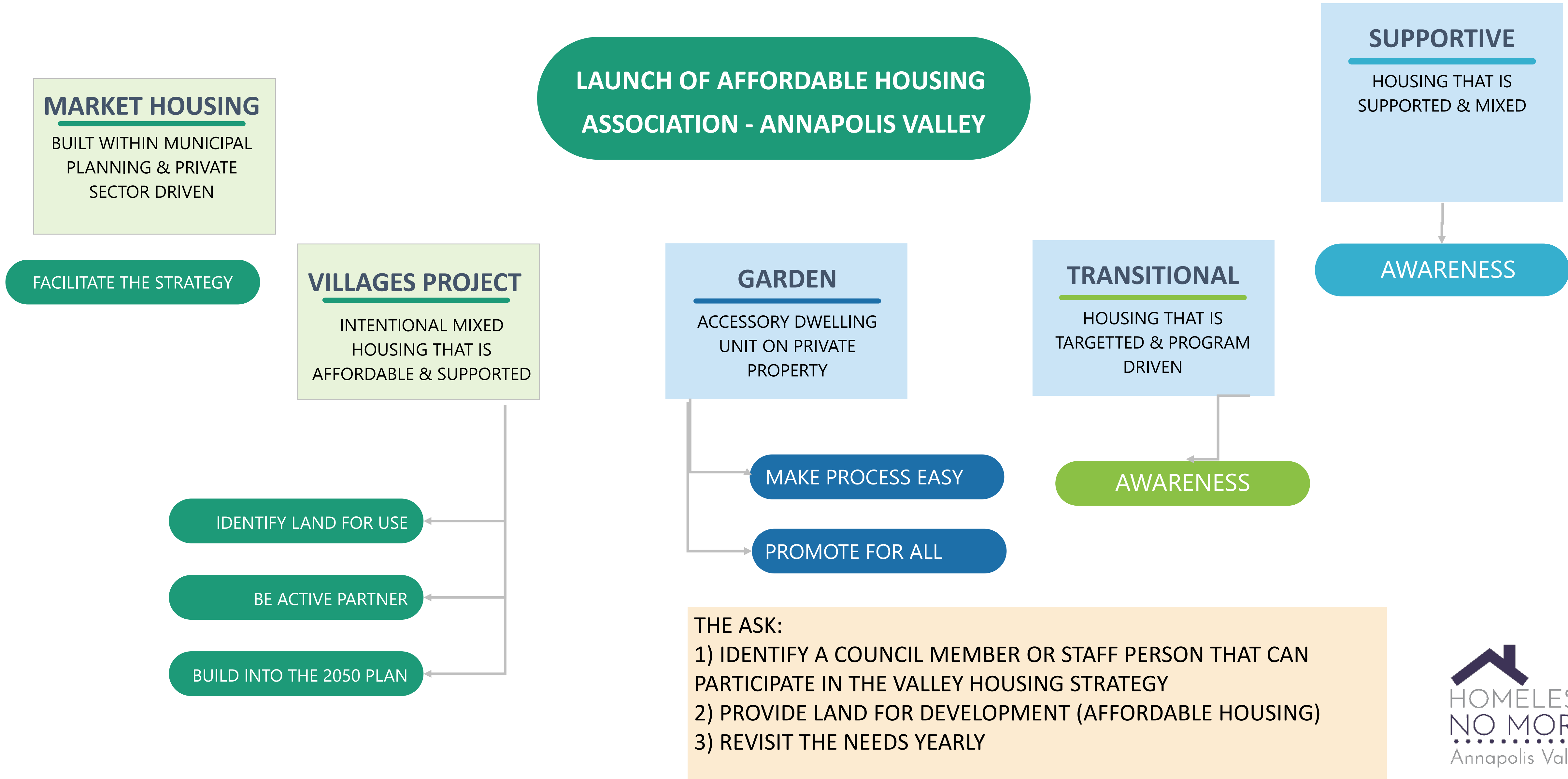
- EMERGENCY: SAFE COUCH SURFING NETWORK
- YOUTH 16- 19 YEARS
- SURVIVORS
- LIVING WITH MH CHALLENGES

- Housing options for all ages & needs
- Based on data
- Geographic, based on need

THE WHAT: HOUSING STRATEGY

CONTINUUM OF SUPPORT

9





WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: 
Todd Richard

Date: May 25, 2021

Subject: Hantsport Fire Station Construction Tender Award

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

It is recommended that Committee of the Whole:

...recommend to Council that Council authorize staff to enter into contract negotiations for the Hantsport Fire Station construction with Avondale Construction, in the amount \$3,186,591 plus applicable taxes and contingencies.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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The existing Hantsport Fire Station building constructed around 1970, is a one-story building consisting of an assembly hall and truck garage with five bays. The 2014 OPUS Report classified the building in "fair" condition, with numerous recommendations for upgrade and/or immediate improvement.

In 2018, following an independent renovation feasibility report by Architect Vincent den Hartog, an information report was presented to Municipality of the District of West Hants Committee of the Whole with the preliminary cost analysis of construction for a combined use facility to be shared by the Hantsport Fire Department and Public Works Department. In November 2019, a directive was received by the Public Works department to proceed with the development of a Request for Proposal (RFP) to perform the Design Services for the Hantsport Fire Department.

In 2019, Public Works issued a Request for Proposal for the provision of Design Services for a replacement Fire Station in the community of Hantsport to be modelled from the new fire station and municipal complex in Canning, NS. With only a single bid received for the Design, Municipality of the District of West Hants Council decided not to proceed with the design contract for a new fire station, and deferred any further actions until a new Council and budget was in place for the consolidated Municipality.

In accordance with Council direction in 2020, staff authorized the work to perform Geotechnical evaluation at the existing Hantsport Fire Station site by Harbourside Engineering.

In July 2020, following review of the Geotechnical evaluation by Harbourside Engineering and the Hazardous Materials evaluation by Strum Consulting; Council approved award of a contract to HarveyARCHITECTURE to proceed with the design component at the existing Oak Street location.

In January 2021, Council approved the Option 1 general design for the replacement Hantsport Fire Station at the existing Oak Street location, as provided by HarveyARCHITECTURE, and Council provided direction for staff to proceed with the release of a public Request for Proposal for the evaluation and selection of the project general contractor, in accordance with the approved Municipal procurement process.

In April 2021, HarveyARCHITECTURE completed the detailed design specification and drawings for the replacement Hantsport Fire Station for the Oak Street location. The public Request for Proposal closed on Thursday, May 13, 2021.

DISCUSSION

A public request for **Fixed Sum Bid** quotation was received on Thursday, May 13, with a total of four (4) proposals received. Proposals were reviewed and evaluated by Municipality staff, Hantsport Fire Station executive and by HarveyARCHITECTURE as the Project Consultant (Design Engineer/Architect) for this project.

Although the number one ranked contractor is not the low bidder the 7 month construction schedule compared to the low bidder of 18 months clearly gives good reasons to award the contract to Avondale Construction. The price difference between the two low bidders is \$17,591.

Rank	General Contractor	Compliant	Timeline	Bid Value
1	Avondale Construction	All Items Submitted	Dec. 2021	\$3,163,900.
2	Blunden Construction	Items Missing	Dec. 2022	\$3,144,000.
3	Mid-Valley Construction	All Items Submitted	Dec. 2021	\$3,267,680.
4	Roscoe Construction	All Items Submitted	Apr. 2022	\$3,461,281.

The above prices do not include separate prices submitted for having glass bay doors installed. The extra cost submitted by Avondale Construction is \$22,691, staff recommend proceeding with the glass door substitution (added difference in cost from standard bay doors).

It was noted that a few certificates were not included with the bid submission from Blunden Construction. These included their WCB Clearance Certificate, Named Insurance Certificate and Agreement to Bond. Although these items may be obtained with further pre-award discussions, it was recommended that considering the low relative bid value and aggressive timeline proposed by Avondale Construction, Avondale is the preferred General Contractor for this project. A short construction schedule would have many benefits including HFD members having a new facility in less than a year, substantial reduction in time for temporary storage of equipment, public works having access to the full use of the Hantsport depot along with reduction in disruption in the area of construction.

The Avondale Construction bid has been evaluated by HarveyARCHITECTURE and confirm that although their proposed timeline is aggressive, it is indeed achievable as confirmed through previous construction projects similar in nature to this project.

NEXT STEPS

Pending approval of Council; the Owner (Municipality) and Consultant (Harvey Architecture) will enter into pre-award meetings with proposed Contractor to confirm all technical specifications are understood and agreed to by all parties, that given conditions are met; and then a signed contract would be executed with Avondale Construction.

At these pre-award meetings, project timelines including milestones, sub-contractors and other project conditions would all be confirmed by all three parties involved in this construction contract.

FINANCIAL IMPLICATIONS

The financial implications for the estimated construction costs of design option 1

	OPTION 1 Design Approved by Council	Avondale Construction Fixed Sum Bid
Floor Area: Ground Floor	12,450 sf	12,450 sf
Floor Area: Mezzanine	1,903 sf	1,903 sf

Floor Area: Total Area	14,353 sf	14,353 sf
Total – Excluding Contingency & Tax	\$3,307,167.	\$3,163,900.
Unit Rate	\$230.42 /sf	\$220.43 /sf

Cost estimate to perform this work would be \$3,163,900 plus \$22,691 glass bay door option, plus \$187,372 project contingency, plus applicable taxes (\$144,743); **totaling \$3,518,706**, to be funded through long-term debt. This amount does include the demolition cost and remediation of both buildings on this lot (Current Hantsport Fire Station and Current Food Bank building).

\$3,888,974 was included in the 2021-22 Capital Budget, and as a class D estimate in previous report submitted to Council in January 2021. The difference of \$370,268 will be available for FF&E as needed. The total debt servicing expense in the 2021-22 operating budget is \$196,790.

The capital expenditure will be reviewed by the Municipality of Kings County, during their annual area rate meeting and approved by Kings County's Council. If approved, they would fund a portion debt servicing cost, determined by the annual call percentage rate. In previous area rate meetings, the Fire Stations has been presented.

ALTERNATIVES

1. Council may recommend contract negotiations to be conducted with an alternative Proponent; this is not the recommendation of staff.

ATTACHMENTS

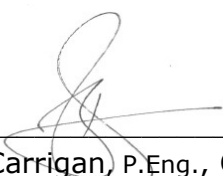
Letter of Award Recommendation from Michael Harvey, HarveyARCHITECTURE, dated May 18, 2021.

CHIEF ADMINISTRATIVE OFFICER REVIEW

The replacement of the Hantsport Fire Station is a project that has been reviewed thoroughly by this Council, HFD and Municipal Staff. Several reports and reference materials have been evaluated resulting in the confidence to forward the recommendation as proposed.

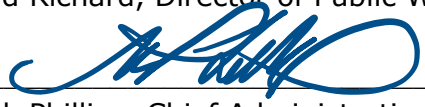
I support the recommendation.

Report Prepared by:


 Brad Carrigan, P.Eng., Capital Projects Engineer

J. Richard

Report Reviewed by: _____
Todd Richard, Director of Public Works

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



harveyARCHITECTURE

7071 Bayers Road, Suite 3004, Halifax, NS B3L 2C2 • P: 902.444.0555 • F: 902.444.7522 • C: 902.456.0435 • mike@harch.ca

18 May, 2021

Mr. Brad Carrigan, P.Eng.
Project Engineer
West Hants Regional Municipality
PO Box 3000
100 King Street
Windsor, NS B0N 1T0

Brad,

Re: Hantsport Fire Station

Further to our Proposal Response Review Summary forwarded yesterday (copy attached), *harveyARCHITECTURE* recommends award to Avondale Construction in the amount of \$3,163,900.00 with proposed completion date of December 30, 2021. We have extensive experience with Avondale and, while the schedule is considered aggressive, we are of the opinion that they have the resources and procedures in place to deliver.

Note that we have had no conversations with any of the proponents since the close but can verify that the Avondale estimating department challenged the design team with the most questions and requests for clarifications. This gives us a level of confidence that they have been thorough.

Should you have any questions or require additional information, please advise.

Regards,

Michael A. Harvey, MNSAA, LMRAIC



7071 Bayers Road, Suite 3004, Halifax, NS B3L 2C2 • P: 902.444.0555 • F: 902.444.7522 • C: 902.456.0435 • mike@harch.ca

May 17, 2021

**Re: Hantsport Fire Station
Proposal Review**

AVONDALE \$3,163,900.00

SCHEDULE:	December 30, 2021 (7 months)
ADDENDA:	Acknowledged all 6
SIGNED & DATED:	Yes
WCB CLEARANCE:	Yes
10% BID BOND:	Yes
AGREEMENT TO BOND:	Yes
INSURANCE CERTIFICATE:	Yes
(not required with proposal)	
CONSTRUCTION SAFETY:	Yes
SEPARATE PRICE GLASS DOORS:	+\$22,691.00
LIST OF MAJOR SUB-CONTRACTORS:	No

BLUNDEN \$3,144,000.00

SCHEDULE:	18 Months (December 2022)
ADDENDA:	Acknowledged all 6
SIGNED & DATED:	Yes
WCB CLEARANCE:	No
10% BID BOND:	Yes
AGREEMENT TO BOND:	No
INSURANCE CERTIFICATE:	No
(not required with proposal)	
CONSTRUCTION SAFETY:	Yes
SEPARATE PRICE GLASS DOORS:	+\$25,000.00
LIST OF MAJOR SUB-CONTRACTORS:	No

MID VELLEY \$3,267,680.00

SCHEDULE:	December 31, 2021
ADDENDA:	Acknowledged all 6
SIGNED & DATED:	Yes
WCB CLEARANCE:	Yes
10% BID BOND:	Yes
AGREEMENT TO BOND:	Yes
INSURANCE CERTIFICATE:	Yes
(not required with proposal)	
CONSTRUCTION SAFETY:	Yes
SEPARATE PRICE GLASS DOORS:	+\$53,000.00
LIST OF MAJOR SUB-CONTRACTORS:	Yes

ROSCOE \$3,461,281.00

SCHEDULE:	April 15, 2022 (10.5 months)
ADDENDA:	Acknowledged all 6
SIGNED & DATED:	Yes
WCB CLEARANCE:	Yes
10% BID BOND:	Yes
AGREEMENT TO BOND:	Yes
INSURANCE CERTIFICATE:	Yes
(not required with proposal)	
CONSTRUCTION SAFETY:	Yes
SEPARATE PRICE GLASS DOORS:	+\$27,200.00
LIST OF MAJOR SUB-CONTRACTORS:	Yes

Regards,



Michael A. Harvey, MNSAA, MRAIC

**2020-21 WEST HANTS REGIONAL OPERATING BUDGET UPDATE
FOURTH QUARTER ENDING MARCH 31, 2021**

REVENUE	2020-21 BUDGET	% OF BUDGET	FORECAST MARCH 31, 2021	VARIANC E	VARIANCE
TAXES	\$ 18,775,421	75%	\$ 19,054,307	1.49%	\$ 278,885.70
SEWER / BUSINESS PROPERTY / DEED TRANSFER TAX	\$ 3,157,114	13%	\$ 4,156,482	31.65%	\$ 999,368.14
GRANTS	\$ 114,548	0%	\$ 248,611	117.04%	\$ 134,063.00
1SERVICES PROVIDED TO OTHER GOVERNMENTS	\$ 1,101,044	4%	\$ 1,130,721	2.70%	\$ 29,677.00
SALES OF SERVICES	\$ 521,676	2%	\$ 388,949	-25.44%	\$ (132,727.14)
2OTHER REVENUE	\$ 683,216	3%	\$ 947,320	38.66%	\$ 264,103.61
UNCONDITIONAL TRANSFERS	\$ 557,223	2%	\$ 657,840	18.06%	\$ 100,617.00
TRANSFERS FROM FED OR PROV GOVT.	\$ 146,637	1%	\$ 123,167	-16.01%	\$ (23,470.00)
TRANSFERS FROM OTHER LOCAL GOVERNMENTS	\$ 115,520	0%	\$ 150,779	30.52%	\$ 35,259.00
TOTAL	\$ 25,172,399	100%	\$ 26,858,175	6.70%	\$ 1,685,776.31

EXPENSES					
3GENERAL GOVERNMENT SERVICES	\$ 3,302,669	13%	\$ 3,469,320	5.05%	\$ 166,650.66
4PROTECTIVE SERVICES	\$ 8,708,179	35%	\$ 8,956,030	2.85%	\$ 247,850.68
TRANSPORTATION	\$ 1,838,739	7%	\$ 1,501,997	-18.31%	\$ (336,742.36)
5ENVIRONMENTAL HEALTH SERVICES	\$ 3,671,717	15%	\$ 3,466,390	-5.59%	\$ (205,326.81)
6PUBLIC HEALTH SERVICES	\$ 155,344	1%	\$ 148,949	-4.12%	\$ (6,395.00)
PLANNING	\$ 760,319	3%	\$ 701,185	-7.78%	\$ (59,134.00)
RECREATION	\$ 2,075,146	8%	\$ 1,832,078	-11.71%	\$ (243,068.38)
EDUCATION	\$ 4,683,280	19%	\$ 4,683,280	0.00%	\$ -
PRINCIPAL INSTALLMENTS	\$ 1,505,580	6%	\$ 1,520,636	1.00%	\$ 15,055.80
NET TRANSFERS*	-\$ 1,528,574	-6%	-\$ 1,497,876	-2.01%	\$ 30,698.00
TOTAL	\$ 25,172,399	100%	\$ 24,781,988	-1.55%	\$ (390,411.41)
SURPLUS / DEFICIT	\$ -		\$ 2,076,188		

BUDGETED TRANSFER OPS RESERVE*	1,515,721
More / (Less) Transfer	560,467

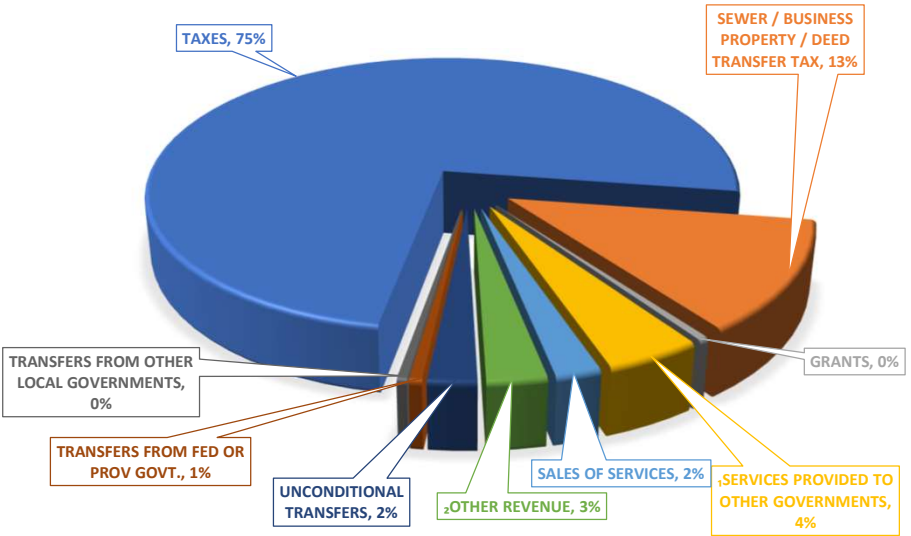
Projections are based on the current information and limited historical trends. The possibility of fluctuations within these projections should be presumed.

The overall projected surplus based on the variance analysis for the general fund is \$560,467. These remaining funds will be moved to the Operating Reserve as per the Reserves policy.

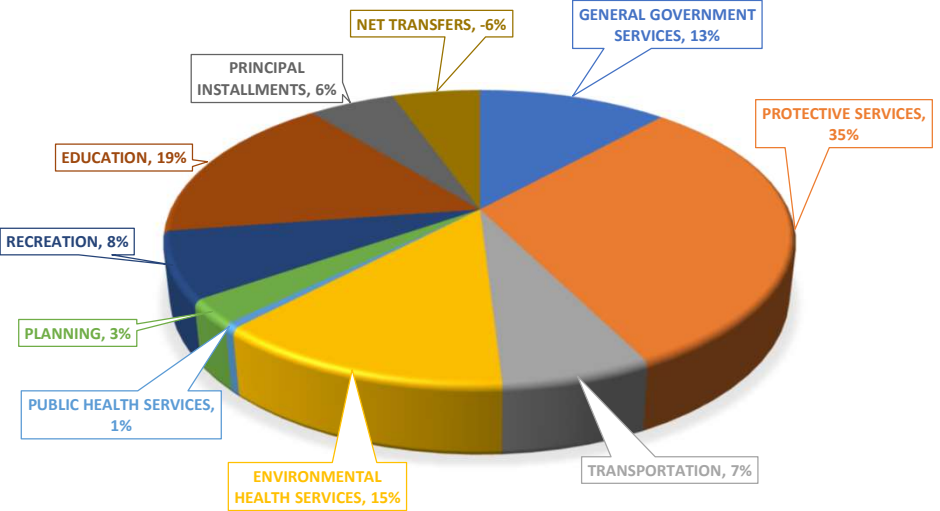
LEGEND:

- 1 SERVICES PROVIDED TO OTHER GOVERNMENTS INCLUDES: RECYCLING/ENFORCMENT, HOST COMMUNITY FEES, ADMINISTRATION FEES, COURTHOUSE
- 2 OTHER REVENUE INCLUDES: INTEREST & PENALTIES, RETURN ON INVESTMENTS, ADMINISTRATIVE RENTALS AND LEASES, FINES, LICENSES & PERMITS
- 3 GENERAL GOVERNMENT SERVICE INCLUDES: LEGISLATIVE, ADMINISTRATION, FINANCIAL SERVICES, FACILITIES, LIBRARIES
- 4 PROTECTIVE SERVICES INCLUDES: RCMP, FIRE, REMO, BY-LAW, COURTHOUSE, BUILDING INSPECTION
- 5 ENVIRONMENTAL HEALTH SERVICES INCLUDES: SEWER, WASTE COLLECTION, WASTE DIVERSION, LANDFILL
- 6 PUBLIC HEALTH SERVICES INCLUDES: CEMENTERIES, PUBLIC HOUSING

REVENUE BY SOURCES



EXPENSES BY DEPARTMENT



Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Danny	Dill	2020-06-30	2020-07-14 COTW
Quentin	Davison	2020-07-06	2020-07-14 COTW
Alyson	Bremner	2020-07-07	2020-07-14 COTW
Cecil	Rolfe	2020-07-13	2020-07-14 COTW
Pat	Porter	2020-07-13	2020-07-14 COTW
Nikki-Marie	Lloyd	2020-08-02	2020-09-08 COTW
Heather	Boylan (Martock)	2020-09-01	2020-09-08 COTW
Greg	O'Leary	2020-09-03	2020-09-08 COTW
Dr. Abby	Kirumira	2020-09-02	2020-09-08 COTW
Dean	Manning	2020-09-08	2020-09-08 COTW
David & Michelle	Rideout	2020-09-08	2020-09-08 COTW
Colleen	Walsh-Bouman	2020-09-08	2020-09-08 COTW
Nicholas & Alyson	Juurlink/Bremner (Linked Farms)	2020-09-08	2020-09-22 Council
Tasha	Rogers	2020-09-08	2020-09-22 Council
Brad	Carrigan	2020-09-23	2020-10-13 COTW
Karen	Carrigan	2020-09-23	2020-10-13 COTW
Elaine	Morehouse	2020-09-24	2020-10-13 COTW
Gary	Morehouse	2020-09-24	2020-10-13 COTW
Dr. A	Kirumira	2020-09-24	2020-10-13 COTW
Blake	Sarsfield	undated	2020-10-13 COTW
Greg	Webster	2020-10-01	2020-10-13 COTW
Bobby	Kidston	2020-10-02	2020-10-13 COTW
NSTIR	(Province of NS)	2021-01-13	2021-01-26 Council
Darren	Porter	2021-03-19	2021-03-23 Council
Rylan	Carrigan	2021-03-29	2021-04-13 COTW
Robin	Bremner-Popma (Hants Co Fed of Agri)	2021-03-29	2021-04-13 COTW
Roslyn	MacDuff	2021-03-29	2021-04-13 COTW
Darlene	Taylor	2021-03-23	2021-04-13 COTW
Daniel	Oulton	2021-03-26	2021-04-13 COTW
Karen	Carrigan	2021-03-26	2021-04-13 COTW
Marie & Andrew	Connolly	2021-03-26	2021-04-13 COTW
Robin	Thomson (Atlantic Division Canoe Kayak Canada)	2021-03-30	2021-04-13 COTW
Barbara	Hughes	2021-03-29	2021-04-13 COTW
Laura	Fisher	2021-04-01	2021-04-13 COTW

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Nikki-Marie	Lloyd	2021-04-06	2021-04-13 COTW
Ken	Donnelly (Hwy 101 Twinning CLC)	2021-04-01	2021-04-13 COTW
Darren	Porter	2021-04-06	2021-04-13 COTW
Karen	Lynch	2021-04-09	2021-04-13 COTW
Carilee	Eddy	2021-04-15	2021-04-27 Council
Nikki-Marie	Lloyd	2021-04-19	2021-04-27 Council
Sheldon	Hope	2021-04-19	2021-04-27 Council
Adrienne	Wood	2021-04-22	2021-04-27 Council
Magda	Montgomery	2021-04-22	2021-04-27 Council
Sheldon	Hope	2021-04-26	2021-04-27 Council
Andrew	Smiley	2021-05-02	2021-05-11 COTW
Carrilee	Eddy	2021-05-03	2021-05-11 COTW
Denise	Forand	2021-04-27	2021-05-11 COTW
Erin	Naugler	2021-05-02	2021-05-11 COTW
Janet	Comeau	2021-05-02	2021-05-11 COTW
Kristyn	Anderson	2021-05-02	2021-05-11 COTW
Laura	Fisher	2021-04-01	2021-05-11 COTW
Nick	Rafuse	2021-05-03	2021-05-11 COTW
Nicole	McLeod	2021-05-02	2021-05-11 COTW
Robyn	Cook	2021-05-02	2021-05-11 COTW
Sheldon	Hope	2021-05-02	2021-05-11 COTW
Tammy	Hilden	2021-05-02	2021-05-11 COTW
Tracey	Sexton	2021-05-03	2021-05-11 COTW
Ginette	Pitcher	2021-05-03	2021-05-11 COTW
Greg	Miller	2021-05-05	2021-05-11 COTW
David & Michelle	Rideout	2021-05-05	2021-05-11 COTW
Sylvia & Vince	Burgess	2021-05-05	2021-05-11 COTW
Scott (Adrienne)	Miniau (Wood)	2021-05-03	2021-05-11 COTW
Barbara	Sullivan	2021-05-06	2021-05-11 COTW
Sandra & Skip	Hogan	2021-05-06	2021-05-11 COTW
Marie & Andrew	Connolly	2021-05-06	2021-05-11 COTW
Karen	Carrigan	2021-05-07	2021-05-11 COTW
Adrienne	Wood (Petition)	2021-05-07	2021-05-11 COTW
Lisa	Hines	2021-05-07	2021-05-11 COTW

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Cam	Hartley	2021-05-07	2021-05-11 COTW
Troy & Vicki	Harvie	2021-05-07	2021-05-11 COTW
Jenn	McDermott	2021-05-08	2021-05-11 COTW
Jennifer	Daniels	2021-05-09	2021-05-11 COTW
Krista & Colin	Duncan	2021-05-09	2021-05-11 COTW
Robin	Bremner-Popma	2021-05-07	2021-05-11 COTW
Roslyn (Darlene) [Barb]	MacDuff (Taylor) [Hughes]	2021-05-08	2021-05-11 COTW
Wayne & Dianne	Hines	2021-05-09	2021-05-11 COTW
Bob & Sandra	Langdon	2021-05-10	2021-05-11 COTW
Brad	Hood	2021-05-10	2021-05-11 COTW
Ed & Cathy	Kerr	2021-05-10	2021-05-11 COTW
Ann	MacArthur	2021-05-10	2021-05-11 COTW
Carole Anne	Casey	2021-05-10	2021-05-11 COTW
Sarah	MacDonald	2021-05-10	2021-05-11 COTW
Andre & Donna	Arsenault	2021-05-11	2021-05-11 COTW
Aaron	Leblanc	2021-05-12	2021-05-25 Council
Adrian	Rooney	2021-05-19	2021-05-25 Council
Adrienne	Wood	2021-05-12	2021-05-25 Council
Barb	Sullivan	2021-05-16	2021-05-25 Council
Barbara	Beck	2021-05-15	2021-05-25 Council
Bethany	Rozee	2021-05-12	2021-05-25 Council
Carl	Siler	2021-05-12	2021-05-25 Council
Carol	Bradley	2021-05-16	2021-05-25 Council
Carol	McKinley	2021-05-12	2021-05-25 Council
Chad	Pothier	2021-05-18	2021-05-25 Council
Chris	Cann	2021-05-21	2021-05-25 Council
Connie	Shay	2021-05-15	2021-05-25 Council
Conrad	Mullins	2021-05-18	2021-05-25 Council
Darlene	Taylor	2021-05-15	2021-05-25 Council
Darren	Porter	2021-05-12	2021-05-25 Council
Darren	Woods	2021-05-13	2021-05-25 Council
Dawson	Sheehy	2021-05-16	2021-05-25 Council
Deanna	Hamilton	2021-05-15	2021-05-25 Council
Debbie	Porter-Wood	2021-05-13	2021-05-25 Council
Debbie	Siler	2021-05-15	2021-05-25 Council
Denise	Forand	2021-05-13	2021-05-25 Council

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

Devan	Archibald	2021-05-18	2021-05-25 Council
Diane	Ogilvie	2021-05-13	2021-05-25 Council
Erin	Naugler	2021-05-13	2021-05-25 Council
Ernest	Eddy	2021-05-15	2021-05-25 Council
Gerry	Young	2021-05-15	2021-05-25 Council
Gina	Cochrane	2021-05-12	2021-05-25 Council
Harry	Ullock	2021-05-15	2021-05-25 Council
Hope	Moon	2021-05-12	2021-05-25 Council
Ian	Shaw	2021-05-16	2021-05-25 Council
J	Davis (and J Griffith)	2021-05-17	2021-05-25 Council
Jacqueline	Farvacque	2021-05-12	2021-05-25 Council
Jayne	Murray	2021-05-16	2021-05-25 Council
Jeff	Redden	2021-05-17	2021-05-25 Council
Jennifer	Shaw	2021-05-16	2021-05-25 Council
Jocelyne	Marchand	2021-05-12	2021-05-25 Council
John & Sarah	Monette	2021-05-19	2021-05-25 Council
Jordan	Macumber	2021-05-12	2021-05-25 Council
Josette	Dugue	2021-05-12	2021-05-25 Council
Judy	Lynch	2021-05-13	2021-05-25 Council
June	Pedersen-LaPierre	2021-05-15	2021-05-25 Council
Justin	Cochrane	2021-05-12	2021-05-25 Council
Karen	Lynch	2021-05-18	2021-05-25 Council
Kathryn	Bergeron	2021-05-16	2021-05-25 Council
Kathy	Veinot	2021-05-15	2021-05-25 Council
Kyle	Pellegrini	2021-05-12	2021-05-25 Council
Lachlan	Riehl	2021-05-12	2021-05-25 Council
Laura	Stewart	2021-05-19	2021-05-25 Council
Lee	Billington	2021-05-12	2021-05-25 Council
Lee	Millett	2021-05-12	2021-05-25 Council
Lexie	Barkhouse	2021-05-12	2021-05-25 Council
Linda	Card	2021-05-11	2021-05-25 Council
Monique	Wood	2021-05-16	2021-05-25 Council
Nancy	Sheehy	2021-05-16	2021-05-25 Council
Nancy	Sheehy	2021-05-18	2021-05-25 Council
Nikki-Marie	Lloyd	2021-05-12	2021-05-25 Council
Nikki-Marie	Lloyd	2021-05-17	2021-05-25 Council
Olena	Kharytonova	2021-05-15	2021-05-25 Council
Pat	Porter	2021-05-12	2021-05-25 Council

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

Paula	Lake	2021-05-12	2021-05-25 Council
Robert	Bowkett	2021-05-18	2021-05-25 Council
Roslyn	MacDuff	2021-05-15	2021-05-25 Council
Ruth	Angevine	2021-05-13	2021-05-25 Council
Scotch Village	Farm	2021-05-19	2021-05-25 Council
Shirley	Pineo	2021-05-12	2021-05-25 Council
Stephen	Brooks	2021-05-12	2021-05-25 Council
Trudy	Sheehy	2021-05-17	2021-05-25 Council
Steven	Bouman	2021-05-17	2021-05-25 Council
Sue	Sheehy	2021-05-14	2021-05-25 Council
Susie	Smith	2021-05-12	2021-05-25 Council
Tasha	Rogers	2021-05-12	2021-05-25 Council
Tera	Brommit	2021-05-17	2021-05-25 Council
Toni-Lee	Burns	2021-05-12	2021-05-25 Council
Tony	Wood	2021-05-18	2021-05-25 Council
Tracey	Sexton	2021-05-16	2021-05-25 Council
Trevor	Levy	2021-05-12	2021-05-25 Council
Tricia	Brommit	2021-05-17	2021-05-25 Council
Vince & Sylvia	Burgess	2021-05-16	2021-05-25 Council
Loretta	MacEachern	2021-05-20	2021-05-25 Council
Tim & Jennifer	Bayers	2021-05-21	2021-05-25 Council
Darlene	Taylor	2021-05-25	2021-06-08 COTW
Darlene	Taylor	2021-05-25	2021-06-08 COTW
Darren	Porter (forwarded email from/to another source)	2021-05-27	2021-06-08 COTW
Dawn	Allen	2021-05-25	2021-06-08 COTW
John	Monette	2021-05-25	2021-06-08 COTW
Richard	Dunham	2021-05-25	2021-06-08 COTW

Shelleena Thornton

Subject: FW: Sandstorm May 25,2021

From: darlene taylor < >

Date: May 25, 2021 at 2:24:15 PM ADT

To: Abraham Zebian <AZebian@westhants.ca>

Cc: Laurie Murley <LMurley@town.windsor.ns.ca>, Mark Phillips <MPhillips@westhants.ca>

Subject: Sandstorm May 25,2021

Caution

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

FYI - Pictures of today's sandstorm from Lakeview Drive, Windsor, NS





Sent from my iPad

Shelleena Thornton

Subject: FW: Human Heath vs Fish Passage - Lake Piziquid, Windsor, NS
Attachments: image0.jpeg; ATT00001.htm; image1.jpeg; ATT00002.htm; Video.mov; ATT00003.htm

From: darlene taylor < >

Date: May 25, 2021 at 4:33:25 PM ADT

To: Bernadette Jordan <min@dfo-mpo.gc.ca>, Patty Hajdu <Patty.Hajdu@parl.gc.ca>

Cc: Zach Churchill <Health.Minister@novascotia.ca>, "Kody.Blois@parl.gc.ca" <Kody.Blois@parl.gc.ca>, Abraham Zebian <AZebian@westhants.ca>

Subject: Human Heath vs Fish Passage - Lake Piziquid, Windsor, NS

Caution

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

This has now become a major Health issue!!!

How do you work in this, live in this or let your kids play in this??

I can't believe that fish passage is more important than US !!!!!





The Honorable Bernadette Jordan
Minister of Fisheries, Ocean and Canadian Coast Guard
Via email: minXNR@dfo-mpo.gc.ca

RE: Restoring fish passage to the Avon River, Bay of Fundy

May 27th, 2021

Dear Minister Jordan,

We are writing to express our appreciation for the recent Ministerial Order for the Avon River that allows fish passage through the causeway in Windsor.

This decision is in support of the requests of First Nations and also represents implementation of the strengthened habitat protection requirements under the 2019 *Fisheries Act*. We fully understand the complexities of restoring fish passage particularly in areas where infrastructure has been in place for over half a century. The causeway redesign as part of the highway twinning must ensure continued fish passage into the future to allow for ecosystem recovery.

We look forward to working with you on the protection and restoration of fish habitat as your department finalizes the regulatory framework that is enabled by the modernizations put in place in 2019. The Bay of Fundy ecosystem will be further enhanced and restored if fish passage is permitted in other rivers that where tidal flow is blocked and if there is a concerted effort to restore salt marsh habitat. The examples of the Petitcodiac River and progress in the St. Croix River, in addition to work in the state of Maine are all indications that there is a will to restore habitat across a broader ecosystem.

Sincerely,

Ronald Babin
President
Sentinelles Petitcodiac Riverkeeper

Chris Miller
Executive Director
CPAWS Nova Scotia Chapter

Susanna Fuller
VP Operations and Projects
Oceans North

Matt Abbott
Fundy Baykeeper
Conservation Council New Brunswick

Walter N. Regan
President
Sackville Rivers Association

Mike Crosby
President
Nova Scotia Salmon Association

Simon J. Mitchell
Vice President Resilient Habitats
World Wildlife Fund Canada

Owen Marr
President
Striped Bass Association

cc: **Doug Wentzell,**
Regional Director General, Maritimes Region

Shannon Arnold
Senior Marine Coordinator
Ecology Action Centre

Nicholas Lapointe
Senior Conservation Biologist – Freshwater Ecology
Canadian Wildlife Federation

Subject: FW: With respect to WHRM Councilors - A. Zebian's Causeway support letter

From: dawn allen < >

Date: May 25, 2021 at 3:38:20 PM ADT

To: "mmclean@westhants.ca" <mmclean@westhants.ca>, "azebian@westhants.ca" <azebian@westhants.ca>, "pmorton@westhants.ca" <pmorton@westhants.ca>, "mphillips@westhants.ca" <mphillips@westhants.ca>, "comms@westhants.ca" <comms@westhants.ca>, Rupert Jannasch <RJannasch@westhants.ca>, "smclean@westhants.ca" <smclean@westhants.ca>, "jhartt@westhants.ca" <jhartt@westhants.ca>, "dfrancis@westhants.ca" <dfrancis@westhants.ca>, "bmorton@westhants.ca" <bmorton@westhants.ca>, "esherman@westhants.ca" <esherman@westhants.ca>, "rmurphy@westhants.ca" <rmurphy@westhants.ca>, "lmurley@westhants.ca" <lmurley@westhants.ca>, "jivey@westhants.ca" <jivey@westhants.ca>

For the benefit of the WHRM councilors, I would like to make some rebuttal points in reference to the letter of recommendation put forth by Mayor Abraham Zebian at the WHRM Committee of the Whole meeting of May 11, 2021. I hope you will take the time to read them.

Abe cites 5 concerns. And, I will rearrange them, and include my rebuttals, in the order of what, I feel, is in order of most significance to the town of Windsor and the WHRM.

Business/Development loss: The items cited in the letter (Ski Martock, impacts to downtown business and the agriculture community)

- Downtown Windsor could create an entire tourism campaign around the tides, not the least of which will be witnessing nature re-establish its natural equilibrium.
- The old ferry system (Windsor-Hantsport-Avondale-Burlington-Summerville) could be re-established, allowing many opportunities to tell the history of the mixing of all cultures (Mi'kmaq-Acadian-Planter-Loyalist culminating with the arrival of new immigrants).
- A better case could be made to Parks Canada to enhance the history of Fort Edward.
- Instead of more valuable agricultural land being built upon in the Falmouth area, the land could be use to produce agricultural products so WHRM can be more self-sustaining and innovative in the area of food production.
- (Ski Martock can drill a well for its fresh water source.)

Major tourist attractions are built upon major physical features. Witness Joggins Fossil cliffs, Niagara Falls, the Great Barrier Reef, volcanoes, etc in other parts of the world. 'The tides', that we take for granted, are a shock and a wonder to those in the world who do not witness them daily.

Financial: The items cited in the letter (unpredictable effects to the residential tax assessment and collection, and loss of business potential)

If the causeway is removed, the entire WHRM would benefit from tourism and agricultural opportunities as stated above. For those who wish to move to the Windsor area there is plenty of land in the Vaughans area.

Environmental: The items cited in the letter (accelerated erosion, vegetation loss, ecosystem damage, fish kills and siltation build up)

These have been occurring north of the causeway since 1970, when the causeway was built. I have witnessed this with my own eyes at my own cottage which is situated across from Hantsport, a full 9.25 km north of the causeway. I estimate that our bank eroded a full 20 feet in the years immediately following the causeway's completion. We can no longer walk to Summerville along the river's edge due to changes in the shoreline's vegetation. Walking out to meet the tide is an unpleasant experience due to the build up of deep mud on the channel bottom. The shore bird environment has changed. There are very few seagulls now, the semi-palmated sand pipers still come, but their preferred environment is shifting as well. It is moving northwards, away from the causeway.

The costs of the causeway have been borne for a long time by the fish, fishers, wild life, the remaining Acadian dykelands, and the shorelines along which the people live and recreate along the Avon River banks and beaches north of the causeway.

Social Impacts: The items cited in the letter (recreation, mental health, sand storms due to exposed lake and river bottoms)

These would be non-issues with the causeway removed and the tides re-established. Windsor could have its sandy beach swimming spot re-established once more off of 'The Island' if it wished, boat races and water skiing could happen pending the tides, just as in years gone by. All could enjoy, rather than the 100 or so members of the Pisiquid Canoe Club. A walking path could still be created along the river's edge and over a new bridge. And, many sports that build life skills are available to children within the WHRM, they do not have to be water-oriented.

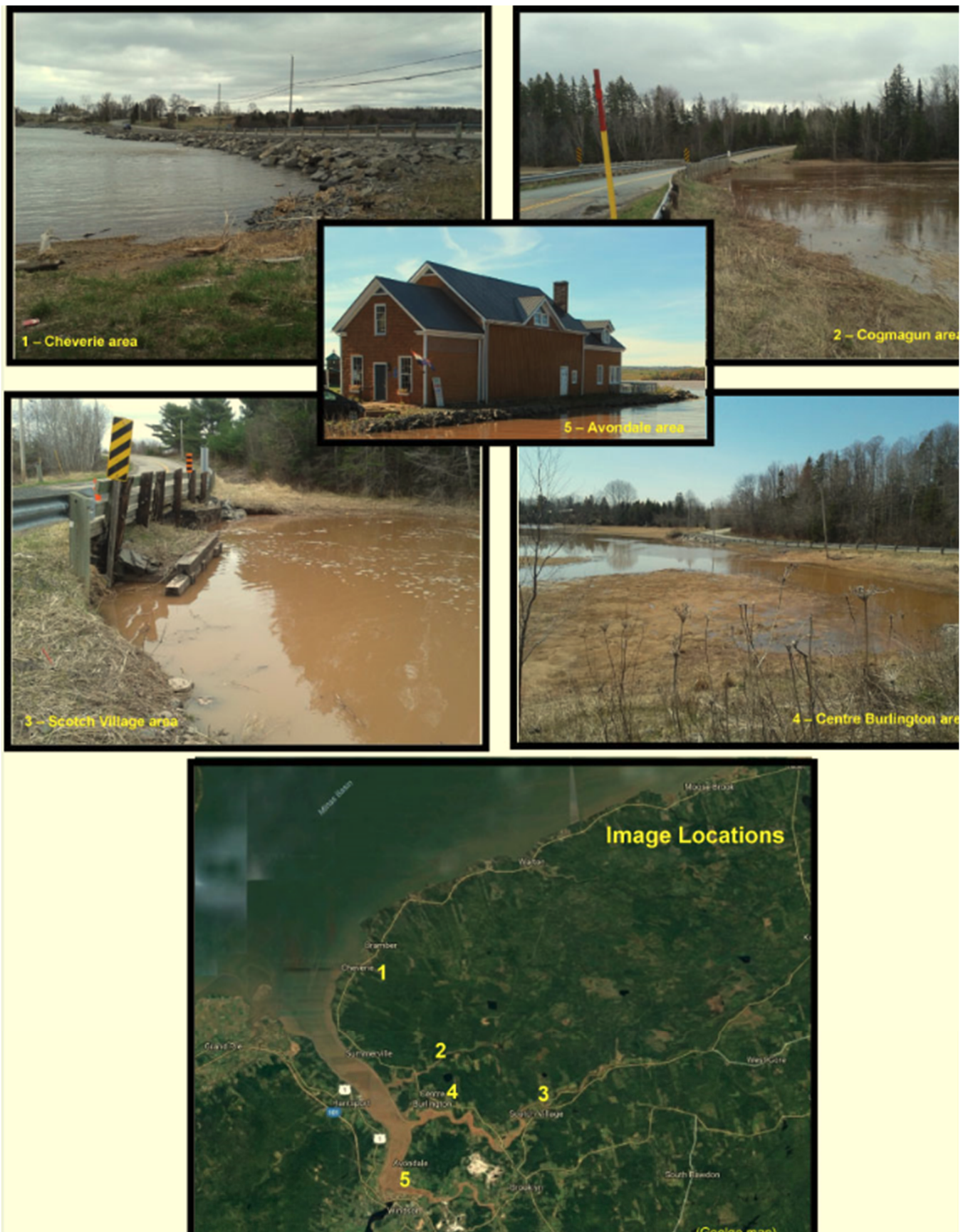
Safety: The items cited in the letter include (loss of predictable reliable secondary water source of fire fighting activities).

Again, wells can be drilled and a water tower constructed.

The closing section heading in Abe's letter entitled **FINANCIAL IMPLICATIONS** says 'There are no financial implications with the proposed recommendation'. This is incorrect. The loss of revenue of the many potential high impact tourism and agricultural opportunities should be examined.

Abe's letter concludes with **ATTACHMENTS: None.**

Please find the collage, below, which documents only five areas along the east side of the Avon River where the causeway has, or soon will have, negative financial implications.



Background, What Is Happening:

Since the causeway has been constructed the river's natural extent has been artificially truncated.

It is a fact that the same amount of tidal water flows into the Avon River's channel since the river has existed.

When the tide water meets the blockage of the causeway, it has to come to a stop, swirling in a circular motion and finally slowing down before it turns to recede.

Suspended sediments fall out of the water column at this time and are deposited on the river bottom. This has been happening for 50 years, since 1970. With the river's bed being built up in this way, the tidal water has only one place to go. It must rise up onto the land.

With sea level rise and the increased sudden rain and wind events brought about by a changing climate, it is only a matter of time when significant erosion events will coincide with a storm surge and major damage will occur to the municipality's transportation infrastructure. Bridge abutments, culverts, and roadways will experience washouts. In fact, this is what happened to the aboiteau across the Halfway River at Hantsport. The tidal tributaries that fill with the tides (the St Croix, the Meander, the Halfway, the Kennetcook, the Cogmagun) are all seeing increased silting levels. The Acadian dyke remnants are being buried, or in places their tops are being dissected and destroyed.

The benefits of the causeway have gone to those south of the causeway, but those benefits did not exist prior to the causeway's creation.

Respectfully submitted:

Dawn Allen

3432 HWY 215,

Centre Burlington

May 25, 2021 4:00pm

John Monette
229 King Street
Windsor, Nova Scotia

Dear All Council of Windsor, West Hants

Emergency Action Required - Significant Safety Issue in the Windsor Area. Avon River Sand/
Dust Storm.

Please alert motorists and affected residents to be cautious until this situation is rectified

The recently dried out Avon River and Pisiquid Sand Banks mixed with a moderate wind (Southwest 17km-40 km) is yielding an environmental health hazard. The airborne sand/dust combination is yielding a significant reduction in visibility, a breathing hazard and actually getting into people's eyes.

If winds increase further, this will worsen the situation and may cause further harm and danger to anyone in the proximity.

Please do what is required to raise the Avon River, Pisiquid Lake water level to eliminate the dust.

Thank you,

John Monette
902-225-8970

Shelleena Thornton

Subject: FW: Dust Bowl

From: Richard Dunham < >

Date: May 25, 2021 at 1:51:57 PM ADT

To: jivey@westhants.ca

Cc: kody.blois@parl.gc.ca, Abraham Zebian <azebian@westhants.ca>

Subject: Dust Bowl

Gentlemen.

The dry lake bed is causing another dust bowl in downtown Windsor. I am thankful our patio is closed as I would be reluctant to allow patrons to suffer under these conditions.

It's time to refill the lake!

Rick Dunham
R & D Dunham holdings
Key Business owner
Windsor



KODY BLOIS, M.P.
KINGS-HANTS

May 18, 2021

Mayor Abraham Zebian
Municipality of West Hants
76 Morison Dr PO Box 3000
Windsor, NS
B0N 2T0

Dear Mayor Zebian:

I hope this letter finds you and your family well. I am writing today in relation to Budget 2021 which was released by Minister of Finance Chrystia Freeland on April 19th. The budget is the Government of Canada's roadmap for the helping individual Canadians and businesses get through the pandemic, supporting provinces and municipalities with additional costs, and investing to help support the economic recovery once the virus is under control. I wanted to help communicate the contents of the budget to you as an elected official and colleague of mine here in Kings-Hants. The more awareness we can have of programming and opportunities that exist in the budget, the better we can collectively work in concert to benefit the people we represent.

Some of the major highlights of the budget include: a \$30 billion commitment over five years to increase access to affordable childcare spaces, reduce costs on average by 50% by 2022, and within five years, a goal of a \$10/day national childcare program similar to Quebec's model. There are historic investments for Indigenous communities, including \$18 billion to support improved infrastructure on reserve, and social, health, and educational investments to ensure Indigenous communities have equal access to opportunity.

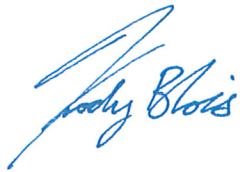
Housing is an issue top of mind for all Nova Scotians right now, and Budget 2021 allocates \$7 billion over the next five years towards affordable and supportive housing. This includes \$1.5 billion into the Rapid Housing Initiative, and additional resources towards the Canadian Housing Benefit and the CMHC Co-Investment Housing Fund. The co-investment housing fund is an excellent opportunity to create a regional plan for housing with seed money to help in planning and capacity building. If your Council or local non-profit has an interest, I would recommend we use this route to improve housing outcomes here in Kings-Hants.

A key investment for municipalities is the proposed Canada Community Building Fund (CCBF), which would be the new version of the Gas Tax Fund (GTF). Budget 2021 sets aside an additional \$2.2 billion to essentially double the former GTF program. The \$500 million Community Revitalization Fund will be crucial for non-profit groups who may need infrastructure upgrades for a

key place of gathering in the community who have been limited by the pandemic. There is \$300 million over two years dedicated to repair, renew, and replace Small Craft Harbours. In agriculture, the wine industry will benefit from \$101 million over two years to replace the 100% Canadian excise exemption, and there are significant investments in environmental and greenhouse gas reduction programs.

Attached is a high-level summary of the various programs announced in the budget. I would encourage you to visit www.budget.gc.ca for more information. I look forward to continuing to work with you and your council colleagues for the benefit of our communities here in Kings-Hants.

Best Regards,

A handwritten signature in blue ink, appearing to read "Kody Blois". The signature is stylized with a large, sweeping initial "K" and a cursive "Blois".

Kody Blois, M.P. Kings-Hants

Supporting Municipalities

- Proposes to provide \$100 million over 2 years to Employment and Social Development Canada to triple funding for the Enabling Accessibility Fund to support small and mid-sized projects with a number of organizations, including small municipalities. The fund helps offset the costs of renovations, retrofits, and accessible technologies in workplaces
- A one-time investment of \$2.2 billion to address infrastructure priorities in municipalities and First Nations communities. Funding delivered through the federal Gas Tax Fund would double the federal government's regular funding for municipalities and First Nations communities in 2020-21
 - Includes 18 different project categories including transit, water and wastewater, sport infrastructure, and roads. Communities can use the funds immediately for priority projects, bank them for later use, pool the dollars with other communities for shared infrastructure projects, or use them to finance major infrastructure expenditures.

Extending COVID-19 Support Programs

- Protecting jobs by extending the Canada Emergency Wage Subsidy, the Canada Emergency Rent Subsidy and Lockdown Support until September 25th, 2021
- Helping hard-hit businesses offset costs and hire more workers by introducing the Canada Recovery Hiring Program on June 4
- Expanding the Canada Workers Benefit to support an additional 1 million Canadians in low-wage jobs by increasing the income level at which the benefit starts being reduced so more people are eligible
- Extending the application deadline to June 30th, 2021 for the Canada Emergency Business Account (CEBA), the Regional Relief Recovery Fund and the Indigenous Business Initiative

Jobs and Economic Recovery

- Providing funding to the Mitacs program to create work-integrated learning placements for our young people that provide on-the-job learning and provide businesses with support to develop talent and grow
- Improving the Canada Small Business Financing Program to increase annual financing by \$560 million, supporting approximately 2,900 additional small businesses
- Investing \$2.6 billion over four years to the Business Development Bank of Canada to help small- and medium-sized businesses finance technology adoption
- Providing up to \$6.1 million over two years to renew the External Advisory Committee on Regulatory Competitiveness and to continue targeted regulatory reviews
- Allocating \$21 million to work with provincial/territorial partners and other willing partners to identify trade barriers within Canada and accelerate solutions

Investing in Small Business

- Launching the Canada Digital Adoption Program to help small to mid-sized companies adopt technologies and get their business online, while creating thousands of new jobs for young Canadians

- Reducing credit card transaction fees for merchants to keep more money in business owners' pockets
- Investing in a \$1 billion tourism package that includes support for major festivals, community events, marketing and a \$500 million Tourism Relief Fund for tourism businesses
- Supporting Canada's domestic wine industry and the jobs it supports with funding to implement a program that will support wineries in adapting to ongoing and emerging challenges
- Creating the Sectoral Workforce Solutions Program to provide funding to help deliver training relevant to the needs of small and medium sized businesses

Building Back Better

- Helping parents, especially mothers, back to work by making a significant investment to reduce fees and increase childcare spaces. Our goal is a 50% reduction in average preschool care fees by the end of 2022 and \$10 per day childcare by 2026
- Strengthening the Women Entrepreneurship Strategy so more women entrepreneurs can access financing, training and mentorship
- Creating the Apprenticeship Service to help connect apprentices in construction and manufacturing Red Seal trades with employers by helping employers cover training and salary costs. The incentive is doubled for those who hire from underrepresented groups
- Directly supporting access to capital and opportunities for Indigenous-led businesses through the Aboriginal Entrepreneurship Program
- Investing in Canada's bio-manufacturing and life sciences sector to rebuild domestic vaccine manufacturing capacity
- Improving long-term care and mental health services
- Investing in COVID-19 testing infrastructure and sanitization equipment to keep our airports and those who work in them safe

Climate Action

- Helping homeowners lower energy bills with interest-free loans of up to \$40,000 for retrofits
- Helping farms reduce GHG emissions through the Agricultural Clean Technology program and the Agricultural Climate Solutions program

Infrastructure

- Investing more than \$1 billion for the Universal Broadband Fund to connect more Canadians to internet, on top of the \$1.75 billion previously committed
- Supporting the non-profit and community groups that maintain and revitalize our gathering spaces through the Canada Community Revitalization Fund
- Enhancing the Rapid Housing Initiative, the Canada Housing Benefit and the National Housing Co-Investment Fund so more Canadians have an affordable place to call home
- New, permanent funding to improve rural transit and create more affordable commuting options in our communities

Tate Engineering Inc.
1395 Fall River Road,
Fall River, Nova Scotia.
B2T 1E5

May 27, 2021

Attention: Murray Tate, P Eng., PMP

Re: Review of Cracking Concrete Mezzanine – West Hants Sports Complex – Windsor, Nova Scotia

Sani Engineering Limited was retained by Murray Tate, of Tate Engineering Inc., to review the cracks in the composite floor system of the mezzanine at the above-mentioned location. The mezzanine surrounds the ice arena and is primarily located along the exterior walls of the building. Our scope of work includes the review of the existing cracks in the composite floor system and to provide our opinion as to their cause. The remainder of the structure is designed by and remains the responsibility of others. (For reference, refer to RKO structural drawing #19-658)

The following notes are based on the information gathered at the time of our site visit on May 25, 2021:

- Cracks measuring roughly 2mm were noted in the concrete throughout the concrete floor of the mezzanine.
- The section of mezzanine between gridlines A' & C-P showed cracking at inconsistent intervals between 1.2m and 2.4m.
- The section of the mezzanine between gridlines SP & T' showed distinct cracking. One (1) crack at each column line and another crack between each column.
- Cracking propagating into the men's and women's bathrooms between gridlines 10 & 12 has not damaged the existing tile flooring placed on top of the concrete.
- The mezzanine is constructed using steel deck complete with reinforced concrete topping.
- The mezzanine is supported by two (2) types of supporting structures, steel beams and open web steel joists.

We have been provided with the RKO Structural drawing set issued for erection on January 7, 2020, which outlines loads, members, and connections used in the fabrication and construction of the mezzanine. We performed spot checks of existing structural members based on the provided member sizes and design loads to ensure the members are in accordance with CAN/CSA-086-01 and Part 4 of the National Building Code of Canada (NBCC) 2015. All members reviewed are adequate and meet the deflection criteria outlined by RKO.

The cracking in a composite floor assembly is inevitable, whether it be from shrinkage, temperature change, deflection, or relative stiffness of supporting members. When the concrete topping cures, the moisture content decreases and the concrete shrinks. This shrinkage can cause internal stress in the floor system between the concrete topping and steel deck as the steel deck is fastened to structural steel. All internal stresses created in the concrete due to shrinkage are released in the form of cracking.

Based on our review of the cracks in the mezzanine composite floor system, we do not believe the cracking has developed due to a structural deficiency in the construction of the floor assembly and does not pose a structural risk.

We trust this to be satisfactory; however, please do not hesitate to contact this office should you have any questions.

Kind Regards,

Sani Engineering Limited



Giovanni Pagnottella, EIT



May 27, 2021

**Honourable Bernadette Jordan
Minister
Fisheries and Oceans Canada and the Canadian Coast Guard
200 Kent Street
Ottawa, Ontario
K1A 0E6**

Dear Minister Jordan:

I am writing to make you aware of the impacts on the various stakeholders and lives of the area residents concerning the Ministerial Orders by Fisheries and Oceans Canada related to operation of the Avon River aboiteau.

The implementation of the most recent Ministerial Order has resulted in significant draining of Lake Pisiquid, the fresh water behind the aboiteau. This has a significant impact on residents and their community. The previous long-standing system cannot be dramatically changed without negative impacts:

- My engineering staff has identified deficiencies with the current aboiteau posing a potential risk for community flood protection,**
- lose of shellfish habitat with the area drained,**
- decreased access to water and recreational opportunities,**
- erosion issues,**
- air quality related to dust,**
- water supply for Ski Martock,**
- potential saltwater contamination of wells and irrigation for farms,**
- and other related issues**

We had several home and business owners informing us of sand debris and filming being spread around the town of Windsor related to the lower level in Lake Pisiquid. As you are aware, this poses a health concern to many residents and impacts the enjoyment of their property and homes. Given the recent Covid-19 restrictions the Province is facing, people in Windsor need to be able to enjoy outside recreational activities along the walking trail and on the lake.

The community has indicated their frustration and interest in long term solutions. The open aboiteau also puts \$350,000,000.00 worth of homes, businesses, and agricultural land at severe risk during high tides and storm surges.

The Nova Scotia Department of Agriculture in cooperation with the Department of Transportation and Active Transit has proactively submitted a solution to Fisheries and Oceans Canada which would ensure fish passage and meet residents and right holders needs acknowledging the limitations of the existing structure. It is imperative that we have a decision from DFO regarding the new structure. The new structure design submitted to DFO allows for property protection and appropriate passage of fish.

I ask you to consider this option and amend the current Ministerial Order.

Sincerely,

original signed by:

Honourable Keith Colwell, E.C.N.S.
Minister

c. Honourable Jonathan Wilkinson, Minister of Environment and Climate Change Canada
Honourable Lloyd Hines, Nova Scotia Minister of Transportation and Active Transit
Honourable Keith Irving, Nova Scotia Minister of Environment and Climate Change
Honourable Chuck Porter, Nova Scotia Minister of Lands and Forestry, and Energy and Mines
Mr. Kody Blois, Member of Parliament for Kings-Hants
Mr. Abraham Zebian, Mayor Windsor-West Hants Regional Municipality
Mr. Kevin Bekkers, PEng, Director of Resource Sustainability, Nova Scotia Department of Agriculture
Nova Scotia Federation of Agriculture
Hants County Federation of Agriculture
Avon Chamber of Commerce
Pisiquid Canoe Club
Ski Martock

To: West Hants Regional Municipality Committee of the Whole

From: Lee Chalmers (Falmouth resident)

Date: June 3, 2021

Re: Concerns regarding comments made by Mr. Glenn Woodford (DesignPoint) about Elderkin Creek during his presentation on Low Impact Development (LID), May 11/2021.

I would like to thank municipal staff for inviting Mr. Woodford from DesignPoint Engineering and Surveying to give a presentation on Low Impact Development (LID). I was particularly encouraged to hear him affirm the recommendation made by two other engineering firms that the Municipality move to incorporate LID requirements into their planning documents and by-law regulations (CBCL in their 2016 *Falmouth Stormwater Management Plan*, and Dillon Consulting in their 2019 *Municipality of the District of West Hants: Three Mile Plains Flood Risk Assessment Study*).

However, I was both surprised and disheartened when, towards the end of his presentation, Mr. Woodford turned away from LID and its emphasis on the importance of managing stormwater at its source. Instead, he zeroed in on one segment of the Elderkin Creek Drainage System, twice making the observation that cleaning out/opening up/enlarging/rebuilding this segment would alleviate some of the flooding in the area. This echoed the proposal municipal staff brought to property owners who live along this segment of the Elderkin Creek (between Falmouth Dyke Road and Gabriel Road in Falmouth) at an information meeting in September 2020. At that meeting, Public Works staff stated that, due to a lack of maintenance, stormwater flow had become restricted in that segment over time, creating problems with pooling and even flooding on certain properties. They proposed that the property owners consider maintenance on the channel “to allow for a less restricted flow.”

I was one of the property owners in attendance and was concerned about their proposed solution. I presented my concerns in this regard to the COTW in a presentation this past January. One key concern that I had was that the call for cleaning out the creek segment to achieve less restricted flow seemed at odds with CBCL’s (2016) *Falmouth Stormwater Management Plan* which had concluded, based on model estimations, that flooding would **not** be reduced with unrestricted flow conditions, and which recommended that, to deal with flooding risks, **high runoff should be managed at its source** (an LID approach). Based on their analysis of flood risk, CBCL observed: “The flooding in Falmouth is mainly caused by the insufficient drainage capacity and the flat landscapes within the community” and by “the complex interaction between rainfall, Avon river flows, tides and storm surges” (p. 25). CBCL conveyed that, during higher rain/higher tide storm events, and with the aboiteau closed, the Elderkin Creek Drainage System is unable to drain to the Avon River.¹ With nowhere to go, stormwater will back up along Elderkin Creek, increasing the risk of flooding in vulnerable areas. As CBCL noted, “increasing conveyance capacity” (through upsizing culverts or, it could be added, cleaning out/rebuilding a segment of Elderkin Creek) “might reduce some accumulation of water, but would not eliminate the flooding within the

¹ The Municipality has also noted that the capacity of Elderkin Marsh to drain high volumes of precipitation and runoff is limited, with one municipal staff member noting that Elderkin Marsh can take up to 5 days to drain after any significant rainfall (Municipality of the District of West Hants, MCCAP (2013) *Climate-Wise & Weather-Prepared*).

adjacent upstream and downstream private properties” (p. 26). Having illustrated that conventional approaches to flood mitigation, centred on increasing conveyance capacity and adding storage (e.g., through additional detention ponds), were unlikely to provide adequate flood protection, CBCL concluded:

“One of the most efficient ways to deal with flooding risks is to manage the issue of high runoff at its source. Flooding is only amplified when runoff is allowed to increase, and infiltration of water into the ground is decreased. Most often, development allows this to happen and therefore increases flooding risk.” (p. 28).

For this reason, they recommended that the Municipality implement LID at the planning and by-law levels.

Allow me to drill down on some key considerations at this point. It is understandable that a seemingly quick and cheap solution like “cleaning out a channel” to address a local flooding problem would hold some appeal. However, as CBCL’s analyses indicated, it solves nothing. Indeed, it simply risks pitting upstream and downstream neighbours against each other. This segment of Elderkin Creek is just one piece of a complex watershed puzzle, and it needs to be understood in that context. CBCL (2016) has conducted the most extensive recent review of stormwater drainage in this area of Falmouth. Based on their review, they advocated strongly for a **planning framework that is holistic**, where future development is designed within a broader framework of stormwater management and land-use planning that looks beyond the individual site-level to encompass neighbourhood, community, and watershed levels. If we are to meet the inevitable challenges that the higher rain/higher tide events anticipated with climate change, combined with increased development, pose for an area that is naturally flat and has limited drainage capacity, we need such an LID-inspired framework. But to get there, we need everyone to “get their head out of the ditch” and see the big picture.

In his presentation, Mr. Woodford commented there is no doubt, had LID methods been required and applied to the Meadows Phase 2 Development, they would likely have reduced downstream stormwater flows to both the Elderkin Creek and North Ditch Drainage Systems.² This should be a warning bell. Given that these downstream areas are vulnerable to flooding, reducing runoff to these areas by applying LID methods just makes sense. Mr. Woodford estimated the cost increase to developers for using LID methods to be 5% or less,³ and he noted that there can be ongoing maintenance costs for municipalities. However, municipalities have already developed various incentive programs to work with developers to facilitate the adoption of LID methods, and cost/benefit analyses of LID methods also show cost savings due to declines in the sort of infrastructure damage that stormwater runoff can cause.

All evidence indicates it is not only prudent, but essential for the Municipality to fast track the recommendation to incorporate LID requirements into planning documents and by-law regulations so that future developments, including Meadows Phase 3, are governed by those standards. While the provincial government has a role to play (as Mr. Woodford outlined), Falmouth cannot afford to wait for provincial legislation. Much work on adopting and

² It is worth noting that Mr. Woodford’s firm, DesignPoint, has designed the storm drainage plan for the Meadows Phase 2 Development.

³ As someone pointed out to me, considering that the current building boom has proceeded despite skyrocketing wood and material costs, this 5% or less cost increase to developers does not appear particularly onerous.

implementing an LID approach to stormwater management has been done at the municipal level in other parts of the country, and West Hants Regional Municipality is well-positioned to take the lead in developing regulations that respond to our local circumstances. WHRM can become the model municipality for the province on this important environmental issue.

Finally, I want to acknowledge, and applaud, the work Windsor/West Hants has already undertaken to move towards an LID approach. But more must be done. This brings me to “the ask”:

Will the COTW build on this momentum and take action now to fast track the recommendation to incorporate LID requirements into planning documents and by-law regulations?

Appendix: Concerns about Public Works’ Assessment of the Problem

In September 2020, Public Works staff indicated to local property owners in Falmouth that a segment of Elderkin Creek had become restricted due to a lack of maintenance, resulting in stormwater pooling and increased flooding risk in their area. Their proposed solution was to “clean out” this creek segment. My focus in the main body of this document was on this proposed solution and the concerns it raises about stormwater management planning in our municipality, for I believe addressing those concerns is key to developing a constructive and effective way forward. As a result, I said little directly about Public Works’ claim that this pooling/flooding problem is the result of restrictions caused by “little to no drainage channel maintenance.” However, there are at least two reasons to question their assessment that “restricted flow due to a lack of maintenance” is the problem. These reasons are detailed in what follows.

First, there is evidence suggesting the restricted flow may be a natural feature of this segment of Elderkin Creek, rather than the product of inadequate maintenance. To explain this further, we must journey back to 2005 and the stormwater plan designed by AMEC engineers for the Meadows Development at Shetland Road. In this plan, the AMEC engineers observed that stormwater flows from the Meadows area in two directions: to the east via the culvert that crosses the Dyke Road (to the Elderkin Creek Drainage System) and to the north, via a drainage swale (the “Meadows ditch,” directing runoff to the North Ditch Drainage System). With reference to the flows heading to Elderkin Creek, they noted:

“The ditch downstream of the culvert is over-grown with weeds and is not functioning properly. This model [for the stormwater plan] assumes that this ditch has been cleaned out and is free flowing without any downstream restrictions.”

However, their assumption about a ditch over-grown with weeds and restricting flow proved to be incorrect. At the preliminary hearing of the Brison appeal before the Nova Scotia Utilities and Review Board in 2006, an AMEC engineer testified:

“The elevation on the east side of Dyke Road was not cleared out [as planned, during construction] to enable the stormwater to flow freely to the Avon River after it exits the Dyke Road culvert. What was thought to have been overgrown with weeds, once the ice was

removed, ***was found to have been of a permanent nature*** and therefore remained unchanged” (emphasis added).⁴

They encountered, not restrictions due to a lack of channel maintenance, but something “of a permanent nature.” This highlights the need to consider the natural features of the drainage system before deciding on a particular course of action.

Second, there is evidence suggesting that the pooling of water and flooding in areas east of Falmouth Dyke Road (and near the segment of Elderkin Creek that has been a focus of Public Works concern) may have been caused, or at least worsened, by faulty construction during the Meadows at Shetland Road development. Again at the 2006 preliminary hearing of the Brison appeal, the AMEC engineer testified that, at the construction phase, the culverts under Shetland Road (intended to direct stormwater towards the North Ditch system) had been incorrectly positioned and the Meadows Ditch section of the North Ditch System (running from the west side of the Dyke Road to the North Ditch system along Brison property) had been dug too deep. Combined, these deviations from design allowed more water than planned to flow into the North Ditch and to Brison property. As a result of the Review Board’s decision at the preliminary hearing, an agreement was reached in November 2006 to restore the Shetland Road culverts and the Meadows Ditch to the specifications laid out in the 2005 plan. This work was to be completed by May 30, 2007 and required repositioning the culverts and filling in the Meadows Ditch to the correct elevation.

However, information provided by DesignPoint in May, 2021 calls into question whether subsequent construction work on the Meadows Ditch has, in fact, brought its elevation back in line with the original specifications of the 2005 stormwater plan.⁵ DesignPoint observed that subsequent changes to the Meadows Ditch involved raising its overflow elevation (which would be in line with the November 2006 agreement). However, they added:

“Raising this overflow directed more flow to the Dyke Road culvert and Elderkin Creek and less flow to the North Ditch.... This ditch could be lowered to allow more flow to go to the North Ditch and less to the Elderkin Creek Ditch.”

This last observation raises the prospect that a second failure to achieve the correct elevation of the Meadows Ditch, as outlined in the original 2005 AMEC stormwater plan, may be responsible for directing too much stormwater to Elderkin Creek, resulting in greater pooling and flooding risk. This highlights the need for the assessment of any single drainage feature (like a creek segment) to be grounded in a thorough understanding of the functioning of the drainage system as a whole. It follows, then, that simply shifting focus from one segment of the Elderkin Creek drainage system to one segment of the North Ditch drainage system is also unlikely to offer a solution to flooding risks in this vulnerable area. This brings us back to the need to develop and implement a more holistic and LID-inspired approach to stormwater management in our municipality, as emphasized in the main body of this document.

⁴ Brison, Re, 2006 NSUARB 113 (CanLII), <<http://canlii.ca/t/1pxbm>>, retrieved on 2020-10-09 (section 143).

⁵ This information was provided by DesignPoint on May 19, 2021, in response to questions raised about the Phase 2 Meadows Development Storm Drainage Plan as part of the public hearing into the proposed Meadows Development Agreement (approved by Council May 25). These questions and DesignPoint’s responses were included in my May 21 submission to the Public Hearing, which was read out to Council at the Hearing’s conclusion on May 25, 2021.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: Shawn Levy
By-Law Enforcement Officer

Date: June 8, 2021

Subject: Dangerous and Unsightly Premises, 33 Fletcher Road, Ardoise

LEGISLATIVE AUTHORITY

Municipal Government Act, Part XV, Sections 345(1)(2), 346

RECOMMENDATION or DECISION REQUEST

It is recommended:

... that Committee of the Whole orders the demolition of the dwelling and outbuilding located at 33 Fletcher Road, Ardoise, PID 45012994, including but not limited to the removal of all demolition debris, backfilling of any foundation or crawl space and disconnecting any and all utility connections to the standards set by each respective utility provider and removal off all solid waste and the derelict vehicle, so as to leave the property in a neat, tidy, environmentally compliant and safe condition within forty-five (45) days after the Order is posted in a conspicuous upon the property or personally served upon the owner. Otherwise, the Municipality will exercise its rights as set forth under Part XV of the Municipal Government Act.

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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March 17, 2021 By-Law Enforcement responded to a Dangerous or Unsightly complaint located at 33 Fletcher Road, Ardoise. Pictures taken of the abandoned structure show the dilapidated condition of the dwelling and the roof collapse of the outbuilding. There are no shingles on the roof of the dwelling.

March 24, 2021 a registered letter was sent to the owner listed on file and was delivered March 26, 2021. A representative for the bank would have picked the letter up from the Post Office. Due the large volume of registered letters received by the bank; a signature is not required as per Canada Post.

April 13, 2021 The letter of intent was posted on the property.

April 23, 2021 The owner has not responded in any manner. The registered owner is a bank located in Ontario. The invitation was sent four (4) weeks earlier than required by policy to give ample opportunity for the bank to respond as requested in the letter. The property should also be monitored and by posting the letter of intent on the property any property maintenance company would see the letter. Attempts were made to call the bank however attempts were unsuccessful; we were not able to speak to anyone.

May 3, 2021 information was obtained indicating the bank returned the property to the owner however the deed was never recorded.

May 6, 2021 The owner's current residence was located. Was able to speak to the owner on the telephone and agreed to meet May 10, 2021 as he was away. He said his mailing address was still 33 Fletcher Road, Ardoise.

May 10, 2021 The owner did not answer his door or phone calls and did not return voicemails.

May 11- May 18 Multiple attempts were made to contact the property owner at his new residence with no return phone calls.

May 18, 2021 RCMP attempted to serve the paperwork to the owner but was unsuccessful.

May 21, 2021 Received a voicemail from the property owner saying to mail the information to 33 Fletcher Rd and he will get it from there.

May 25, 2021 The letter of intent was posted on the property.

DISCUSSION

N/A

NEXT STEPS

Notify the owner of the decision of Council. This will be done by sending another registered letter to the owner's Ardoise address and posting a copy of the order in a conspicuous location on the property. If the work is not completed in forty-five (45) days WHRM will hire a contractor to carry out the work. The cost of the work will be a first lien on the property.

FINANCIAL IMPLICATIONS

Should the Region be required to act to remedy the property, any costs will be attached to the property as a first lien.

ALTERNATIVES

Committee of the Whole may choose not to issue an order, but this is not the recommendation supported by the Administrator.

ATTACHMENTS

Photos attached.

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have no further comments and concur with By-Law Officer Levy and his recommendation.

Report Prepared by: Shawn Levy
By-Law Enforcement Officer

Report Reviewed by: Tim Leslie
Manager, Building and Fire Inspection Services

Report Approved by: 
CAO Mark Phillips



17. 3. 2021 12:46



17. 3. 2021 12:47



17. 3. 2021 12:47



17. 3. 2021 12:48



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation x	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: Shawn Levy
By-Law Enforcement Officer

Date: June 8, 2021

Subject: Dangerous and Unsightly Premises, 74 Bowman Road, Garlands Crossing, Windsor

LEGISLATIVE AUTHORITY

Municipal Government Act, Part XV, Sections 345(1)(2), 346

RECOMMENDATION or DECISION REQUEST

It is recommended

... that Committee of the Whole orders the demolition of the dwelling located at 74 Bowman Road, Garlands Crossing, Windsor, PID 45003621, including but not limited to the removal of all demolition debris, backfilling of any foundation or crawl space and disconnecting any and all utility connections to the standards set by each respective utility provider, so as to leave the property in a neat, tidy, environmentally compliant and safe condition within forty-five (45) days after the Order is posted in a conspicuous upon the property or personally served upon the owner. Otherwise, the Municipality will exercise its rights as set forth under Part XV of the Municipal Government Act.

BACKGROUND

Property x	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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January 7, 2021 By-Law Enforcement responded to a Dangerous and Unsightly complaint located at 74 Bowman Road, Garlands Crossing, Windsor. Pictures taken of the abandoned structure show heavy fire damage at the rear of the building, soffit melted and hanging due to fire in the attic space as well as debris laying in the yard which was partially covered in snow.

March 15, 2021 registered letters, containing a letter of intent, and advising of the April 13 COTW meeting were sent to the property owners, bank and insurance company.

March 22, 2021 the letter of intent was posted to the property.

April 13, 2021 a one (1) month extension was granted to the property owner by the administrator if they secure the rear of the structure. This was to allow time for the owner to locate a company to demolish the structure.

April 26, 2021 By-Law Enforcement confirmed the structure had been secured.

May 17, 2021 the structure remains standing.

May 18, 2021 an invitation was sent by registered mail to the owner advising of this evening's meeting.

May 25, 2021 the registered mail was picked up.

May 26, 2021 the letter of intent was posted to the property.

NEXT STEPS

Notify the owner of the decision of Council. If the work is not completed in forty-five (45) days WHRM will hire a contractor to carry out the work. The cost of the work will be a first lien on the property.

FINANCIAL IMPLICATIONS

Should the Region be required to act to remedy the property, any costs will be attached to the property as a first lien.

ALTERNATIVES

Committee of the Whole may choose not to issue an order, but this is not the recommendation supported by the Administrator.

ATTACHMENTS

Photos attached.

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the staff recommendation.

Report Prepared by: Shawn Levy
By-Law Enforcement Officer

Report Reviewed by: Tim Leslie
Manager, Building and Fire Inspection Services

Report Approved by: 
Mark Phillips, CAO



6. 1. 2021 15:33



6. 1. 2021 15:35



26. 4. 2021 10:00



26. 4. 2021 10:00



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Members of West Hants Council

Submitted by: Todd Richard
Todd Richard

Date: June 8, 2021

Subject: 2021 Provincial Funding Assistance Applications

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

It is recommended that:

Council support an application to the 2021 Provincial Capital Assistance Program (PCAP) to fund 50% of the Centennial Drive Stormwater Culvert Replacement Project, with the remaining funds to come from Community Building Fund Reserve.

And,

Council support an application to the 2021 Flood Risk Infrastructure Investment Program (FRIIP) to fund 50% of a Windsor Flood Risk Impact Study, with the remaining funds to come from Community Building Fund Reserve.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☒	Social ☐	Economic ☐	Councillor Activity ☐
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On May 21, 2021 applications for the Provincial Capital Assistance Program (PCAP) and Flood Risk Infrastructure Investment Program (FRIIP) were made available for Municipal application. This same PCAP source funding has been used in the past for the Falmouth Stormwater Study (2015), Hantsport Stormwater Study (2017) and Three Mile Plains Stormwater Study (2018).

A Resolution of Council supporting the applications is required to be submitted at the time of application.

Provincial Capital Assistance Program (PCAP):

The Provincial Capital Assistance Program supports investment in high priority municipal infrastructure projects. Municipalities can apply for funding from the Provincial Capital Assistance Program to help reduce the cost of infrastructure projects. You can apply until 29 June 2021.

You need to use the funding for municipally owned infrastructure projects like:

- water supply
- sewage disposal
- solid waste management

Projects that reduce or eliminate actual and potential environmental and health problems in the municipality are given priority. Priority is also given to projects that include collaborating with multiple municipalities or have beneficial impacts for larger populations.

Projects that open up land for new residential, commercial or industrial development are not eligible for funding.

Eligible project costs include:

- engineering work, including preliminary engineering studies, cost for preparing design drawings and specifications, and costs of construction inspection and administration
- costs of construction and equipment according to the plans and specifications
- costs of acquiring land
- costs of acquiring property easements where the land remains with the land owner, but the municipality is given the right to use the land

Ineligible project costs include:

- interim financing costs
- employment costs
- equipment and furniture purchases

Flood Risk Infrastructure Investment Program (FRIIP):

The Flood Risk Infrastructure Investment Program promotes investment in infrastructure needed to protect communities from flooding. Municipalities can apply for funding from the Flood Risk Infrastructure Investment Program to support studies needed to understand flooding or construction of infrastructure to protect against floods. You can apply until 29 June 2021.

You need to use the funding to create:

- river training and floodway improvements
- floodwater containment and flood intensity mitigation
- studies including mapping to identify flood-prone areas and identification of potential solutions to mitigate flood impacts

You can use the funding to invest in infrastructure not owned by a municipality if you demonstrate that everyone who owns the infrastructure agrees on the project. You can't use funding for stormwater management.

Projects that include collaborating with multiple municipalities or have beneficial impacts for larger populations are given priority.

Eligible project costs include:

- engineering work including preliminary engineering studies, costs for preparing design drawings and specifications, and costs of construction inspection and administration
- costs of construction and equipment according to the plans and specifications
- costs of acquiring land and property easements

Ineligible project costs include:

- interim financing costs
- costs for stormwater management
- employment costs
- equipment and furniture purchases

DISCUSSION

Staff has reviewed the purpose and eligibility of the PCAP and FRIIP funds and have identified the Centennial Drive Stormwater Culvert and Windsor Flood Risk Study as suitable projects for application to these programs.

NEXT STEPS

Pending approval of Council; municipality staff will proceed with the application processes to pursue both of these provincial funding grants.

FINANCIAL IMPLICATIONS

The Centennial Drive Stormwater Culvert Replacement Project is identified in the proposed 2021-22 Capital Budget, funded through the Canada Community Building Fund (CCBF).

The Windsor Flood Risk Impact Study is a new project for Council to consider and would support future rehabilitation projects and planning. To be funded the Canada Community Building Fund.

These proposed projects are also eligible under this following Provincial programs, and we are able under Canada Community Building Fund to stack the funding. This will reduce the withdraw from the Canada Community Building Fund reserve. The below pricing includes Net HST.

Project Name	Type of Costs	Estimated Cost	% Funded	Municipal Sources
PCAP	Construction Fees	\$100,000	50%	\$50,000
FRIIP	Professional Fees	\$70,000	50%	\$35,000

ALTERNATIVES

1. Council may choose not to support one or both of these projects.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation. It is important to apply for the noted funding programs as they become available. It is regrettable that the notice of application is sudden, and the deadline is short. Due to the potential costs of the work and study they will be brought forward to Council for review due to our procurement requirements.

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



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Members of West Hants Regional Council

Submitted by: _____
Sara Poirier, Planner

Date: 2021-06-08

Subject: Mobile Canteen Vending By-law; File #20-26

LEGISLATIVE AUTHORITY

MGA 172 Power to make By-laws

MGA 173 Vending on Streets

RECOMMENDATION or DECISION REQUEST

...that Council gives First Reading and will hold Public Hearing to consider approving the Mobile Canteen Vending By-law, RV-001, in a manner substantively the same as the draft set out in Attachment A of the report #20-26 to the Committee of the Whole dated June 6, 2021, which will repeal the Hawkers, Traders and Peddlers Bylaw, Bylaw #15, dated May 6, 1998 and the Temporary Vendor Bylaw, Bylaw #40, dated March 12, 2012 of the former Town of Windsor.

...that Council approve the fees for mobile canteens as outlined in Table 2 Option 2 of the report #20-26 to the Committee of the Whole dated June 8, 2021, until such time that a Regional Fees Policy is in effect.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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A motion was approved by Council on September 22, 2020 to *"direct staff to prepare a report for Council on the by-laws and fees applicable for restaurants (including sidewalk cafés) and mobile vending units. It would be helpful to include information on the location permissions as well as comparable fees in our region for similar services along with any recommendations for changes staff may deem appropriate"*.

Background information can be found in the following reports:

September 9, 2020	Restaurants and Mobile Canteens: Agenda Request Form
February 9, 2021	Mobile Canteens and Sidewalk Cafés: Request for Direction Report to COTW
May 13, 2021	Mobile Canteen Vending By-law: Information Report to PAC/HAC

and minutes of the following Committees and Council meeting:

February 9, 2021	Committee of the Whole
May 13, 2021	Planning and Heritage Advisory Committee

DISCUSSION

Mobile Canteen

The Windsor Hawkers, Traders and Peddlers By-law (1998) permits mobile canteens in the community of Windsor if the owner receives a license from the Municipality.

Upon direction of Council, staff reviewed the Hawkers, Traders and Peddlers By-law (1998) and Temporary Vendor By-law (2012) and propose the following changes:

- extend the By-law to the rest of the Region;
- the Development Officer be specified as the licensing authority;
- describe supporting documentation to accompany an application for a mobile canteen;
- ensure applications for mobile canteens consider parking, safety, access to the property, and garbage collection;
- prohibit mobile canteens from having permanent, direct connection to municipal water, wastewater and sewer service;
- permit mobile canteens in areas where restaurants are permitted as per the relevant Land Use By-law;
- outline when a mobile canteen is permitted on municipal property for an event or holiday upon authorization of the CAO;

- outline that for events or holidays the licensing authority will consult with the Economic Development Manager and/or Event Coordinator to determine how many and what type of mobile canteens should be permitted for the event;
- outline a process for refusal or revocation of permits;
- identify a process for appeal by the applicant if the license is refused or revoked;
- specify that fees will be set in the Municipal Fees Policy;
- repeal the Windsor Hawkers, Traders and Peddlers By-law (1998) and Temporary Vendor By-law (2012)

The draft Mobile Canteen Vending By-law was taken to the Planning and Heritage Advisory Committee for discussion on May 13, 2021. The Committee discussed and agreed with the proposed Mobile Canteen Vending By-law as drafted. Staff also discussed the removal of specific licenses for other types of vending including auctioneering, transient vending, temporary vending and mobile refreshment stands. The Committee agreed to recommend removing the requirement for licensing for these specific uses, as there have been limited licenses issued in the past for these uses and not requiring these uses to be licensed does not prevent these uses from happening; it just allows them to happen without charging a fee or requiring a license for the use.

Fees

The Windsor Hawkers, Traders and Peddlers Bylaw (1998) outlines a fee of \$100 for three (3) months for mobile canteens.

Staff investigated the fees for mobile canteens in other Towns and Municipalities in Nova Scotia to see how West Hants Regional Municipality compared (Table 1).

Table 1: Comparison of License Fees for Mobile Canteens with other Towns and Municipalities

	Mobile Canteens
West Hants Regional Municipality	\$100 / three (3) months
Town of Wolfville	\$75 / canteen / event \$75 for vending on private property with a timeline set by the Development Officer
Town of Kentville	\$10 / event less than 10 days \$75 / canteen for a period less than three (3) months
Town of Bridgewater	\$25 / week \$75 / month \$200 / year
Town of Truro	No by-law or policy for mobile canteens

Town of Yarmouth	\$200 / month \$500 / year
Municipality of the District of East Hants	No by-law or policy for mobile canteens
Municipality of the County of Kings	\$500 / year
Municipality of the District of Lunenburg	Vending in Municipal Parks: \$25 / event (1 day) \$250 / season
Halifax Regional Municipality	Vending on Municipal Land: \$915 / year / food service vehicle

Staff compared the fees for two existing mobile canteen permits and provided potential options for changes to the fees (Table 2).

The fees for mobile canteens are comparable to other areas, however Council could determine if they would like to permit reduced time periods instead of only permitting mobile canteens for three (3) months at a time (Table 2, Option 2). Another suggestion from the discussion with staff and the Windsor Township Business Association was to change the fee structure to have one fee for mobile canteens that participate in a short-term event on public property and then have an incremental increase in fees based on how long the mobile canteen is located on one property (Table 2, Option 3).

Table 2: An Example of Possible Fee Amendments to the Hawkers, Traders and Peddlers By-law for Mobile Canteens

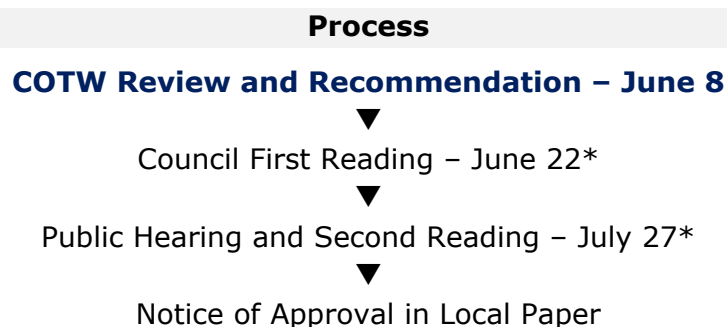
Option 1: Existing Mobile Canteen provisions in the Windsor Hawkers, Traders and Peddlers By-law	Option 2: Amend the Windsor Hawkers, Traders and Peddlers By-law to permit mobile canteens on a monthly, seasonal, or yearly basis	Option 3: Amend the Windsor Hawkers, Traders and Peddlers By-law to permit mobile canteens on a tiered system based on how long they are located on one property
\$100 / three (3) months	\$50 / one (1) month \$100 / three (3) months \$200 / season (May 15 – October 15) \$400 / year	\$25 / special event on public property (14 days or less) \$100 / three (3) months \$200 / an additional three (3) months on the same property

		\$300 / an additional three (3) months on the same property \$400 / an additional three (3) months on the same property \$1000 / year on the same property
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The Planning and Heritage Advisory Committee had a lot of discussion on the proposed fees. Committee members were concerned that increasing the fees would deter mobile canteens in WHRM. PAC/HAC members noted that different fees could be considered for mobile canteens that are not in competition with other businesses (i.e., in the more rural areas of WHRM). They also noted that a mobile canteen is a much different experience than a restaurant and should not necessarily be compared in terms of fees.

Planning staff recommend the fee be amended to align with Table 2, Option 2 and that this fee be required of all mobile canteens throughout WHRM. This would ensure all mobile canteens are treated equally regardless of location in the Municipality and would align with fees required in more rural areas of Nova Scotia.

NEXT STEPS



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are fees associated with advertising the Public Hearing and notice of approval for the Mobile Canteen Vending By-law. The advertising can be accommodated in the budget.

Any amendments to the fees in the by-law would have a financial impact on business owners within the Region. This financial impact could be positive if the fees are reduced, or negative if the fees are increased.

ALTERNATIVES

In response to this recommendation report, Committee of the Whole may:

- recommend that Council hold First Reading and schedule a Public Hearing to consider approving the Mobile Canteen Vending By-law as drafted or as specifically revised by direction of COTW;
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A	Draft WHRM Mobile Canteen Vending By-law
Attachment B	Windsor Hawkers, Traders and Peddlers By-law (1998)
Attachment C	Windsor Temporary Vendor By-law (2012)

CHIEF ADMINISTRATIVE OFFICER REVIEW

I concur with the remarks made in the report. Promoting mobile canteens is a positive reflection on the Municipality. As with Sidewalk Cafes, mobile canteens add to the vibrancy of events, growth centers and our general community. Ensuring the application process is easy helps to attract and retain the canteens and minimizes staff administrative requirements.

With respect to the fees, the recommended option finds a balance between encouraging their presence but increasing the fee in association with the time they are present in the Municipality selling their products. When considering the fee and its purpose it can be viewed as a mixed fee for the right to conduct business in the municipality (business occupancy) and for the costs associated with the use or provision of municipal services and spaces to accommodate your business (commercial taxation). Compared to other communities, our rural and urban settings and fees charged at festivals and events the proposed rates are very reasonable.

I support the recommendation as presented.

Report Prepared by: _____
Sara Poirier, Planner

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

Report Approved by:  _____
Mark Phillips, CAO

MOBILE CANTEEN VENDING BY-LAW

1.0 AUTHORITY

This By-law is made pursuant to the *Municipal Government Act*, RSNS 1998, as amended from time-to-time and hereinafter referred to as the "Act".

Pursuant to Section 172 (c) and (f), *Power to make by-laws*, of the *Act*, Council may make by-laws for municipal purposes, respecting persons, activities and things in, on or near a public place or place that is open to the public, as well as to businesses, business activities and persons engaged in business.

Pursuant to Section 173, *Mobile Canteens*, of the *Act*, Council may regulate vending, any class of vending, mobile vendors and the placement of vending machines on the streets of the Municipality by by-law.

Section 172 (2) (e) of the *Act* enables municipalities to provide for a system of licenses, permits or approvals in any by-law.

2.0 PURPOSE

The purpose of this by-law is to regulate mobile canteens within West Hants Regional Municipality.

This By-law shall be known and may be cited as the Mobile Canteen Vending By-law.

3.0 DEFINITIONS

- (a) "CAO" means the Chief Administrative Officer of West Hants Regional Municipality;
- (b) "Council" means the Council of West Hants Regional Municipality;
- (c) "licensing authority" means the Development Officer for the Municipality who receives applications for licenses under this By-law;
- (d) "mobile canteen" means any vehicle which is required to be licensed and registered pursuant to the *Motor Vehicle Act* and is used for the displaying, storing, transporting of food and beverages for sale directly to the public by a vendor, saving and excepting the sale of direct products of the farm, forest or sea which are not cooked within the vehicle;
- (e) "Municipality" means the West Hants Regional Municipality;
- (f) "person" means an individual, body corporate or non-profit organization;

4.0 APPLICATIONS AND LICENSING

MOBILE CANTEEN VENDING BY-LAW

- (a) All licenses issued in the Municipality shall apply only to the person or business receiving the license.
- (b) A license issued under this By-law shall be publicly displayed at all times at the site of the vendor's business.
- (c) All licenses issued in accordance with this By-law shall be signed by the licensing authority and Clerk and sealed with the seal of the Municipality and shall bear the date of issue;
- (d) Every application for a license shall be made in writing to the licensing authority, and shall contain:
 - (i) the applicable fee as established in the Fees Policy;
 - (ii) the name, mailing address, telephone number, and e-mail address of the applicant;
 - (iii) the corporate or partnership or sole proprietorship business name, if applicable;
 - (iv) the street address of the site of the proposed use;
 - (v) the dates and times proposed for the use;
 - (vi) written permission from the owner if the applicant is proposing to use a site which the applicant does not own.
- (e) The licensing authority shall notify the applicant within fourteen (14) business days of receipt of a complete application of the approval or refusal of the license.
- (f) A license shall be in force for a specific period and shall expire at the conclusion of that period. An additional licence shall be required for any change in location or additional period of time for any licence.

4.1 Criteria for Licensing Mobile Canteens

- (a) No person shall operate any mobile canteen on private or municipal property without first obtaining and paying for a licence from the licensing authority. The mobile canteen must be operated in accordance with the licence issued.
- (b) Mobile canteens shall only be permitted on privately-owned property within the Municipality, except during events or holidays where they may be permitted on property owned by the Municipality if the CAO is satisfied that the mobile canteen is a reasonable use of such property for the specific dates, and is one which will not interfere unduly with other municipal uses of the property.

MOBILE CANTEEN VENDING BY-LAW

- (c) Mobile canteens shall not be permitted to have a permanent direct connection to municipal water, wastewater or sewer service.
- (d) Mobile canteen licensees shall maintain appropriate solid waste bins for applicable streams of solid waste such as compostable, recyclable and residual solid waste and shall be responsible for tidy up and disposal of waste generated by the customers or staff of the Mobile Canteen.
- (e) Every application for a mobile canteen license shall be made in writing to the licensing authority, and shall contain, in addition to the items specified in 4.0 (d) above:
 - (i) The mobile canteen name, and corporate name if applicable;
 - (ii) A copy of the Motor Vehicle Inspection (MVI);
 - (iii) A copy of the insurance;
 - (iv) A copy of the food establishment permit, food handling certification and/or temporary event permit issued by the Province of Nova Scotia;
 - (v) A site plan that shows the proposed location of the mobile canteen and of the existing structures on the lot, access to the property, parking, garbage collection receptacles, and any other items that may assist with the review of the application;
- (f) No licence shall be issued if the application is for a location where the relevant Land Use By-law does not permit restaurants.
- (g) For events or holidays, the licensing authority shall consult with the Economic Development Manager and/or Event Coordinator prior to issuing the license. The Economic Development Manager and/or Event Coordinator shall notify the licensing authority of the maximum number and type of mobile canteens licences that shall be permitted for that event or holiday.

6.0 REFUSAL

The licensing authority shall refuse to issue a permit where:

- (a) the application requirements in Section 4.0 and/or 5.0 have not been met;
- (b) the Traffic Authority determines the proposed site is unsuitable having regard to pedestrian or vehicular traffic movement, access or safety;
- (c) the licensing authority determines the proposed location is not suitable in terms of zoning, lot size, setbacks, access, or available parking as specified in the relevant Land Use By-law;
- (d) for events or holidays, the maximum number and type of mobile canteens specified by the Economic Development Manager and/or Event Coordinator has already been reached or the CAO has declined permission to use municipal property.

MOBILE CANTEEN VENDING BY-LAW

7.0 REVOCATION

The licensing authority shall revoke a permit where:

- (a) the Motor Vehicle Inspection (MVI), insurance or food establishment permit, food handling certification and/or temporary event permit issued by the Province of Nova Scotia has expired or is revoked;
- (b) concerns about pedestrian or vehicular traffic movement, access or safety have been expressed by the Traffic Authority;
- (c) garbage or other waste is not adequately contained and disposed of on-site;
- (d) the licensing fee has not been paid up to date;
- (e) the licensee is in violation of any provision of this By-law or of any other By-law of the Municipality.

8.0 PENALTIES AND ENFORCEMENT

- (a) Any person who fails to comply with any of the provisions of this By-law or a license granted pursuant to this By-law, shall be liable on summary conviction to a penalty of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1000.00), and in default of payment imprisonment for a period of not less than ten (10) days nor more than ninety (90) days.
- (b) The Municipality may apply to a Judge of the Supreme Court of Nova Scotia for an injunction or other order where:
 - (i) Land is being used in contravention of this or any other By-law;
 - (ii) A person is operating a mobile canteen without having paid the license fee or obtained and maintained in good standing a license; or
 - (iii) A breach or continued breach or repetitive breach of this By-law is anticipated.

9.0 APPEALS

- (a) A decision of the licensing authority to refuse to issue or to revoke a license may be appealed to Council within fourteen (14) days of the decision of the licensing authority by written notice of appeal delivered to the Clerk.
- (b) Council shall convene an appeal hearing within 60 days of receipt of the appeal letter and may, following the appeal hearing, confirm or rescind the licensing authority's decision.
- (c) In hearing an appeal for a holiday or events license, Council may substitute its own opinion for that of the Economic Development Manager and/or Event

MOBILE CANTEEN VENDING BY-LAW

Coordinator as to the maximum number of such licenses to issue for the event or holiday.

10.0 REPEAL

The Hawkers, Traders and Peddlers Bylaw, Bylaw #15, of the former Town of Windsor dated May 6, 1998 and the Temporary Vendor Bylaw, Bylaw #40, of the former Town of Windsor dated March 12, 2012 are hereby repealed.

I, (Municipal Clerk Name), Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the ____ day of ____ (month), ____ (year).

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

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



**TOWN OF WINDSOR
BYLAW # 15
HAWKERS, TRADERS AND PEDDLERS BYLAW**

- 15.01** No person shall either as a wholesaler or retailer to businesses or residents of the Town hawk or peddle nor go from door to door or sell or offer for sale in the Town by sample or otherwise any goods, wares, merchandise or any other article or thing of whatsoever nature or kind nor engage in, carry on, exercise, or pursue the business or calling of a transient merchant who is not and who has not been for at least one year next previously a resident of the Town, shall hawk or peddle nor go from door to door or sell or offer for sale in the Town of Windsor by sample or otherwise any goods, wares, merchandise, or any other article or thing of whatsoever nature or kind nor engage in, carry on, exercise or pursue the business or calling of a transient merchant, trader, peddler, or hawker without first having obtained a license authorizing to do so.
- 15.02** No person, shall as agent, clerk, assistant, servant or employee of any other person or of any corporation who or which is not and has not been for one year next previously a ratepayer of the Town and assessed upon property therein, hawk, or peddle nor go from door to door and sell or offer for sale in the Town of Windsor by sample or otherwise any goods, wares, merchandise, or any other article or thing of any nature, kind, or description nor engage in, carry on, exercise, or pursue the business of calling of a transient merchant, trader, peddler, or hawker within the Town of Windsor, without his principal or employer having first obtained a license authorizing such principal to engage in the business of a transient merchant, trader, peddler, or hawker and to hawk, peddle and go from door to door and sell or offer for sale in the Town, goods, wares, and merchandise under the provisions of the previous Section and designating him as such agent, clerk, assistant, servant or employee.
- 15.03** Any person violating any of the provisions of Sections 15.01, 15.02 in reference to peddlers and hawkers, shall be liable on summary conviction to a penalty of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1000.00), and in default of payment to imprisonment for a period of not less than ten (10) days nor more than ninety (90) days.
- 15.04** Every person applying for a license under Sections 15.01 or 15.02 of these Bylaws shall pay to the Town a license fee of Fifty Dollars (\$50.00) which license shall be valid for a period of up to three months from the date of issue.
- 15.05** Any person coming within the definitions of persons prohibited under Bylaws 15.01 and 15.02 from hawking or peddling or selling without a license, engaging in the business of hawking or peddling or going from door to door and offering

goods, wares, merchandise or other things for sale by sample or otherwise or soliciting persons to subscribe for or take any book, paper, magazine, chart, drawing, photograph, picture or thing shall when required by any person produce and show the license authorizing him to engage in said business or to sell or offer for sale the said goods, wares, merchandise, or other things or to solicit subscriptions, and if he is acting for or on behalf of any other person or corporation, also the license authorizing the said other person or corporation to engage in the said business within the Town, and on refusal or failure to produce such license or licenses as the case may be shall be guilty of the offence of hawking and peddling or soliciting subscriptions, as the case may be, without license, whether he or his employer was or was not the holder of a license.

15.06

- (a) No person shall within the Town of Windsor carry out the operation of a mobile canteen or mobile refreshment stand, without having first obtained a license for the operation of such mobile canteen or mobile stand.
- (b) A mobile canteen means any vehicle used for the displaying, storing or transporting of food and beverages for sale directly to the public by a Vendor, saving and expecting direct products of the farm, forest or sea which is required to be licensed and registered pursuant to the Motor Vehicle Act or propelled by human power whether required to be licensed or not, and includes stands;
- (c) A mobile refreshment stand means any table, showcase, bench, rack, pushcart, wagon, or any other wheeled vehicle or device, which may be moved without the assistance of a motor and which is not required to be licensed and registered pursuant to the Motor Vehicle Act, used for the displaying, storing, transporting or sale of food and beverages directly to the public by a vendor, saving and expecting direct products of the farm, forest or sea;
- (d) Every person applying for a license under this Section shall pay a fee for such license in the amount of One Hundred Dollars (\$100.00) which license shall be valid for a period of three months from the date of issue. (04/28/98).

15.07

- (a) No person shall within the Town of Windsor exercise the office or business of auctioneer nor sell at auction within the Town any real or personal property of any nature, kind, or description without first obtaining an auctioneer's license. Provided, however, that this Section shall not apply to sales at church socials or benevolent bazaars or entertainments nor to the sheriff or other officers of law selling under due process of the law.
- (b) The fee for an auctioneer's license shall be Fifty Dollars (\$50.00) for each day during which an auction is conducted.

15.08

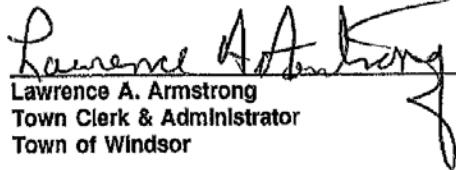
All licenses issued in the Town shall be signed by the Mayor and Chief Administrative Officer and sealed with the seal of the Town and shall bear date of the day of issue.

15.09

The sum to be paid for a license issued under any of these Bylaws shall be paid to the Town Clerk for the purposes of the Town before the issuing of the license.

- 15.10** A license shall be personal to the person to whom it is granted and it is not transferable and it shall entitle only the person named therein to sell under it.
- 15.11** Any person who fails to comply with any of the provisions of this Bylaw shall be liable on summary conviction to a penalty of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1000.00), and in default of payment imprisonment for a period of not less than ten (10) days nor more than ninety (90) days.
- 15.12** This Bylaw shall not affect the products of the farm, the forest, or the sea.

I certify that the foregoing is a true copy of the by-law passed by the Town of Windsor at a meeting of Windsor Town Council held on the 28th day of April 1998.


Lawrence A. Armstrong
Town Clerk & Administrator
Town of Windsor

- (1) First notice to Council January 27, 1998
- (2) Date of first reading of by-law February 24, 1998
- (3) Date of Publication, seven day notice prior to second reading April 8 & 15, 1998
- (4) Date of second reading of by-law April 28, 1998
- (5) Date of third reading of by-law April 28, 1998
- (6) Date of publication of final passage May 6, 1998



**TOWN OF WINDSOR
BYLAW # 40**

Temporary Vendor Bylaw

AUTHORITY

40.01

Sections 172 (1) (c), (f) of the Municipal Government Act provides municipalities with the power to make bylaws respecting persons, activities and things in, on or near a public place or place that is open to the public, as well as to businesses, business activities and persons engaged in business.

Section 172 (2) (e) of the MGA provides municipalities to, in any bylaw, provide for a system of licenses, permits or approvals.

INTERPRETATION

40.02

In this bylaw:

"bulk" means, but not limited to, items sold in large quantities, wholesale, or liquidation

"CAO" means the Chief Administrative Officer of the Town of Windsor;

"Council" means the Council of the Town of Windsor;

"licensing authority" means the CAO, or such employee or agent of the Town as the CAO may designate to receive applications for licenses under this by-law;

"person" means an individual, guild, agency, or body corporate;

"sell" includes selling, trading, or otherwise transferring for a valuable consideration, whether present or executor;

"Town" means the Town of Windsor;

"temporary vendor" means a person who is selling any of the goods or services set out in Schedule "A" of this by-law at a temporary location, but does not include a person who is operating or carrying on business selling the same goods or services on a permanent basis within the Town of Windsor, Town of Hantsport or Municipality of West Hants' boundaries or those exhibiting products and/or services on the Hants County Exhibition Grounds.

SALES OF GOODS AND SERVICES

40.03 Any person shall sell goods or services in the Town as a temporary vendor in accordance with a license issued pursuant to this by-law.

LICENSING

40.04 Every application for a license shall be made in writing to the licensing authority, and shall contain:

- (a) The name, mailing address, telephone number and, if available, facsimile number and e-mail address of the applicant;
- (b) The corporate or partnership name, if applicable;
- (c) A description of the goods or services the applicant proposes to sell;
- (d) The street address of the site of the proposed sale;
- (e) The dates and times of the proposed sale;
- (f) If the applicant is proposing to sell at a site of which the applicant is not the owner, written permission from the owner; and
- (g) Confirmation of liability insurance in a minimum amount of \$1,000,000 for each occurrence in respect of operations at the proposed site of sale.

40.05 After receipt of a completed application, the licensing authority shall issue a license:

- (a) upon confirming that the proposed site of the sale is zoned for such use under any applicable Land Use By-Law; and
- (b) upon receipt of the license fee.

40.06 A license issued under this by-law shall:

- (a) include the description of the goods or services and the site and times of sale referred to in section 40.04; and
- (b) be conspicuously displayed at all times at the site of the vendor's business.

40.07 A license issued under this by-law shall be in force for the period during which a temporary vendor is authorized to offer goods or services for sale, shall expire at the conclusion of that period, and must be reissued for each subsequent sale of goods or services by a temporary vendor.

40.08 Revocation

A license may be revoked where:

- (a) The licensee is in violation of any provision of this by-law or of any other by-law of the Town;

40.09 Appeals

A decision of the licensing authority to refuse to issue or to revoke a license may be appealed to Council within fourteen days of the decision of the licensing authority by written notice of appeal delivered to the CAO. Council shall convene an appeal hearing and may, following the appeal hearing, confirm or rescind the licensing authority's decision.

PENALTIES AND ENFORCEMENT

40.10 Every person who contravenes or fails to comply with any provision of this by-law or a license granted pursuant to this by-law, or any person who owns or controls premises or property used for unlicensed sale of goods or services by a transient vendor commits an offence and is liable on conviction to a penalty of not less than \$5000 and not more than \$10,000 or, in default of payment, to imprisonment for a period of not less than 30 days.

40.11 The Town may apply to a judge of the Supreme Court of Nova Scotia for an injunction or other order where:

- (a) Land is being used in contravention of this by-law;
- (b) A person is selling goods or services without having paid the license fee required; or
- (c) A breach of this by-law is anticipated or is of a continuing nature.

LICENSE FEES

40.12 The fee for the issuance of a license under this by-law shall be the fee set out in Schedule "A" for the applicable good or service being sold.

EFFECTIVE DATE

40.13 This Bylaw shall be effective upon publication.

SCHEDULE "A"

Goods or services to be licensed

1. Bulk motor vehicles as defined in the Motor Vehicle Act of Nova Scotia but does not include motorized wheelchairs.
License fee \$250
2. Bulk furniture normally sold at a furniture or department store in Windsor but does not include furniture sold at a licensed auction.
License fee \$250
3. Bulk appliances normally sold at a furniture store, hardware store or department store in Windsor but does not include appliances sold at a licensed auction.
License fee \$250
4. Bulk building materials used to construct/renovate home and/or commercial buildings. License fee \$250

CAO/Clerk's Annotation (Office Use Only)

Date of first reading:	December 20, 2011
Dates of advertisement of Notice of Intent to Consider:	January 05 & February 02, 2012
Date of second reading:	February 28, 2012
*Date of advertisement of Passage of Bylaw:	March 08, 2012
Date of mailing to Minister a certified copy of Bylaw:	March 12, 2012

I certify that this Temporary Vendors Bylaw #40 was adopted by Council and published as indicated above.



Louis Coutinho, CAO
Town of Windsor



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Members of West Hants Regional Council

Submitted by: _____
Sara Poirier, Planner

Date: 2021-06-08

Subject: Sidewalk Cafés; File #20-26

LEGISLATIVE AUTHORITY

MGA 49 Power to make Policies
MGA 309 By-laws for Protection of Streets
MGA 314 Street Encroachments

RECOMMENDATION or DECISION REQUEST

...that Council approve the Sidewalk Café Policy, RCOPL-005.00, in a manner substantively the same as the draft set out in Attachment A of the report #20-26 to the Committee of the Whole dated June 8, 2021, which will repeal the Sidewalk Café Policy of the former Town of Windsor dated July 2, 2003.

...that Council approve the fees for sidewalk cafés as outlined in Table 2 Option 3 of the report #20-26 to the Committee of the Whole dated June 8, 2021, until such time that a Regional Fees Policy is in effect.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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A motion was approved by Council on September 22, 2020 to "*direct staff to prepare a report for Council on the by-laws and fees applicable for restaurants (including sidewalk*

cafés) and mobile vending units. It would be helpful to include information on the location permissions as well as comparable fees in our region for similar services along with any recommendations for changes staff may deem appropriate”.

Background information can be found in the following reports:

September 9, 2020	Restaurants and Mobile Canteens: Agenda Request Form
February 9, 2021	Mobile Canteens and Sidewalk Cafés: Request for Direction Report to COTW
May 13, 2021	Mobile Canteen Vending By-law: Information Report to PAC/HAC

and minutes of the following Committees and Council meeting:

February 9, 2021	Committee of the Whole
May 13, 2021	Planning and Heritage Advisory Committee

DISCUSSION

Sidewalk Café

In West Hants Regional Municipality, sidewalk cafés are only permitted in Windsor through the Windsor Streets and Sidewalks By-law and the Windsor Sidewalk Café Policy (2003).

Upon direction of Council, staff reviewed the Sidewalk Café Policy and propose the following changes:

- the Development Officer be specified as the licensing authority;
- allow continuous, connected sidewalk cafés along the frontage of different properties as long as the license for the continuous, connected sidewalk café considers safety and accessibility, traffic and parking, is constructed of the same material, is agreed upon by all property owners, and still allows access to the entrance of the individual business;
- clarify the process for notifying abutting lot owners of the application for a sidewalk café license;
- outline an appeal process for a license that is refused or revoked;
- specify that fees will be set in the Municipal Fees Policy;
- repeal the Windsor Sidewalk Café Policy

This Sidewalk Café Policy extends the Policy to the rest of the Region, including existing sidewalks in commercial areas of Hantsport. As the Sidewalk Café Policy is permitted through the Windsor Streets and Sidewalks By-law this By-law will have to be revised to apply regionally before licenses can be issued for sidewalk cafes in other areas of the

Region outside of the former Town of Windsor. Staff are currently working on updates to the Streets and Sidewalks By-law.

Fees

The Windsor Sidewalk Café Policy (2003) outlines a fee of \$0.50 per ft² (0.0929 m²) per month for the term (May – October). The fees associated with the sidewalk café license were waived for the 2020 and 2021 season by Council on May 26, 2020 and April 27, 2021 due to the impact that the COVID-19 public health restrictions were having on local businesses.

Staff investigated the fees for sidewalk cafés in other Towns and Municipalities in Nova Scotia to see how West Hants Regional Municipality compared (Table 1).

Table 1: Comparison of License Fees for Sidewalk Cafés with other Towns and Municipalities

	Sidewalk Cafés
West Hants Regional Municipality	\$0.50 / ft ² (0.0929 m ²) / month for the term
Town of Wolfville	\$1.00 / ft ² (0.0929 m ²)
Town of Kentville	\$0.50 / ft ² (0.0929 m ²)
Town of Bridgewater	\$200 / season (May 15 – Oct 31)
Town of Truro	\$100 / year
Town of Yarmouth	No by-law or policy for sidewalk cafés
Municipality of the District of East Hants	No by-law or policy for sidewalk cafés
Municipality of the County of Kings	No by-law or policy for sidewalk cafés
Municipality of the District of Lunenburg	No by-law or policy for sidewalk cafés
Halifax Regional Municipality	\$400 / seasonal enclosed small café (100 ft ² or less) \$800 / seasonal enclosed café (larger than 100 ft ²) \$1,000 / annual sidewalk café \$150 / meter, post, sign that needs to be removed and reinstalled per café season

Staff understand that sidewalk café owners are renting a portion of public infrastructure from the Municipality and that there should be fees associated with that rental. However, the fees for sidewalk cafés are significantly higher in West Hants Regional Municipality (WHRM) than other areas of the Province. Providing a fee structure for sidewalk cafés in WHRM similar to other areas in the Province would encourage businesses to continue to operate and provide inviting sidewalk cafés in the Region.

Staff compared the fees for two existing sidewalk café licenses and provided potential options for changes to the fees (Table 2).

The fees for sidewalk cafés in WHRM could be amended to be \$0.50 / ft² (0.0929 m²) for the term, instead of per month for the term (Table 2, Option 2). This would make the fee more comparable to the Town of Kentville. Council could also decide to increase the fee to \$1.00 / ft² (0.0929 m²) for the term to align with the Town of Wolfville (Table 2, Option 3). Another suggestion from the discussion with staff and the Windsor Township Business Association was to charge a flat fee for the season or a flat fee based on the size of the sidewalk café (Table 2, Option 4). The flat fee option would be comparable to the Town of Bridgewater and Town of Truro. The flat fee based on the size of the sidewalk café could follow a similar example:

- small: 100 ft² or less = \$100
- medium: 101 ft² to 300 ft² = \$150
- large: 301ft² or larger = \$200

Table 2: An Example of Possible Fee Amendments to Sidewalk Café Policy Based on Current Licenses Issued

	Option 1: Existing Sidewalk Café Policy Fees	Option 2: Amend the Sidewalk Café Policy to \$0.50 / ft² (0.0929 m²) for the term (Town of Kentville)	Option 3: Amend the Sidewalk Café Policy to \$1.00 / ft² (0.0929 m²) for the term (Town of Wolfville)	Option 4: Amend the Sidewalk Café Policy to a flat fee based on the size
Permit #1	448ft ² of café space with a fee of \$1,545	448ft ² of café space with a fee of \$224	448ft ² of café space with a fee of \$448	448ft ² of café space (large) with a flat fee of \$200
Permit #2	110 ft ² of café space with a fee of \$335	110 ft ² of café space with a fee of \$55	110 ft ² of café space with a fee of \$110	110 ft ² of café space (medium) with a fee of \$150

Planning staff would recommend the fee be amended to \$1.00 / ft² (0.0929 m²) for the term (Table 2, Option 3). This would make it comparable to the nearby Town of Wolfville and make it more equitable for sidewalk café owners based on the square footage of sidewalk space they are renting from the Municipality, especially since the new By-law would permit continuous, connected sidewalk cafés.

NEXT STEPS

Process

COTW Review (7-day notice) – June 8



Council Approval – June 22*

*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

Any amendments to the fees in the policy would have a financial impact on business owners within the Region. This financial impact could be positive if the fees are reduced, or negative if the fees are increased.

ALTERNATIVES

In response to this recommendation report, Committee of the Whole may:

- recommend that Council approve the Sidewalk Café Policy as drafted or as specifically revised by direction of COTW;
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Draft WHRM Sidewalk Café Policy

Attachment B Windsor Sidewalk Café Policy (2003)

CHIEF ADMINISTRATIVE OFFICER REVIEW

A key principle for the Municipality in supporting and participating in economic development is to create the environment where businesses can operate, grow and utilize the characteristics of their environment to display and sell their products. Additionally, they are jointly responsible along with the Municipality for creating an environment that fosters a positive and memorable business or community experience. Sidewalk Cafes are not only an extension of the business and the display of products or services but they create those memorable experiences we enjoy as a customer or visitor.

The Municipality should be making every effort to promote sidewalk Cafés as we promote our business Centers to our residents and visitors. Reducing fees and making the process for businesses as easy as possible within the Region to create a sidewalk Café should be our goal.

I support the staff recommendation.

Report Prepared by: _____
Sara Poirier, Planner

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

Report Approved by:  _____
Mark Phillips, CAO

Attachment A: Draft WHRM Sidewalk Café Policy
WEST HANTS REGIONAL MUNICIPALITY
SIDEWALK CAFE POLICY

1.0 AUTHORITY

This Policy is made pursuant to the *Municipal Government Act*, RSNS 1998, as amended from time-to-time and hereinafter referred to as the "Act".

Pursuant to Section 49(1)(c)(iii), *Power to make policies*, of the *Act*, Council may make policies, to set and amend the fees to be paid for permits, applications and approvals required to be obtained from the municipality pursuant to a by-law of the municipality or an enactment.

The Streets and Sidewalks By-law allows Council to enter into leases for the seasonal or temporary use of a sidewalk as a sidewalk café or restaurant.

2.0 PURPOSE

The purpose of this Policy is to set consistent guidelines under which owners of food establishments may expand their operation by providing a seasonal outdoor dining area and to further add to the vitality of areas of the Municipality that have commercial food establishments on roads with Municipally owned sidewalks.

This Policy may be cited as the Sidewalk Café Policy.

3.0 DEFINITIONS

- (a) "Council" means the Council of West Hants Regional Municipality;
- (b) "Engineer" means the Municipal Engineer and includes a person acting under the supervision and direction of the Engineer;
- (c) "licensing authority" means the Development Officer for the Municipality who will receive applications for sidewalk café permits under this Policy;
- (d) "Municipality" means the West Hants Regional Municipality;
- (e) "Owner" means owner of a food establishment in West Hants Regional Municipality;
- (f) "Sidewalk café" means a group of tables and chairs, and other accessories belonging to an Owner, situated and maintained upon a public sidewalk or pedestrian mall, for the use and consumption of food and beverages sold to the public, from or in, the Owner's adjoining indoor food and beverage establishment;
- (g) "Traffic Authority" means a person appointed by Council policy, as traffic authority for all or part of the Municipality. A traffic authority has, within the Municipality, the powers of a traffic authority of a city or town

SIDEWALK CAFE POLICY

pursuant to the *Motor Vehicle Act*.

4.0 REQUIREMENTS

No person will use any portion of a sidewalk as a sidewalk café without first obtaining a Sidewalk Café Permit from the licensing authority of the Municipality in accordance with the provisions in this Policy.

4.1 Access

The Owner will maintain a minimum width of 3 feet 6 inches (1.1 metre) of unobstructed, barrier free walkway to the entrance of the building from the sidewalk.

4.2 Accessory Use

Sidewalk cafés will abut a food and beverage establishment and will be considered an accessory use.

4.3 Connected Sidewalk Cafés

- (a) The Municipality may approve a sidewalk café permit for a continuous, connected sidewalk café along the frontage of separate lots as long as the Sidewalk Café Permit for the continuous, connected sidewalk café ensures:
 - i. safety and accessibility for customers and sidewalk users;
 - ii. the impact on traffic and parking is considered minimal by the Traffic Authority;
 - iii. and that the sidewalk café and replacement sidewalk:
 - is constructed of the same material for its entire length;
 - allows access to the entrance of all individual businesses; and
 - the connection is agreed upon by all abutting lot owners.
- (b) An application for a continuous, connected sidewalk café will be treated as one (1) sidewalk café permit application and will be charged one (1) fee.
- (c) All lot owners are required to sign the application or provide an authorization statement for the application for a connected sidewalk café.

4.4 Design

The design of the sidewalk café should be consistent with the age and character of the building for which it serves as an accessory use. As the Municipality wishes to enhance the beauty of the Municipality with aesthetically pleasing

SIDEWALK CAFE POLICY

designs and plantings, the inclusion of these items will be considered in review of all applications.

4.5 *Emergency Vehicle Access*

The Municipality retains the right of access to the approved sidewalk café for emergency vehicle access.

4.6 *Fencing*

- (a) Sidewalk café fences will not exceed 3 feet (1 metre) in height.
- (b) Open fencing or fabric insert panels will be used.
- (c) Fencing should incorporate a solid base perimeter to facilitate identification of the barrier by visually impaired individuals.
- (d) Any fencing located within 20 feet (6 metres) of an intersection will not obstruct the vehicular view angles, as determined by the Traffic Authority.

4.7 *Hours of Operation*

A sidewalk café will be open to the public for no longer than the hours the principal use to which it is accessory is open to the public.

4.8 *Insurance*

- (a) The Owner of a sidewalk café must carry a minimum of \$2,000,000 liability insurance for the operation of the sidewalk café and must indemnify the Municipality safe and harmless from any and all claims of injury to persons or damage to property attributable, in whole or in part, to the existence, location and operation of a sidewalk café in the public right-of-way.
- (b) Proof of insurance will be provided before the sidewalk café permit is issued.
- (c) The Municipality will be notified ten (10) days before the cancellation of this insurance.

4.9 *Landscaping*

Landscaping of the sidewalk café is encouraged, however, this should be of a temporary nature, unless otherwise approved. Plant material must be contained within the approved sidewalk café area.

4.10 *Lighting*

SIDEWALK CAFE POLICY

Any lighting of the sidewalk café will be of a temporary nature and will not project onto adjacent properties nor conflict with traffic control indicators.

4.11 Location

Sidewalk cafés are permitted on sidewalks owned by the Municipality in areas designated Commercial as identified on the Generalized Future Land Use Map of the relevant Municipal Planning Strategy.

4.12 Noise

Music or other entertainment provided for patrons of a sidewalk café will not create a nuisance to neighbouring property owners or occupants. The Municipality reserves the right to revoke a Sidewalk Café Permit where this nuisance occurs.

4.13 Placement or Removal of Improvements

- (a) All improvements must be contained within the area approved for the sidewalk café.
- (b) All umbrellas will be located entirely within the approved sidewalk café area.
- (c) All tables, chairs and decorative accessories in the sidewalk café should be constructed using weather resistant materials.
- (d) Any improvements may only remain in place during the period for which the sidewalk café is licensed.
- (e) Sidewalk café furnishings, fences, awnings, screens, signs, lighting and other sidewalk café improvements must be removable and not permanently fixed in place.
- (f) When the operation ceases, the street, sidewalk and Municipal property must be restored to its original condition to the satisfaction of the Engineer.

4.14 Season

Operation of the sidewalk café will be from May 15 until October 15, unless otherwise approved on the permit.

4.15 Sidewalk Use

Where the sidewalk café inhibits free flow of pedestrian traffic, in the opinion of the Municipality, the Owner will provide a temporary sidewalk adjacent to the sidewalk café with a minimum width of 5 feet (1.5 metre), subject to the

SIDEWALK CAFE POLICY

approval and specifications of the Municipality. Consideration must be given to accessibility and traffic movement and safety based on the requirements of the Traffic Authority.

Sidewalk cafés will not extend onto the frontage of abutting lots, unless written permission is obtained from abutting lot owners.

4.16 Utility Access

- (a) The Municipality and public utility agencies retain the right of access to the approved sidewalk café area for the installation, maintenance and repair of pipes, cables, wires, poles, hydrants, etc., as necessary.
- (b) In case of emergency, no notice may be given, although for scheduled work, a minimum notice of 48 hours will normally be given.
- (c) If necessary for utility access, sidewalk café improvements will be removed and reinstalled at the sidewalk cafés Owner's expense.

4.17 Waste and Storage

- (a) The sidewalk café Owner will maintain the sidewalk café area, and the immediately adjacent area, in a clean and safe condition at all times.
- (b) Waste receptacles and work-stations should be located along the building wall.
- (c) The Owner will ensure any refuse originating in the café is removed from the street right-of-way.

5.0 APPLICATION REQUIREMENTS

Every application for a Sidewalk Café Permit will be made in writing to the licensing authority, and will contain:

- (a) The name, mailing address, telephone number, and e-mail address of the applicant;
- (b) The name and street address of the food establishment;
- (c) A site plan drawn to the scale of 1 to 60 that shows:
 - i. the delineated area of the proposed sidewalk café;
 - ii. the proposed location and placement of planters, awnings, tables, chairs, fences and all other accessories in relation to the public sidewalk, and to the indoor restaurant associated with it; and
 - iii. the location of utility poles, hydrants, parking metres, bus shelters, manholes, traffic signs, etc.

SIDEWALK CAFE POLICY

- (d) Written confirmation that the applicant notified the abutting lot owners, or occupants of the abutting lot, about the proposed sidewalk use and their ability to comment to the Municipality. The notification must advise recipients that only comments received by the Municipality within ten (10) days of the date of the notice will be considered.

6.0 APPROVAL PROCESS

- (a) No Owner will establish a sidewalk café unless approval has been granted by the Municipality;
- (b) All permits for sidewalk cafés issued in the Municipality will be personal to the individual or business it is issued to and will be signed by the Development Officer and Clerk and sealed with the seal of the Municipality and will bear date of the day of issue;
- (d) A Sidewalk Café Permit issued under this Policy will be conspicuously displayed at all times at the owner's business;
- (e) An application may be refused if the requirements are not met. A refusal will be provided in writing and identify the reasons for refusal.

7.0 REVOCATION

Where an Owner fails to conform to the terms and conditions of approval, the Municipality may order that the sidewalk café be removed from the public sidewalk on which it is located. If the Owner fails to comply with such an order within twenty-four (24) hours of notification, the Municipality may take such action needed to have the sidewalk café removed at the Owners expense.

8.0 APPEAL PROCESS

A decision of the licensing authority to refuse to issue or to revoke a permit may be appealed to Council within fourteen (14) days of the decision of the licensing authority by written notice of appeal delivered to the Clerk. Council will convene an appeal hearing within sixty (60) days of receipt of the appeal letter and may, following the appeal hearing, confirm or rescind the licensing authority's decision.

9.0 OTHER PERMITS REQUIRED

An Owner must determine from the Municipality whether the Owner requires additional permits in association with the Sidewalk Café Permit. Among others,

SIDEWALK CAFE POLICY

- (a) Development and Building permits may be required prior to the installation of barriers, structures and awnings and these will conform to the requirements of the Building Code and the relevant Land Use By-law.
- (b) A development permit may be required for any advertising signs within the sidewalk café, and these must conform to the relevant Land Use By-law.
- (c) The approval of an application under this Policy will not in any way imply that any requirements from any Provincial licensing authority have been met. It will be the Owner's responsibility to apply for and obtain any and all necessary Provincial permits and licenses.

10.0 FEES

- (a) There will be an annual rental charge for the use of sidewalk café space payable to the Municipality in accordance with the Municipality's Fee Policy.
- (b) This rental charge will be payable in full in advance for the entire term of the permit.
- (c) Any additional costs incurred by the Municipality as a result of the Sidewalk Café Permit will be billed to and paid by the applicant.

11.0 REPEAL

The Sidewalk Café Policy of the former Town of Windsor dated July 2, 2003 is hereby repealed.

I, (Municipal Clerk Name), Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the ____ day of _____(month), _____(year).

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

SIDEWALK CAFE POLICY

<i>Adoption</i>	
<i>Notice to Council:</i>	<i>Date</i>
<i>Approval:</i>	<i>Date</i>
<i>Description:</i>	



TOWN OF WINDSOR

SIDEWALK CAFES POLICY

PURPOSE:

The purpose of this policy is to set consistent guidelines under which owners of food establishments ("Owner") may expand their operation, by providing a seasonal outdoor dining area, and to further add to the vitality of downtown Windsor.

DEFINITION:

For the purpose of this policy, a *sidewalk café* is defined as a group of tables and chairs, and other accessories belonging to an Owner, situated and maintained upon a public sidewalk or pedestrian mall, for the use and consumption of food and beverages sold to the public, from or in, the Owner's adjoining indoor food and beverage establishment.

REQUIREMENTS

1) Accessory Use

Sidewalk cafés shall be located adjacent to an existing food and beverage establishment and shall be considered an *accessory use*.

2) Hours of Operation

A sidewalk café shall be operated for no longer than the operating hours of the principal use to which it is an accessory.

3) Sidewalk Use

- (a) Where the sidewalk café inhibits free flow of pedestrian traffic, in the opinion of the Town, the Owner shall provide a temporary sidewalk adjacent to the sidewalk café with a minimum width of five (5) feet, subject to the approval and specifications of the Town. Consideration will be given for accessibility and for traffic movement and safety based on approval of the Traffic Authority.
- (b) Sidewalk cafes shall not extend onto the frontage of abutting property owners, unless written permission is obtained from abutting property owners.

4) Fencing:

- (a) Sidewalk café fences shall not exceed 3 feet (1 metre) in height.
- (b) Open fencing shall be used or fabric insert panels may be used.
- (c) Fencing should incorporate a solid base perimeter to facilitate identification of the barrier by visually impaired individuals.
- (d) Any fencing located within 20 feet (6 metres) of an intersection shall not obstruct the vehicular view angles, as determined by the Town.

5) Umbrellas

All umbrellas shall be located entirely within the approved sidewalk café area.

6) Waste and Storage

- (a) The sidewalk café Owner shall maintain the sidewalk café area, and the immediately adjacent area, in a clean and safe condition at all times.
- (b) Waste receptacles and work-stations should be located along the building wall.
- (c) The Owner shall ensure any refuse originating in the café is removed from the street right-of-way.

7) Access

The Owner shall maintain a minimum width of 3 feet 6 inches (1.1metres) of unobstructed (barrier free) walkway to the entrance of the building.

8) Landscaping

Landscaping of the sidewalk café is encouraged, however, this should be of a temporary nature, unless otherwise approved. Plant material must be contained within the approved sidewalk café area.

9) Lighting

Any lighting of the sidewalk café shall be of a temporary nature and shall not project onto adjacent properties, nor conflict with traffic control indicators.

10) Sidewalk Café Furnishings

All tables, chairs and decorative accessories in the sidewalk café should be constructed using weather resistant materials.

11) Removal of Improvements

- (a) Sidewalk café furnishings, fences, awnings, screens, signs, lighting and other sidewalk café improvements must be removable and not permanently fixed in place
- (b) All objects must be contained within the area approved for the sidewalk café.
- (c) All objects must be removed during the off-season or after the sidewalk café ceases operation.

- (d) When the operation ceases, the street, sidewalk and municipal property must be restored to its original condition, to the satisfaction of the Engineer.

12) Noise

Music or other entertainment provided for patrons of a sidewalk café shall not create a nuisance to abutting property owners or neighbouring property owners. The Town reserves the right to revoke permits where this nuisance occurs.

13) Utility Access

- (a) The Town of Windsor and public utility agencies retain the right of access to the approved sidewalk café area, for the installation, maintenance and repair of pipes, cables, wires, poles, hydrants, etc., as necessary.
- (b) In case of emergency, no notice may be given, although for scheduled work, a minimum notice of 48 hours will normally be given.
- (c) Sidewalk café improvements shall be removed and reinstalled at the sidewalk cafés Owner's expense.

14) Emergency Vehicle Access

The Town of Windsor retains the right of access to the approved sidewalk café for emergency vehicle access.

APPROVAL PROCESS

- 15) No Owner shall establish a sidewalk café unless approval has been granted by the Town of Windsor;
- 16) Prior to approving the application, the Town of Windsor requires the applicant to advise abutting property owners of this proposed sidewalk use, and will encourage feedback from them, which, in turn, will be considered during the approval process and submit written confirmation of the notification.
- 17) An application may be refused, should the guidelines not be met; however, notification of this decision will be provided in writing to the applicant, along with those shortcomings identified.

18) Appeal Process

Should an application be declined, the applicant may appeal in writing, with reasons, to Council for reconsideration of that decision. Council shall deliver a written decision, through its CAO or Clerk within 60 days of receipt of the appeal letter.

19) Revocation of Approval

Where an Owner fails to conform to the terms and conditions of approval, the Town of Windsor may order that the sidewalk café be removed from the public sidewalk on which it is located. If the Owner fails to comply with such an order within 24 hours notification, the Town may take such action needed to have the sidewalk café removed.

20) Other Permits Required:

An Owner must determine from the Town whether the Owner requires permits in association with the sidewalk café. Among others,

- (a) *Building and development permits* may be required prior to the installation of barriers, structures and awnings and these shall conform to the requirements of the Building Bylaw and the Land Use Bylaw.
- (b) A *Sign Permit* may be required for any advertising within the sidewalk café, and this must conform to the Land Use Bylaw.
- (c) The approval of an application under this policy shall not in any way imply that any requirements from any Provincial licensing authority have been met. It shall be the owners responsibility to apply for and obtain any and all necessary Provincial permits and licenses.

21) Fees

- (a) There shall be an annual rental charge for the use of sidewalk café space payable to the Town, at the rate of \$0.50 per square foot (0.0929 square meters) for a term not exceeding May 15 to October 15. This rental charge is a monthly rental which shall be payable in full in advance for the entire term of the permit.
- (b) Any additional costs incurred by the Town as a result of the approval of this application i.e. additional signage shall be billed to and paid by the applicant.

22) Information Requirements

The applicant should submit a site plan, (drawn to the scale of 1 to 60)

- (a) This will show the delineated area of the proposed sidewalk café.
- (b) It will show the proposed location and placement of planters, awnings, tables, chairs, fences and all other accessories in relation to the public sidewalk; and to the indoor restaurant associated with it.
- (c) The plan shall show the location of utility poles, hydrants, parking meters, bus shelters, manholes, traffic signs, etc.

23) Design

The design of the sidewalk café should be consistent with the age and character of the building for which it serves as an accessory use. As the Town of Windsor wishes to enhance the beauty of the downtown area with aesthetically pleasing designs and plantings, the inclusion of these items shall be considered in review of all applications.

24) Insurance

- (a) The Owner of a sidewalk café must carry a minimum of \$2,000,000 liability insurance for the operation of the sidewalk café and must indemnify the Town of Windsor safe and harmless, from any and all claims of injury to persons or damage to property attributable, in whole or in part, to the existence, location and operation of a sidewalk café in the public right-of-way.
- (b) Proof of insurance shall be provided before the permit is issued.

(c) The Town of Windsor shall be notified 10 days before the cancellation of this insurance.

25) Season

Operation of the sidewalk café shall be from May 15 until October 15, unless otherwise approved.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: _____
Todd Richard

Date: June 8, 2021

Subject: SCADA Upgrades / Migration

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 proceeding with the recommended VTScada proposal from CBCL to upgrade the Falmouth Wastewater Treatment Plant & West Hants Wastewater Lift Stations at a total cost of \$75,400.00, plus applicable taxes, to be funded from the Canada Community Building Fund reserve.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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The West Hants Regional Municipality is responsible for the operation and management of approximately 49 water and wastewater facilities. These facilities include 3 water treatment plants (WTP), 3 wastewater treatment plants (WWTP), 32 lift stations, 3 water storage reservoirs, 3 water booster stations and 5 pressure regulating valve (PRV)/control chambers. All the facilities are monitored by way of a Supervisory Control and Data Acquisition System (SCADA). There are 6 discrete SCADA systems in

total, 3 of which monitor remote sites. Of the 6 SCADA systems, 5 have Trihedrals' VTScada as the Human Machine Interface (HMI) while the Falmouth WWTP uses Siemens Simatic software to visualize the process data. The remote stations are monitored by the VTScada systems located at the Windsor WTP, a standalone VTScada application located at the Municipal building on King Street and the Siemens Simatic system at the Falmouth WWTP. For the most part, monitoring of stations from the VTScada systems at the Windsor WTP and the Municipal building on King Street is considered reliable with reasonable data granularity. However, the majority of remote sites, primarily lift stations, are monitored by way of the Siemens Simatic system at the Falmouth WWTP where data is neither accurate nor reliable. The presentation of the data that is available is not at the same standard as the VTScada systems nor is the alarming, logging, trending and reporting. The Siemens SCADA system as configured does not provide the data collection required nor does it properly display the data that is collected. This leads to a system that creates the following serious issues / concerns

- Risks associated with critical alarms not being reported
- False alarms or wrong alarms resulting in staff responding to locations not in alarm and delay in action
- Frequent unnecessary call-outs for staff
- Increased overtime
- Critical system that is not reliable

DISCUSSION

On May 27th 2020 staff requested assistance from CBCL, Cutting Edge Applied Technology INC and Graham MacDonald (former Halifax Water Utility Programming Tech) for ongoing operational issues associated with the Siemens PLC/SCADA system. It has been determined that the Siemens SCADA can be upgraded to a Trihedral VTScada system; which would align with all other SCADA platforms currently used within the West Hants Water and Wastewater Utility. In November 2020, Municipal Staff requested CBCL submit a proposal for the migration to VTScada from the Siemens Simatic system for the Falmouth Wastewater Treatment Plant & West Hants Wastewater Lift Stations. The proposal has been reviewed and accepted by Municipal staff.

The proposal included:

- CBCL \$75,400.00 plus HST

Programming (PLC, VTScada)	\$30,400.00
On-site Commissioning (incl. expenses)	\$34,900.00
VTScada Software License	\$14,001.00
VTScada Windsor License Upgrade Cost Savings	-\$3,901.00

Siemens Step 7 Classic (S7-300/400)	FREE; WHRM Owned
Siemens Step 7 MicroWIN (S7-200)	FREE; CBCL Owned
Sub-Total:	\$75,400.00

NEXT STEPS

Pending spending approval of Council; CBCL and Staff are ready to proceed

FINANCIAL IMPLICATIONS

The proposed 2021-22 Capital Budget was increased to \$90,000 for SCADA upgrades to West Hants Sewer, this project was not completed in 2020-21. This project is funded through the Community Building Fund. The net cost including HST is \$78,634.66.

ALTERNATIVES

1. Council may choose not to proceed with this project. This is not the recommendation to Council.

ATTACHMENTS

CBCL proposal

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation. This is a carry-over project from the 2020/21 Capital Budget. As noted it is a late addition to the 2021/22 Capital Budget and supported by Canada Community Building Fund (formerly Gas Tax).

Report Prepared by: _____
Martin Kehoe, Manager of Wastewater Treatment

Report Reviewed by: _____
Todd Richard, Director of Public Works

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



April 23, 2021

Martin Kehoe
Manager of Wastewater Treatment
West Hants Regional Municipality
100 King Street, PO Box 158, Windsor, NS, B0N 2T0

Dear Mr. Kehoe:

RE: PROPOSAL: Falmouth Sewage Treatment Plant & Sewage Lift Station Migration to VTScada

CBCL Limited (CBCL) is pleased to provide this engineering estimate to develop and commission the VTScada application for the Falmouth Sewage Treatment Plant (STP) in the West Hants Regional Municipality (WHRM). This project will be a joint effort between WHRM, CBCL, and Cutting Edge. The roles for each are broken down as follows:

- ▶ **WHRM** – Purchasing, installing, and setting up the hardware for remote communication to each of the remote sites. Purchasing and installing any required computer(s) for SCADA.
- ▶ **CBCL** – Development and commissioning of the VTScada application, which includes the Falmouth STP and thirty-one (31) SLS.
- ▶ **Cutting Edge** – Programming for all Siemens S7-1200 Sewage Lift Stations (SLS).

A new VTScada application at the Falmouth STP will bring all water and wastewater facilities in the West Hants Regional Municipality onto the Trihedral VTScada platform. This VTScada application will include the Falmouth STP, six (6) Windsor SLS, nine (9) Falmouth SLS, three (3) Hantsport SLS, and fourteen (14) Three Miles Plains SLS.

Windsor	Falmouth	Hantsport	Three Miles Plains
STP	Station 105	Prince St.	Station 33
PS 1 Lake Piziquid	Station 115	Chittick	Station 126
PS 2 Termain Crescent	Station 305	Holmes Hill	Station 120
PS 3 Payzant Road	Station 326		Station 133
PS 5 Westworth	Station 604		Station 140
PS 6 College Road	Station 124		Station 152
	Station 126		Station 220
	Station 151		Station 407
	Station 200		Station 421
			Station 708
			Station 905
			Station 1201
			Station 1252

The Windsor SLS VTScada license will be upgraded and used at the Falmouth STP as a cost savings measure. When the Windsor SLS are upgraded to communicate ModbusTCP with a Windows 10 computer, it will be possible to communicate from the Falmouth STP via the WHRM network back to the radio located in the public works office at the fire station in Windsor. The use of the Windsor SLS VTScada license, and the ability to integrate those six (6) SLS into the Falmouth STP VTScada application, require the ModbusTCP upgrade to be successfully completed first.

1.0 Scope of Work

We propose the following scope of work for CBCL's effort in the Falmouth STP VTScada migration:

- ▶ Extract the tag list for the six (6) Elpro Wireless I/O SLS that communicate back to the Falmouth STP PLC:
 - Falmouth Station 124
 - Falmouth Station 126
 - Falmouth Station 151
 - Falmouth Station 200
 - Three Miles Plains Station 33
 - Three Miles Plains Station 126
- ▶ Extract a tag list for the Falmouth STP facility from the PLC and existing PC HMI (SIMATIC WinCC).
- ▶ Develop VTScada graphic pop-up windows for the thirty-one (31) SLS.
 - The existing tags and history for the six (6) Windsor SLS will be retained. The graphics will be updated so all SLS pop-ups look similar.
 - The nineteen (19) Siemens S7-1200 SLS PLC tag lists are to be provided by Cutting Edge to CBCL:
 - Falmouth Station 105
 - Falmouth Station 115
 - Falmouth Station 305
 - Falmouth Station 326
 - Falmouth Station 604
 - Hantsport Prince Street
 - Hantsport Chittick
 - Hantsport Holmes Hill
 - Three Miles Plains Station 120
 - Three Miles Plains Station 133
 - Three Miles Plains Station 140
 - Three Miles Plains Station 152
 - Three Miles Plains Station 220
 - Three Miles Plains Station 407
 - Three Miles Plains Station 421
 - Three Miles Plains Station 708

- Three Miles Plains Station 905
 - Three Miles Plains Station 1201
 - Three Miles Plains Station 1252
- ▶ Develop VTScada graphics for the Falmouth STP facility.
 - ▶ Purchase VTScada license on behalf of WHRM.
 - ▶ Commissioning of Falmouth STP VTScada application for all thirty-one (31) SLS and the STP. This includes graphics, I/O tags, and alarm verification.
 - Commissioning of the nineteen (19) Siemens S7-1200 SLS will need to be coordinated with CBCL, WHRM, and Cutting Edge so all can be on site to setup and troubleshoot communication.
 - ▶ Modify Falmouth STP PLC to allow ISO-over-TCP communication to VTScada software.

2.0 Assumptions

CBCL has made the following assumptions for this scope of work:

- ▶ CBCL will have remote access to the existing Falmouth STP SCADA computer for use of the Siemens SIMATIC Step 7 Classic software. This software is required to program the Falmouth STP PLC and to extract the required tag lists. CBCL will ask permission from WHRM in advance of each time they connect to your system remotely.
- ▶ During commissioning, both CBCL and Cutting Edge will be on site when switching the Siemens S7-1200 SLS stations from the existing Siemens software over to VTScada.
- ▶ WHRM will have the required network equipment installed and setup and Cutting Edge will be ready to configure the Siemens S7-1200 SLS PLCs to communicate back to the Falmouth STP SCADA PC ahead of CBCL arriving to site for commissioning.
- ▶ SLS programming changes that WHRM has requested will be completed by Cutting Edge prior to commissioning, or ready to be downloaded to the PLC at the time of commissioning, allowing these changes to be included in the development of VTScada graphics prior to commissioning.

3.0 Engineering Fee (Base Cost)

Based on our understanding of the scope, we propose a fee of **\$75,400.⁰⁰** to complete the work. Our price includes programming, twenty (20) days on site for the system integrator (half day per SLS and five days for the Falmouth STP), travel expenses, and VTScada software license. Additional time on site for the system integrator will be charged at \$125/h plus travel expenses.

Programming (PLC, VTScada)	\$30,400
On Site Commissioning (incl. expenses)	\$34,900
VTScada Software License	\$14,001
VTScada Windsor License Upgrade Cost Savings	- \$3,901
Siemens Step 7 Classic (S7-300/400)	FREE; WHRM owned
Siemens Step 7 MicroWIN (S7-200)	FREE; CBCL owned

4.0 Work Not Included

The following items are not included in our scope of work:

- ▶ Configuration and purchase of the SCADA computer. A new computer is to be supplied by WHRM, if required.
- ▶ Design, specification, configuration, and purchase of equipment required to communicate from the Falmouth STP SCADA computer to the Siemens S7-1200 SLS.
- ▶ Design, specification, configuration, and purchase of equipment required to facilitate communication between the Falmouth STP SCADA computer and the Windows Sewer SLS radio panel.
- ▶ PLC program modifications to any of the thirty-one (31) SLS.
- ▶ PLC program modifications to the Falmouth STP PLC, except what is necessary to allow communication to the new VTScada application.

5.0 Personnel

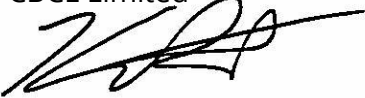
The main contact for this project will be Kristien Praest, who will be coordinating the SCADA development and commissioning. Our Jonathan Anderson will be completing the majority of the VTScada programming for this project. Both will be assisted by technical support staff, as necessary.

6.0 Summary

If this proposal is acceptable, CBCL's Standard Terms and Conditions shall apply. A copy of these terms and conditions is attached to our proposal for reference.

In summary, if you have any questions regarding our proposal or wish to discuss it in further detail, please feel free to contact the undersigned at your convenience.

Yours very truly,
CBCL Limited



Prepared by:
Kristien Praest, CET
Automation Specialist
Direct: (902) 448-9446
E-Mail: kpraest@cbcl.ca



Reviewed by:
Randy O'Connor, P.Eng.
Manager Electrical & Instrumentation

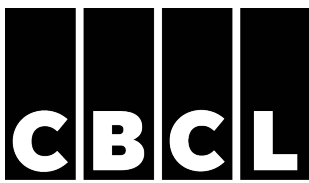
Attachments: 1 – CBCL Limited Standard Terms and Conditions

Proposal No: 218202.00

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third-party use of this document.

ATTACHMENT 1

CBCL Limited Standard Terms and Conditions



SCHEDULE "A"
CBCL Limited ("CBCL") and Client
STANDARD TERMS AND CONDITIONS

1. **ENTIRE AGREEMENT.** The attached proposal together with this Schedule "A" constitutes the entire agreement between Client and CBCL (this "Agreement"). This Agreement supersedes all prior communications, undertakings and agreements, written or oral made between the parties. Amendments to this Agreement must be in writing, signed by both Client and CBCL.
2. **SCOPE OF WORK.** Upon receipt of notice from Client of a requested change in the scope of the work hereunder, CBCL will promptly notify Client of any estimated impact on the schedule, price or terms of this Agreement resulting from such a change. The parties agree to expeditiously negotiate any such changes to this Agreement and to promptly execute any such agreed upon amendments to this Agreement. Client acknowledges and agrees that its use of any purchase order or other form to procure services is solely for administrative purposes and in no event shall CBCL be bound by any terms or conditions on such purchase order or form regardless of reference to or signature on behalf of CBCL. Client shall endeavor to reference this Agreement on any purchase order (or any other form), but Client's failure to do so shall not operate to modify this Agreement.
3. **SITE INFORMATION AND ACCESS.** Client shall make available to CBCL all relevant information, data and documents under his control regarding past, present and proposed conditions of the work site. The information shall include, but not be limited to, plot plans, topographic survey, hydrologic data and soil and geologic data including borings, field or laboratory tests and written reports. Client shall immediately transmit to CBCL any new or revised information, data or documents that become available. Client shall make all necessary arrangements to ensure ready and uninterrupted work site access for CBCL, its personnel and equipment throughout performance of this Agreement, at no cost to CBCL. Client acknowledges that subsurface conditions may vary from those encountered at the location where borings, surveys or other explorations are made by CBCL and that the data, interpretations and recommendations of CBCL are based solely on such borings, surveys and explorations and on the information provided to it by the Client. CBCL will not be responsible for the interpretation by others of the results of CBCL's borings, surveys or explorations. Similarly, CBCL will not be responsible for the accuracy of Client provided information of any kind nor for the consequences of incorporating such information in the work.
4. **FEES, DISBURSEMENTS AND EXPENSES.** Unless otherwise stated or agreed to in writing by CBCL and the Client, terms of payment for professional services, invoiced expenses, and office disbursements shall be as presented on each invoice submitted by CBCL to the Client. Fees shall be charged at the hourly rates or for the stipulated price specified in the proposal. Fees shall be net of invoiced expenses and office disbursements. Sub-consulting fees shall be subject to a 10% mark-up. Expenses such as hotel, travel, meals and the like shall be charged at cost. Office disbursements such as printing, communication, delivery, internal lab and the like shall be billed at 6% of fees charged.
5. **PERMITS AND UTILITIES.** Client shall obtain all required approvals, permits, licenses and access rights from municipal and other governmental authorities and utilities having jurisdiction over or easements on the work site. The Client shall advise CBCL of the location of all underground utilities and structures at the work site.
6. **TERMS OF PAYMENT.** Unless otherwise stated in the Letter Agreement, invoices will be submitted by CBCL on a period by period basis where a period constitute four (4) weeks (28 days) or, at the option of CBCL upon completion of the services, and will be due and payable on the invoice date. Invoices will be considered past due if not paid within thirty (30) days thereafter (the "overdue date"). Invoices not paid on or before the overdue date shall bear interest at the rate of one and one-half percent (1.5%) per month computed from the overdue date. In addition, any collection fees, legal fees, court costs and other related expenses incurred by CBCL in respect of the collection of delinquent invoice amounts shall be paid by Client.
7. **OWNERSHIP RIGHTS.** All reports, drawings, plans, models, designs, surveys, photographs, specifications, computer files, field data, notes and other documents and instruments produced by CBCL shall be and remain the sole property of CBCL. CBCL shall retain all common law, statutory and other reserved rights therein, including copyright.
8. **LEGAL FEES.** In the event either party makes a claim or commences legal proceedings against the other for any act arising out of the performance or interpretation of this Agreement, including the payment of professional fees, the unsuccessful party shall pay to the prevailing party all reasonable costs incurred by the prevailing party in prosecuting or defending such claim or action, including staff time, court costs, solicitors' fees and other related expenses. In the event of a non-adjudicative settlement of a claim or legal proceedings between the parties or resolution by arbitration, the term "prevailing party" shall be determined by that process.
9. **STANDARD OF CARE.** In the performance of professional services, CBCL will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession practicing in the same or similar localities. CBCL makes no warranties, either expressed or implied, as to its professional services rendered under this Agreement. CBCL will perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project. Nothing in this Agreement shall be construed to establish a fiduciary relationship between the parties.

10. **INSURANCE.** CBCL will maintain professional liability insurance, comprehensive general liability insurance and automotive insurance throughout the term of this Agreement, with the exception of automotive insurance, for a period of at least one year thereafter.
11. **OPINION OF PROBABLE COST.** CBCL shall, where required, prepare an opinion of probable construction cost. This opinion of probable costs is presented on the basis of experience, qualifications, and best judgment. It has been prepared in accordance with acceptable principles and practices. Market trends, non-competitive bidding situations, unforeseen labour and material adjustments and the like are beyond the control of CBCL Limited and as such we cannot warranty or guarantee that actual costs will not vary from the opinion provided.
12. **ENVIRONMENTAL LIABILITY.** Because Client owns and operates the site where work is being performed, Client has and shall retain all responsibility and liability associated with the environmental conditions at the site and shall be solely responsible for the handling and disposal of any bore samples, asbestos, or other toxic or hazardous materials, substances or products (collectively "Hazardous Waste") located on the worksite or generated on the site as a result of CBCL's performance hereunder. Client agrees to indemnify and save harmless CBCL from any claims, damages or liability whatsoever, arising out of the detection, presence, handling, removal or disposal of Hazardous Waste on or about the worksite.
13. **LIMITATION OF LIABILITY.** Notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of CBCL, its officers, directors and employees or any of them to Client, for any and all claims, losses, costs, demands, damages, including solicitors' fees, expert witness fees and costs of any kind arising under or related to this Agreement or any services provided hereunder, whether based in contract or tort, shall not exceed the total compensation actually paid to CBCL under this Agreement, or the total amount of \$50,000, whichever is less. All claims by Client shall be deemed relinquished unless filed within one (1) year after substantial completion of the services rendered under this Agreement. CBCL's liability shall be absolutely limited to direct damages arising out of the services provided under this Agreement and CBCL shall not be liable in any way for any consequential or indirect loss, injury or damages of any kind incurred by Client, including but not limited to loss of profits, loss of income or loss of use of property. CBCL shall not be liable for any damages or costs arising out of the failure of any manufactured product or any manufactured or factory assembled system of components to perform in accordance with manufacturer's specifications or product literature or otherwise.
14. **DISPUTES.** Any dispute arising hereunder shall be resolved by taking the following steps, where a successive step is taken if the issue is not resolved at the preceding step: (1) by negotiation between the technical and contractual personnel for each party, (2) by negotiation between executive management of each party, (3) by submission to mediation, (4) by arbitration if both parties agree or (5) litigation in the courts of the Province whose laws govern this Agreement, pursuant to Paragraph 21 hereof.
15. **DELAYS.** Client agrees that CBCL shall not be liable for any damages arising, directly or indirectly, from any delays due to causes beyond CBCL or the Client's reasonable control.
16. **COVID-19.** Client agrees that CBCL shall not be liable for any damages arising, directly or indirectly, from any delays related to the existence or impact of COVID-19 or any variant thereof. If any such delay arises, Client and CBCL will work together to devise and implement work around plans as may be reasonably necessary in the circumstances, which may involve mutually agreed upon adjustments to schedule, scope and compensation.
17. **JOBSITE SAFETY.** Client agrees that the responsibility for site safety and construction means and methods remains with the contractor, not the design professional.
18. **TERMINATION.** CBCL may terminate this Agreement upon at least seven (7) calendar days' notice to Client, in the event that (a) Client fails to perform any of its obligations hereunder, including payment of fees for service, in a timely manner, or (b) the parties fail to promptly reach agreement on the compensation and schedule adjustments necessitated by requested changes to the scope of the work hereunder. In the event of such termination by CBCL, Client shall pay to CBCL, in addition to payment for services rendered hereunder to the time of termination and reimbursable costs, all reasonable expenses of CBCL in connection with the orderly and safe termination of its services.
19. **INCONSISTENCY.** In the event that there is any inconsistency or contradiction between any of the provisions of the Proposal and the provisions of this Schedule "A", then in such case, the provisions of the Proposal shall prevail.
20. **ASSIGNMENT.** Neither Client nor CBCL shall assign its interest in this Agreement without the prior written consent of the other except that CBCL may assign its interest in this Agreement to a related or affiliated company of CBCL without the consent of Client.
21. **GOVERNING LAWS.** This Agreement shall be governed by the laws of, and any legal proceedings arising out of this Agreement shall be brought in a court of competent jurisdiction in, the Province in which the work site is located, if applicable, and otherwise, then by the laws of the Province of Nova Scotia.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☒	Councillor Activity ☐
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To: WHRM Committee of the Whole

Submitted by:

A blue ink signature of Mark Phillips, written in a cursive style.

Mark Phillips, Chief Administrative Officer

Date: June 4, 2021

Subject: Windsor Waterfront Land

LEGISLATIVE AUTHORITY

Municipal Government Act, Chapter 18 of the Acts of 1998

Allows for sale of land at market value when property is not needed - MGA 50 (5)(b)

Allows for sale of land at less than market value to non-profit – MGA 51

***Note: If Market value is above \$10,000 and want to sell below market value then a Public Hearing is required.

RECOMMENDATION or DECISION REQUEST

There is not recommendation to deem the property, PID 45059847 as surplus. Staff promote the land as having high value to the West Hants Regional Municipality and specifically the community of Windsor for recreation, economic and open green space purposes.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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The Municipality has been approached by a private resident, Darren Porter requesting the property be deemed as surplus.

In recent correspondence sent to the Municipality Mr. Porter has expressed the following:

"I'd like you to take a formal request to Council if you wish for their consideration to determine if the lands are deemed surplus."

– Darren Porter May 21, 2021.

Property Information

#1 PID 45059797 (Windsor Waterfront)

Square Area: 5 Acres

Assessed Value: \$607,400

Current Use: Occupation by the Pisiquid Canoe Club, Coach House, King Street Extension, Outdoor Exercise Equipment, Skateboard Park, Waterfront Walking Trail, Lake Pisiquid Access, public underground and above ground infrastructure, Open Space and Market / Special Events area. The area is a public space providing many opportunities to residents and visitors and is identified as a 3rd Place or Destination Place. The general area of the Windsor Waterfront is currently identified by Develop Nova Scotia as a place eligible for receiving their support in exploring further public consultation influencing future "Place Making" / waterfront development initiatives.



DISCUSSION

The first step in a process in response to a request to sell municipal lands is to direct Council to reflect on determining if the noted lands are to be deemed surplus. Determining lands as surplus require the Municipality to reflect on whether there are any known commitments or obligations associated with the lands and public ownership, and are there current or future known uses by the municipality of any nature? Essentially is the ownership of the lands no longer required by the Municipality for any reason. As noted above, the lands currently are active and support many aspects of the community.

If the answer is yes, it is surplus, that will initiate a process for the Municipality to carry out its due diligence in preparing the lands for sale on the open market for which proposals can be received and reviewed by Council.

If Council wishes to retain ownership of the lands the discussion will cease regarding its potential sale.

FINANCIAL IMPLICATIONS

- If the property were to be deemed surplus the lands would have to be appraised. Costs for an appraisal currently are unknown.
- If the lands are to be retained for Municipal use, there are no costs associated with the request.

ALTERNATIVES

1. Council may deem the lands as surplus.

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

N/A – Report submitted by Chief Administrative Officer

Report Prepared by:  _____
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: West Hants Regional Municipality Committee of the Whole

Submitted by: _____
Kathy Kehoe, Director Community Development

Date: June 3, 2021

Subject: Grants and Contributions 2021

LEGISLATIVE AUTHORITY

Municipal Government Act,

Power to expend money

65 The council may expend money required by the municipality for

(au) a grant or contribution to

- (i) a society within the meaning of the *Children and Family Services Act*,
- (ii) a mental health clinic in receipt of financial assistance from the Province,
- (iii) an exhibition held by an educational institution in the municipality,
- (iv) a club, association or exhibition within the meaning of the *Agriculture and Marketing Act*,
- (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province,
- (va) a day care licensed under the *Day Care Act*,
- (vi) a registered Canadian charitable organization,
- (vii) a village,

and the municipality shall publish annually a list of the organizations and grants, or contributions made pursuant to this clause in a newspaper circulating in the municipality

RECOMMENDATION

Committee of the Whole recommends that:

....it be recommended to Council, that Council adopts the attached summary, as presented, recommending grant funding to the listed recipients and authorize staff to release funds once all requirements, as outlined under the Grant and Contribution Policy, have been met.

further

.... It be recommended to Council, to approve the expenditure of \$7,500 from the 5% Reserve Fund to fund upgrades to the Brooklyn tennis courts.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐
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Each year, the Municipality receives numerous requests for funding from worthwhile not-for-profit or charitable community organizations who, through volunteer efforts provide services to the community. Staff have reviewed the requests and coordinated the funding recommendations withing the approved budgeted allotments and in keeping with the Grants and Contributions Policy.

Where we continue to be impacted by the COVID pandemic and provincial restrictions, staff have identified community and special events grant allocations where funds would only be expended if provincial eased to allow those events to occur.

Grants and contributions are recommended based on the understanding they are for services or activities which council has or is likely to deem required by the municipality and within the Municipality's legislative mandate.

DISCUSSION

The following annual grant types have been identified by the municipality and included in the revised policy approved by Council in November of 2020:

1. Operating grant – Maximum contribution \$1,500
2. Community Capital Project grant Maximum contribution \$2,500
3. Public Safety Grants – Maximum contribution of \$7,500
4. Community Recreation Program grant – Maximum contribution \$1,000
5. Community Event grant – Maximum contribution \$1,000
6. Special Events Operations & Promotion grant – Maximum contribution \$5,000
7. Leadership grant – Maximum contribution - \$1,000
8. Sponsorship Advertising/Donation of Prizes Requests – Maximum contribution per organization per year \$100.
9. Youth Travel Assistance – Maximum Contribution Limits apply
10. Community Trail Funding Program – Maximum contribution - \$2,500

11. Major Capital Project grant - Depending on the funding source identified, additional requirements may be necessary to maintain eligibility.
 - a. Gas Tax funding requirements:
 - b. Agreement to abide by the Municipal agreement with the Province of Nova Scotia
 - c. Community Energy Systems - \$2,500 limit
 - d. Cultural Infrastructure - \$5,000 limit
 - e. Tourism Infrastructure - \$5,000 limit
 - f. Recreational Infrastructure - \$5,000 limit
 - g. Broadband Connectivity - \$5,000 limit
 - h. Trails - \$2,500 limit

12. In-kind Contributions

Canada Community Building Fund, formerly Federal Gas Tax Grants:

Throughout the year, council also receives requests for financial support from a variety of organizations for funding which far exceeds the budgeted grant values. These requests are referred to the grants and contributions process for validation and suitability for other sources of funding, such as Canada Community Building Fund. Changes to the qualifying criteria for use of the Canada Community Building Fund permits the Municipality to offer capital funding to third party, not-for profit organizations. But all contributions are still subject to the stacking limitations imposed by the federal government.

Council has received requests for funding of an eligible capital nature from:

1. Ardoise Community Recreation Center – funding to support the installation of a communication sign - \$5,000
2. Falmouth Community Hall Association – funding to replace windows and the front door to support energy efficiency - \$5,000
3. Hants Shore Karate Club – funding to assist with an accessible ramp from the parking lot to the doorway, includes new ramp & stairs and upgrades to the main door entrance - \$5,000
4. Hantsport Memorial Community Centre – funding to support the maintenance on the trail on the south side of the HMCC property - \$2,500
5. Newport & District Rink Commission – funding to support flood water thermo-storage tanks upgrade/replacement - \$5,000

NEXT STEPS

If approved, staff will notify groups and organizations of the decision of Council and carry out the award of funds.

FINANCIAL IMPLICATIONS

Grants and Contribution funding has been recommended based on the proposed budgeted figures and includes funding levels in the 2021/22 Municipal Budget of: Grants & Contributions \$96,000, Public Safety \$15,000 and Trails \$5,000.

Sufficient Canada Community Building Funding (formerly Gas Tax) exists for those eligible projects, and will be approved in separate report.

ALTERNATIVES

Council can approve, amend, or change any recommendation presented by staff with the understanding these decisions may fall outside of the established policy. This is not the course of action recommended but is within Council's purview.

ATTACHMENTS

- West Hants Regional Municipality Grants and Contributions Policy RCOFN-012.00
- Grants & Contributions Recommendation 2021

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have reviewed the report and supporting attachments. It should be noted that the revised grant policy has provided greater consistency within the various categories that groups are eligible for funding through their applications. This helps to promote a stable impact on the operating budget vs "peaks and valleys" that can be experienced if we were not to have the structure within the policy. However, in-turn this has created ceilings for funding eligibility that may limit the level of funding provided to individual groups. Staff have recommended a balanced level of support maximizing the available funding to benefit as many groups as possible. It may be Council's wishes to further explore methods to support larger funding requests received under "Major Capital".

I support the recommendation.

Report Prepared by: _____
Kathy Kehoe, Director Community Development

Report Reviewed by: _____
Carlee Rochon, Director Financial Services

Report Approved by: _____

Mark Phillips, Chief Administrative Officer

GRANTS AND CONTRIBUTIONS POLICY

1.0 PURPOSE

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

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

2.0 POLICY OBJECTIVE

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

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

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

3.0 AUTHORITY

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

4.0 ORGANIZATIONAL ELIGIBILITY

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

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

GRANTS AND CONTRIBUTIONS POLICY

Municipality,

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

Heritage Property Act

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

5.0 TYPES OF GRANTS OR CONTRIBUTIONS AND MAXIMUM FUNDING ALLOCATION

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

5.1 Operating grant – Maximum contribution \$1,500

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

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

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

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

GRANTS AND CONTRIBUTIONS POLICY

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

GRANTS AND CONTRIBUTIONS POLICY

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

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

5.11 Major Capital Project grant

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

5.12 In-kind Contributions

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

6.0 FUNDING ELIGIBILITY

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

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

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

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

GRANTS AND CONTRIBUTIONS POLICY

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

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

7.0 GENERAL INFORMATION

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

GRANTS AND CONTRIBUTIONS POLICY

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

8.0 APPLICATION PROCESS

GRANTS AND CONTRIBUTIONS POLICY

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

9.0 GENERAL TERMS

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

10.0 THE ROLE OF ADMINISTRATION

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

GRANTS AND CONTRIBUTIONS POLICY

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

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

11.0 RELATED PROGRAMS & INFORMATION

11.1 Youth Travel Assistance Program Guidelines

11.2 Community Trail Funding Program Guidelines

11.3 Community Development In-kind Contribution Grant

11.4 Grants to Recognized Fire Services

11.5 Registered Heritage Properties Grant

12.0 REPEAL

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

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **24th** day of **November, 2020**.



R.N Brown
Municipal Clerk

GRANTS AND CONTRIBUTIONS POLICY

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

West Hants Regional Municipality Grants & Contributions Recommendations 2021

Organization	Project	Requested									
		Operating	Community Capital Project	Public Safety	Community Recreation Program	Community Event	Special Events Operations and Promotion	Leadership	Community Trail Fund	Major Capital Project	In-Kind
9-Lives Cat Rescue Society	Operating Grant - To assist with cost associated with providing as many surgeries as possible and medical support for feral, barn and stray cats.	1,500.00									
Annapolis Valley Farm to School Committee	Operating Grant - \$1,500 - To assist with operating costs associated with the coordination of the Farm to School Snack program and the Nourish Your Roots fundraising program in AVRCE schools.	1,500.00									
Ardoise Community Recreation Center	Operating Grant - \$1,500 - to help with general operating expenses such as insurance, heat, lights, phone, security, ground maintenance (plowing and mowing), and building maintenance. Major Capital Project Grant - \$21,275 - to assist with recreation infrastructure - requirement of new outdoor sign easily maintained and updated by senior persons (65+ years of age). Current sign requires two people and requires strength and agility to change sign for events and often must be	1,500.00								21,275.00	
Avon Community Farmers' Market	Operating Grant - \$1,500 - To assist with costs associated with CGL insurance, membership to Farmers Market of Nova Scotia and general supplies. Community Event Grant - \$1,000 - To assist with costs to remove the Christmas Market	1,500.00				1,000.00					
Avon Pony Club	Operating Grant - \$1,500- To assist with operational costs. Community Event Grant - \$1,000 - To assist with costs associated with hosting the 49th Windsor Spring Horse Show at the Windsor Exhibition Grounds postponed until late June due to COVID restrictions	1,500.00				1,000.00					
Avon RC Flyers	Operating Grant - \$1,000 - To assist with costs associated with field maintenance and equipment upkeep.	1,500.00									
Avon River Heritage Society	Operating Grant - \$1,500 - To assist with operational costs for the Avon River Heritage Museum and Avon Spirit Shipyard in Newport Landing. Special Events Operations & Promotion Grant - \$5,000 - To assist with costs associated with the a variety of events ie. Great Little Art Show, Artisans in Action, Honey Harvest Festival & to support local community events ie. Wharf Days & community	1,500.00					5,000.00				
Avon Sport and Social Community	Community Capital Project Grant - \$2,500 - to assist with costs associated with permanent tee pad improvements and course signage. Community Recreation Program Grant - \$1,000 - To assist with the purchase of materials such as paver stones, lumber, and signage. Operating Grant - \$1,500 - To assist with operational costs	1,500.00	2,500.00		1,000.00						
Avondale Community Club	Community Event Grant - \$1,000 - To assist with costs associated with hosting the 30th anniversary of Avondale Wharf Days. Community Capital Project Grant \$2,500- To assist with costs associated with maintaining and upgrading the community hall over the next 1-3 years. In-Kind- Use of Lighthouse, wharf, field area and any programming the Municipality would be interested in.		2,500.00			1,000.00					
Bramber New Horizons Association	Community Capital Project Grant - To assist with costs associated with updating old kitchen appliances, improve plumbing and wiring in the kitchen to keep it operational.		2,500.00								
Brooklyn District Elementary School	Community Trail Funding Program - \$1,500 - To assist with costs associated with maintenance and upkeep (clearing and mowing) of trails. (Ask to remove as only permitted to apply for two). Community Capital Project Grant - \$2,500 - To assist with costs associated with revitalizing the tennis courts in Brooklyn. Major Capital Project Grant - \$15,540. To assist with costs associated with improving the asphalt surface on the tennis court in Brooklyn. To repair the surface and re-establish one tennis court. To install a shed and make hockey nets available to be used on the surface. Also for tree removal to redo the path to the courts and to improve security in the area. To		2,500.00						1,500.00	15,450.00	
Brooklyn Volunteer Fire Department Auxiliary	Community Trail Funding Program - \$1,500 - To assist with costs associated with maintenance on the walking trail, to regravell and redeck two wooden bridges. Operating Grant - \$1,500 - To assist with operating costs for the hall.	1,500.00							1,500.00		
Burlington and District Activity Club	Operating Grant - \$1,500 - To assist with operational costs for the club. Community Capital Project Grant - \$2,500 - To assist with cost of updating the interior of the building in order to comply with the local fire code. Community Event Grant - \$1,000 - to assist with the cost of the Seniors Program; Major Capital Project Grant - \$5,000 - to assist with the cost of updating the kitchen facilities. The group has prioritized the Operating Grant & the Community Capital Grant.	1,500.00	2,500.00			1,000.00				5,000.00	
Ellershouse Community Hall	Operating Grant - \$1,500 - To assist with operational costs of running the hall. Community Capital Project Grant - \$2,500 - To assist with costs associated with running electrical wire from pump house to the generator to provide water to the hall if power is off for an extended period of time.	1,500.00	2,500.00								
Falmouth Community Hall	Operating Grant - \$1,500- To assist with operational costs for utility bills. Major Capital Project Grant - \$907.90 - to assist with costs associated with replacing windows and front door.	1,500.00								8,907.90	
Full Circle Festival Society	Operating Grant - \$1,200 - To assist with operating costs associated with event insurance and marketing promotion. Special Events Operations & Promotion Grant - \$5,000 - To assist with costs for rental fees of tents and sound equipment. In-Kind Grant - \$800 for use of the Newport Landing	1,200.00					5,000.00				800.00
Gordon Hughes Tennis Club	Operating Grant - \$1,500 - To assist with hiring a tennis coach mentor for the adult & jr. program; Community Capital Project Grant - \$2,500 - To assist with costs associated with the ongoing renovation of the court surface	1,500.00	2,500.00								
Halifax Nordic Ski Club - Haliburton House XC and Multi-use trails	Community Capital Grant - \$2,500- to groom at Haliburton House XC we require secure storage, this will require the building of a period correct addition to house our grooming equipment in a secure manner. The expected cost of the building is approximately \$6,000. To update grooming equipment to meet challenges of Haliburton House terrain. Special Events Operations and Promotion grant - \$4,500 - To upgrade their Skandic sled groomer to a Tracked ATV which is much more stable/safer and has better traction to pull our grooming equipment on the Haliburton House terrain.		2,500.00				4,500.00				
Hants County 4-H Leaders Council	Operating Grant - \$1,500- To assist with costs associated with rental fees and Covid 19 cleaning kits. Community Event Grant - \$1,000 - To asstt with cost associated holding family events.	1,500.00				1,000.00					
Hants County Christmas Angels	Operating Grant - \$1,500 - to assist with costs associated to produce the web-a-thon . In-Kind Grant - \$3000 - To use the Community Centre and Hants Aquatic Centre building (dates to be determined).	1,500.00									3,000.00
Hants County Exhibition	merged this application with the one received from the Windsor Agricultural Society										
Hants County Senior Safety Association	Operating Grant - To assist with operating costs associated with mileage and support salaries for the Senior Safety Coordinator in West Hants. Public Safety Grant They have requested a total of \$20,000.	5,000.00		15,000.00							
Hants Shore Karate Club	Leadership Grant - \$1,000 - To assist with ongoing support for their Sensi (Head Instructor) for training. Major Capital Grant - \$5,000 - To assist with costs associated with lighting along ramp, motion activated main entry, lighting for sign parking lot repair							1,000.00		5,000.00	
Hants Shore Health Association	Community Capital Project Grant - \$2,500 - To assist with costs associated with maintenance to the Health Centre such as caulk/gutters/windows/gutters, and repair of emergency steps and landing and walkway and lifting the shed to add gravel and fix lower boards that are rotten. Community Recreation Program Grant - \$1,000 - To assist with costs associated with ongoing exercise yoga programs hosted at the Hants Shore Catchment area.		2,500.00		1,000.00						
Hants West Food Action Council	Operating Grant - \$1,500 - To assist with operational costs associated with the administration and operations of programming, specifically for insurance, materials and supplies.	1,500.00									
Hantsport & Area Historical Society	Community Capital Project Grant - \$2,550 - To assist with costs associated with 12 School & Community Banners. Major Capital Project Grant - \$11,040- To assist with costs associated with 4 humidifiers, 4 dehumidifiers, 1 Graphic Arts Scanner, 4 Adjustable Metal Storage Shelving Units, 1 Digital Video Camera.		2,550.00							11,040.00	
Hantsport Memorial Community Centre	Special Events Operations & Promotion Grant \$5,000 To assist with costs associated with hosting the Canada Day Celebrations in Hantsport (virtual events if necessary). Community Trail Funding Program - \$2,500 -To assist with costs associated with maintence on the trail located on the south side of the HMCC property which was destroyed by landslides and erosion.						5,000.00		2,500.00		
Heritage Classic Beef Show	Special Events Operations & Promotion Grant - \$3,000 - To assist with costs associated with hosting the beef cattle show event. Funding recommendation is pending Incorporation Status.						3,000.00				
Hillview Cemetary Association - Scotch Village	Operating Grant \$900 - To assist with costs associated with maintenance and mowing. Community Capital Project Grant - \$2,000 - To assist with costs associated with purchasing topsoil and gravel to level out headstones and fill in in sunken holes/cracks etc.	900.00	2,000.00								
Mermaid Theatre of Nova Scotia	Community Recreation Program Grant - \$1,000 -To assist with costs associated with a new digital arts project, titled "Box Stories".				1,000.00						

Organization	Project	Requested									
		Operating	Community Capital Project	Public Safety	Community Recreation Program	Community Event	Special Events Operations and Promotion	Leadership	Community Trail Fund	Major Capital Project	In-Kind
Mount Denson Community Hall	Operating Grant - \$1,500 - To assist with costs associated with a new entry door and other repairs to the hall.	1,500.00									
New Boundaries Society	Operating Grant - \$750.00 For general operating costs to run our programming. In-kind Grant - \$750.00 - To assist with funds to use municipal services for their participants.	750.00									750.00
Newport & District Rink Commission	Major Capital Project Grant - To assist with costs associated to prepare and paint interior exposed beams, supports, ties and suspended equipment supports to prolong the life of and safety of the building \$65,000 & Flood water thermo-stor tanks upgrade replacement \$20,000.									85,000.00	
North Along the Shore Jamboree Association	Special Events Operations & Promotion Grant - \$5,000 - To assist with costs associated to produce professional videos for artists at the Full Circle Music Festival and other musical performances eg. Avondale Wharf Days. Videos will be available to the municipality for promotional purposes and include recognition of support. In-kind - Support/partnership for the use of the Avondale Waterfront						5,000.00				
Poplar Grove Community Hall	Operating Grant - \$1,500 - To assist with costs associated with replacing 300 sq ft. of flooring in the hall.	1,500.00									
Royal Canadian Legion Hants County Branch 009	Operating Grant 1,500- To assist with costs associated with repairing the main water system for the building. Major Capital Project Grant - \$30,000 - To assist with costs associated with repairing the water system for the building. Project cost is anticipated to be \$100,000.	1,500.00								30,000.00	
Shore Hall Studio & Gallery	Operating Grant - \$1,500 - To assist with operating costs to help fund a community art exhibition.	1,500.00									
Slow Motion Food Film Fest Society (DBA Devour! The Food Film Fest)	Major Capital Project Grant - Requesting \$9,000 in total to support costs, marketing and project management. In-kind Contribution - Requesting 1/2 day (1 p.m.-11 p.m. October 16th) for facility access, usage and staff costs of the West Hants Sports Complex for the event.									\$9,000	
St. Croix Cemetery Company	Operating Gant - \$1,500 - To assist with costs associated with having the driveway gravelled and upgrades as required at the cemetery. Funding recommendation is pending Incorporation Status.	1,500.00									
Support Services Group	Community Recreation Program Grant - to assist with the cost of hosting paint night events for the group members.				250.00						
Sweets Corner Community Group	Operating Grant \$1,500 - To assist with costs associated with maintaining and operating the hall which includes moving and maintenance of addition park.	1,500.00									
Upper Burlington Community Hall Association	Community Capital Project Grant - To assist with costs associated with replacing the shingles on the west side of the hall with permanent color insulated siding.		\$2,500								
Upper Vaughan Community Hall	Operating Grant - \$1,500 - To assist with operational costs for the hall.	1,500.00									
Valley Child Development Association	Operating Grant - \$1,500 - To assist with operational costs to provide specialized service to families who have children 2 years of age to school who may be at risk emotionally and socially due to challenges in their lives.	1,500.00									
Kings County Family Resource Centre/ Valley Doulas	Operating Grant - \$1,500 - To assist with costs associated with funding the program with supplies, facilitation and non-travertum support. transportation, mileage, nutritious snacks.	1,500.00									
West Hants Dial-A-Ride	Community Capital Project Grant -\$2,500 - To assist with costs associated with subsidizing drives for the new fiscal year. Major Capital Project Grant - \$27,500 - To assist with costs associated with subsidizing drives.		2,500.00							27,500.00	
West Hants Ground Search & Rescue	Applied for a Operating Grant and Public Safety Grant - Has been removed as it is a line item in the budget.										
West Hants Historical Society	Operating Grant -\$1,500- To assist with operating cost and community outreach. Community Event Grant \$1,000 - To assist with costs associated with employing an interpreter out in the community, interacting with residents across West Hants, coordinating events with partners.	1,500.00				1,000.00					
Windsor Agricultural Society / Hants County Exhibition	Special Events Operations & Promotion Grant - \$5,000 - To assist with costs associated with hosting the Hants County Exhibition, virtual if necessary. Major Capital Project - \$7,500 - To open in capacity will require an investment in sanitation stations (stand alone as well as wall mounted units for each doorway) - up to 25 units (\$2,500), a back pack sprayer (\$2,999), 4 plexiglass barrier screens (\$1,260), signage (\$800), stand alone traffic gates for dividing parking areas and controlling traffic flow (\$3000), sanitation and additional cleaning product these costs could be in excess of \$13,000 range as noted above, not including PPE, additional staffing etc. Community Event Grant - \$1,000 - To assist with the cost to host a summer event series "back to our roots" a traditional Hants County Exhibition spread over multiple weekends.					1,000.00	\$5,000		7,500.00		
Windsor Badminton Club	Operating Grant -\$1,500- To cover the facility rentals. Community Recreation Program Grant - \$1,000 - To assist with the costs associated with purchasing equipment, nets, racquets and shuttles. Funding recommendation is pending Incorporation Status.	1,500.00			1,000.00						
Windsor Bluefin's Parent Association	Operating Grant- \$1,500 -To assist with operational costs; Leadership Grant -1,000 - To assist with the cost of training new coaches for the youth and to assist with the cost of coaches.	1,500.00						1,000.00			
Windsor Hockey Heritage	Operating Grant -\$1,500- To assist with operational costs. Special Events Operations & Promotions Grant \$3,750 -To assist with costs associating with the 2-day Long Pond Hockey Extravaganza to resume in 2022.	1,500.00					3,750.00				
Windsor Masonic Society	Operating Grant - \$1,500 - To assist with operational costs for the hall.	1,500.00									
Total		53 52,850.00	32,050.00	15,000.00	4,250.00	7,000.00	36,250.00	2,000.00	5,500.00	225,672.90	4,550.00

Organization	Project	Recommended													
		Operating	Community Capital Project	Public Safety	Community Recreation Program	Community Event	Special Events Operations & Promotions	Leadership	Community Trail Fund	Major Capital Project	In-Kind	Canada Community Building Fund	5% Reserve	Variance	
9-Lives Cat Rescue Society	Operating Grant - To assist with cost associated with providing as many surgeries as possible and medical support for feral, barn and stray cats.	1,500.00												-	
Annapolis Valley Farm to School Committee	Operating Grant - \$1,500 - To assist with operating costs associated with the coordination of the Farm to School Snack program and the Nourish Your Roots fundraising program in AVRCE schools.	1,100.00												400.00	
Ardoise Community Recreation Center	Operating Grant - \$1,500 - to help with general operating expenses such as insurance, heat, lights, phone, security, ground maintenance (plowing and mowing), and building maintenance. Major Capital Project Grant - \$21,275 - to assist with recreation infrastructure - requirement of new outdoor sign easily maintained and updated by senior persons (65+ years of age). Current sign requires two people and requires strength and agility to change sign for events and often must be	1,500.00										5,000.00		16,275.00	
Avon Community Farmers' Market	Operating Grant - \$1,500 - To assist with costs associated with CGL insurance, membership to Farmers Market of Nova Scotia and general supplies. Community Event Grant - \$1,000 - To assist with costs to grow the Christmas Market	1,000.00				nil					500.00			1,000.00	
Avon Pony Club	Operating Grant - \$1,500- To assist with operational costs. Community Event Grant - \$1,000 - To assist with costs associated with hosting the 49th Windsor Spring Horse Show at the Windsor Exhibition Grounds postponed until late June due to COVID restrictions	500.00				500.00								1,500.00	
Avon RC Flyers	Operating Grant - \$1,000 - To assist with costs associated with field maintenance and equipment upkeep.	500.00												1,000.00	
Avon River Heritage Society	Operating Grant - \$1,500 - To assist with operational costs for the Avon River Heritage Museum and Avon Spirit Shipyard in Newport Landing. Special Events Operations & Promotion Grant - \$5,000 - To assist with costs associated with the a variety of events ie. Great Little Art Show, Artisans in Action, Honey Harvest Festival & to support local community events ie. Wharf Days & community	1,500.00					2,000.00							3,000.00	
Avon Sport and Social Community	Community Capital Project Grant - \$2,500 - to assist with costs associated with permanent tee pad improvements and course signage. Community Recreation Program Grant - \$1,000 - To assist with the purchase of materials such as paver stones, lumber, and signage. Operating Grant - \$1,500 -	1,500.00	1,500.00											2,000.00	
Avondale Community Club	Community Event Grant - \$1,000 - To assist with costs associated with hosting the 30th anniversary of Avondale Wharf Days. Community Capital Project Grant \$2,500- To assist with costs associated with maintaining and upgrading the community hall over the next 1-3 years. In-Kind- Use of Lighthouse, wharf, field area and any programming the Municipality would be interested in.		1,500.00			500.00								1,500.00	
Bramber New Horizons Association	Community Capital Project Grant - To assist with costs associated with updating old kitchen appliances, improve plumbing and wiring in the kitchen to keep it operational.		1,500.00											1,000.00	
Brooklyn District Elementary School	Community Trail Funding Program - \$1,500 - To assist with costs associated with maintenance and upkeep (clearing and mowing) of trails. (Ask to remove as only permitted to apply for two). Community Capital Project Grant - \$2,500 - To assist with costs associated with revitalizing the tennis courts in Brooklyn. Major Capital Project Grant - \$15,540. To assist with costs associated with improving the asphalt surface on the tennis court in Brooklyn. To repair the surface and re-establish one tennis court. To install a shed and make hockey nets available to be used on the surface. Also for tree removal to redo the path to the courts and to improve security in the area. To		nil						1,500.00				7,500.00	10,450.00	
Brooklyn Volunteer Fire Department Auxiliary	Community Trail Funding Program - \$1,500 - To assist with costs associated with maintenance on the walking trail, to regrave and redeck two wooden bridges. Operating Grant - \$1,500 - To assist with operation costs for the hall.	nil							1,500.00					1,500.00	
Burlington and District Activity Club	Operating Grant - \$1,500 - To assist with operational costs for the club. Community Capital Project Grant - \$2,500 - To assist with cost of updating the interior of the building in order to comply with the local fire code. Community Event Grant - \$1,000 - to assist with the cost of the Seniors Program; Major Capital Project Grant - \$5,000 - to assist with the cost of updating the kitchen facilities. The group has prioritized the Operating Grant & the Community Capital Grant.	1,500.00	1,750.00											6,750.00	
Ellershous Community Hall	Operating Grant - \$1,500 - To assist with operational costs of running the hall. Community Capital Project Grant - \$2,500 - To assist with costs associated with running electrical wire from pump house to the generator to provide water to the hall if power is off for an extended period of time.	1,500.00	nil											2,500.00	
Falmouth Community Hall	Operating Grant - \$1,500- To assist with operational costs for utility bills. Major Capital Project Grant - \$907.90 - to assist with costs associated with replacing windows and front door.	1,500.00										5,000.00		3,907.90	
Full Circle Festival Society	Operating Grant - \$1,200 - To assist with operating costs associated with event insurance and marketing promotion. Special Events Operations & Promotion Grant - \$5,000 - To assist with costs for rental fees of tents and sound equipment. In-Kind Grant - \$800 for use of the Newport Landing Backwashhouse & washbasins	nil					1,000.00				nil			6,000.00	
Gordon Hughes Tennis Club	Operating Grant - \$1,500 - To assist with hiring a tennis coach mentor for the adult & jr. program; Community Capital Project Grant - \$2,500 - To assist with costs associated with the ongoing renovation of the court surface.		1,750.00					1,000.00						1,250.00	
Halifax Nordic Ski Club - Haliburton House XC and Multi-use trails	Community Capital Grant - \$2,500- to groom at Haliburton House XC we require secure storage, this will require the building of a period correct addition to house our grooming equipment in a secure manner. The expected cost of the building is approximately \$6,000. To update grooming equipment to meet challenges of Haliburton House terrain. Special Events Operations and Promotion grant - \$4,500 - To upgrade their Skandic sled groomer to a Tracked ATV which is much more stable/safer and has better traction to pull our grooming equipment on the Haliburton House terrain		2,000.00				nil							5,000.00	
Hants County 4-H Leaders Council	Operating Grant - \$1,500- To assist with costs associated with rental fees and Covid 19 cleaning kits. Community Event Grant - \$1,000 - To asst with cost associated holding family events.	1,250.00				750.00								500.00	
Hants County Christmas Angels	Operating Grant - \$1,500 - to assist with costs associated to produce the web-a-thon. In-Kind Grant - \$3000 - To use the Community Centre and Hants Aquatic Centre building (dates to be determined).	500.00									3,000.00			1,000.00	
Hants County Exhibition	merged this application with the one received from the Windsor Agricultural Society													-	
Hants County Senior Safety Association	Operating Grant - To assist with operating costs associated with mileage and support salaries for the Senior Safety Coordinator in West Hants. Public Safety Grant. They have requested a total of \$20,000.	nil		7,500.00										12,500.00	
Hants Shore Karate Club	Leadership Grant - \$1,000 - To assist with ongoing support for their Sensi (Head Instructor) for training. Major Capital Grant - \$5,000 - To assist with costs associated with lighting along ramp, motion activated main entry, lighting for sign, parking lot repair.							750.00				5,000.00		250.00	
Hants Shore Health Association	Community Capital Project Grant - \$2,500 - To assist with costs associated with maintenance to the Health Centre such as caulking around windows, gutters, and repair of emergency steps and landing and walkway and lifting the shed to add gravel and fix lower boards that are rotten. Community Recreation Program Grant - \$1,000 - To assist with costs associated with ongoing exercise yoga programs hosted at the Hants Shore Catchment area.		1,750.00		1,000.00									750.00	
Hants West Food Action Council	Operating Grant - \$1,500 - To assist with operational costs associated with the administration and operations of programming, specifically for insurance, materials and supplies.	750.00												750.00	
Hantsport & Area Historical Society	Community Capital Project Grant - \$2,550 - To assist with costs associated with 12 School & Community Banners. Major Capital Project Grant - \$11,040- To assist with costs associated with 4 humidifiers, 4 dehumidifiers, 1 Graphic Arts Scanner, 4 Adjustable Metal Storage Shelving Units, 1 Digital Video Camera		2,000.00							4,900.00				6,690.00	
Hantsport Memorial Community Centre	Special Events Operations & Promotion Grant \$5,000 To assist with costs associated with hosting the Canada Day Celebrations in Hantsport (virtual events if necessary). Community Trail Funding Program - \$2,500 -To assist with costs associated with maintence on the trail located on the south side of the HMCC property which was destroyed by landslides and erosion.						1,500.00					2,500.00		3,500.00	
Heritage Classic Beef Show	Special Events Operations & Promotion Grant - \$3,000 - To assist with costs associated with hosting the beef cattle show event. Funding recommendation is pending Incorporation Status.						1,500.00							1,500.00	
Hillview Cemetary Association - Scotch Village	Operating Grant \$900 - To assist with costs associated with maintenance and mowing. Community Capital Project Grant - \$2,000 - To assist with costs associated with purchasing topsoil and gravel to level out headstones and fill in in sunken holes/grass waste.	1,250.00												1,650.00	
Mermaid Theatre of Nova Scotia	Community Recreation Program Grant: - \$1,000 -To assist with costs associated with a new digital arts project, titled "Box Stories".				750.00									250.00	
Mount Denson Community Hall	Operating Grant - \$1,500 - To assist with costs associated with a new entry door and other repairs to the hall.	1,500.00												-	
New Boundaries Society	Operating Grant - \$750.00 For general operating costs to run our programming. In-kind Grant - \$750.00 - To assist with funds to use municipal services for their participants.				750.00						750.00			-	

Organization	Project	Recommended													
		Operating	Community Capital Project	Public Safety	Community Recreation Program	Community Event	Special Events Operations & Promotions	Leadership	Community Trail Fund	Major Capital Project	In-Kind	Canada Community Building Fund	5% Reserve	Variance	
Newport & District Rink Commission	Major Capital Project Grant - To assist with costs associated to prepare and paint interior exposed beams, supports, ties and suspended equipment supports to prolong the life of and safety of the building \$65,000 & Flood water thermo-stor tanks upgrade replacement \$20,000.											5,000.00		80,000.00	
North Along the Shore Jamboree Association	Special Events Operations & Promotion Grant - \$5,000 - To assist with costs associated to produce professional videos for artists at the Full Circle Music Festival and other musical performances eg. Avondale Wharf Days. Videos will be available to the municipality for promotional purposes and include recognition of support. In-kind - Support/partnership for the use of the Avondale Waterfront Dead End House Cafe					750.00								4,250.00	
Poplar Grove Community Hall	Operating Grant - \$1,500 - To assist with costs associated with replacing 300 sq ft. of flooring in the hall.		1,500.00											-	
Royal Canadian Legion Hants County Branch 009	Operating Grant 1,500- To assist with costs associated with repairing the main water system for the building. Major Capital Project Grant - \$30,000 - To assist with costs associated with repairing the water system for the building. Project cost is anticipated to be \$100,000	nil								\$5,000				26,500.00	
Shore Hall Studio & Gallery	Operating Grant - \$1,500 - To assist with operating costs to help fund a community art exhibition.	nil/business												1,500.00	
Slow Motion Food Film Fest Society (DBA Devour! The Food Film Fest)	Major Capital Project Grant - Requesting \$9,000 in total to support costs, marketing and project management. In-kind Contribution - Requesting 1/2 day (1 p.m.-11 p.m. October 16th) for facility access, usage and staff costs of the West Hants Sports Complex for the event.						2,500.00				3,000.00			3,500.00	
St. Croix Cemetery Company	Operating Gant - \$1,500 - To assist with costs associated with having the driveway gravelled and upgrades as required at the cemetery. <u>Funding recommendation is pending Incorporation Status.</u>	1,250.00												250.00	
Support Services Group	Community Recreation Program Grant - to assist with the cost of hosting paint night events for the group members.				nil									250.00	
Sweets Corner Community Group	Operating Grant \$1,500 - To assist with costs associated with maintaining and operating the hall which includes mowing and maintenance of adjoining park.	1,500.00												-	
Upper Burlington Community Hall Association	Community Capital Project Grant - To assist with costs associated with replacing the shingles on the west side of the hall with neoprene roof insulated siding.		1,750.00											750.00	
Upper Vaughan Community Hall	Operating Grant - \$1,500 - To assist with operational costs for the hall.	1,500.00												-	
Valley Child Development Association	Operating Grant \$1,500 -To assist with operational costs to provide specialized service to families who have children 2 years of age to school who may be at risk emotionally and socially due to challenging behaviours	1,000.00												500.00	
Kings County Family Resource Centre/ Valley Doulas	Operating Grant - \$1,500 - To assist with costs associated with funding the program with supplies, facilitation and postpartum support. transportation, mileage, nutritious snacks.	750.00												750.00	
West Hants Dial-A-Ride	Community Capital Project Grant -\$2,500 - To assist with costs associated with subsidizing drives for the new fiscal year. Major Capital Project Grant - \$27,500 - To assist with costs associated with subsidizing drives.	1,500.00								nil				28,500.00	
West Hants Ground Search & Rescue	Applied for a Operating Grant and Public Safety Grant - Has been removed as it is a line item in the budget.													-	
West Hants Historical Society	Operating Grant -\$1,500- To assist with operating cost and community outreach. Community Event Grant \$1,000 - To assist with costs associated with employing an interpreter out in the community, interacting with residents across West Hants, coordinating events with partners.	1,500.00				750.00								250.00	
Windsor Agricultural Society / Hants County Exhibition	Special Events Operations & Promotion Grant - \$5,000 - To assist with costs associated with hosting the Hants County Exhibition, virtual if necessary. Major Capital Project - \$7,500 - To open in capacity will require an investment in sanitation stations (stand alone as well as wall mounted units for each doorway) - up to 25 units (\$2,500), a back pack sprayer (\$2,999), 4 plexiglass barrier screens (\$1,260), signage (\$800), stand alone traffic gates for dividing parking areas and controlling traffic flow (\$3000), sanitation and additional cleaning product these costs could be in excess of \$13,000 range as noted above, not including PPE, additional staffing etc. Community Event Grant - \$1,000 - To assist with the cost to host a summer event series "back to our roots" a traditional Hants County Exhibition spread over multiple weekends.						4,000.00			5,000.00				4,500.00	
Windsor Badminton Club	Operating Grant -\$1,500- To cover the facility rentals. Community Recreation Program Grant - \$1,000 - To assist with the costs associated with purchasing equipment, nets, racquets and shuttles. <u>Funding recommendation is pending Incorporation Status.</u>	nil			1,000.00									1,500.00	
Windsor Bluefin's Parent Association	Operating Grant- \$1,500 -To assist with operational costs; Leadership Grant -1,000 - To assist with the cost of training new coaches for the youth and to assist with the cost of coaches.	1,000.00						1,000.00						500.00	
Windsor Hockey Heritage	Operating Grant -\$1,500- To assist with operational costs. Special Events Operations & Promotions Grant \$3,750 -To assist with costs associating with the 2-day Long Pond Hockey Extravaganza to resume in 2022.	1,500.00					3,000.00							750.00	
Windsor Masonic Society	Operating Grant - \$1,500 - To assist with operational costs for the hall.	1,500.00												-	
Total		53	31,850.00	17,000.00	7,500.00	3,500.00	3,250.00	15,500.00	2,750.00	3,000.00	14,900.00	7,250.00	22,500.00	7,500.00	248,622.90