WEST HANTS MUNICIPALITY
Committee of the Whole Agenda
Amended
Tuesday, October 12, 2021 - 6:00 p.m.
In-person Sanford Council Chambers and virtually via ZOOM (also FB Live streamed)
Agenda is subject to changes up to and including during the meeting

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1. Call to Order

2. Attendance

3. Approval of the Agenda, including additions or deletions
   a) Dashboard Action Items – Information log
   b) Dangerous/Unsightly Items – Information log
   Item added under New Business 11(j) Financial Reports

4. Declaration(s) of Conflict of Interest

5. Announcements

6. Approval of Previous Meeting Minutes
   a) 2021-09- 14 Committee of the Whole Meeting minutes

7. Presentations
   a) Falmouth Family and Dog Park – Matt Dunfield
   b) Windsor Flood Zone – Peter J. Moore

8. Unfinished Business/Postponed Motions
   a) Parkland Divestment – Recommendation Report
   b) Cunnabel Creek Combined Sanitary Storm System – Information Report
   c) WHSC Indoor Walking Track - Information Report

9. Reports
   a) CAO Activity Update

10. Correspondence
    a) Information
       i. Avon Causeway Activity Log
          1. Current correspondence as of October 5, 2021
          2. NS Dept. Public Works (2021-09-22)- Response to WHRM letter of 2021-08-10 Hwy 101 twinning concerns

b) Requests – None

c) Sent
   i. Honourable Kim Masland, Minister of Public Works (2021-10-09) Advocacy for Active Transportation- Bog Road

11. New Business
   a) Accessibility Advisory Committee Resident Member - Recommendation Report
   b) MCCAP Committee Resident Member - Recommendation Report
   c) Payzant Drive / Wentworth Road Roundabout Design – Recommendation Report
   d) Bulk Water Hauler Changes – Update - Information
   e) Windsor Water Storage Expansion Design – Recommendation Report
   f) WWTP Mill Lakes Upgrades Design Recommendation Report
   g) Bramber New Horizons Hall -Decision Request (Jannasch)
   h) July 27-Report to Append to July 27 Agenda Package (Ivey)
   i) Right to Know- FOIPOP – Decision Request Report (Ivey)
   j) Financial Report - Request for information

12. Public Participation Period

13. In-camera
   a) 2021-09-14 COTW In-camera meeting minutes approval
   b) Land Matter MGA 22a (2a)
   c) Land Matter MGA 22a (2a)
   d) Land Matter MGA 22a (2a)

14. Next Meeting Date / Adjournment

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List)
July 23, 2021

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

Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
Sewer Billing Review - Staff explore what the sewer rates would be if sewer util. fees were put back on the taxes. **(Tabled until after budget) (Also at 2020-04-14 COTW mtg)**	COTW	M	2020-05-12			CAO/Fin
Asset Mgmt (Strategic Sustainability) - Strategic Sustainability Plan is needed	COTW	D	2020-05-12	On-going until approx. Oct. 2022		PW
PID 45245578 and portions of 45182797, 45245560, 45245552, 45184025, and 45182904 (Cogmagun Lands) - purchase as per Letter of Offer presented at 2020-06-09 COTW in-camera	Council	M	2020-06-23			CAO
James Salter (Funding Req) - Resurrection of wooden statue. Staff to meet with Mr. Salter re proposed project cost(s) and meet with Hantsport Fire Dept. to discuss potential preservation options & report back.	Council	M	2020-09-22	2021-05 (Mr. Salter has advised this isn't immediate)		CAO
Pedestrian Signage and Barriers - Have consistent and align with Branding outcomes. Staff prepare report for 2021/22 Capital & Operating budgets. (These items should be incorporated into our growth centres). Staff report back.	Council	M	2020-09-22	Align with Branding outcomes 2021-07		PW/Comm. Dev
Diversity & Inclusion Committee (from Meeting & Committee Procedural Policy Amendments) - Advertise for Committee members and mobilize the committee	COTW	M	2020-10-13	2021-05 (also with Rad Consulting Engagement Sessions)		Comm Dev
Burning Permit/Outdoor Fires - Staff review existing Fire-related by-laws	COTW	D	2022-02	2021-09 Council		CAO/Fire Chiefs

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List)
July 23, 2021

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

M - Motion
D - Direction/Discussion

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Dashboard (Action List)
July 23, 2021

Green - Complete
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Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
Temporary opening of Edward & Underwood - Staff review possiblity of temporarily opening as well as reqeust timeline from developer.	COTW	M	2021-07-13	2021-10-31		CAO/PW
Contract Negotiations (Item 13(a))- CAO proceed pending review by legal counsel. (Intermun with Kings re. Hantsport Fire)	COTW	M	2021-07-13	2021-08		CAO
Former Textile Mill - Demo permit dated Dec. 21/21, or preovide a Geotechnical report to ensure it will pt get any worse over the Winter months	COTW	M	2021-07-13	2021-12-21		CAO
WHRM Strategic Plan- Update for Council - Informational only	COTW	M	2021-07-13	2021-09-14		CAO
Active Transport -0Bog Road -request Council or staff to write a letter to the Hants County area manger toi do a site visit and bicycling accessmnet and foirward report onto Active Transportation Coordinator to provide a recommendation in compliance with other Dept. Public Works policies.	COTW	M	2021-09-14	2021-10-30		Comm. Dev
Brooklyn Civic Centre- Expensse write off- Request that $6,531.41 for Sept 2020- March 2021 fiscal yr be funded through "restart" or if unsuccessful through Operating Reserves.	COTW	M	2021-09-14	2021-10-31		M McLean
Regional Caucus - Clr Murley to present information on possibilities	COTW	M	2021-09-14	2021-11-30		Murley
Outdoor Fires By-law- Review former By-Laws and create a new all encompassing By-Law with punblic input.	COTW	M	2021-09-14	2022-03-28		CAO
Windsor Drainage Issues- Staff report on historical incidents and provide a report on maintenance and a vote of confidence	COTW	M	2021-09-14	2021-11-30		PW/Mayor

M - Motion
D - Direction/Discussion

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Dashboard (Action List)
July 23, 2021

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Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
Mobile Canteens By-law RV-001- Staff provide a report on operatng in Community Hall Parking lots	COTW	M	2021-09-14	2021-11-30		Planning
Parkland Divestment- Informational on possiblility of exploring divestment of properties.	COTW	M	2021-09-14	2021-09-14		Comm. Dev
PCP Milestone - Request Council complete Milsetone 3 of the PCP program	COTW	M	2021-09-14	2021-10-31		Planning
MFC Debenture- Mayor and Clerk to sign resolution for debenture for design and build of the West Hants Sports Complex.	COTW	M	2021-09-14	2021-10-15		Finance
CAP Program - Staff to produce a report that coincides withb the PBS-C presentation in January for Council to review and determine next steps.	Council	M	2021-09-28	2022-02-28		Finance
Flood Impact- -Staff to create a file to document flood related incidents in and around West Hants, including photo and video.	Council	M	2021-09-28	2021-10-31		CAO/PW

Dangerous/ Unsightly Items
October 5, 2021

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

Dangerous/ Unsightly Items
October 5, 2021

Matter	Meeting	M/D	Start Date	Deadline/Update	Status	Respon

Dangerous/ Unsightly Items
October 5, 2021

Matter	Meeting	M/D	Start Date	Deadline/Update	Status	Respon

Dangerous/ Unsightly Items
October 5, 2021

Matter	Meeting	M/D	Start Date	Deadline/Update	Status	Respon
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Dangerous/ Unsightly Items
October 5, 2021

Matter	Meeting	M/D	Start Date	Deadline/Update	Status	Respon

Dangerous/ Unsighty Items
October 5, 2021

Matter	Meeting	M/D	Start Date	Deadline/Update	Status	Respon

WEST HANTS REGIONAL MUNICIPALITY

Presenter/Presentation Overview

Date: July 27, 2021 Council Meeting

Name of Presenters & Organization: Matthew Dunfield, Resident

Presentation Outline/Summary (Matter): Proposed Falmouth Family-Dog Park

Request of WHRM Council: Support.

*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 !*

The project proposed at 369 Town Road in Falmouth would see the once vibrant 0.9 acre site be reclaimed from its current state of poor condition and overgrown.

Once home to a ball field, canteen, playground and an outdoor rink, this property, which is owned by the Falmouth Community Association, needs new life. Many residents have expressed the desire to see a dog park built there, while others have asked about a new playground or splash pad. Why settle on one or the other?

The scale of this redevelopment is big and it will be a major draw for residents and visitors alike.

The vision is to construct a big and a smaller dog fenced in park with unleashing corridors at the top end of the property adjacent to Town Rd.

Just past the dog park you will find a splash pad and 2 washrooms with an exterior potable water source.

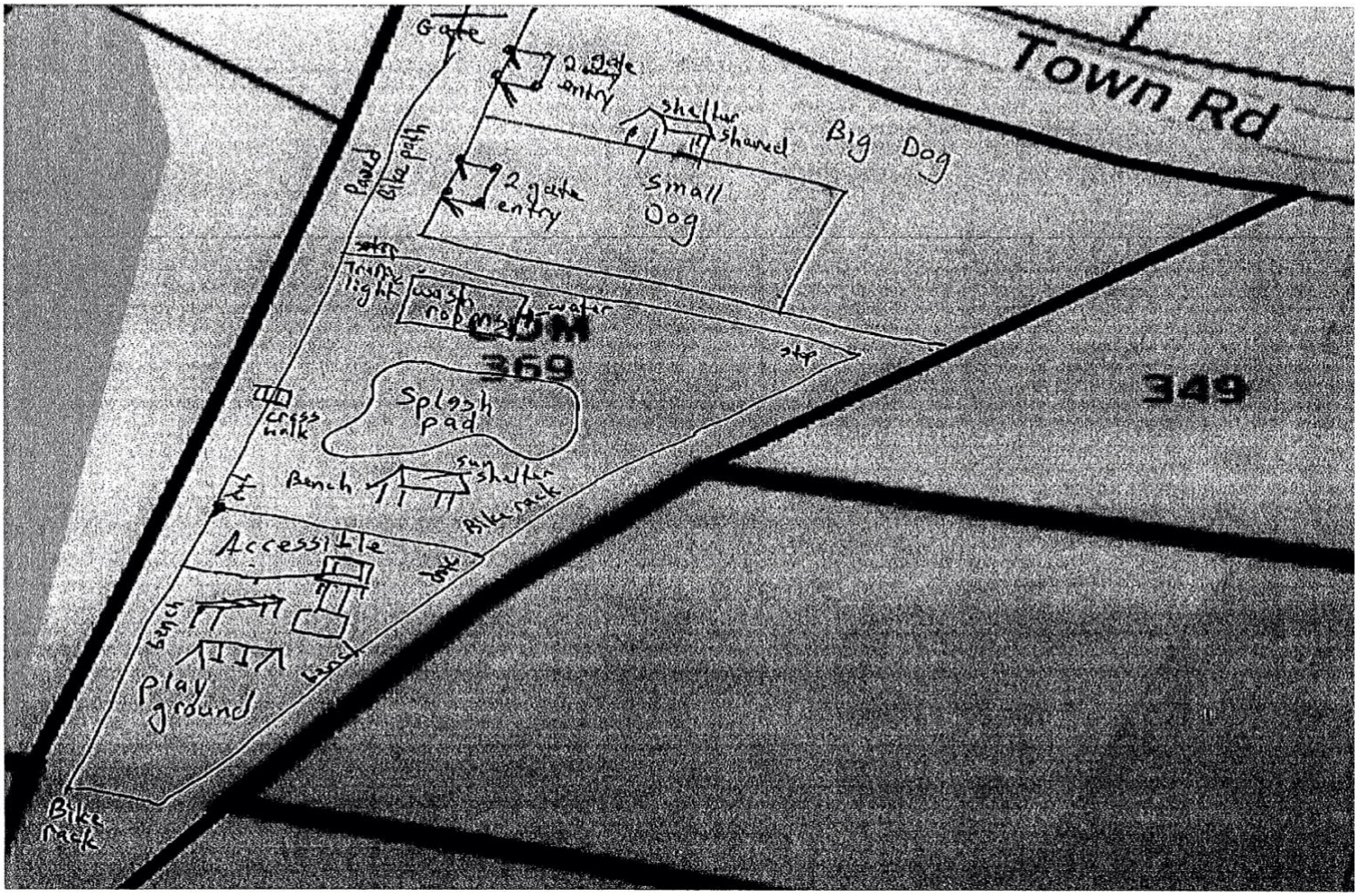
Beyond the splash pad, visitors will discover a magnificent accessible playground. Such play areas are few and far between and the community is in need of servicing clients of all physical abilities.

Circumnavigating the whole property and transecting it between the dog park and splash pad and again between the splash pad and playground, is a 9’ wide paved bike safety course. This course will serve as accessibility for strollers and wheelchairs to use the park. The pathway will be signed and lined like a roadway so that young cyclists can learn the rules of the road in a safe place and have fun.

What we, the Falmouth Family Park Committee, ask on behalf of the Falmouth Community Association is council’s blessing to proceed and access to different professional services such as engineering, public works, etc. and once the project is complete to offer to assume care and maintenance annually.

Currently community stakeholders are stepping forward to assist to make this dream a reality.

Thank you for your time.

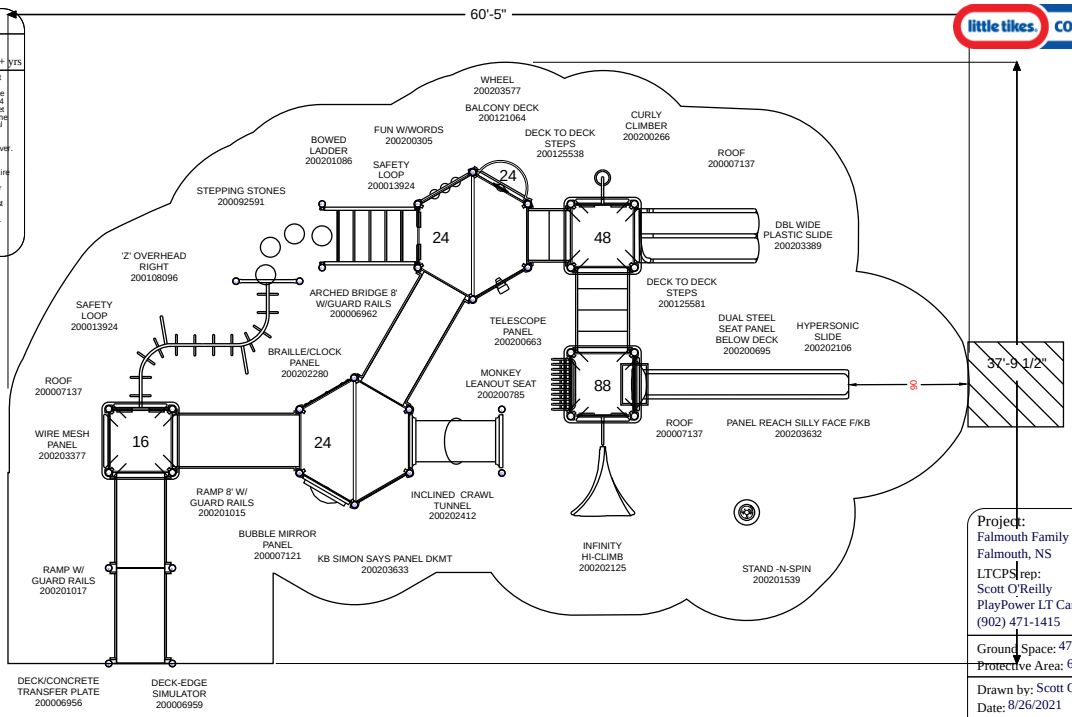


General Notes:

Age Group

☐ 18m-5yrs ☑ 5-12 yrs ☐ 18m-12yrs ☐ 13+ yrs

1. No-encroachment zone- that additional area adjacent to the protective surfacing zone intended to allow pedestrian traffic near the play equipment in use while minimizing the risk of injury to pedestrians. CSA-Z614
2. Although a particular playground design may not meet the proposed Access Board Regulation in regard to the appropriate number of ground level events, the actual playground may be in compliance when considering existing play components
3. All deck heights are measured from top of ground cover.
4. Fall absorbing ground cover is required under and around all play equipment.
5. The minimum recommended fall zone around the entire playstructure is shown. This zone is to be free of all tripping or collision hazards (i.e. roots, rocks, border material, etc.).
6. All post lengths are identified by text showing the post lengths, i.e. 96 represents a 96 inch post.
7. Not all equipment may be appropriate for all children. Supervision is required.



Child Capacity: 50

Project:
Falmouth Family Fun Park
Falmouth, NS

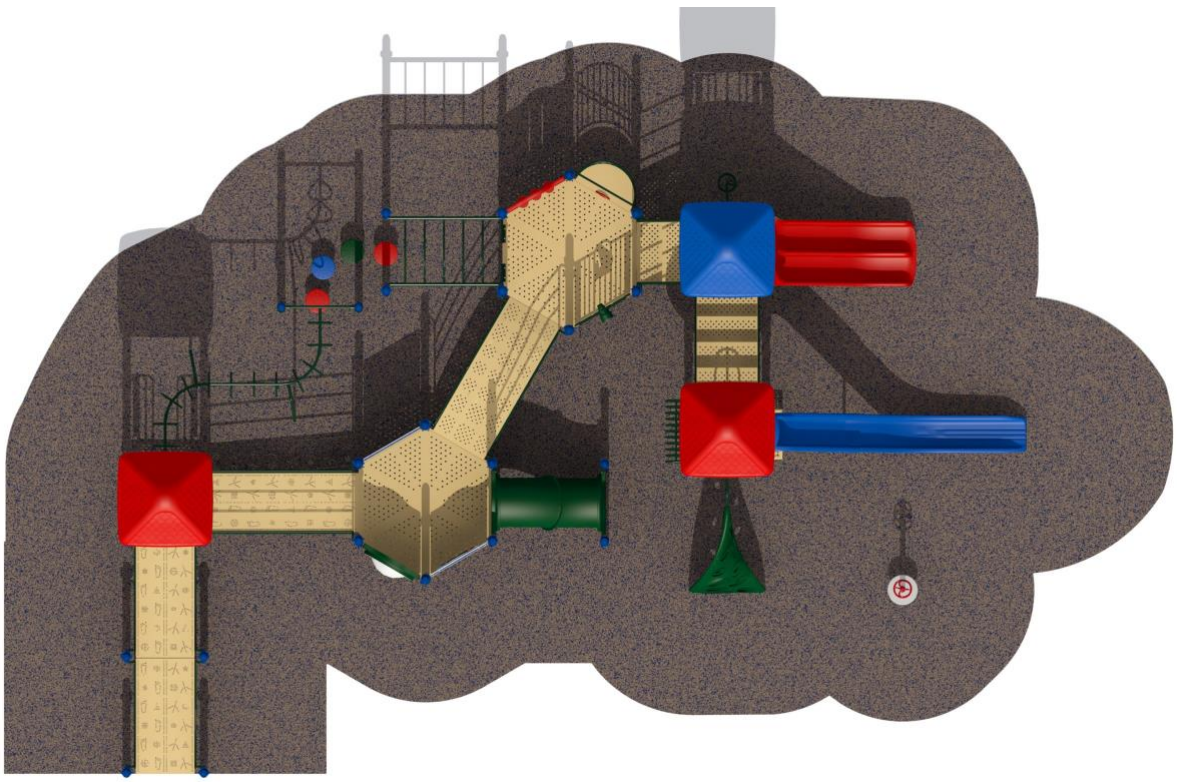
LTCPS rep:
Scott O'Reilly
PlayPower LT Canada
(902) 471-1415

Ground Space: 47'-0" x 33'-0"
Protective Area: 60'-6" x 38'-0"

Drawn by: Scott O'Reilly
Date: 8/26/2021
DWG Name: E0001_44432406088

LTCPS - Farmington
878 East Highway 60
Monett, Missouri 65708
Voice: 1-800-325-8828
Fax: 417-354-2273

Playground Layout Compliance:	☑ CSA-Z614 - Playground Equipment for Public Use.		The play components identified in this plan are IPEMA certified.The use and layout of these components conform to the requirements of CSA-Z614.	LEED points for this structure 2



WEST HANTS REGIONAL MUNICIPALITY
Presenter/Presentation Overview

Date: October 12, 2021

Name of Presenters & Organization: Peter J. Moore

Presentation Outline/Summary (Matter): Windsor Flood Zone

Request of WHRM Council: Following Presentation

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* dsnair@westhants.ca *!*

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐

To: Mark Phillips, Chief Administrative Officer

Submitted by: Bekah Craik, Active Living Coordinator
Date: October 4, 2021

Subject: Parkland Divestment

LEGISLATIVE AUTHORITY

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

RECOMMENDATION

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

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

BACKGROUND

Property☒	Public Opinion☐	Environment☐	Social☐	Economic☐	Councillor Activity ☐

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

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

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

1. Location - There are Municipally-owned lands in the current parks and open space network that are found in areas of low population density. In addition to density, some parcels are far from main roads or are outside of well-travelled areas. Due to the remote nature, these lands see few park users, especially if they are unmanaged lots. Isolated lots may also become areas for illegal dumping and vandalism.

2. Competing Uses - In some communities, there are a number of neighboring municipal parcels offering the same amenities or recreation opportunities. Having non-complementary parcels of land together may not be useful as a network. Here, divestment makes sense to concentrate resources into fewer parcels.

3. Useability - Subdivision development of previous decades may have resulted in land under Municipal ownership that does not meet the current definition of usable land or areas that might be considered hazardous.

4. Frequency of Use - Monitoring park use can help to decide if a piece of land is worth retaining. Underused spaces can be a drain on resources and unsafe if there is not frequent traffic.

5. Cost of Maintenance - Divestment might be the best option when the cost of maintenance outweighs community benefit, or if redevelopment costs to make a piece of land suitable or useable are beyond the parks and open space budget.

6. Interest from Non-Profit Groups - With a well-developed business plan, non-profit groups may purchase land from the Municipality. Broadly speaking, the divestment of Municipal property can positively influence the parks and open space networks. Revenue may be used to purchase new lands suitable for parks and open space or to fund management projects; lands may be leased, sold, or transitioned to community groups; lands may be swapped for more desirable spaces.

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

DISCUSSION

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

NEXT STEPS

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

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

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

ATTACHMENTS

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

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

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

Report Prepared by: _____
Bekah Craik, Active Living Coordinator

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

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

Report Reviewed by: _____
Shelleena Thornton, Municipal Operations Supervisor

Report Approved by: 
Mark Phillips, Chief Administrative Officer

Municipality of the District of West Hants

Parks and Open Space Plan

2016 - 2026

ARCHITECTS+PLANNERS

Acknowledgements

Consultant Team

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

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

Emily Macdonald, Planner, TEAL Architects+Planners Inc.

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

Ian Bryson, GIS Analyst, CBCL Ltd.

Adam Clark, Structural Engineer, CBCL Ltd.

Municipality of the District of West Hants Project Team

Bekah Reagan, Project Manager, Active Living Coordinator

Kathy Kehoe, Director of Parks and Recreation

Karen Dempsey, Director of Planning

Tracy Robinson, Planning Technician

Jeanne Bourque, Planner

Photo Credits

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

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

Created September 2015 - May 2016.

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Glossary

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

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

Linear Park

A variety of outdoor connections such as trails, riparian buffers, road right-of ways, dykelands, coastal protected areas, and shorelines. Both recreation and nature conservation are promoted.

Management

Outdoor space operations, maintenance, acquisition of new spaces, divestment of superfluous spaces, funding for outdoor spaces, and coordination of outdoor community groups.

Municipality

The Municipality of the District of West Hants.

Municipal Climate Change Adaptation Plan

(MCCAP). A plan adopted by Council that identifies the impacts of climate change in West Hants, and also policy and procedures that could help protect people, properties, special places, and essential municipal services.

Municipal Government Act

The legislative framework that delegates provincial authority to municipal councils in Nova Scotia.

Municipal Planning Strategy

A Municipal document that provides the framework to guide the growth and development in West Hants and sets out the policies of council regarding future developments.

Natural Areas

Areas designated by the Province of Nova Scotia to be protected as representative native ecosystems, for the protection of endangered species, and used for education and research.

Neighbourhood Park

The smallest-sized park type in West Hants, which is used on a daily basis by members of a neighbourhood typically within a 1 kilometre radius of the park. Informal active recreation or passive recreation are typical and informal fields, playgrounds, picnic areas, and seating are found. May accommodate community food garden plots.

Open Space

Lands owned by government or other entity that are not programmed for recreational use and typically do not contain buildings or other structures. These may be unused naturalized land, environmentally-sensitive land, landscape views or lands within prescribed setbacks or other reserves on private property. In this plan, Open Space falls within the Preservation and Production park, and open space type.

Opportunities, standards and other references to Open Space in this plan refer to Municipally-owned lands only, unless otherwise specified.

Park

Land owned by the Municipality or other entity that is programmed for active or passive recreational enjoyment. There are five park types in West Hants, which are defined by uses, size and numbers of people serviced: Neighbourhood, Community, Regional, Cultural and Linear. Parks typically contain buildings or sports/play infrastructure and standard levels of service apply.

Park Planning Area

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

Preservation And Production (Open Space)

Typically at least 4 hectares (~10acres) in size, these have few or no built amenities. These spaces act primarily as preserves to protect natural (e.g. woodlands, wetlands, conservation areas, streams, ponds and lakes, watersheds, agriculture lands, dykelands and coastline) or agricultural resources.

Protected Water Area (PWA)

A designation administered by the Province of Nova Scotia under the Environment Act that enables the universally accepted multiple-barrier framework for managing municipal drinking water supplies in Nova Scotia.

West Hants is host to three water supply areas, two that are designated and one with designation in draft form, respectively: Mill Lake, French Mill Brook and Davidson Lake.

Regional Park

Typically 20 - 100 hectares in size, these serve citizens of the entire Municipality and attract visitors from outside the Municipality. Portions of these parks may be set aside for natural and cultural conservation. Opportunities for passive and active recreation is programmed. Regional Parks are often owned and managed by the Provincial government or private enterprises, such as large Provincial Parks, ski resorts and golf courses.

Opportunities, standards and other references in this plan refer to Municipally-owned lands only, unless otherwise specified.

'Right of First Refusal' or 'Option on Land'

A contractual right to acquire property prior to it being available on the open market. It is typically obtained through a formal request to the land owner and may or may not be accompanied by a fee.

Stakeholder

Groups, individuals, or organizations (e.g. business, government, recreation) who have a financial, business, or public stake in the parks and open space network. The interest and stake is different than that of the general public.

Stormwater

Water originating from precipitation events (e.g. rain, snow) that 'runs off' of paved surfaces (e.g. sidewalks, roads, parking lots) into catch basins, drainage areas, or water bodies.

Subdivision

The division of land into smaller pieces for ease of sale or development.

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

Acronyms

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

Cambridge Beach

EXECUTIVE SUMMARY

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

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

Four methods of data collection contributed to the formation of the Parks and Open Space Plan: 1) a review of best planning practices across Canada; 2) a review of existing policy frameworks set out by the Municipality of the District of West Hants, and policy set in place by the Province of Nova Scotia; 3) an extensive public engagement process including paper and online surveys, community open houses and workshops, a stakeholder workshop, and a youth engagement session; and 4) ground-truthing of 165 parcels to collect pertinent site information, which is now available to the Municipality in a database.

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

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

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

Irishmans Road Recreation Site

1.0 INTRODUCTION

1.1 Purpose

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

Municipal policy documents[1] have called for the creation of a Parks and Open Space Plan. As a result, this plan serves as an important milestone in West Hants for two reasons:

A Citizens' Values are Identified

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

B Management Plan Identified

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

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

1.2 Values Based Planning Approach

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

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

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

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

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

1.3 Guiding Principles

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

Table 1: Guiding Principles

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

1.4 Methods and Analysis

Methods

M1 Best Practice Review

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

M2 Policy Review

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

M3 Public Engagement

A) Online and Paper Survey

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

B) Community Open Houses and Workshops

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

> ***Open House:*** Upon arrival, event participants were given unstructured time to interact with the Consultant Team to ask questions and gain clarity on the purpose and methods of the Parks and Open Space Plan. At each open house session, participants were able to illustrate, with stickers on a map, where they live and recreate within the Municipality.
>
> ***Workshop***: Each session began with an introduction of the Consultant Team and a brief presentation on the value of public participation and how the session would run.
>
> In small groups, participants were invited to respond to a series of questions by writing and drawing on maps, paper, and post-it notes.
>
> After each session, participants reviewed and prioritized all responses collected during the engagement session.

C) Stakeholder Workshop

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

D) Youth Engagement Session

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

M4 Ground Truthing

After a detailed desktop review of parks and open space in West Hants, the consultant team visited and evaluated each parcel of municipally-owned land (approximately 165 parcels) to collect pertinent site condition information showing in the Parks and Open Space Inventory in this Plan. Detailed site criteria were collected from October to December, 2015.[2]

2 The resulting inventory is showcased in Appendix 2

Analysis

Three analysis tools were used to evaluate the data collected.

A1 Park and Open Space Standards Gap Analysis

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

A2 Park and Open Space Policy Gaps

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

A3 Parks and Open Space Network Analysis

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

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

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

Information Limitations

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

2.0 Planning Context

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

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

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

Ipsos Reid Survey: See survey to view limitations.

3.0 Public Engagement

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

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

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

4.0 Inventory + Opportunities

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

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

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

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

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

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

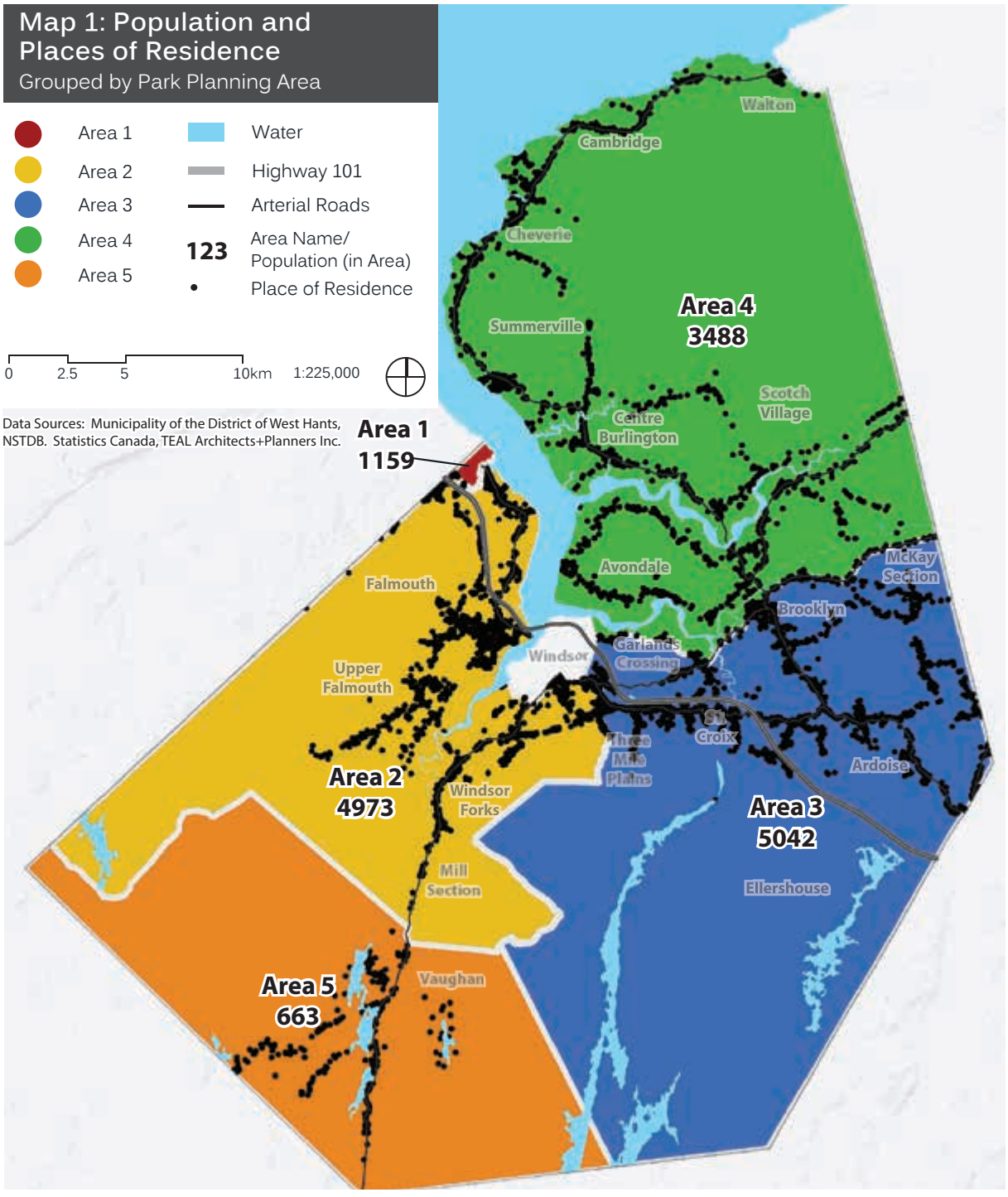
4E: Network Opportunities - These were derived from public consultation, Municipal Staff knowledge and consultant input, which is based on experience and best practices.

Kempt Quarry Recreation Site

A West Hants Open Space, Hantsport

2.0 PLANNING CONTEXT

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



2.1 People and Recreation

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

A report completed prior to the dissolution of Hantsport projected that the population of West Hants would increase by 4.5% by the year 2031.[6] The same study projected that Hantsport (then a separate municipality) would lose 12.6% of its population. In actual numbers, this would result in total populations of 14,802 for West Hants (excluding Hantsport) and 1013 in Hantsport, a total of 15,815 in West Hants (including Hantsport) in the year 2031.[7] Combining projections for both areas, this represents overall growth of 3.2% between the years 2011 and 2031.

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

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

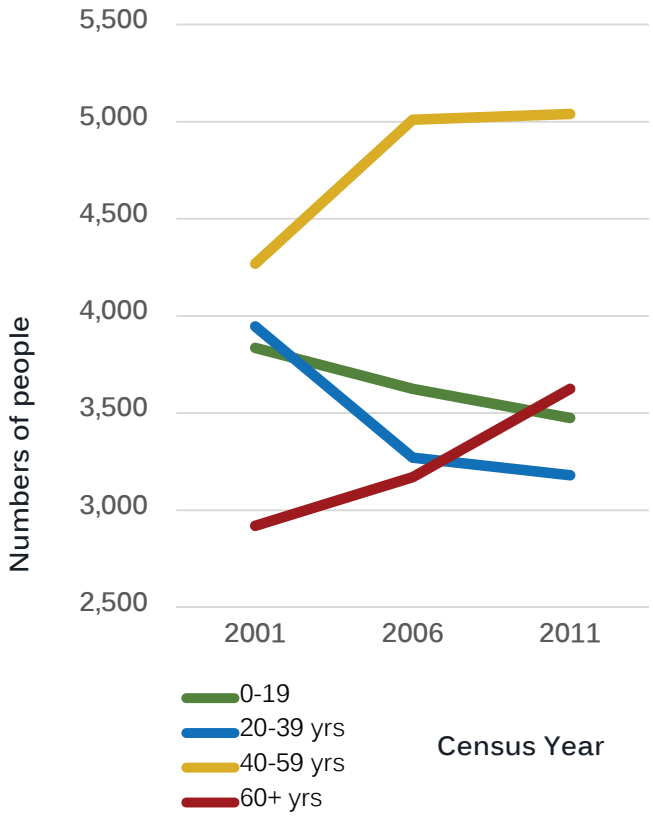


Figure 1: Population of West Hants by Age Category (2001 - 2011)

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

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

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

4 The addition of Hantsport's population to that of West Hants is not reflected in Census data and is not a contributor to population growth in West Hants for the purpose of this report.
5 Census information for West Hants and Hansport used in this section has been combined unless otherwise indicated. Data tables are displayed in Appendix 01.
6 Hantsport Governance Study (2014), S. 2.4
7 This 10-year plan time horizon falls short of the year 2031 by 5 years, however these projections are nonetheless considered appropriate for the purposes of this plan.

Outdoor spaces used at least once a month include:

Adults[8]

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

Children (reported by parents)[9]

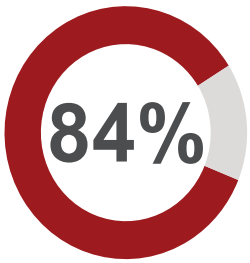
Sports fields or courts	*67%*
Playgrounds	*62%*
Trails or pathways	*55%*

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

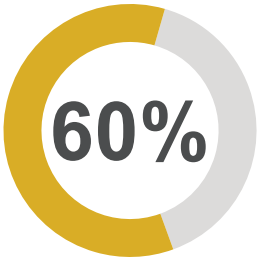
- Improve walking routes to key destinations (shops, services, work, school, community facilities)
- Provide walking space at the sides of roads (paved shoulder, trail, or sidewalks)
- Support walking events, programs, or clubs
- Develop more trails and pathways
- Improve safety (not crime-related) on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

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

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



Adults walk on a regular basis



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

2.2 Policy Context

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

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

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

MGA

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

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

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

Subdivision By-law, West Hants

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

Subdivision By-law, Hantsport

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

Municipal Planning Strategy (MPS), West Hants

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

Municipal Planning Strategy (MPS), Hantsport

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

Land Use By-law, West Hants

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

Land Use By-law, Hansport

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

10 Municipality of the District of West Hants Municipal Planning Strategy (2008), p.103, http://www.westhants.ca/planning.html
11 Municipality of the District of West Hants Subdivision By-law (2008, as amended), http://www.westhants.ca/component/com_docman/Itemid,180/view,docman/
12 These funds must be used for the acquisition or development of parks and open space.

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

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

Active Avon: Active Transportation Plan for the Avon Region

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

Municipality of the District of West Hants: Active Living Strategy

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

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

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

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

Figure 2: Policy Documents

West Hants Public Engagement

3.0 PUBLIC ENGAGEMENT

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

3.1 Where We Go

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

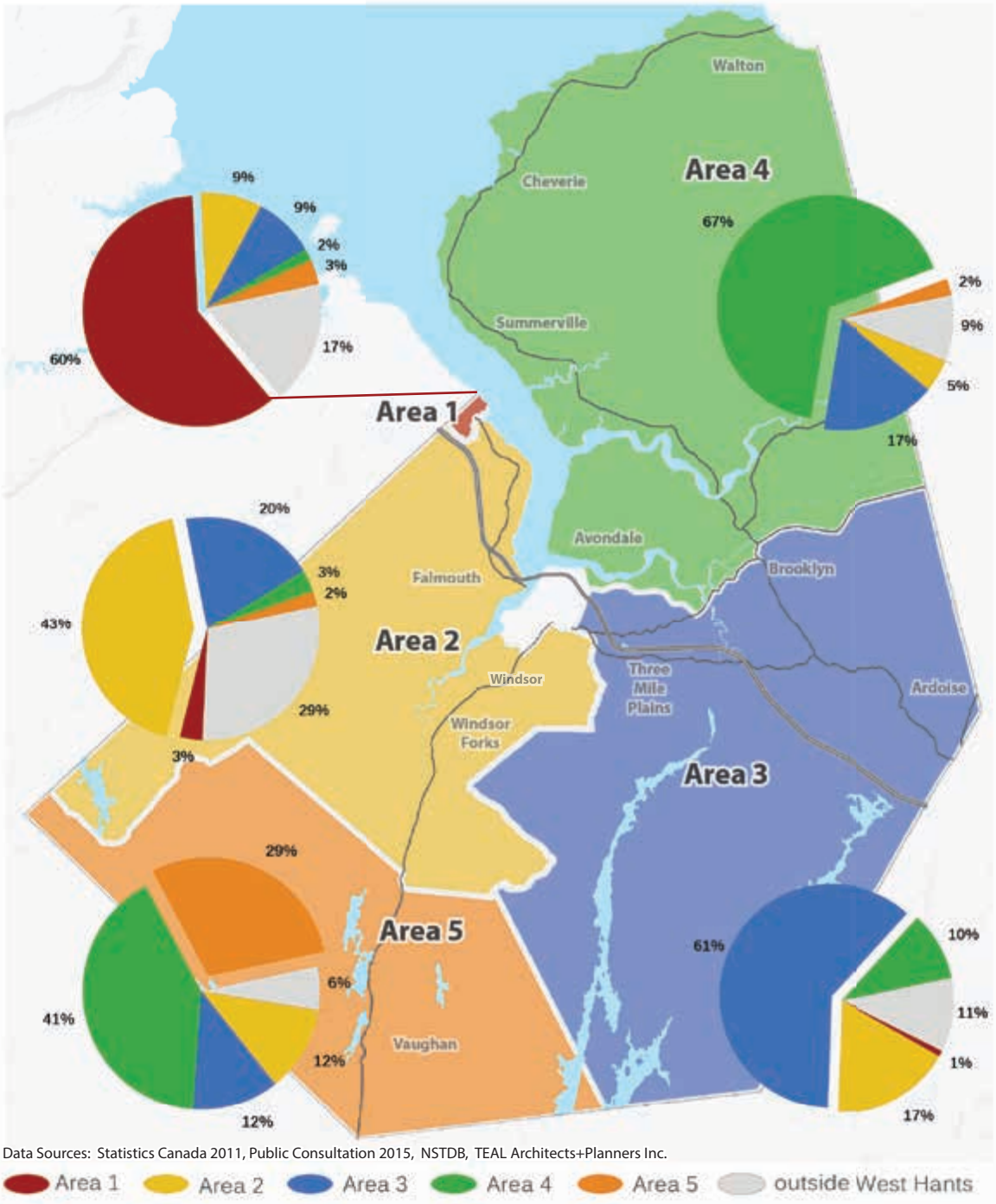


Figure 3: The Planning Areas Where Residents of Each Planning Area Recreate

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

Municipal Locations	# of mentions
Falmouth Mini Park and Causeway Trail	21
Eldridge Road Recreation Site	17
Avondale Wharf and Waterfront	13
Hobarts Beach	12
Irishmans Road Recreation Site	12
Kempt Quarry Recreation Site	11
Cheverie Salt Marsh Restoration Trail	6
Brooklyn District Elementary School Trail	5
Foundry Field	5
St. Croix Recreation Site	4

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

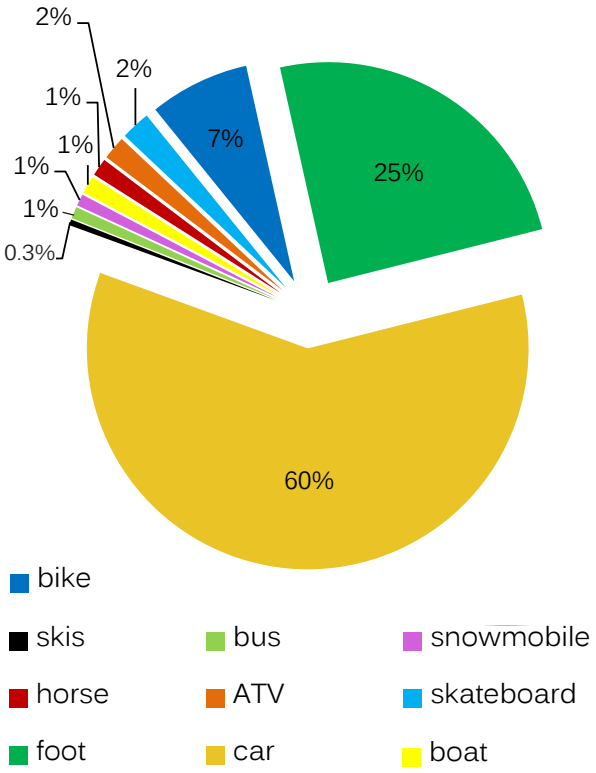
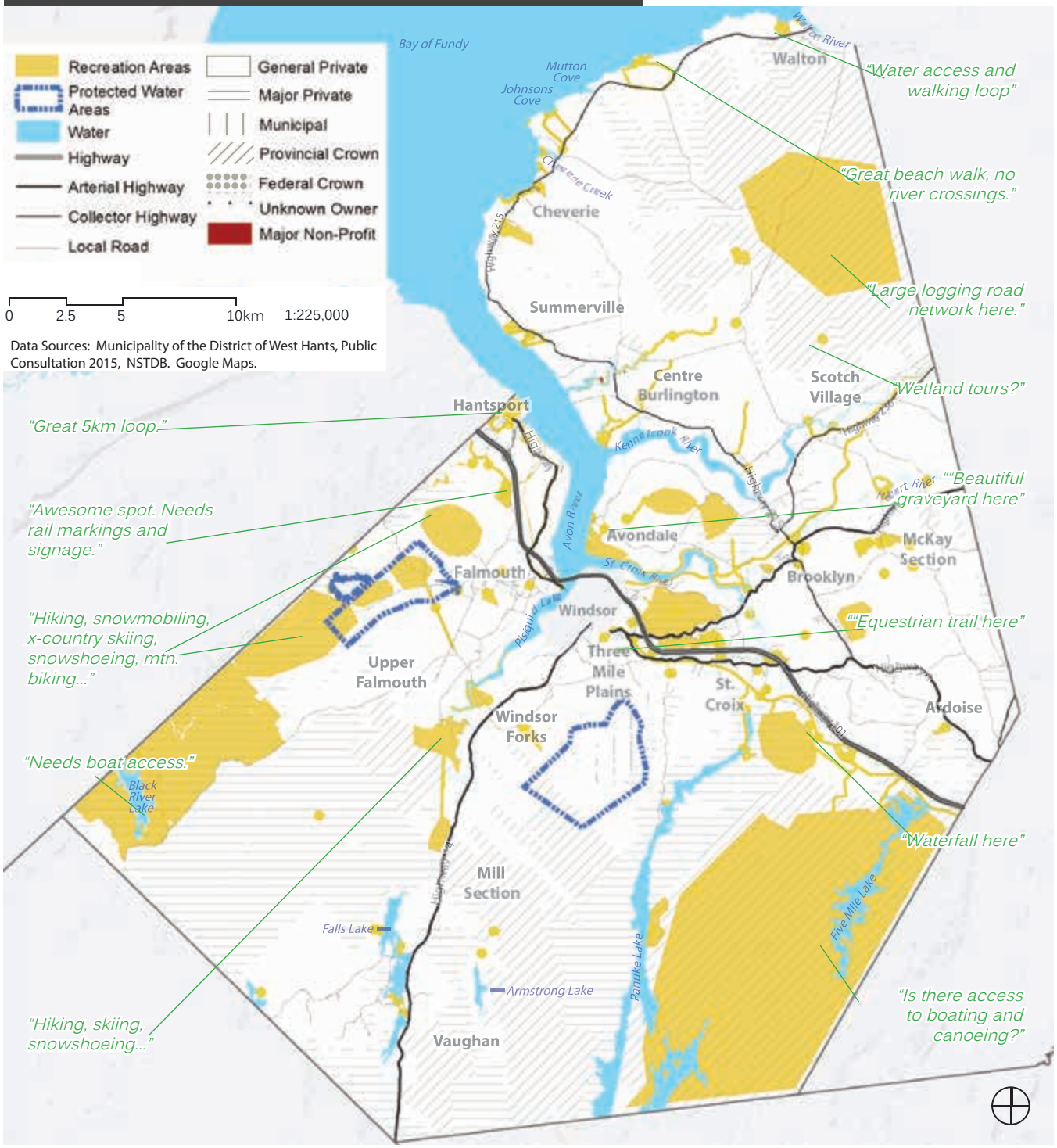


Figure 4: How do you get to your parks?

3.2 What We Do

Draw on a map where you recreate.*

Map 2: Places People Recreate or Would like to Recreate



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

Top 10 Activities:

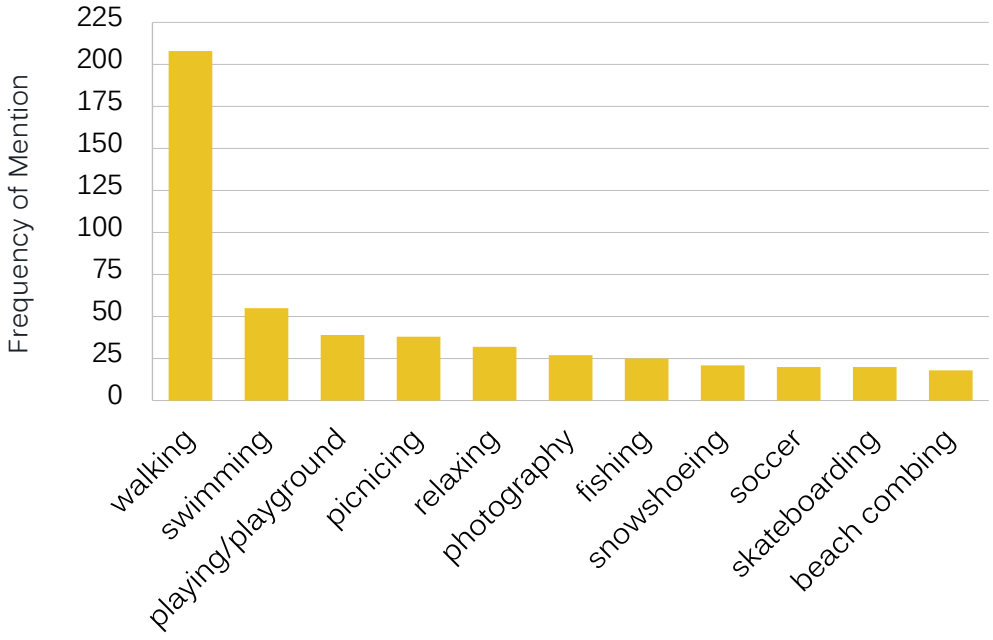


Figure 5: What activities do we do?

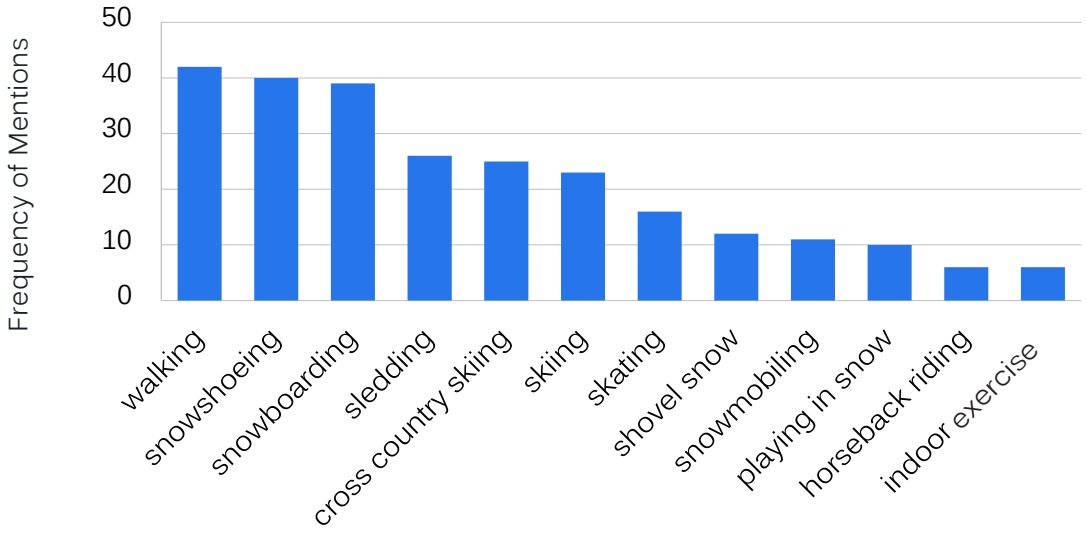


Figure 6: What activities do we do in Winter?

3.3 What We Value

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

Mental well-being
peace, serenity, freedom, isolation, permission relaxation, tranquillity, zen, adventure

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

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

Wildlife habitat
fauna, flora, habitat conservation

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

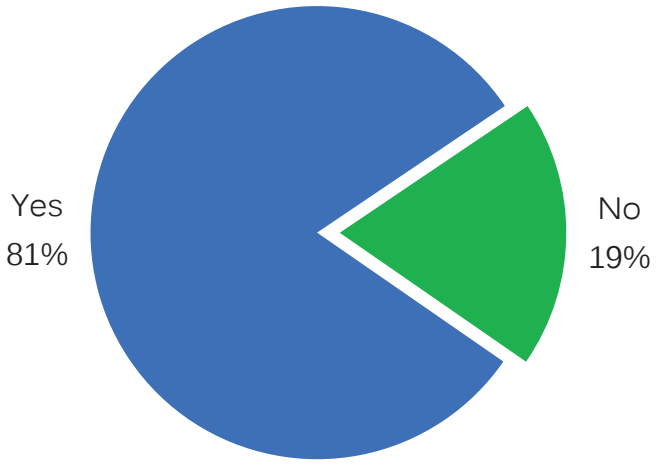


Figure 8: Should we spend more money on parks and open space?

Hobarts Beach

4.0 INVENTORY + OPPORTUNITIES

4.1 Existing Parks and Open Space

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

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

1. Dr. Silas Rand Park
2. Shamrock Ball Field
3. Chittick Park
4. John Wiley Walkway
5. Fundy Centennial Park
6. Foundry Field
7. McDade Park
8. Hantsport Riverbank Cemetery
9. Prince Street Path
10. Eldridge Road Recreation Site
11. Halewood Drive Field 1
12. Halewood Drive Field 2
13. Halewood Drive Path
14. Falmouth Mini Park and Causeway Trail
15. Falmouth District School
16. Falmouth Boat Launch
17. Windsor Forks District School
18. Underwood Road Parcels 1+2
19. Three Mile Plains District School
20. Irishmans Road Recreation Site
21. Newport Station District School (closed)
22. St. Croix Recreation Site
23. Lakewood Drive Pond
24. Brooklyn Fire Hall Trail
25. Brooklyn District Elementary School
26. Brooklyn Municipal Cemetery
27. Bramber Beach Water Access
28. Cheverie Salt Marsh Restoration Trail
29. Kempt Quarry Recreation Site
30. Hobarts Beach
31. Dr. Arthur Hines Elementary School
32. Upper Burlington Planters Trail
33. Avondale Wharf and Waterfront
34. West Hants Middle School
35. Chateau Lane
36. Armstrong Lake
37. Riverview Road, Vaughan

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

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

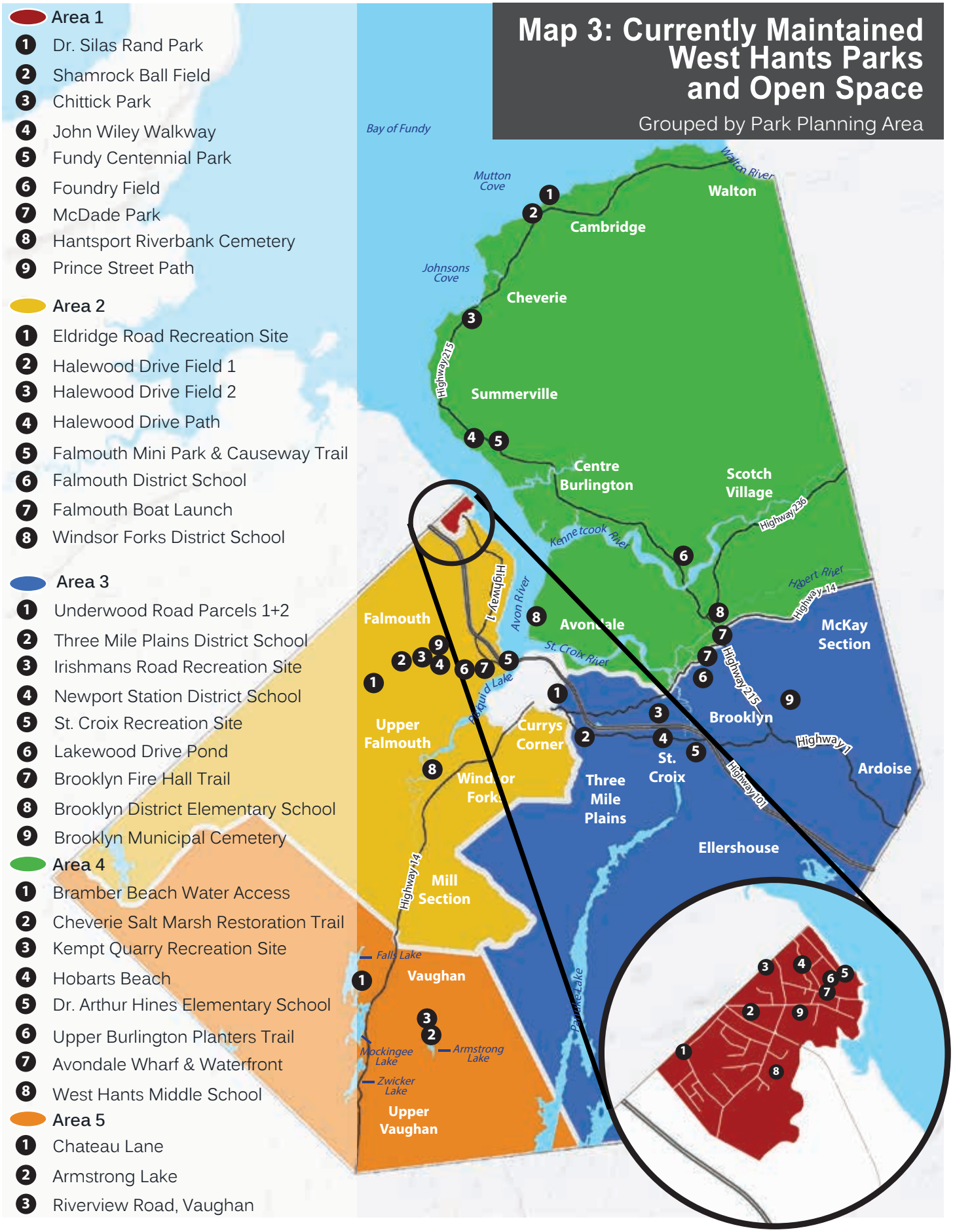
Newport Station District School has closed, however, the park amenities remain in place.

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

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

Map 3: Currently Maintained West Hants Parks and Open Space

Grouped by Park Planning Area



Area 1

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

Area 2

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

Area 3

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

Area 4

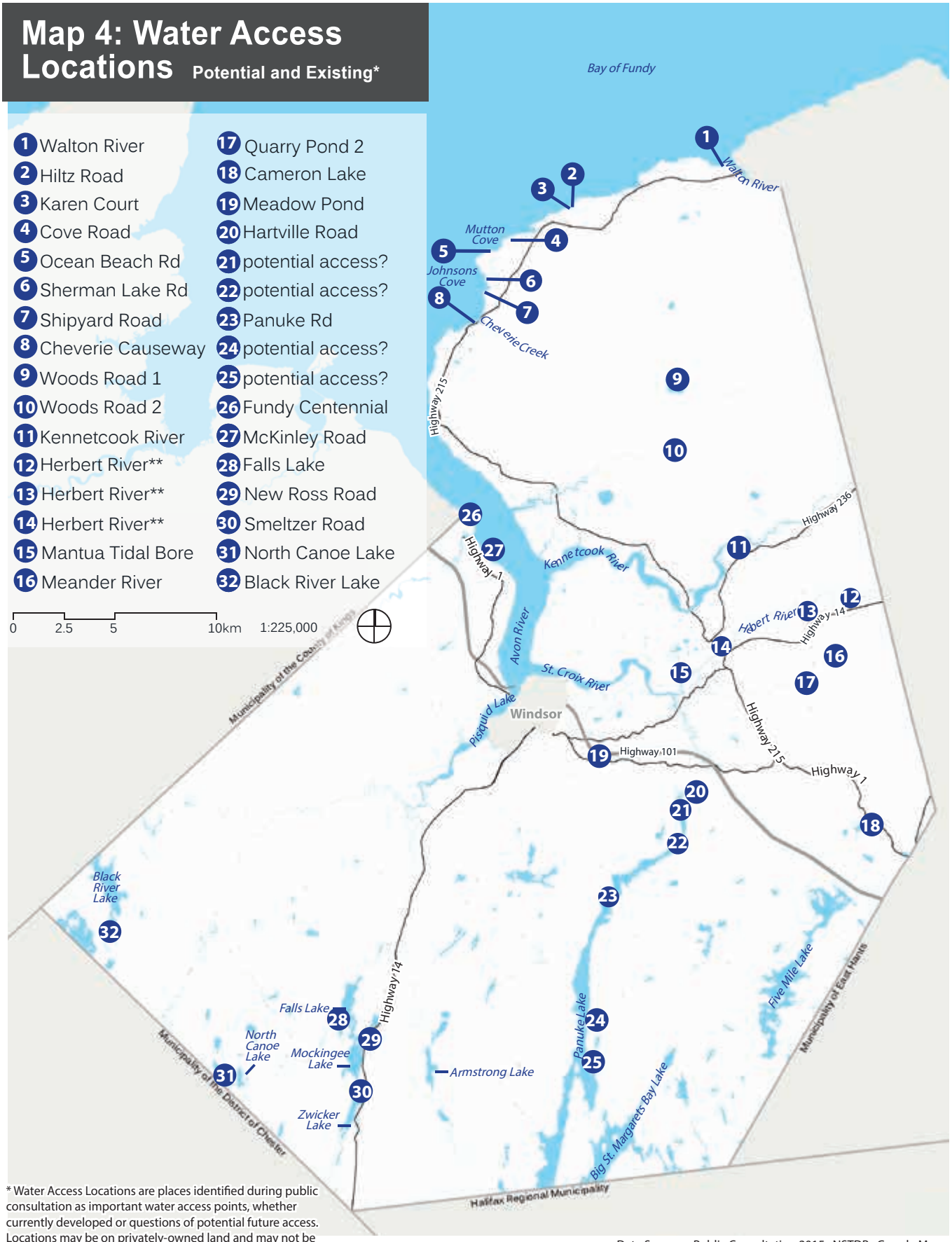
1. Bramber Beach Water Access
2. Cheverie Salt Marsh Restoration Trail
3. Kempt Quarry Recreation Site
4. Hobarts Beach
5. Dr. Arthur Hines Elementary School
6. Upper Burlington Planters Trail
7. Avondale Wharf & Waterfront
8. West Hants Middle School

Area 5

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

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

Map 4: Water Access Locations Potential and Existing*



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

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

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

4.2 Parks and Open Space Types in West Hants

The parks and open space type classifications in Table 3 are sorted by characteristics of open space types. Each type has typical characteristics, such as size, primary purpose, and expected amenities. Parks and open space types have been adapted from the Ontario Ministry of Culture and Recreation's open space standards[13] and enhanced to address local conditions. Establishing parks and open space types, specific to West Hants, will provide guidance to the Municipality in determining geographic locations and distribution of varying types of parks and open space throughout the Municipality.

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

Cheverie Salt Marsh Restoration Trail

Table 3: Parks and Open Space Types in West Hants

Parks and Open Space Type	Description	Catchment Area	Provision Standard / 350 people (min.)	Parcel Size	Local Examples	Base-Level Development Standards
Neighbourhood	The smallest-sized park, which is used on a daily basis by citizens of a neighbourhood, typically drawing from a one kilometre radius of the park. Informal active recreation or passive recreation are typical and infrastructure may include multi-purpose fields, playgrounds, picnic areas, and seating. May accommodate community food garden plots.	1km (0.62 miles)	1ha (2.47 acres)	0.04 ha + (0.1 acres +)	• Falmouth Mini Park and Causeway Trail • Halewood Drive Field 1 and 2 • Chittick Park • McDade Park	• Grading, levelling and seeding of park site, including sliding hills • Shade tree(s) • Park sign • Social gathering place(s) (e.g., picnic table bench, fire pit, games table, etc.) • Bicycle parking/rack(s) • Garbage receptacle(s) • Adequate lighting
Community	Community parks are typically two hectares or more in area. These parks are usually home to athletic facilities, picnic areas, paths, schools and other passive recreation opportunities. May accommodate community food garden plots. These typically attract people within a five kilometre radius of the park.	5km (3.11 miles)	1.5ha (3.71 acres)	2ha + (5 acres +)	• School parks • Foundry Field • Fundy Centennial Park • Avondale Wharf and Waterfront • Hobarts Beach • HMCC* * HMCC is not owned or managed by the Municipality.	• Grading, levelling and seeding of park site, including sliding hills • Shade tree(s) • Park sign • Social gathering place(s) (e.g., picnic table bench, fire pit, games table, etc.) • Bicycle parking/rack(s) • Garbage receptacle(s) • Playground infrastructure (base, drainage, curbing and sand) • Parking for sports fields • Adequate lighting

Parks and Open Space Type	Description	Catchment Area	Provision Standard/350 ppl (min.)	Parcel Size	Local Examples	Base-Level Development Standards
Regional	Regional Parks are typically 20 - 100 hectares in size, these serve citizens of the entire Municipality and attract visitors from outside the Municipality. Portions of these parks may be set aside for natural and cultural conservation. Opportunities for passive and active recreation is programmed. Regional Parks are often owned and managed by the Provincial government or private enterprises, such as large Provincial Parks, ski resorts and golf courses, however in West Hants the Municipality owns and operates three Regional Parks itself.	30km (18.64 miles)	3ha (7.41 acres)	20-100ha (49.42 - 247.10 acres)	• St. Croix Recreation Site • Irishmans Road Recreation Site • Eldridge Road Recreation Site	• Grading, levelling and seeding of park site, including sliding hills • Shade tree(s) • Park sign • Social gathering place(s) (e.g., picnic table bench, fire pit, games table, etc.) • Bicycle parking/rack(s) • Garbage receptacle(s) • Playground infrastructure (base, drainage, curbing and sand) • Parking for sports fields • Washroom(s) as part of on-site facilities • Adequate lighting
Cultural	Cultural Parks include outdoor spaces that have an attached historical or cultural value (e.g. gardens, cemeteries, church properties, memorials, etc.). Cultural Parks may accommodate community food garden plots and they attract people from a 30 kilometre radius of the park.	30km (18.64 miles)	N/A	Varies greatly	• Upper Burlington Planters Trail • McDade Park • Avondale Wharf and Waterfront	N/A

Parks and Open Space Type	Description	Catchment Area	Provision Standard/350 ppl (min.)	Single Open Space Size	Local Examples	Base-Level Development Standards
Linear	Linear Parks form a variety of outdoor connections such as trails, riparian buffers, road right-of ways, dykelands, coastal protected areas, and shorelines. Both recreation and nature conservation are promoted.	N/A	N/A	Varies greatly	• Falmouth Mini Park & Causeway Trail • Cheverie Salt Marsh Restoration Trail	N/A
Preservation and Production	Preservation and Production lands are typically at least 4 hectares in size, these have few or no built amenities. These spaces act primarily as preserves to protect natural (e.g. woodlands, wetlands, conservation areas, streams, ponds and lakes, watersheds, agriculture lands, dykelands and coastline) or agricultural resources.	N/A	4ha (9.88 acres)	Varies greatly	• Upper Burlington Planters Trail • Avondale Wharf and Waterfront • Protected Water Areas (PWA)	N/A

4.3 Current Parks and Open Space Level of Service

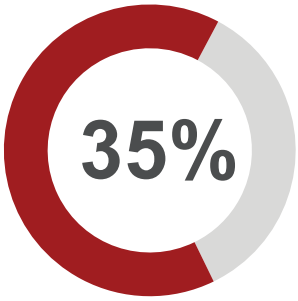
Arguably, the most-used parks are those near the homes of citizens, such as Neighbourhood Parks and Community Parks. These types of parks serve the every-day social and physical needs of users and are consequently the focus of gap analysis mapping (Map 5).

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

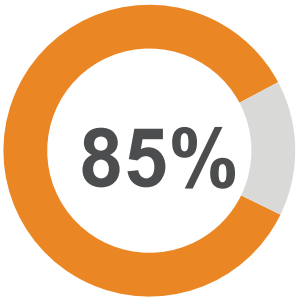
There are many reasons why citizens may or may not feel they are being adequately served in terms of parks and open space. By using service standards adapted to the local context, an adequate level of service can be identified. Many parks are currently in good condition and are well-used. Some parks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

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

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



% citizens served by a Neighbourhood Park



% citizens served by a Community Park

16

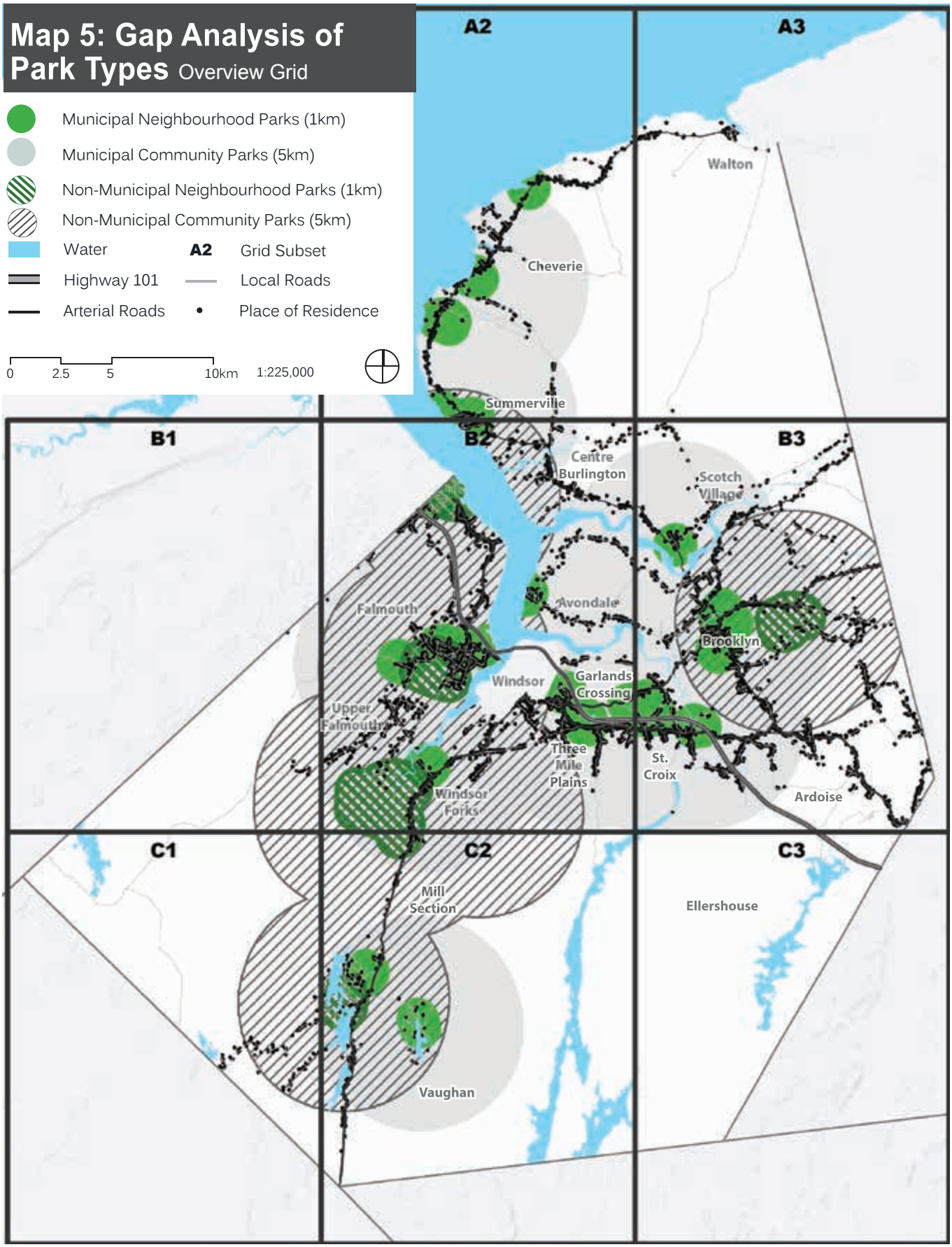
Number of hectares of Neighbourhood Parks (40 acres)*

155

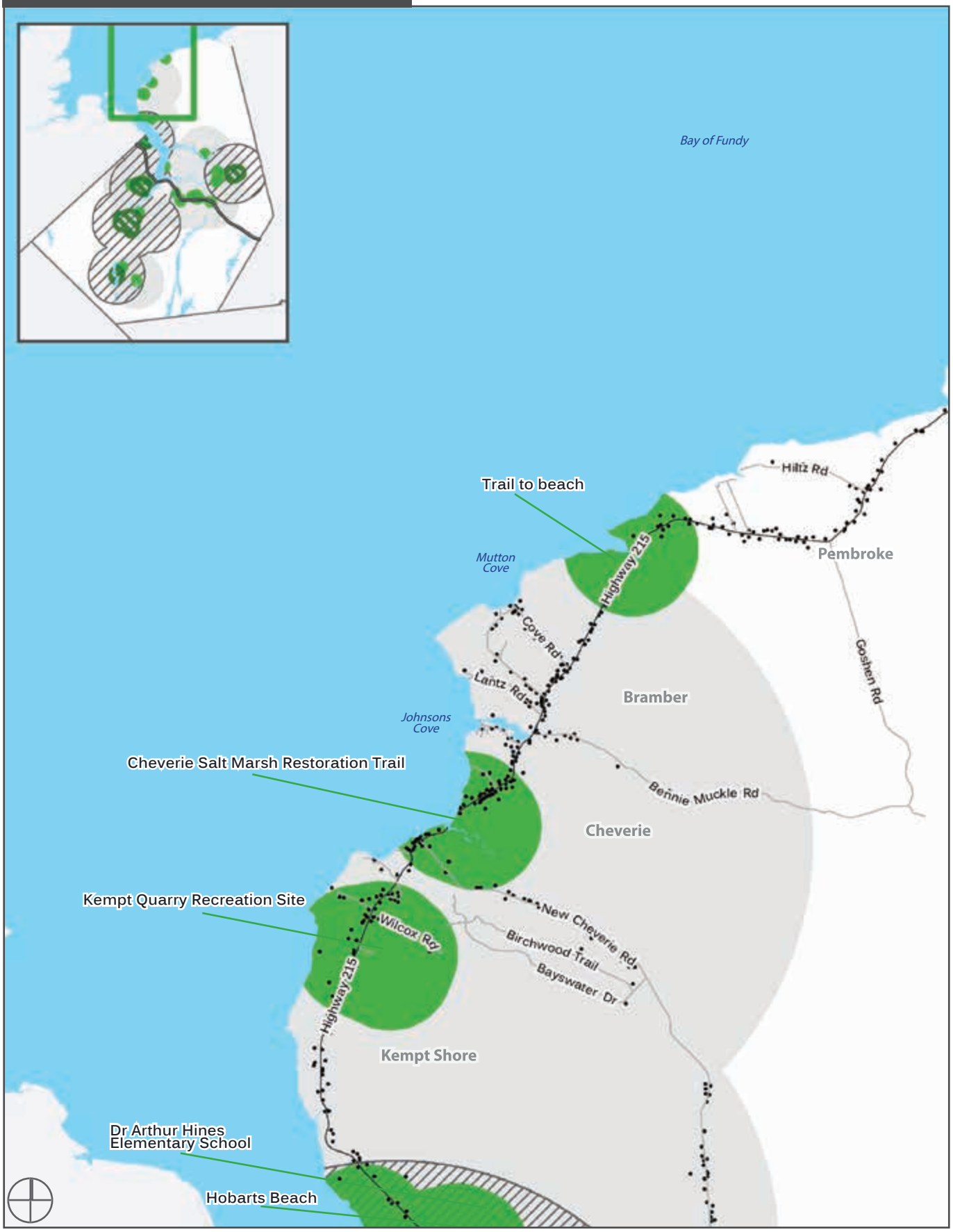
Number of hectares of Community Parks (383 acres)**

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

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


Map 5: Gap Analysis of Park Types Overview Grid
Municipal Neighbourhood Parks (1km)
Municipal Community Parks (5km)
Non-Municipal Neighbourhood Parks (1km)
Non-Municipal Community Parks (5km)
Water
A2 Grid Subset
Highway 101
Local Roads
Arterial Roads
Place of Residence
0 2.5 5 10km 1:225,000
A2
A3
B1
B2
B3
C1
C2
C3
Walton
Cheverie
Summerville
Centre Burlington
Scotch Village
Avondale
Falmouth
Brooklyn
Windsor
Garlands Crossing
Upper Falmouth
Three Mile Plains
St. Croix
Ardoise
Windsor Forks
Mill Section
Ellershouse
Vaughan

Gap Analysis Subset A2

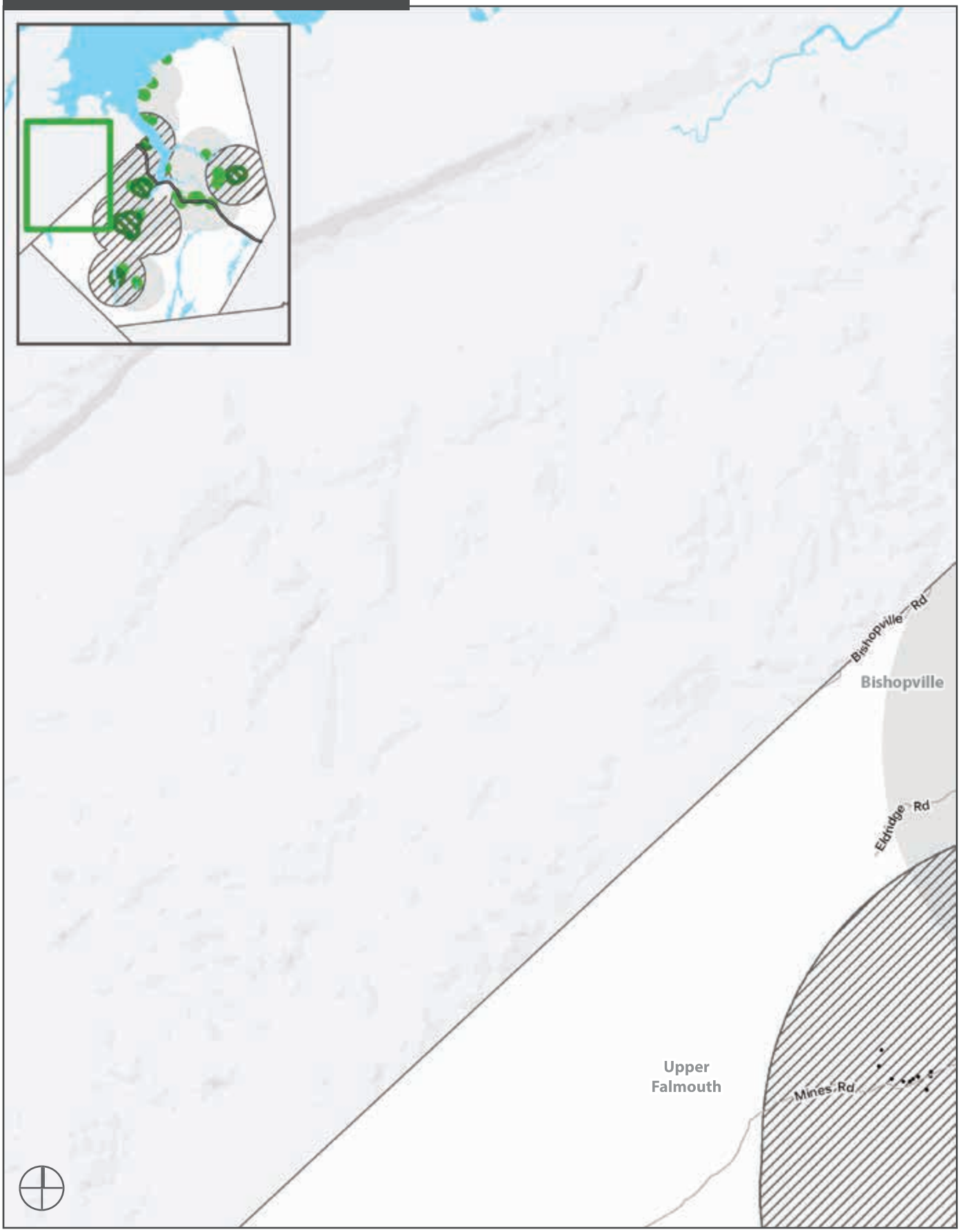


0 1.25 2.5 5km 1:70,000

Gap Analysis Subset A3

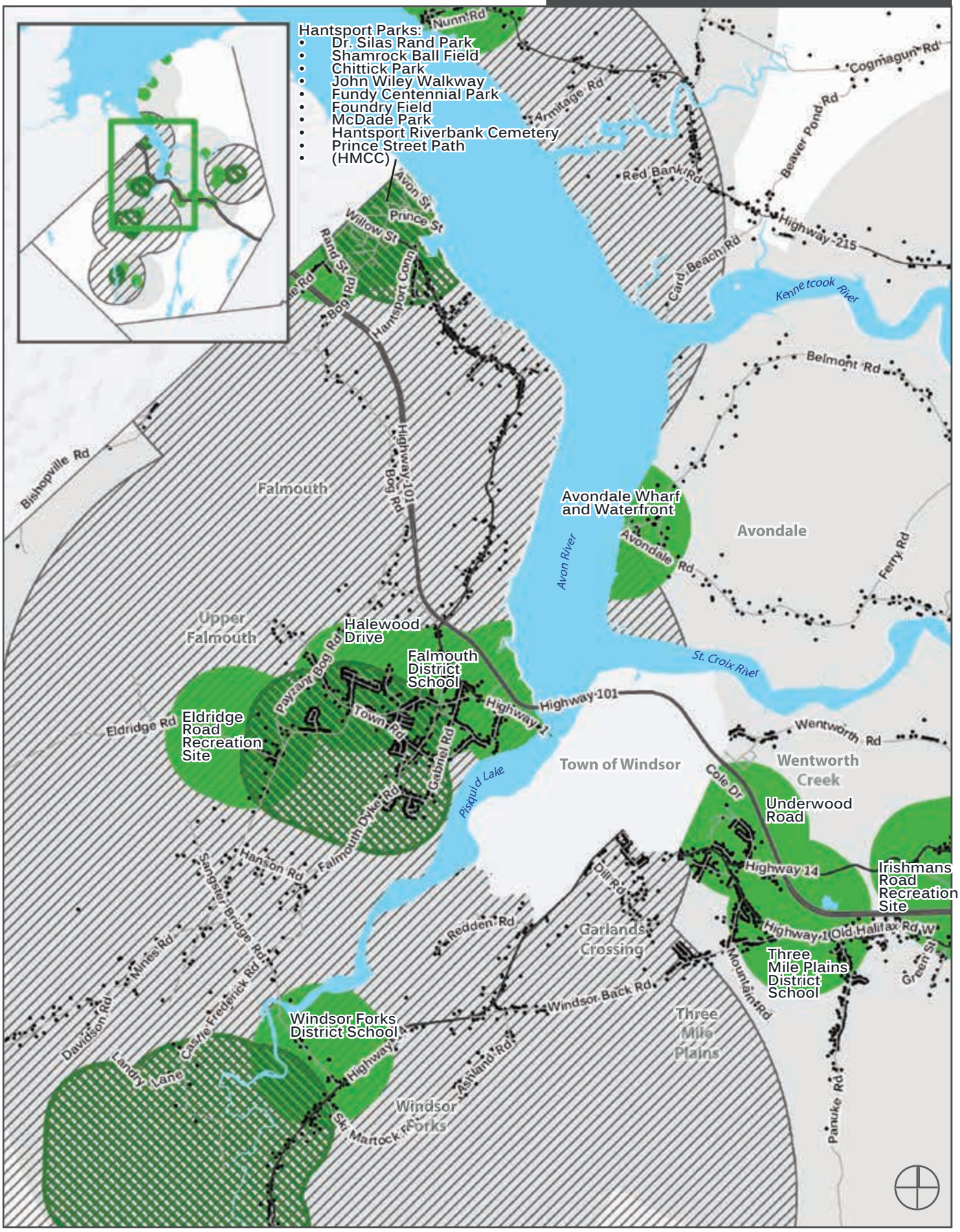
0 1.25 2.5 5km 1:70,000

Gap Analysis Subset B1

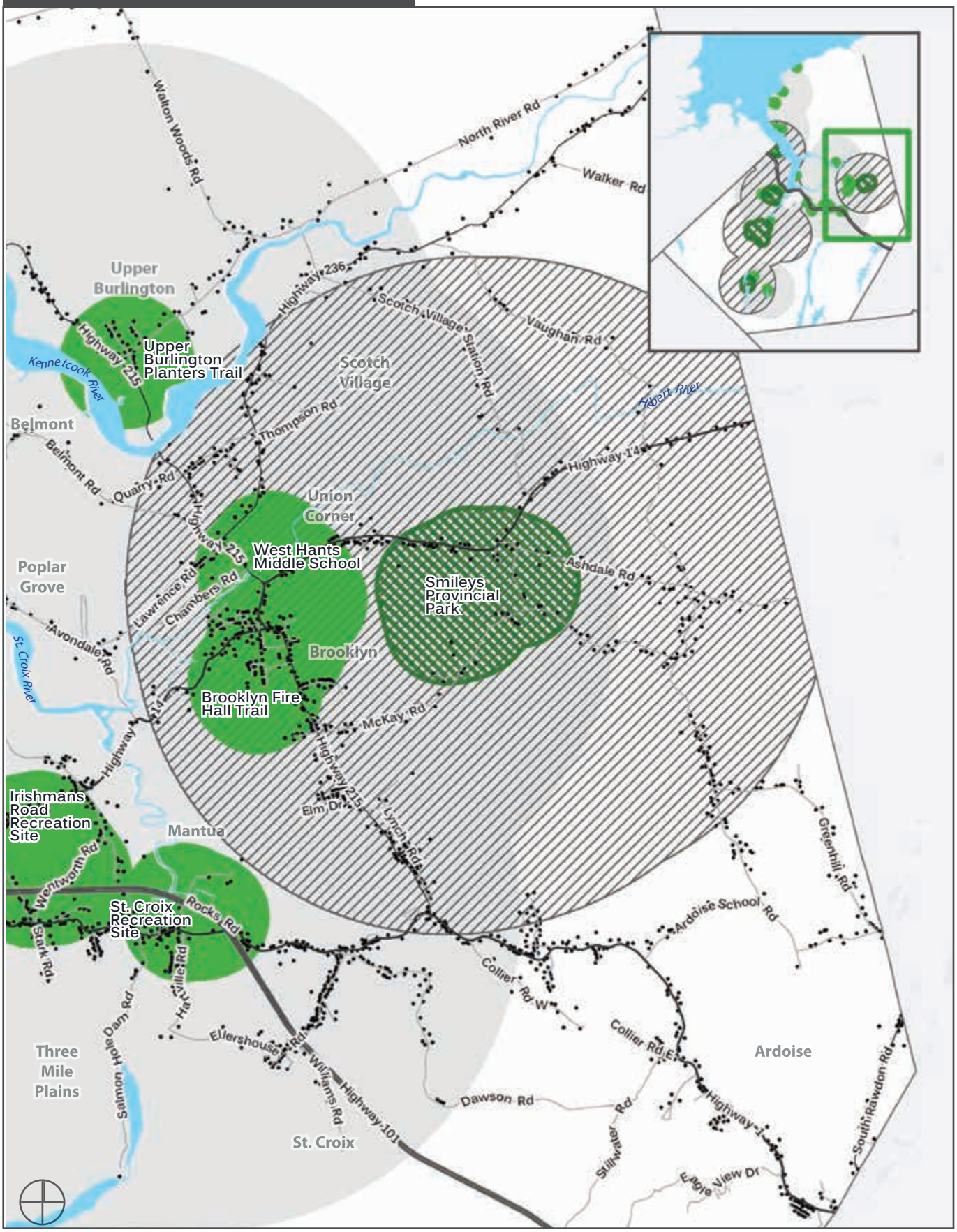


0 1.25 2.5 5km 1:70,000

Gap Analysis Subset B2

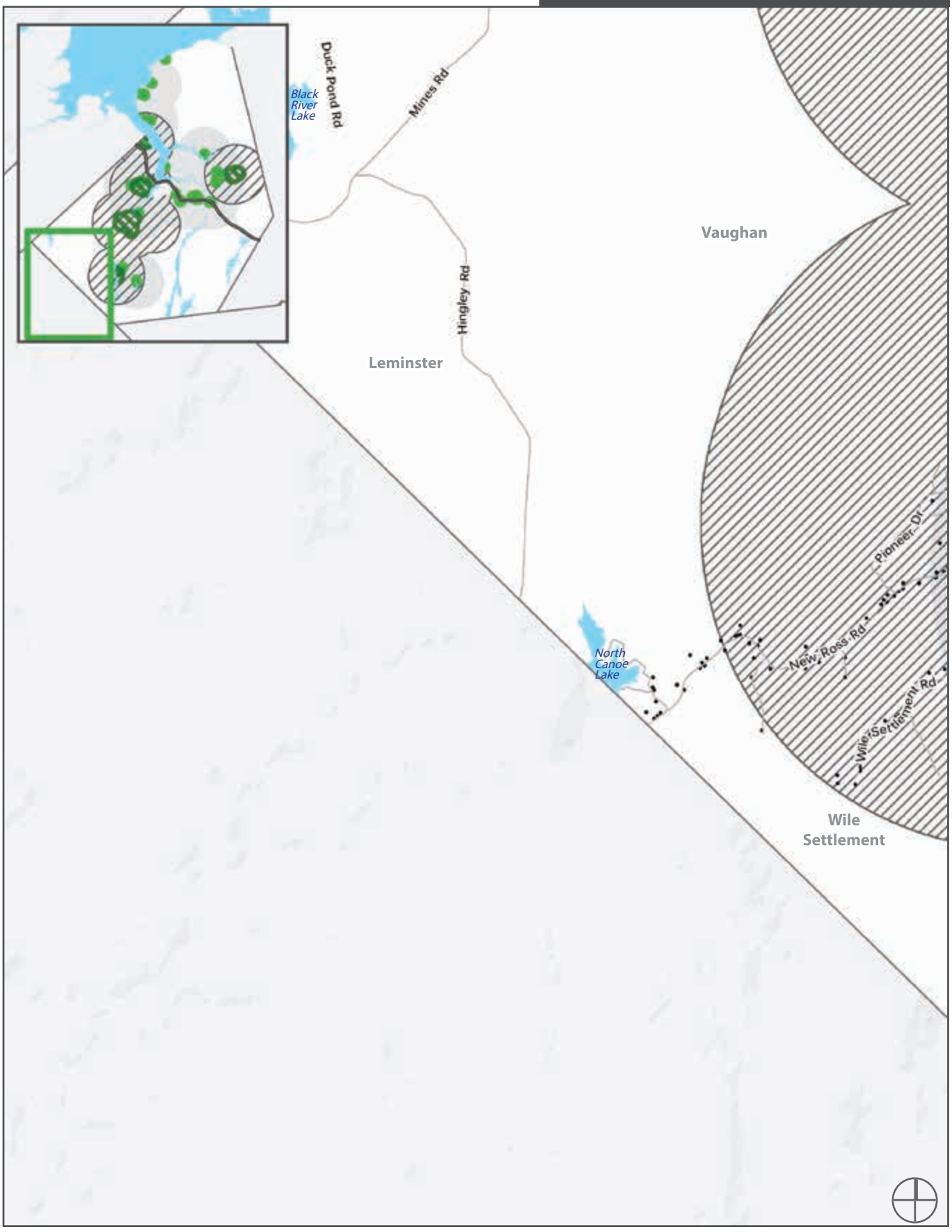


Gap Analysis Subset B3



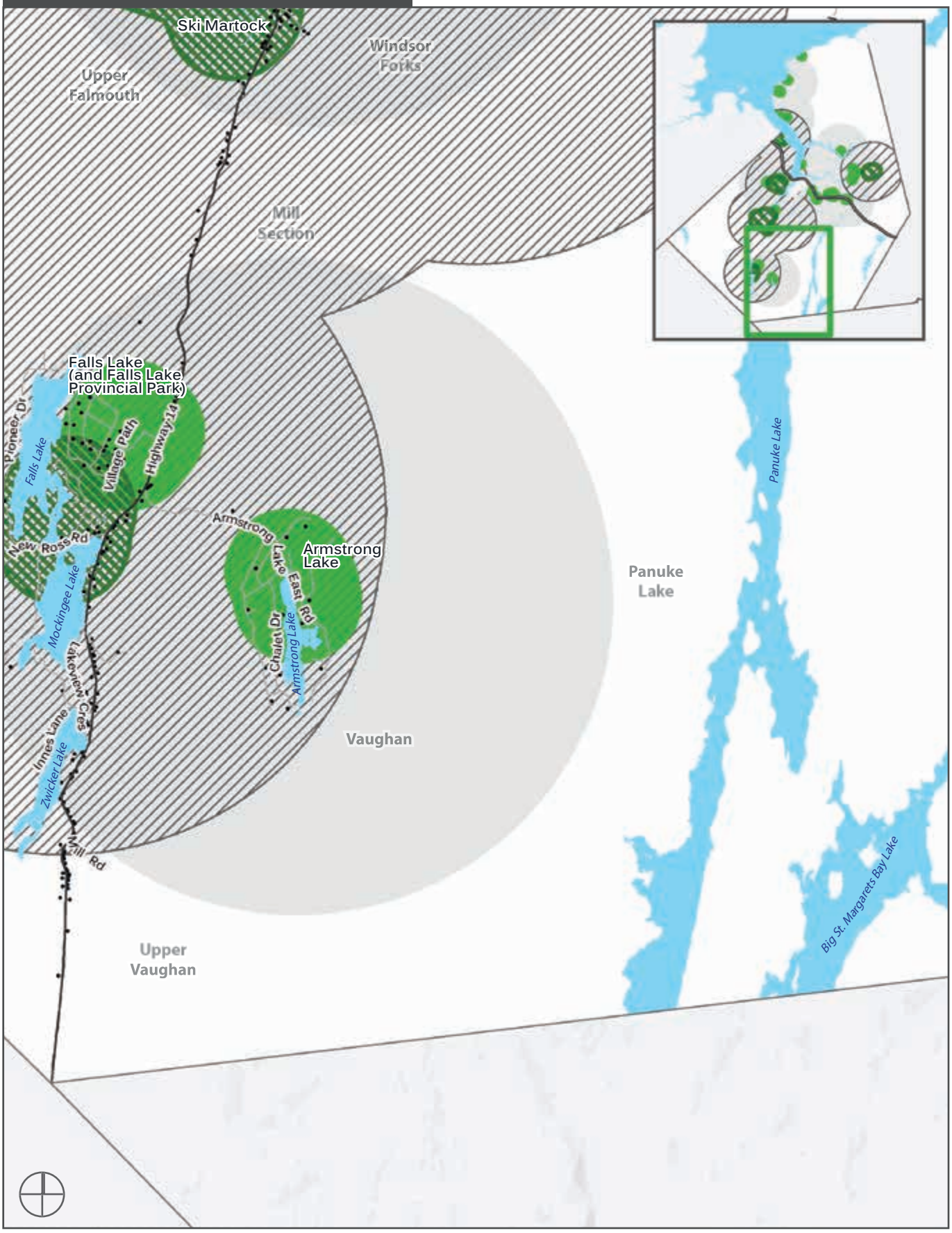
0 1.25 2.5 5km 1:70,000

Gap Analysis Subset C1



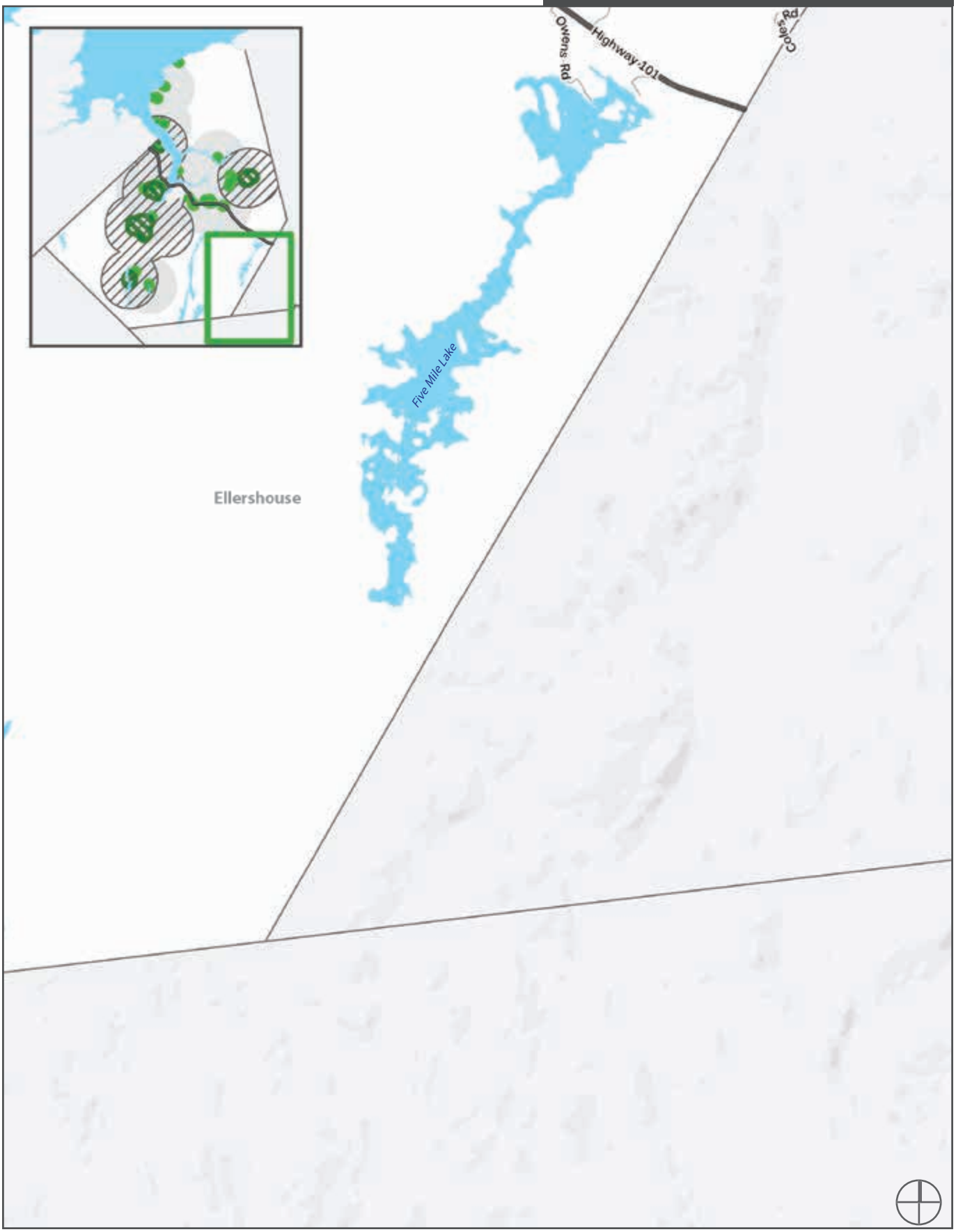
0 1.25 2.5 5km 1:70,000

Gap Analysis Subset C2



0 1.25 2.5 5km 1:70,000

Gap Analysis Subset C3



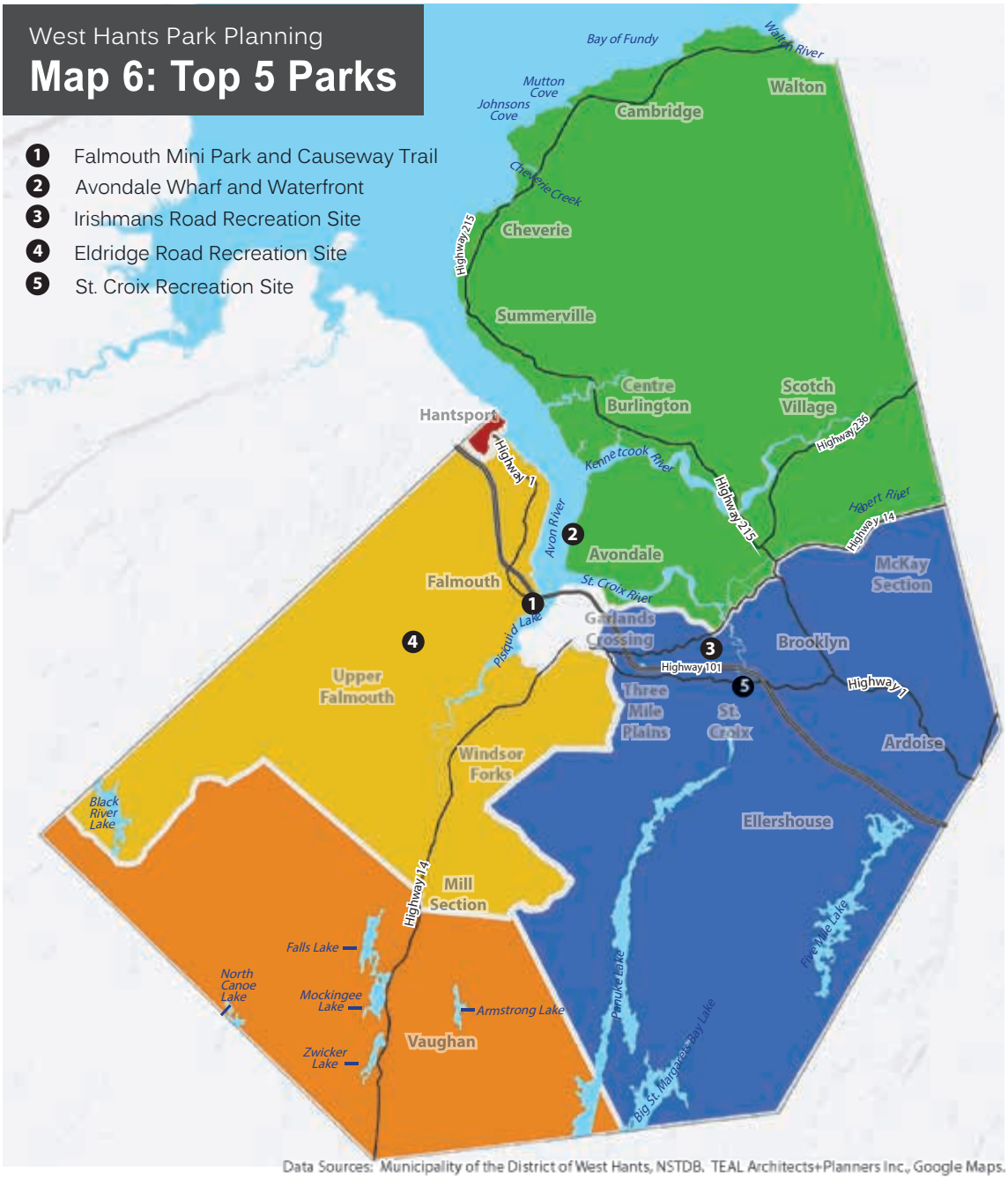
0 1.25 2.5 5km 1:70,000

4.4 Top 5 Priority Parks and Costs

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

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

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



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

1

Falmouth Mini Park and Causeway Trail

Overview

PID: 45224458

Coordinates: 44.9942, -64.1474

Date visited: November 9, 2015.

Address: 2127 Highway #1 Falmouth, NS.

Classification: Neighbourhood, Community Parks.

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

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

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

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

Use: Swimming, boating, walking, picnicking.

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

Parking: 5-10 spaces; not well defined.

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

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

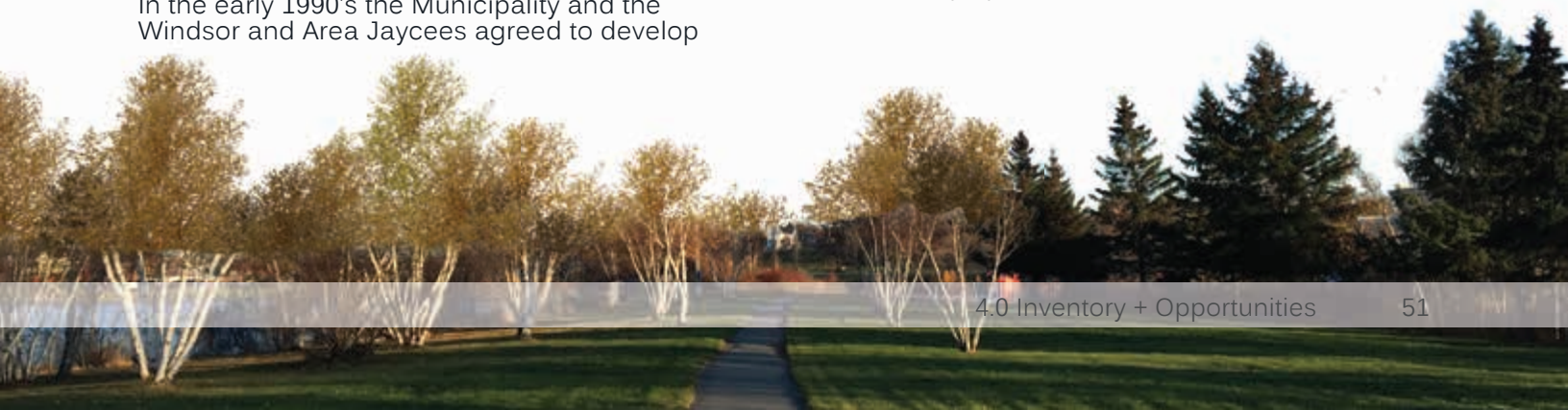
Overlapping Management Plans: 2013 Trails Plan, p.55.

Observations

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

Opportunities

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



Falmouth Mini Park and Causeway Trail

Cost Estimate

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

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

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

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

Park Opportunities Concept Plan: Falmouth Mini Park and Causeway Trail

Item	Description
A	Redesigned parking area to separate people from cars.
B	New landscaping to create a buffer between the park and road and to create a sense of entrance.
C	Proposed beach area with retaining wall and steps.
D	Proposed area of bollard lighting.
E	Proposed dock for launching canoes, kayaks.
F	Shade tree planting around play structures.
G	Proposed stormwater interpretive panel.
H	Opportunity area for future park and open space development.
I	Proposed 200m trail loop.
J	New fence along shoreline.
K	Proposed picnic /rest area.

Prepared by: SC

Date: April 3, 2016

Avondale Wharf and Waterfront

Main Parcel

2

Overview

PID: 45171279

Coordinates: 45.02204, -64.1312

Date visited: November 26, 2015.

Address: 15 Belmont Rd, Avondale.

Classification: Community, Cultural, Neighbourhood Parks.

Size: 1.61 acres (0.65ha).

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

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

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

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

Access: From Belmont Road and Avondale Road.

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

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

History: This area is formerly a New England Planter settlement. Due to the proximity to water, ship building was an important industry. The Wharf was divested from the Federal Government to the Municipality in 1990 and was rebuilt by the community for $13,000.00. In 1996, the Municipality entered into a lease agreement with the Avon River Heritage Society to allow that organization to develop a portion of the property.

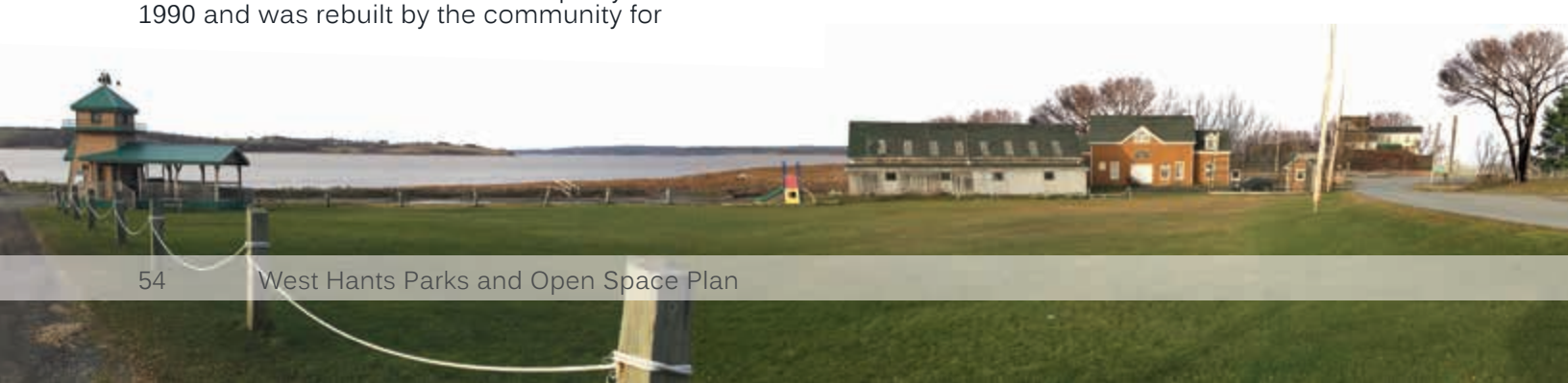
Overlapping Management Plans: MCCAP.

Observations

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

Opportunities

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



Avondale Wharf and Waterfront

South Shoreline

2

Overview

PID: 45183118

Coordinates: 45.02126, -64.132

Date visited: November 26, 2015.

Address: 1 Avondale Rd, Newport Landing.

Classification: Community Park, Production and Protection.

Size: 1.10 acres (0.45ha).

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

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

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

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

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

Parking: Few potential spaces at boat launch.

Signage: None.

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

Overlapping Management Plans: MCCAP.

Observations

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

Opportunities

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

2

Avondale Wharf and Waterfront

North Shoreline

Overview

PID: 45225513

Coordinates: 45.02268, -64.1318

Date visited: November 26, 2015.

Address: 1 Avondale Road, Newport Landing.

Classification: Community Park, Production and Protection.

Size: 1.13 acres (0.46ha).

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

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

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

Use: Tidal flow, wildlife habitat, boat access.

Access: From Avondale Wharf and Waterfront Main Parcel.

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

Signage: None.

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

Overlapping Management Plans: MCCAP.

Observations

- Boat access damaged during previous weather events.

Opportunities

- Improve access to water.

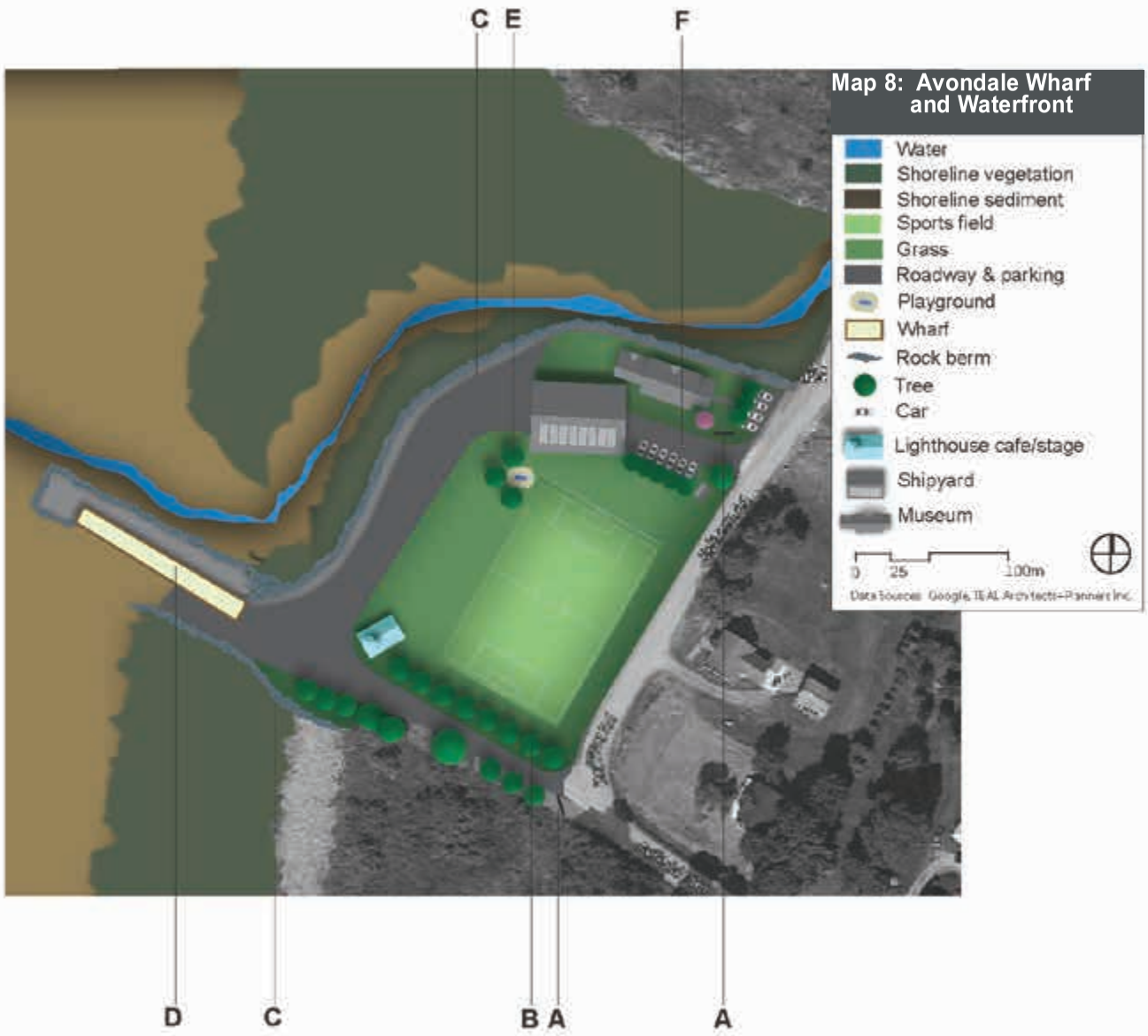
Avondale Wharf and Waterfront

Cost Estimate

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

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

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



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

Park Opportunities Concept Plan:
Avondale Wharf & Waterfront

Item	Description
A	Existing/new signage moved closer to the main road.
B	Trees added to define the entrance and create shade fo sp spectators, visitors.
C	Berms strengthened and raised to prevent tide from flooding park.
D	Wharf upgraded to make structurally sound.
E	Trees planted to shade playground.
F	Redesigned entrance area.

Prepared by: SC

Date: April 3, 2016

3

Irishmans Road Recreation Site

Overview

PID: 45061843

Coordinates: 44.97263, -64.0588

Date visited: November 16, 2015.

Address: 151 Irishmans Road, Newport Station.

Classification: District, Community, Neighbourhood Parks.

Size: 172 acres (69.61 ha).

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

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

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

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

Access: Park access from Irishmans Road.

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

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

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

Overlapping Plans: 2013 Trails Plan, p.47.

Observations

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

Opportunities

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

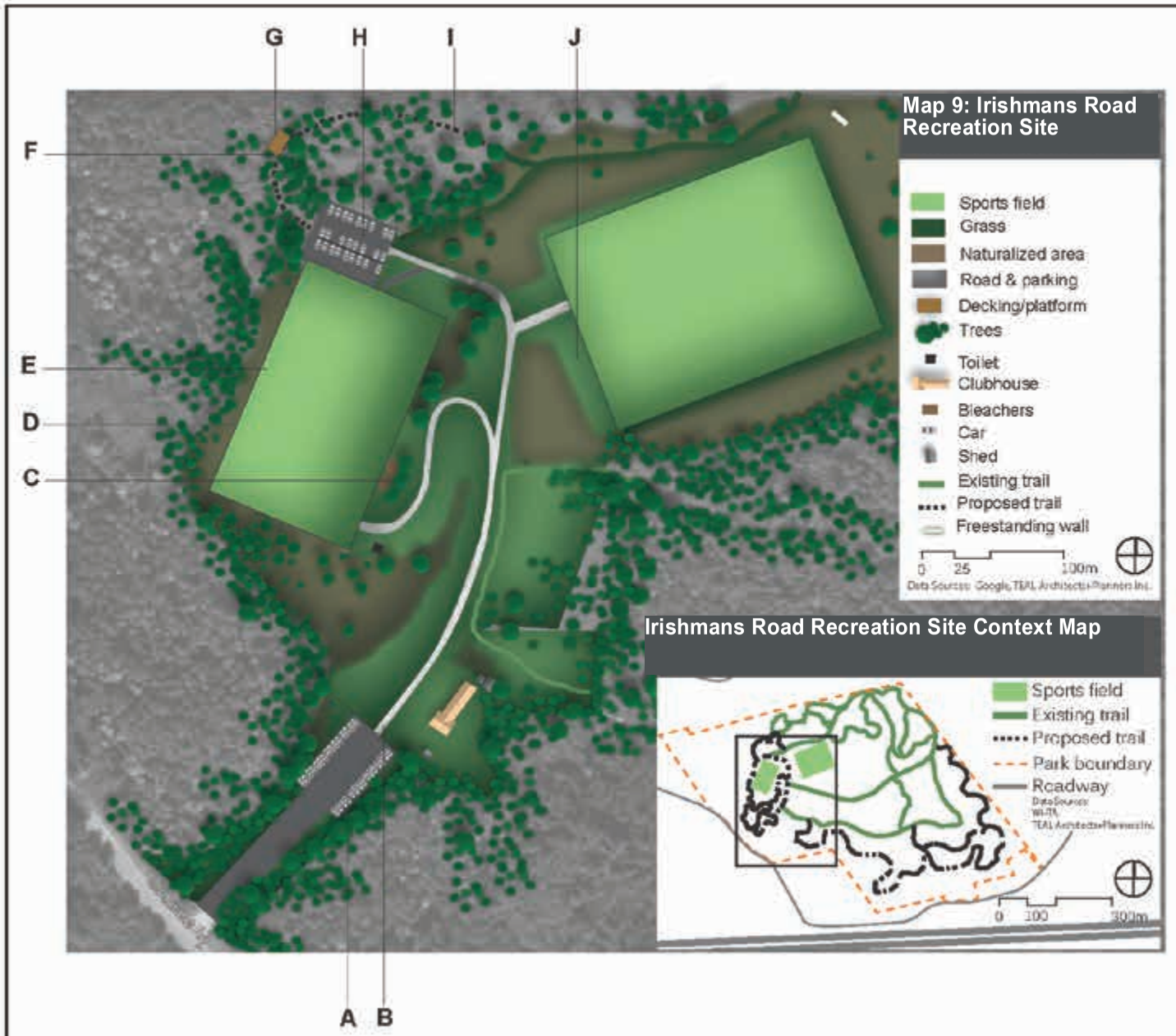
Irishmans Road Recreation Site

Cost Estimate

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

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

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



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

Park Opportunities Concept Plan: Irishman s Road Recreation Site

Item	Description
A	Expanded gravel parking area.
B	New interpretive board outlining the former landfill site and reclamation into a recreation park.
C	New shade trees planted behind bleachers.
D	Chain link fence replacement.
E	Installation of new sub-base to correct field slumping.
F	New interpretive board highlighting Karst Topography, plant life, and significance to the area.
G	New platform/decking overlooking Karst Topography.
H	Resurfaced and expanded parking area.
I	New trail to Karst Topography look-off.
J	New bleacher seating.

Prepared by: SC

Date: April 3, 2016

4

Eldridge Road Recreation Site

Overview

PID: 45211836

Coordinates: 44.99139, -64.208

Date visited: November 20, 2015.

Address: 156 Eldridge Rd, Upper Falmouth.

Classification: District, Community, Neighbourhood Parks.

Size: 15.55 acres (6.29 ha).

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

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

Maintained by: Municipality.

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

Access: From Eldridge Road.

Parking: Unmaintained gravel lot with overflow parking on grass at eastern park entrance.

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

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

Overlapping Management Plans: None.

Observations

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

Opportunities

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

Eldridge Road Recreation Site

Cost Estimate

Description	Unit	Quantity	Unit Price ($)	Amount ($)
Signage				
Park map	each	1	850.00	850.00
Soccer field drainage improvements				
Option 1:French drain along north boundary	m	150	35.00	5,250.00
Option 2: Shallow swale along north boundary	m	150	65.00	9,750.00
Parking upgrades				
Roadway	m^2	1,300.00	32.00	41,600.00
Parking area	m^2	600	32.00	19,200.00
Basketball court grade correction				
Option 1: Chain-link fence on North and East side of court	m	45	165.00	7,425.00
Option 2: Add fill to lessen slope on North and East sides of court	L.S.	1	5,000.00	5,000.00
Basketball court line painting	L.S.	1		
Back soccer field fence extension	m	48	105.00	5,040.00
Back soccer field swale	m	60	150.00	9,000.00
Site lighting (tennis courts, parking lots), mounted on existing utility poles	L.S.	2	2,0000.00	4,000.00
Entrance landscape plan & landscaping	L.S.	1	20,000.00	20,000.00
Picnic area upgrades				
Steel park grill/BBQ	each	3	400.00	1,200.00
Picnic tables	each	3	250.00	750.00
Total (with Soccer field drainage Option 2 and basketball court Option 2)				**$129,065**

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

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

Map 10: Eldridge Road Recreation Site

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

Park Opportunities Concept Plan: Eldridge Road Recreation Site

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

Prepared by: SC

Date: April 3, 2016

5

St. Croix Recreation Site

Overview

PID: 45339231

Coordinates: 44.96515, -64.0255

Date visited: November 12, 2015.

Address: 54 Ball Park Rd, St. Croix.

Classification: District, Community, Neighbourhood Parks.

Size: 9.60 acres (3.88 ha).

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

Topography: Grade level, seeded, maintained.

Maintained by: Municipality.

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

Access: From Ball Park Road.

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

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

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

Overlapping Management Plans: None.

Observations

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

Opportunities

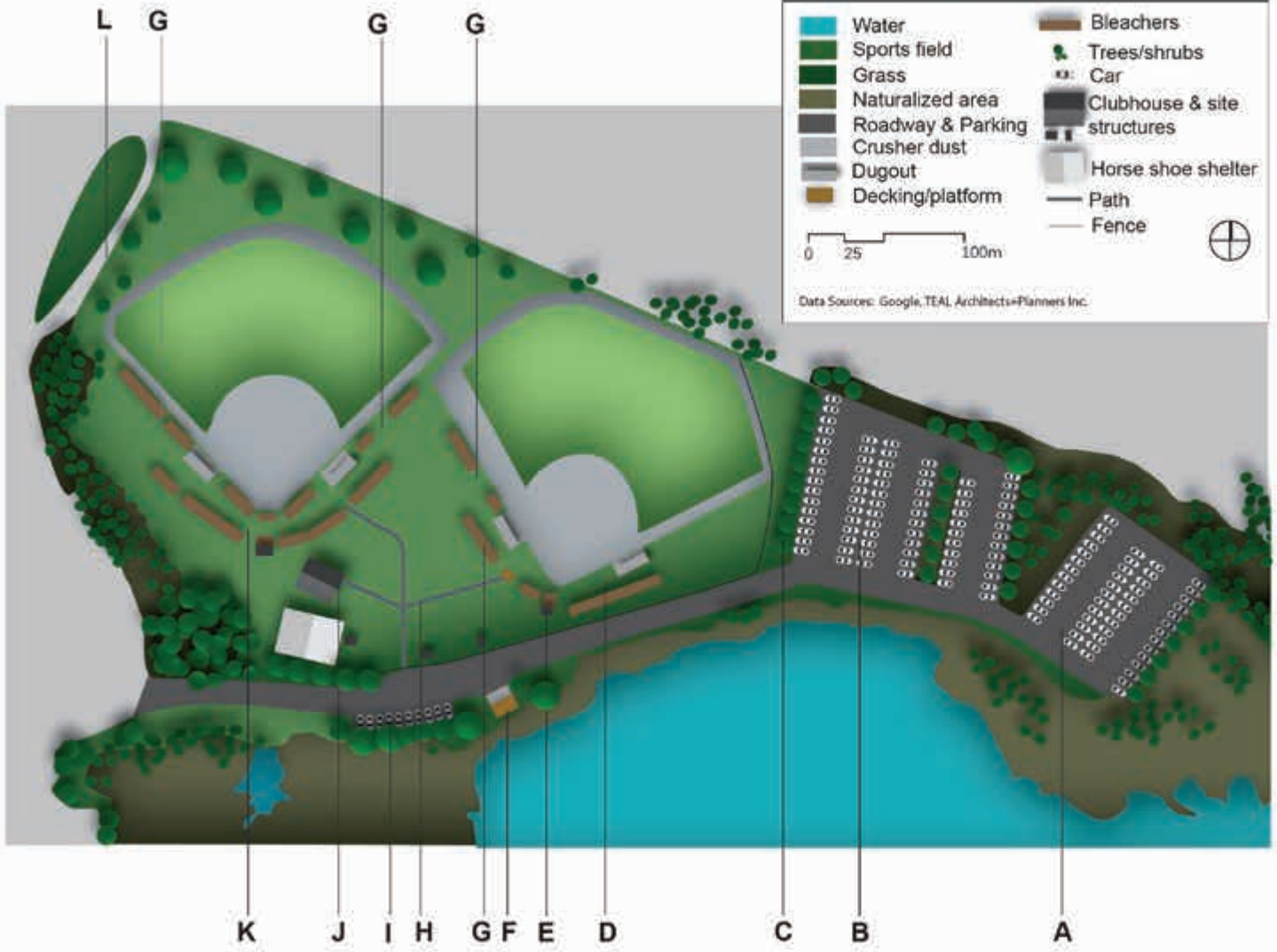
- Develop easy access to pond.
- Coordinate signage to indicate park, maintenance, usage, and wayfinding.
- Upgrade wooden out-buildings and clubhouse.
- Replace gypsum bleacher footings with more stable base.
- Install new pathways to improve site accessibility.
- Develop regrading plan for east ball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

St. Croix Recreation Site

Cost Estimate

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

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



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

Park Opportunities Concept Plan: St. Croix Recreation Site

Item	Description
A	Resurfaced overflow parking area.
B	New parking area.
C	Site landscaping.
D	Re-graded slopes in viewing area.
E	Out-buildings upgraded and lighting added.
F	Proposed decking/platform overlooking the pond.
G	New aggregate base to replace gypsum base underneath bleachers.
H	Accessible paths to viewing platform.
I	Retain existing parking area for accessible parking.
J	Clubhouse upgrades (e.g. new siding, floors, lighting).
K	Upgrades to wood decking in between West ballfield and clubhouse.
L	New gravel surface in turn-around.

Prepared by: SC
Date: April 3, 2016

4.5 Future Parks and Open Space Network: Summary of Opportunities

These 'Priority 2 Park' opportunities were identified through:

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

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

Municipal Parks

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

Government Partnerships

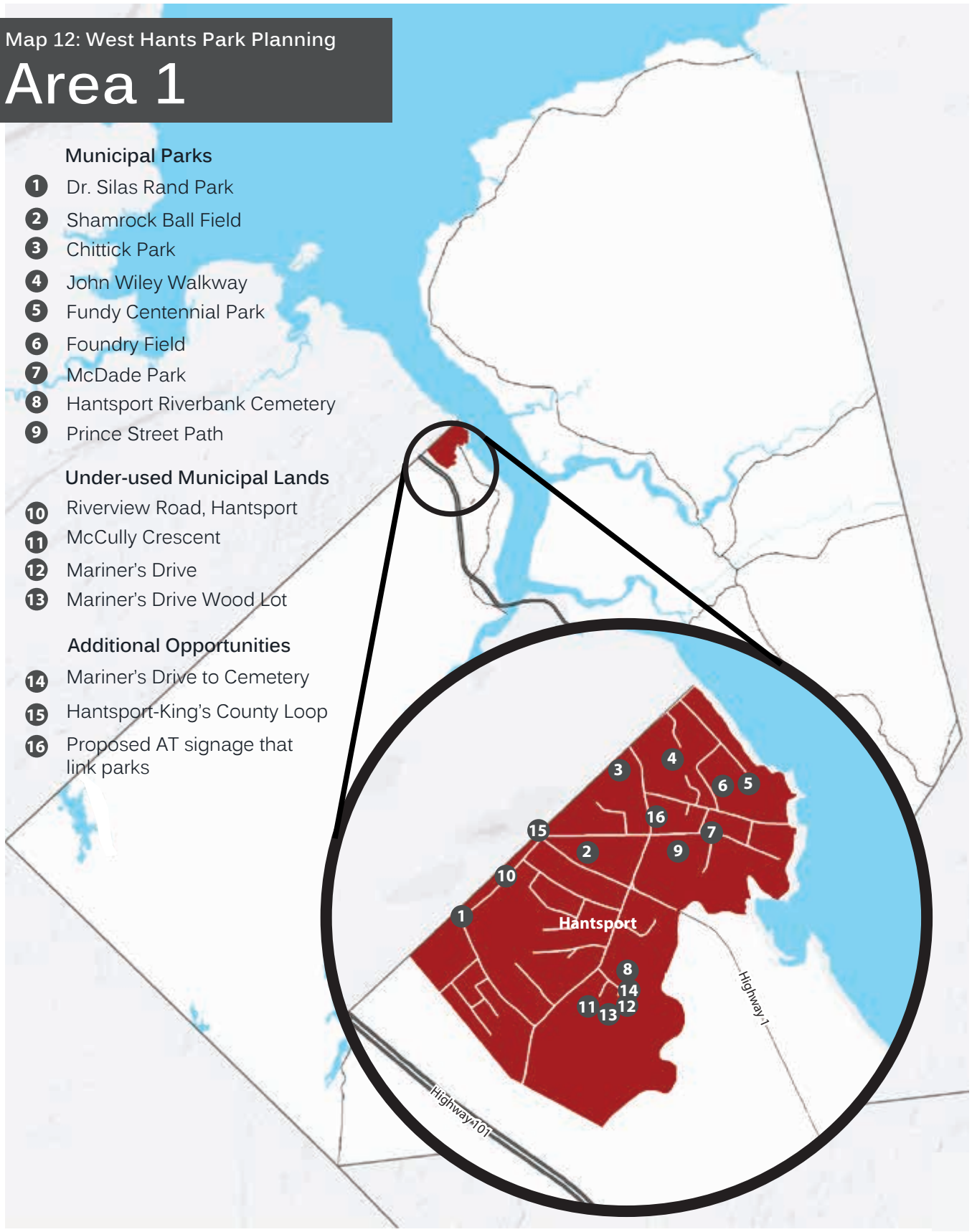
5. Roadsides improved for walking and walking loops signed (see pages 71)
   - Sign well-used and appropriate roadside walking loops throughout the Municipality. Some are shown in GIS data under the consultation input file's 'areas' and 'suggestions' Shapefiles, such as a 5k loop through Hantsport and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

Private Partnerships

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

Map 12: West Hants Park Planning

Area 1



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

Network Opportunities for Area 1

Details for each parcel area provided in Appendix 2.

Municipal Parks

1 Dr. Silas Rand Park

- Park signage.
- More seating options.
- Addition of a shade tree or shade/picnic structure.
- Opportunity for community gardens.

2 Shamrock Ball Field

- Park signage.
- Addition of garbage receptacles by dugouts.
- Dugout upgrades (e.g. concrete patch work, improve drainage behind dugouts, painting).
- If desired, a treed buffer between residents to the south and west of the field could be planted.
- Investigate community interest and cost of field lighting.

3 Chittick Park

- Signage, including interpretive sign related to river and history.
- Staff education regarding mowing around trees.
- Have an arborist monitor tree condition around fountain.

4 John Wiley Walkway

- Property serves as potential access point to rail-trail if rail line is to be converted.

5 Fundy Centennial Park

- Park signage.
- Need for more garbage receptacles on site.
- Renovation of gazebo needed (e.g. shingles, trim).
- Reset brick pad to gazebo.

6 Foundry Field

- Ensure Maintenance.

7 McDade Park

- Park signage.
- Create plan to reorganize park monuments to have better use of space.
- New coat of paint on park bench.
- Addition of garbage can by park bench.
- Remove block planter from park. Plant shrubs directly into ground. No need for raised planter.

8 Hantsport Riverbank Cemetery

- Park signage.
- Create a plan for future cemetery expansion.
- Strategically plant shade and ornamental trees for shade and visual interest for visitors.
- Develop a trail loop along upper portion of slope past cemetery, along adjacent Municipally-owned land through to Mariner's Drive.

9 Prince Street Path

- Maintain connection to HMCC from Prince Street.
- Walkway signage indicating ownership/ maintenance.

Under-used Municipal Lands

10 Riverview Road, Hantsport

- Given the close proximity to other parks and open spaces, it is recommended this parcel be divested to fund the development of nearby municipally-owned parcels.

11 McCully Crescent

- Divest parcel from Municipal holdings and invest in other park and open space opportunities in the area.

Network Opportunities for Area 1

Details for each parcel area provided in Appendix 2.

12 Mariner's Drive

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

13 Mariner's Drive Wood Lot

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

Additional Opportunities

14 Mariner's Drive to Hantsport Cemetery

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

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

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

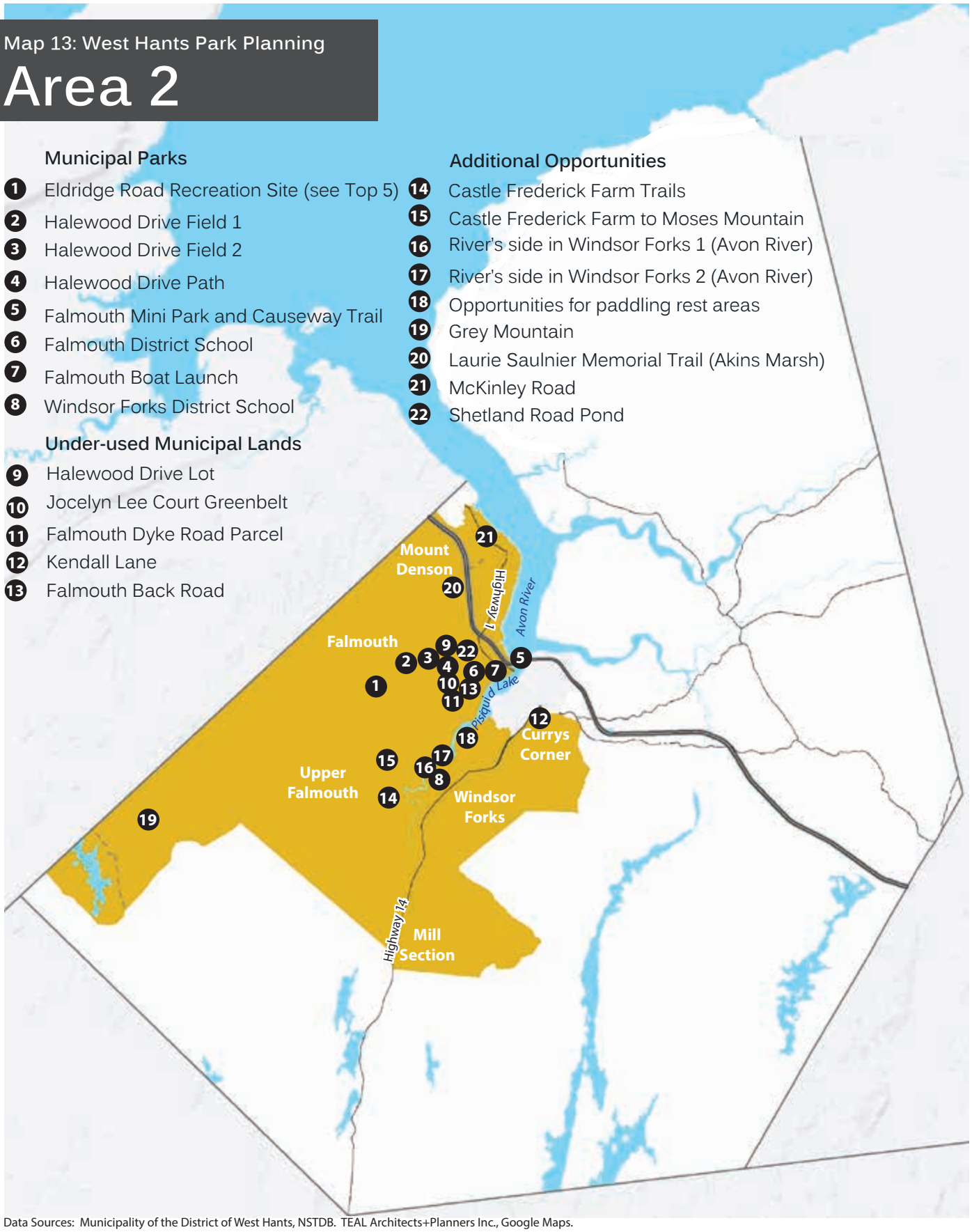
16 Proposed AT signage that link parks

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

Hantsport Cemetery

Map 13: West Hants Park Planning

Area 2



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

Network Opportunities for Area 2

Details for each parcel area provided in Appendix 2.

Municipal Parks

1. Eldridge Road Recreation site (See Top 5)

2. Halewood Drive Field 1
   - Signage
   - Continue to own and maintain parcel to be used by the neighbourhood.
   - Formalize entrance to parcel from Halewood Drive.
   - Consider adding amenity features to the site (e.g. benches, trail loop).

3. Halewood Drive Field 2
   - Signage indicating ownership, management, hours of use.
   - Signage to identify stormwater movement on site and importance of water management for local ecology.
   - Low point in south eastern portion of field requires topsoil fill.

4. Halewood Drive Path
   - Signage to indicate ownership and maintenance.
   - Pave the path for ease of maintenance.
   - Lighting attached to existing utility poles.
   - If privacy becomes a concern by neighbouring residents, consider wooden post style fencing along each side rather than chain link fencing.

5. Falmouth Mini Park and Causeway Trail (See Top 5 pages)

6. Falmouth District School
   - No recommendations for properties managed by School Board.

7. Falmouth Boat Launch
   - Signage upgrades (when needed)
   - Cut back vegetation from ramp shoulders.
   - Remove existing concrete ramp and replace with gravel (short term), concrete (long term).

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

Under-used Municipal Lands

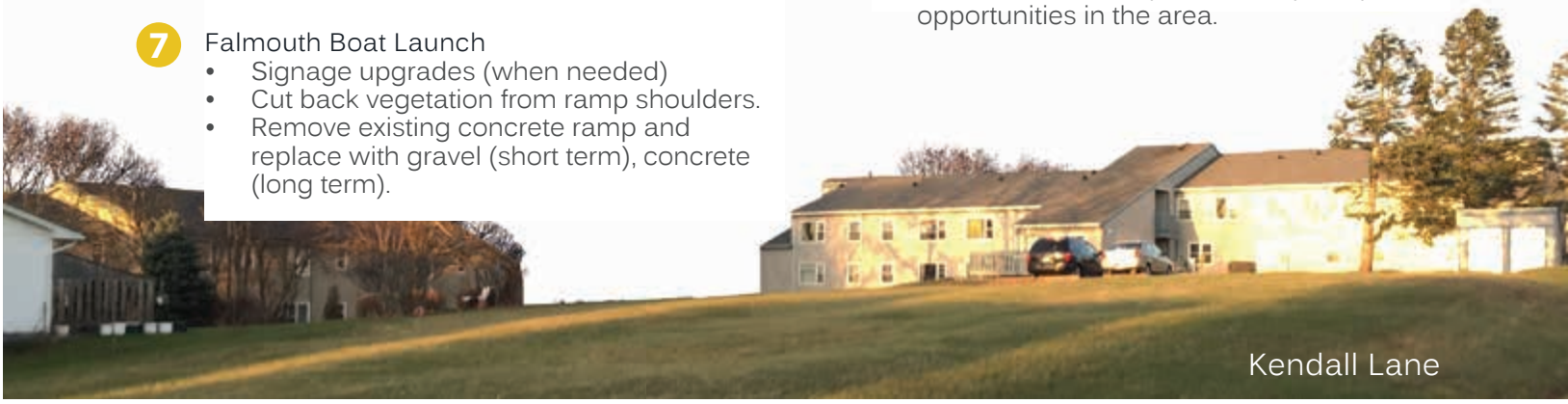
9. Halewood Drive Lot
   - Given the number of parks and open space parcels in the neighbourhood, it is recommended this parcel be divested to fund the development of nearby municipally-owned parcels.

10. Jocelyn Lee Court Greenbelt
    - Retain as municipal greenbelt.
    - Trail loop possible on upper side of slope.

11. Falmouth Dyke Road Parcel
    - Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

12. Kendall Lane (Priority 2 Park)
    - Signage.
    - Consider regrading a portion of the parcel to create flat accessible surface; will require wall construction and drainage.
    - Opportunity for shade trees, community garden, sitting areas, playground.
    - Work with Kendall Court Seniors Complex and surrounding neighbours to identify parks and open space needs.

13. Falmouth Back Road
    - Divest parcel from Municipal holdings and invest in other parks and open space opportunities in the area.



Kendall Lane

Network Opportunities for Area 2

Details for each parcel area provided in Appendix 2.

Additional Opportunities

14 Castle Frederick Farm Trails (Priority 2 Park)
- Portions of this land are culturally significant and are voluntarily protected by the landowner in partnership with the Archaeological Land Trust of Nova Scotia. Detailed information is found here: http://www.altns.ca/castlefrederick.htm
- Work with owners of Castle Frederick Farm to: install wayfinding, entrance and interpretive signage; enhance accessibility of the trails; and develop appropriate rest and play areas.

15 Castle Frederick Farm to Moses Mountain
- See MWH Trails Plan p. 82 for proposed trail network, also supported through consultation for this Parks and Open Space Plan.

16 River's side in Windsor Forks 1 (Avon River)
- Explore possibility of a picnic table/ paddling rest area.

17 River's side in Windsor Forks 2 (Avon River)
- Explore possibility of a picnic table/ paddling rest area (on island).

18 Opportunities for paddling rest areas
- Explore other locations for picnic table/ paddling rest area.

19 Grey Mountain
- Explore the value of land use or lease agreements to the parks and open space network on privately held land holdings throughout Grey Mountain areas (excluding the Water Protection Areas.

20 Laurie Saulnier Memorial Trail (Akins Marsh)
- See Trails Plan 2013 for details.
- Support relationship between Hants West Wildlife Association, DNR, Ducks Unlimited Wildlife Habitat Canada.

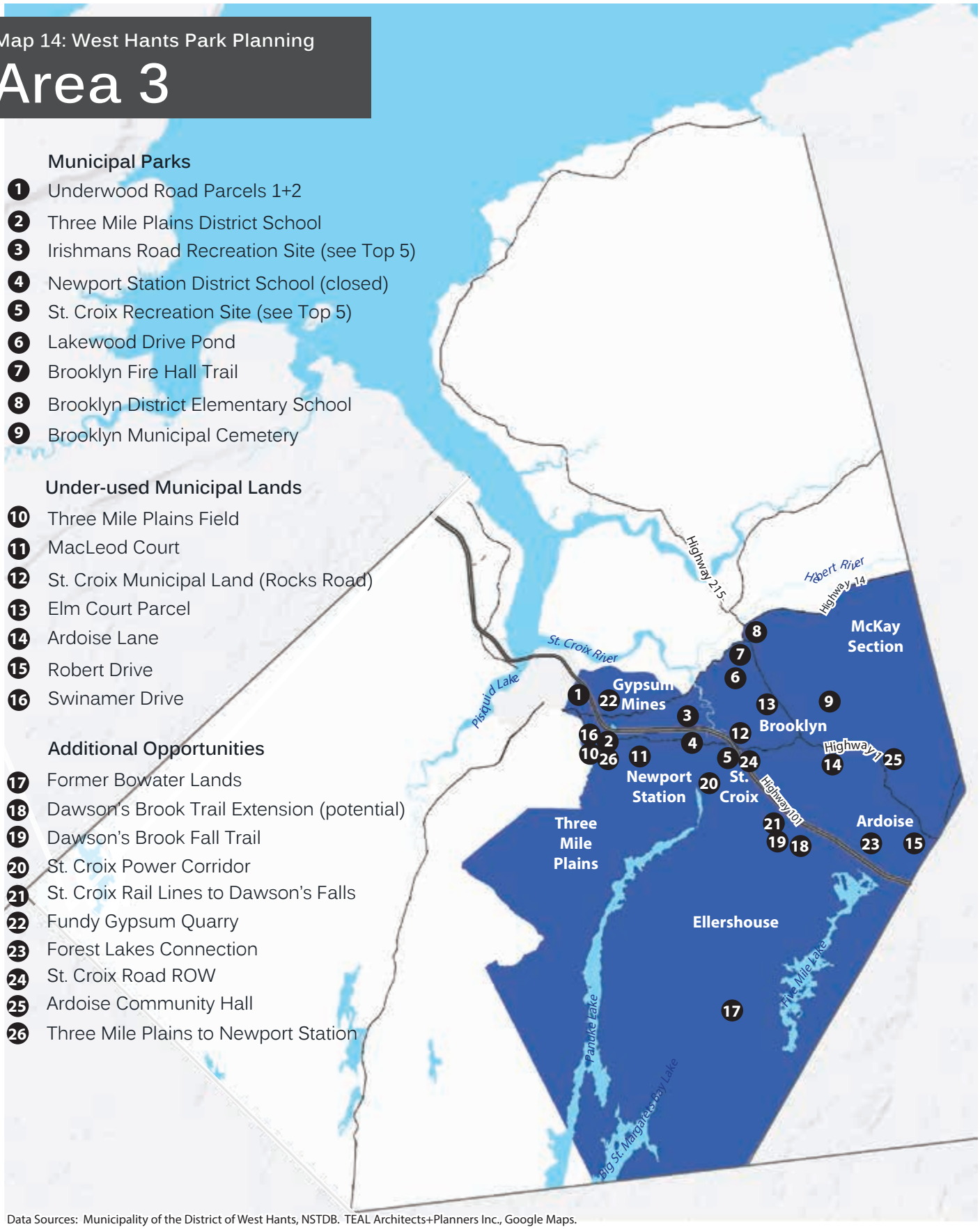
21 McKinley Road
- Develop a Neighbourhood Park overlooking water with signed and safe water access for paddlers and possibly swimmers. If permitted, connect to rail to trail. Seek partnership with Provincial Government to establish park on its land.

22 Shetland Road Pond
- This is a stormwater retention pond. However, due to its visual significance and recreation potential for sitting, watching and playing nearby, issues regarding liability and safety should be considered to enable the safe use by residents.
- Improve seating, signage, trees to buffer noise and view from the highway and shade tree for shelter.

Atkins Marsh

Map 14: West Hants Park Planning

Area 3



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

Network Opportunities for Area 3

Details for each parcel area provided in Appendix 2.

Municipal Parks

1 Underwood Road Parcels 1+2

- Signage.
- Evaluate encroachment into municipal land by surrounding residents (e.g. tree clearing, landscaping).
- Retain as treed, naturalized area for shade, stormwater attenuation, wildlife habitat. Retain open space and develop as formal neighbourhood park.
- Formalized access into the park (e.g. delineate public from private property along entrance).
- Work with neighbourhood to develop a park needs assessment for future park amenities.

2 Three Mile Plains District School

- No recommendations for properties managed by School Board.

3 Irishmans Road Recreation Site (see Top 5)

4 Newport Station District School (closed)

- Close proximity to Irishmans Road. Explore potential to link the properties via a new trail corridor.
- Explore partnerships with community groups who may be able to lease the building.
- Explore opportunities for a Public/ Private Partnership or sale of building to retrofit school into seniors living.

5 St. Croix Recreation Site (see Top 5)

6 Lakewood Drive Pond

- Improve access to water.
- Signage indicating ownership, use, and maintenance.

7 Brooklyn Fire Hall Trail

- Create resting spots for sitting, picnicking, include receptacles.
- Switchbacks or curve in trail bed would lessen the slope in some areas and create more visual interest.
- Trail bed could be made more accessible by using crusher dust.
- Planting of trees (native or ornamental) would provide visual interest along the trail route.
- The addition of trees and/or children's playspaces **must** be reviewed in conjunction with Fire Department Executive due to space limitations as this is a helicopter landing area.

8 Brooklyn District Elementary School

- No recommendations for properties managed by School Board.

9 Brooklyn Municipal Cemetery

- More noticeable signage to mark cemetery.
- Interpretive boards documenting history.
- Expansion of gravel pad at entrance for additional parking.

Under-used Municipal Lands

10 Three Mile Plains Field

- Retain as a multi-functional space for use by community centre users.

11 MacLeod Court

- Divest parcel to fund the development of nearby municipally-owned parcels.

Irishmans Road Recreation Site

Network Opportunities for Area 3

Details for each parcel area provided in Appendix 2.

Under-used Municipal Land con't

12 St. Croix Municipal Land (Rocks Road)
- See Trails Plan 2013 for additional details.
- Although isolated by the highway, this property is an excellent display of local geology, West Hants dykelands, freshwater ecology, and walking trails.
- Public access to the creek.
- Promote as recreation area (e.g. walking, picnicking, sitting, sports).
- Work with the Province of Nova Scotia on possible trail connections to St. Croix Recreation Site underneath Highway 101.

13 Elm Court Parcel
- Develop as a Neighbourhood Park.
- Regrade entrance to make accessible.
- Create simple trail loop
- Install garbage bin and seating area.
- Entrance signage indicating use and management

14 Ardoise Lane
- Although this parcel is in an ideal geographic location for a Neighbourhood Park, this lot and its set back into a quiet residential street does not suit itself to be a well-visited park space.
- Divest from Municipal holdings and invest in other parks or open space in the area.

15 Robert Drive
- Work with developer at Forest Lakes Community to outline future parks and open space development in close proximity to Robert Drive parcel. This parcel could become a municipal access point to proposed open space and trails. If road access to Forest Lakes is created at the foot of Robert Drive, this municipal parcel would not be required. At that time, this parcel should be considered for divestment

16 Swinamer Drive
- Divest parcel from Municipal holdings and invest in other parks and open space opportunities in the area.

Additional Opportunities

17 Former Bowater Lands
- Consider working with the Province of NS and motorized vehicle groups such as SANS and ATVNS to determine if signage or amenities are required and/or possible in the motorized vehicle trail network.

18 Dawson's Brook Trail Extention (potential)
- Identify and connect trail to any waterfalls.

19 Dawson's Brook Fall Trail
- See trails Plan 2013 for details.
- Formalize walking trail with landowner to Dawson's Falls; sign roadways.

20 St Croix Power Corridor
- Consider working with landowner to formalize walking trail in power and turbine corridor to Dawson's Falls; sign roadways.

21 St Croix Rail Lines to Dawson's Falls
- Consider working with landowner to formalize walking on old railbed to Dawson's Falls; sign roadways.

22 Fundy Gypsum Quarry
- Maintain relationship with Fundy Gypsum Lands in the event that trails may be developed through the site.

23 Forest Lakes Connection
- Ensure public trail connections to (future) Forest Lakes Country Club greenspaces.

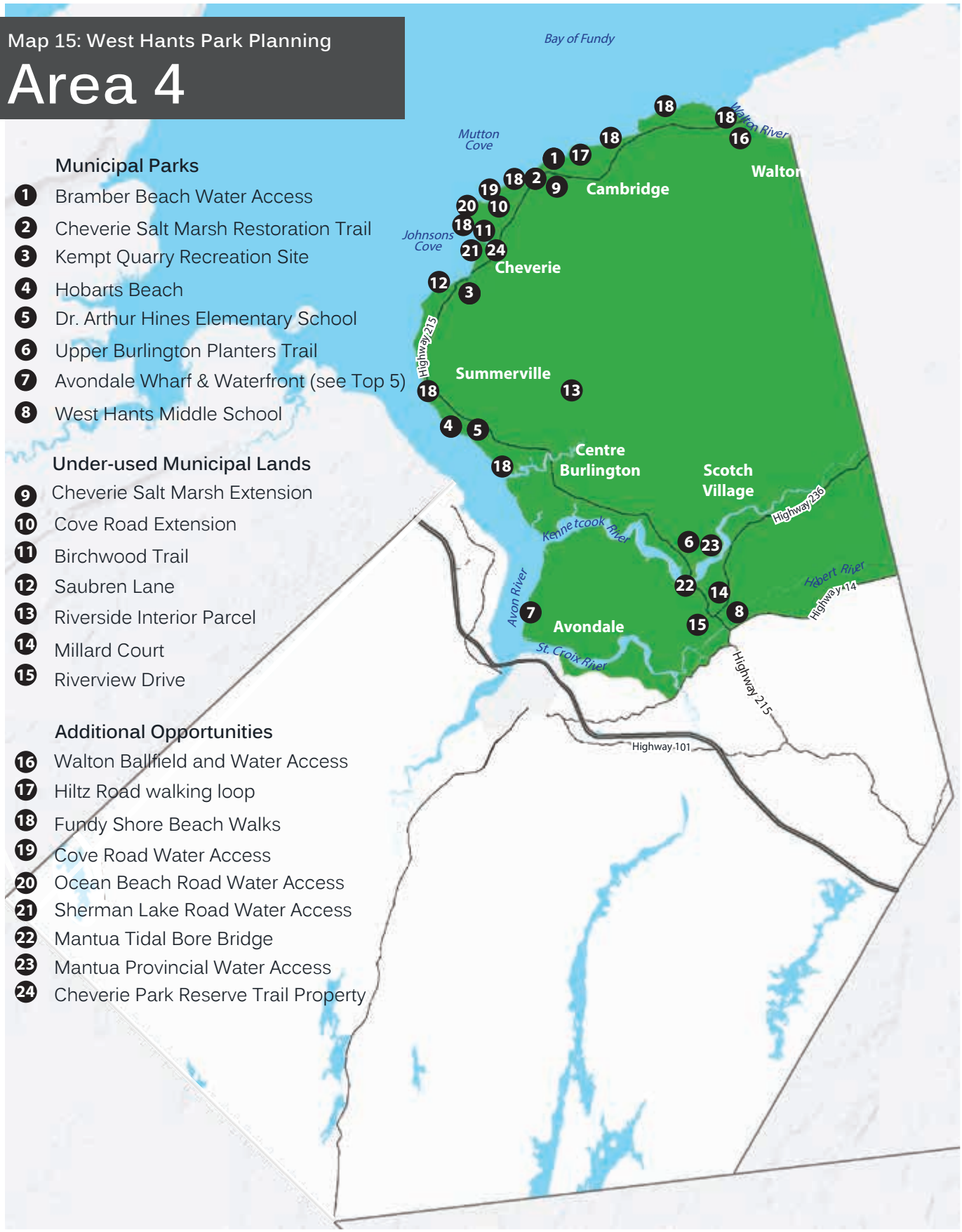
24 St. Croix Road ROW
- Connect St. Croix Recreation Site with underused Municipal parcel on opposite side of Highway PID 45061223.

25 Ardoise Community Hall
- Consolidate parking to one side (e.g. across road), expand community garden, create outdoor social/passive recreation space, outdoor learning space for children.

26 Three Mile Plains to Newport Station
- Evaluate opportunity to develop a trail loop connecting Three Mile Plains District School, Gypsum Mines, Irishmans Road and Newport Station District School.

Map 15: West Hants Park Planning

Area 4



Municipal Parks

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

Under-used Municipal Lands

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

Additional Opportunities

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

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

Network Opportunities for Area 4

Details for each parcel area provided in Appendix 2.

Municipal Parks

1 Bramber Beach Water Access

- Install signage to identify ownership, uses, and to house tidal information.
- Expand parking area at trailhead.
- Regrade trail bed to improve walking surface and drainage. Raising the trail bed may be required near the beach.
- Monitor for illegal dumping and/or add receptacles at trail head.
- Connect to larger network of beach access points on Highway 215.

2 Cheverie Salt Marsh Restoration Trail

- Repairs to Camera Obscura internal structure (e.g. door).
- Signage to identify Camera Obscura, maintenance, views.
- Define path (trailhead) from parking lot to Camera Obscura.

3 Kempt Quarry Recreation Site (Priority 2 Park)

- Signage and wayfinding.
- Develop visual/physical barrier between trail and parking.
- Upgrade paths to improve accessibility around the pond to picnic and swimming area.
- Install sod over exposed gravel (on gypsum sinkholes).
- Consult with an arborist to evaluate tree health around amenities.
- Basic site landscaping at entrance and picnic area to improve park aesthetic.
- More seating and picnic opportunities around the Quarry.

4 Hobarts Beach (Priority 2 Park)

- Redesign parking lot for more efficient layout, to create a visual/physical barrier between people and cars, and to improve drainage.
- Shoreline stabilization necessary around boat launch.
- Signage at top of Block Wharf Road and at parking lot.
- Formalize fire pits with steel boxes/BBQ.
- Regrade picnic area for accessibility.
- Monitor for illegal dumping.

5 Dr. Arthur Hines Elementary School

- No recommendations for properties managed by School Board.

6 Upper Burlington Planters Trail

- Signage at roadside indicating trail and cultural site, signage at trail head.
- Interpretive signage/shelter in need of structural and cosmetic upgrades.
- Weeding of gravel baseball diamond
- New or updated basketball court

7 Avondale Wharf & Waterfront (see Top 5)

8 West Hants Middle School

- No recommendations for properties managed by School Board.

Under-used Municipal Lands

9 Cheverie Salt Marsh Extention

- Consider future connection to existing trail and boardwalk.

10 Cove Road Extension

- Divest from Municipal holdings and invest in other parks or open space in the area.

11 Birchwood Trail

- With large wooded residential parcels adjacent to municipal parcel, it is unlikely that the development of public park would be well-used; divest from municipal ownership to fund other parks and open space in the area.

12 Saubren Lane

- Divest parcel from municipal holdings and invest in other parks and open space opportunities in the area.

13 Riverside Interior Parcel

- Divest from Municipal holdings and invest in other parks or open space in the area.

Network Opportunities for Area 4

Details for each parcel area provided in Appendix 2.

Under-used Municipal Land con't

14 Millard Court
- Divest from Municipal holdings and invest in other parks or open space in the area.

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

Additional Opportunities

16 Walton Ballfield and Water Access
- Consider exploring partnership with landowner to clear a stable walking track around the ballfield and formalize water access.

17 Hiltz Road walking loop
- Explore opportunity for walking loop clearing, formalizing access to beach, promotion, signage

18 Fundy Shore beach walks (2nd Priority)
- Identify beach walks with existing or potential formalized water/land access points; develop a consistent wayfinding and interpretive signage program for key points along the walks; consistency should be in signage materials, colours, locations, information available (excepting special site-specific information); include tide charts at each interpretive sign.

19 Cove Road Water Access
- Formalize beach access: signage from road and at beach, garbage receptacles, grading/mitigate impacts of erosion on accessway.

20 Ocean Beach Road Water Access
- Formalize beach access: signage from road and at beach, garbage receptacles, grading/mitigate impacts of erosion on accessway.

21 Sherman Lake Road Water Access
- Formalize beach access: signage from road and at beach, garbage receptacles, grading/mitigate impacts of erosion on accessway.

22 Mantua Tidal Bore Bridge
- Install interpretive signage at this bridge.

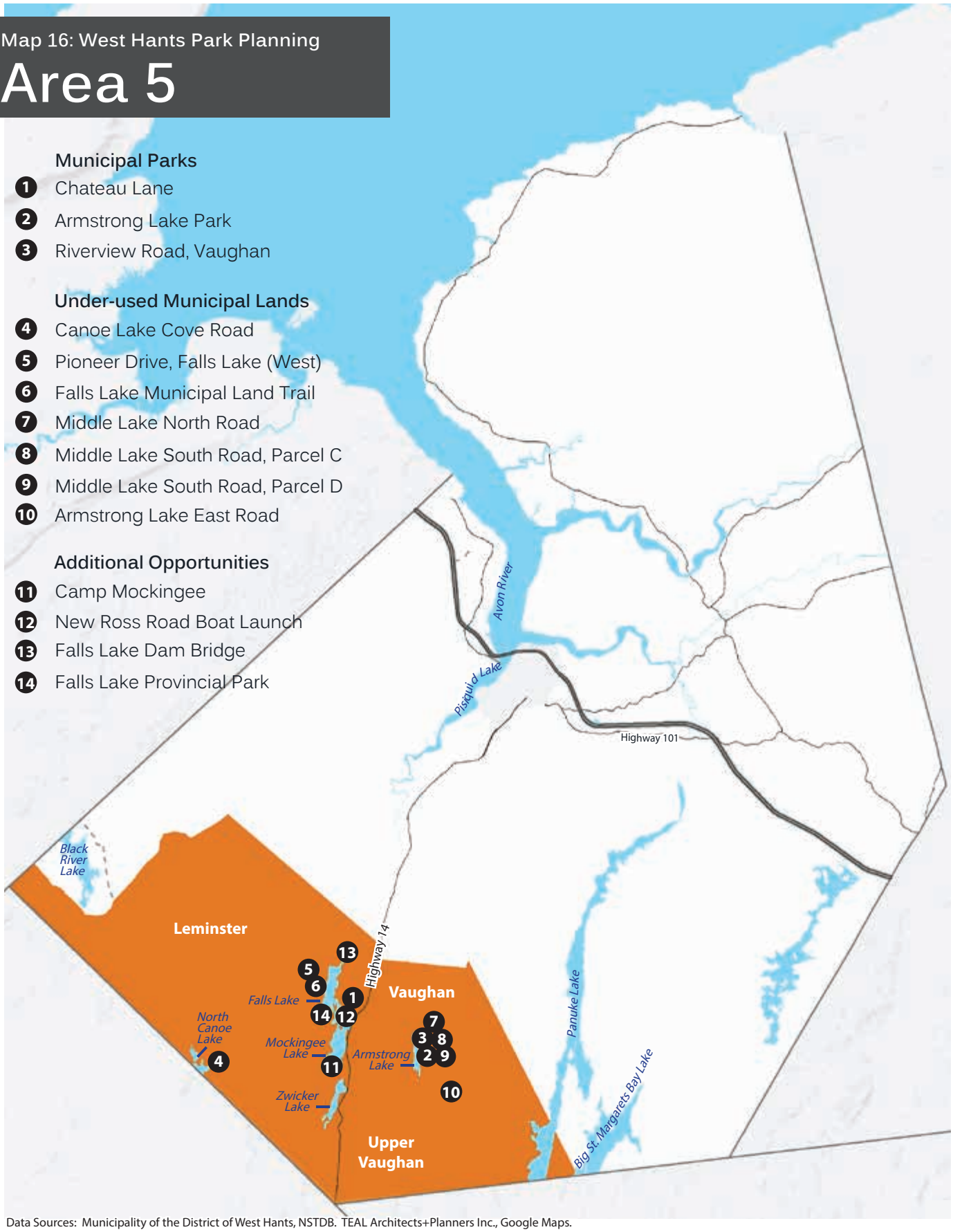
23 Mantua Provincial Water Access
- Consider working with Province to install water access park, signage for tubers, boogie boarders, swimmers, etc. of the Mantua Tidal Bore (if appropriate location and widely desirable activities. This was noted during public engagement.)

24 Cheverie Park Reserve Trail Property
- See Trails Plan 2013 for details on the property.
- Request right of first refusal should adjacent lands ever be for sale.

Cheverie Salt Marsh Restoration Trail

Map 16: West Hants Park Planning

Area 5



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

Network Opportunities for Area 5

Details for each parcel area provided in Appendix 2.

Municipal Parks

1 Chateau Lane

- Install entrance signage and trail markers.
- Retain land and develop as formal trail loop.
- Create formal access point from surrounding roadway.
- Potential for expanded/renovated trail system on property.
- Establish partnership with Sugar Shack property owners to encourage use of trail and outdoor programs.

2 Armstrong Lake Park

- Entrance signage
- New interpretive signage about local wildlife (to replace Loon signage that is damaged).
- New trail /water access markings with post.
- New gravel surface for boat launch to improve access to water.

3 Riverview Road, Vaughan

- Retain land to protect wetland habitat and for recreation value.
- Partner with community group or NGO to highlight importance of ecosystem.
- Interpretive signage before the bridge at gravel area.
- Boardwalk or platform on the water for recreation (e.g. fishing) and interpretation.
- Signage to signify ownership and park use.
- Formally connect parcel with Armstrong Lake Park to the south.

Under-used Municipal Lands

4 Canoe Lake Cove Road

- Develop public access to the lake.

5 Pioneer Drive, Falls Lake (West)

- Trail connection opportunity to improve water access from Levy Meadow Trail.
- Subdivide or enact an easement/land use agreement on the remainder of the property.
- Trail connection opportunity to improve water access from Levy Meadow Trail.
- Subdivide or enact an easement on the remainder of the property.

6 Falls Lake Municipal Land Trail

- More visible signage.
- Promote as a public water recreation area.
- Beach improvement (e.g. sand, benches, fire pit/BBQ area).
- Garbage receptacles.
- Periodic site monitoring.

7 Middle Lake North Road

- Middle Lake is not a high value amenity area. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

8 Middle Lake South Road, Parcel C

- There is little potential to develop as amenity space. Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

9 Middle Lake South Road, Parcel D

- Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

10 Armstrong Lake East Road

- Divest land to fund the development of nearby municipally-owned parcels for parks and open space use.

Riverview Road

Network Opportunities for Area 5

Details for each parcel area provided in Appendix 2.

Additional Opportunities

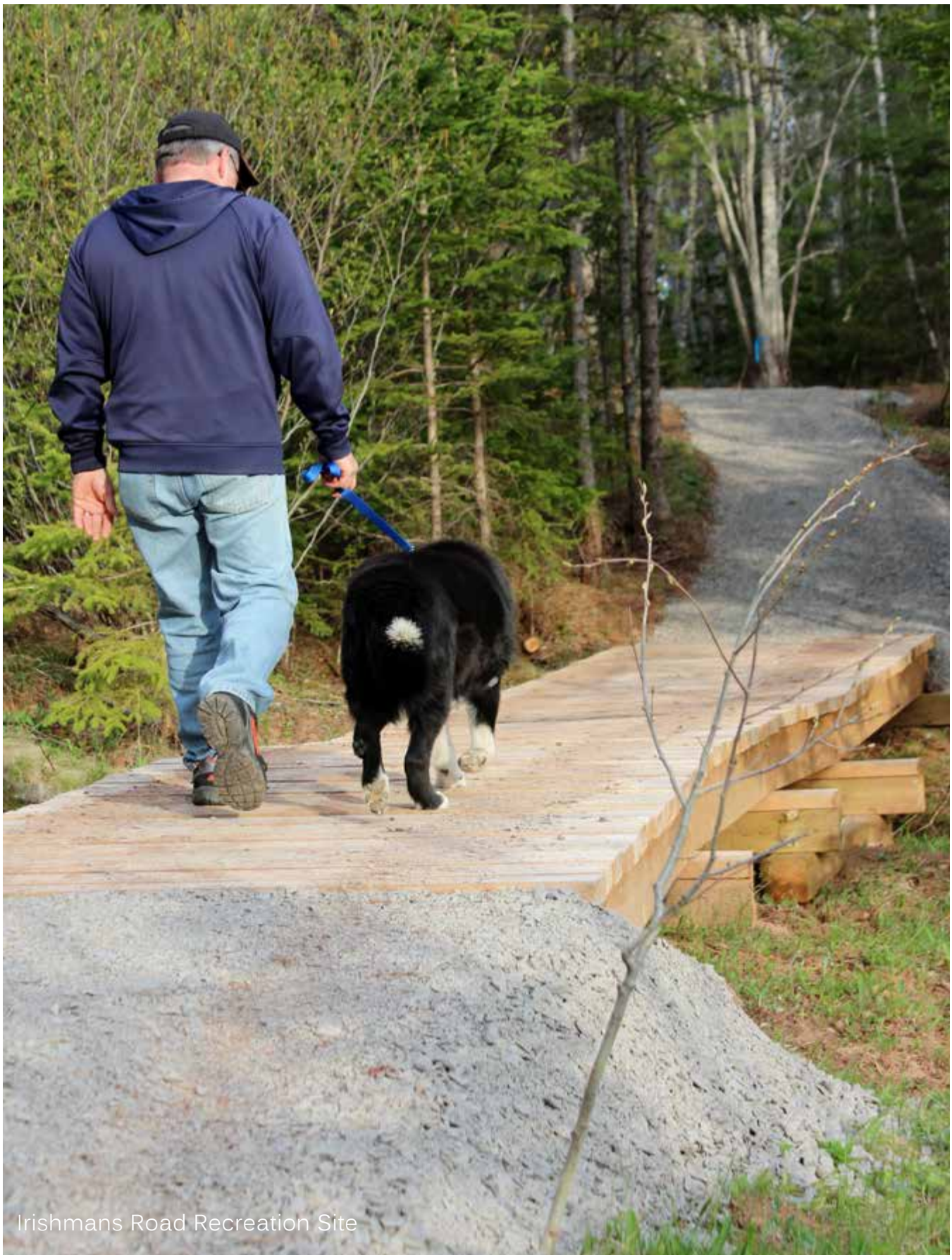
11 Camp Mockingee
- Consider future acquisition by obtaining first right of refusal upon the future sale of the land (if ever up for sale).

12 New Ross Road Boat Launch
- Consider acquiring easement or purchase property and enable an easement for NS Power to ensure safe public access to the boat launch.

13 Falls Lake Dam Bridge
- Consider partnership with NS Power to permit the public to cross the dam's pedestrian bridge. (This was noted during Public Engagement).

14 Falls Lake Provincial Park
- Consider future acquisition by obtaining first right of refusal upon the future sale of the land (if ever up for sale).

Armstrong Lake



Irishmans Road Recreation Site

5.0 IMPLEMENTATION

5.1 Prioritized Actions

Year 1

1. Request Council to adopt this Plan, which includes Appendix 1: iv. *Suitability Framework*, which may help the Municipal staff to evaluate the suitability of new lands for park and open space purposes.

2. Present this Parks and Open Space Plan to Stakeholders and general public for promotion. Collectively, citizens of West Hants may work together in various ways to achieve the opportunities identified during consultation and which are listed in this plan.

3. Amend policy documents to enable the outcomes of this plan. See Appendix 6 for suggestions for the Subdivision By-law(s) and Municipal Planning Strategies.

4. Ensure the Municipality has the ability to provide tax receipts for donations to the 'parks budget' (e.g. Charitable Status with Canadian Revenue Agency).

5. Assign staff to regularly track and update a new database of funding and partnership opportunities for the development and maintenance of parks and open space.

6. Phase in new Active Avon signage with upgrades to parks and open space.

7. Adopt a plan review at the one-year and five-year points after the initial adoption of this plan. Amendments should be made and adopted by Council before the end of each scheduled review period.

8. Obtain and train staff on a tracking software to monitor and schedule park maintenance, acquisition and development of parks and open space.

Years 1 - 3

9. Build on existing parks and open space education programs, as recommended in Section 5.3, to increase knowledge of natural assets and benefits of outdoor spaces in West Hants.

10. Initiate an official marketing campaign to promote the existing and potential West Hants Parks and Open Space Network. Use opportunities identified in this plan to supplement other Municipal initiatives.

Years 1 - 10

11. Actively seek to identify, protect and develop, through easement or acquisition, water access points (some are identified on Map 4). This could be facilitated by a 'West Hants Water Access Plan'.

12. Develop or upgrade Priority 2 Parks and Partnership Opportunities seen in Section 4.5 as soon possible.

13. Improve the places where people walk as recommended in the Avon Region Active Transportation Plan.

14. Consider adding to the lending program of sports equipment - free of charge - for items such as cross country skis, etc.

15. Consider adding the West Hants Cultural Landscape to this Plan. Survey the Municipal District for locations of cultural significance, such as Acadian Heritage sites, Mi'kmaq Heritage Sites, Planters Heritage Sites, culturally-significant views, and so on. Consider connecting with the group that promotes Acadian Heritage to protect or support promotion for Acadian Heritage sites, seen online at http://ns1763.ca/remem/acadianheritagesigns.html.

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

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

5.2 Decision-Making Toolkit for Land Management Decisions

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

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

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

The Toolkit is in Appendix 1.

The decision-making process is on the next page.

Figure 9: Acquisition Priorities.

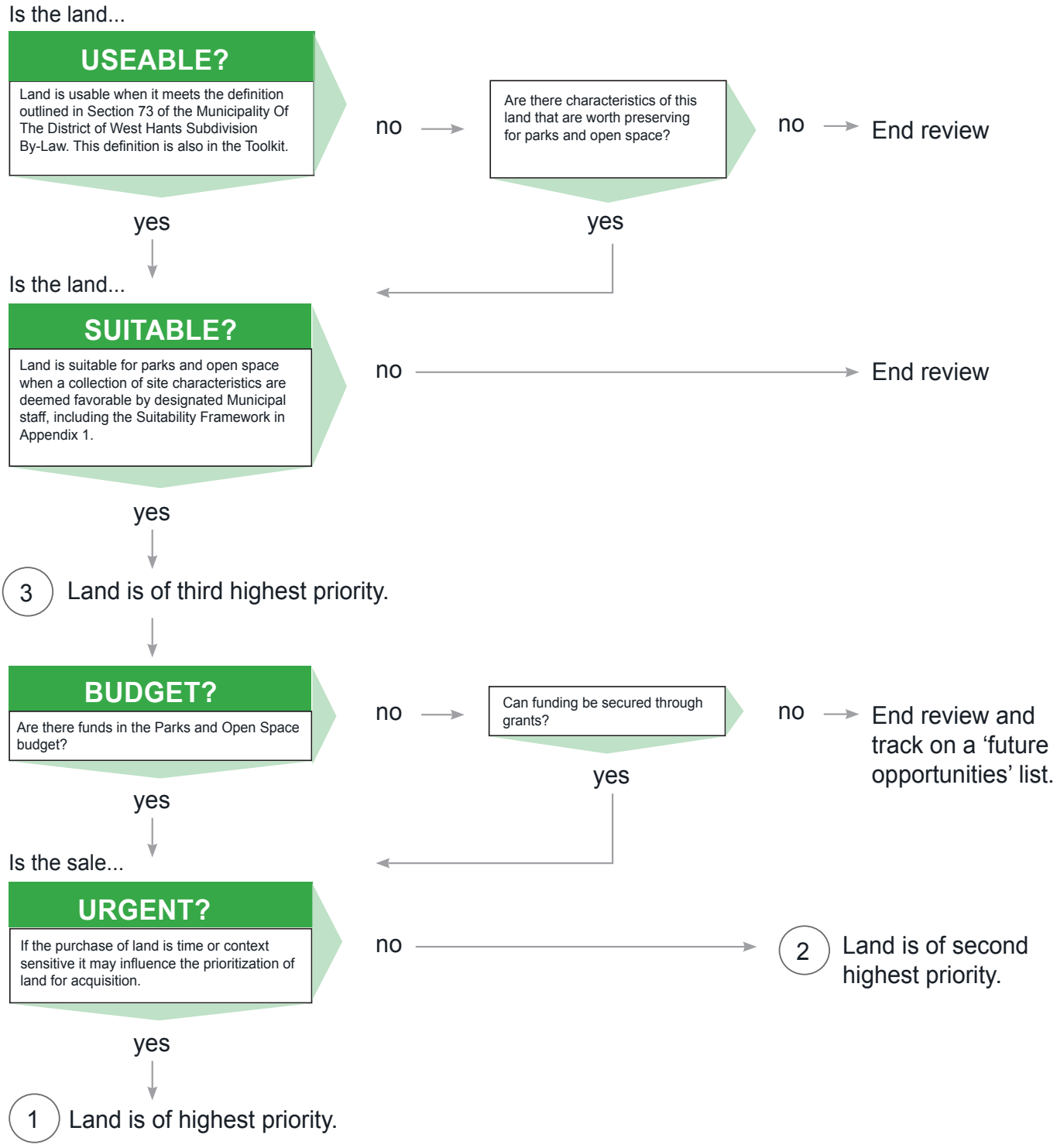


Figure 10: Process to Identify Priority Lands.

5.3 Education and Promotion Opportunities

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

A. Initiate an online parks and open space marketing campaign

I. Develop a Web Page

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

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

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

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

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

B. Printed park and trails maps/ brochures.

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

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

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

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

Actively promote parks and open space for regional, national, and international sporting and entertainment events: Promoting existing parks and open space as ideal destinations for entertainment and sporting events can generate revenue from venue rental and spin-offs to the local economy. Local citizens can be involved in planning which can create a sense of pride and ownership of the spaces.

D. Guided outdoor walks and talks.

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

E. Enable Stewardship

i. Volunteering and Donations

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

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

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

ii. Workshops

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

Bike Maintenance 101 Workshop

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

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

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☑	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: COTW

Submitted by: Todd Richard, Director of Public Works

Date: October 12, 2021

Subject: Cunnabel Creek – Storm Water System

LEGISLATIVE AUTHORITY

MGA

RECOMMENDATION or DECISION REQUEST

Information report / Direction to staff

BACKGROUND

Property ☑	Public Opinion ☐	Environment ☑	Social ☐	Economic ☐	Councillor Activity ☐

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

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

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

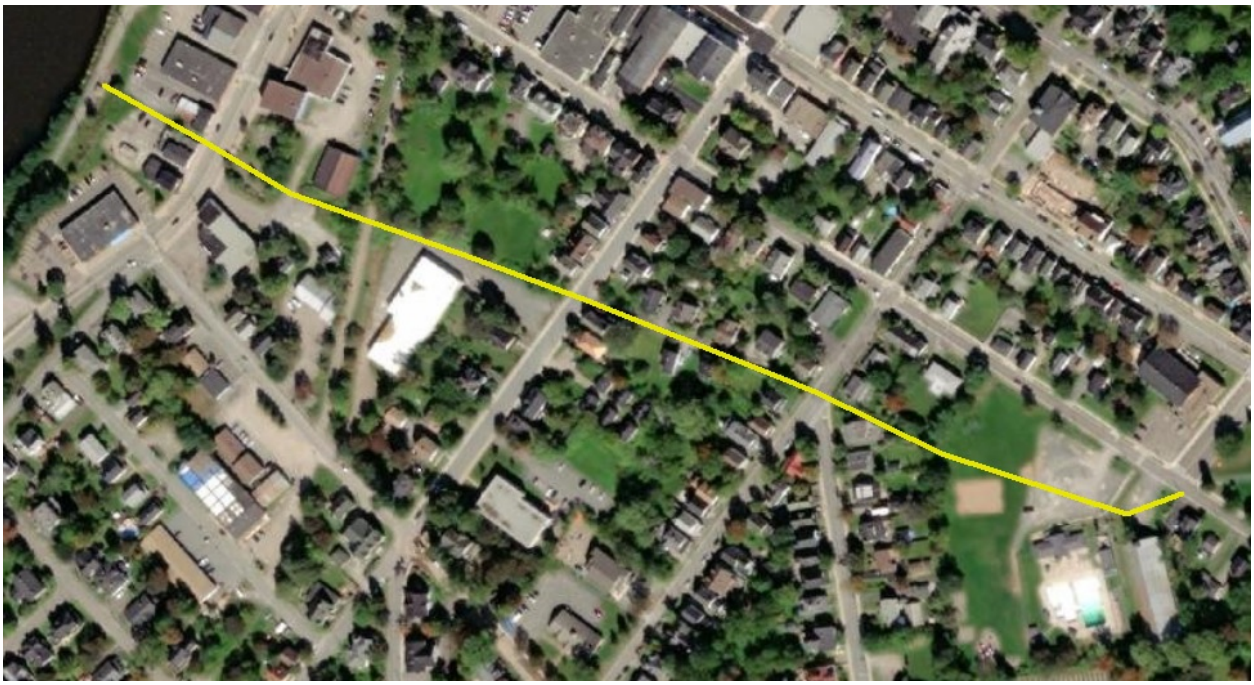


Figure 1. Map showing approximate location of Cunnabel Creek trunk combined sewer

DISCUSSION

History of the Cunnabel Creek Sewer System:

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

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

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

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

- As settlement increased the creek was used for the disposal of many sorts of waste, open shallow trenches would have been dug to channel water and sewage into the open creek. As the creek was influence by tides, a natural flushing action would occur on every ebb and flow. As population increased this practice of having an open creek as a sewer system became problematic and obviously became a major health concern and a source of spreading disease along with.
- 1869 – Major flooding occurred during the "Saxby Gale". Windsor experienced severe property damage; dykes were broken in all sorts of places. The Maritimes, mostly around the Bay of Fundy, were hit hardest. There were seventy-one deaths, mostly from drowning. Three of these were in the Windsor area.
- As most if not all records related to Windsor infrastructure were lost in the Great Fire of 1897, accurate dates could not be found for when a wooden timber framed box was constructed, and the creek filled in along with piped connections for sewer and storm water. Most likely this would have taken place over many years as systems and streets were constructed / upgraded.
- Most likely the construction of this wooden box sewer would have taken place in the mid to late 1800's as we have maps and records showing the creek covered in 1878. A consultant's report on May 25, 1959 for inspection services provides some interesting observations –

  "A recent inspection of that part of the trunk sewer from Water Street to the Avon River, however, has brought alarming facts. When making my way through this wooden box I noticed that one side and the top of the wooden planks have collapsed leaving about one half of the opening clear. This was about 100 ft down from the fence on Water Street. I could not determine the extent of the damage. When checking above ground I noticed that this point coincided with a cavity in the backyard which had occurred recently and had been filled with gravel.

  Judging from my observation I would say that any time now the entire wooden box might collapse thus plugging the Town's main sewer. The surge of the tide four times a day is bound to wash more and more ground off the hole in the wall and the top of the box. I would recommend that this matter should be given urgent attention."
- 1968 – Construction of Windsor's Gravity Sewer Interceptor was constructed to allow for combined sewage to be conveyed further down river due to the new highway 101 construction and allow for a freshwater system (Lake Pisiquid).
- 1978 – New 42" concrete sewer was constructed from the Old Stannus Rink to Gray Street. This replaced the old wooden box sewer along that section
- 1983 – Corrugated Steel Tunnel liner was installed inside the wooden box sewer between Gray Street (Curling Club) to Water Street
- 1994 – Cleaning and video inspections – Stannus Street
- 1995 – 2006 Maintenance Records unable to locate at time of report
- 2007 – Cleaning and video inspections – Victoria / Wiley area
- 2008 – Full Condition Assessment with CCTV, followed by extensive cleaning, was completed along the Cunnabel Creek Combined Trunk Sewer
- 2009 – Gray Street, Reconstruction sewer-main replacement Stannus to Albert

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

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

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

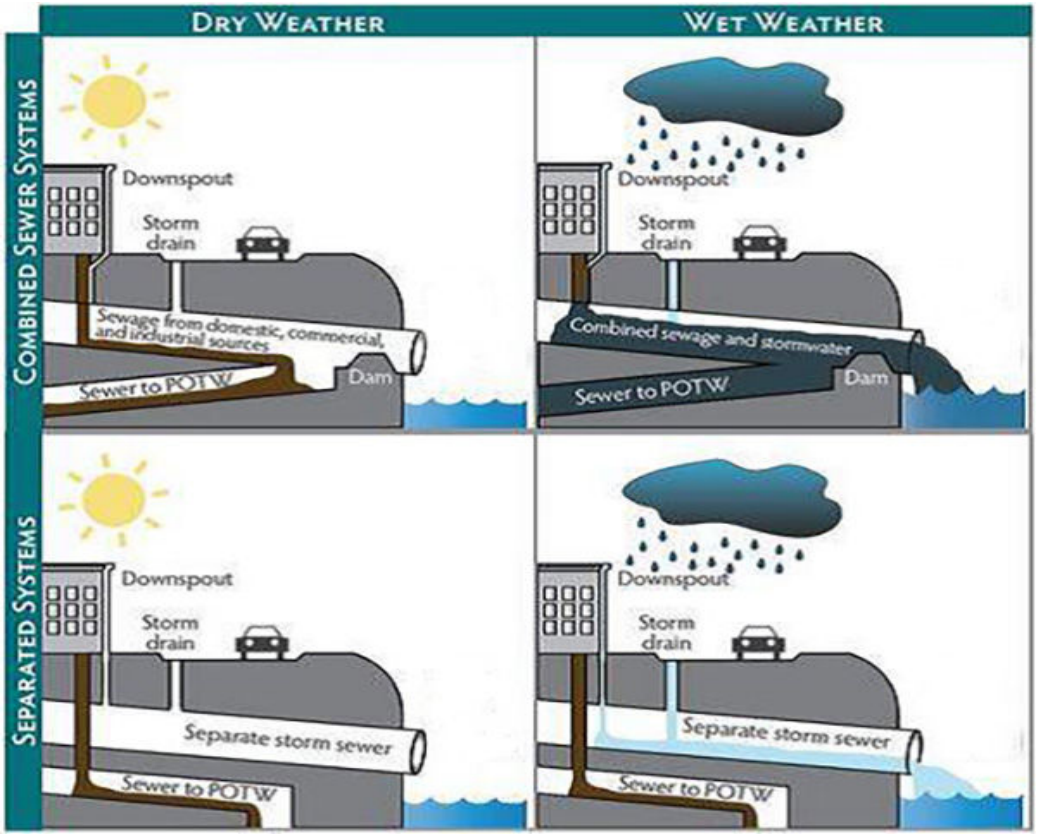


Figure 2. Shows illustrated view of combined and separated wastewater systems

NEXT STEPS

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

Option 1

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

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

Option 2

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

Option 3

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

Option 4

- Combination of any and or all options.

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

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

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

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

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

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

RESIDENT CONSULTATION

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

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

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

Not applicable currently.

ATTACHMENTS

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

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

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

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

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

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

Report Prepared by: 

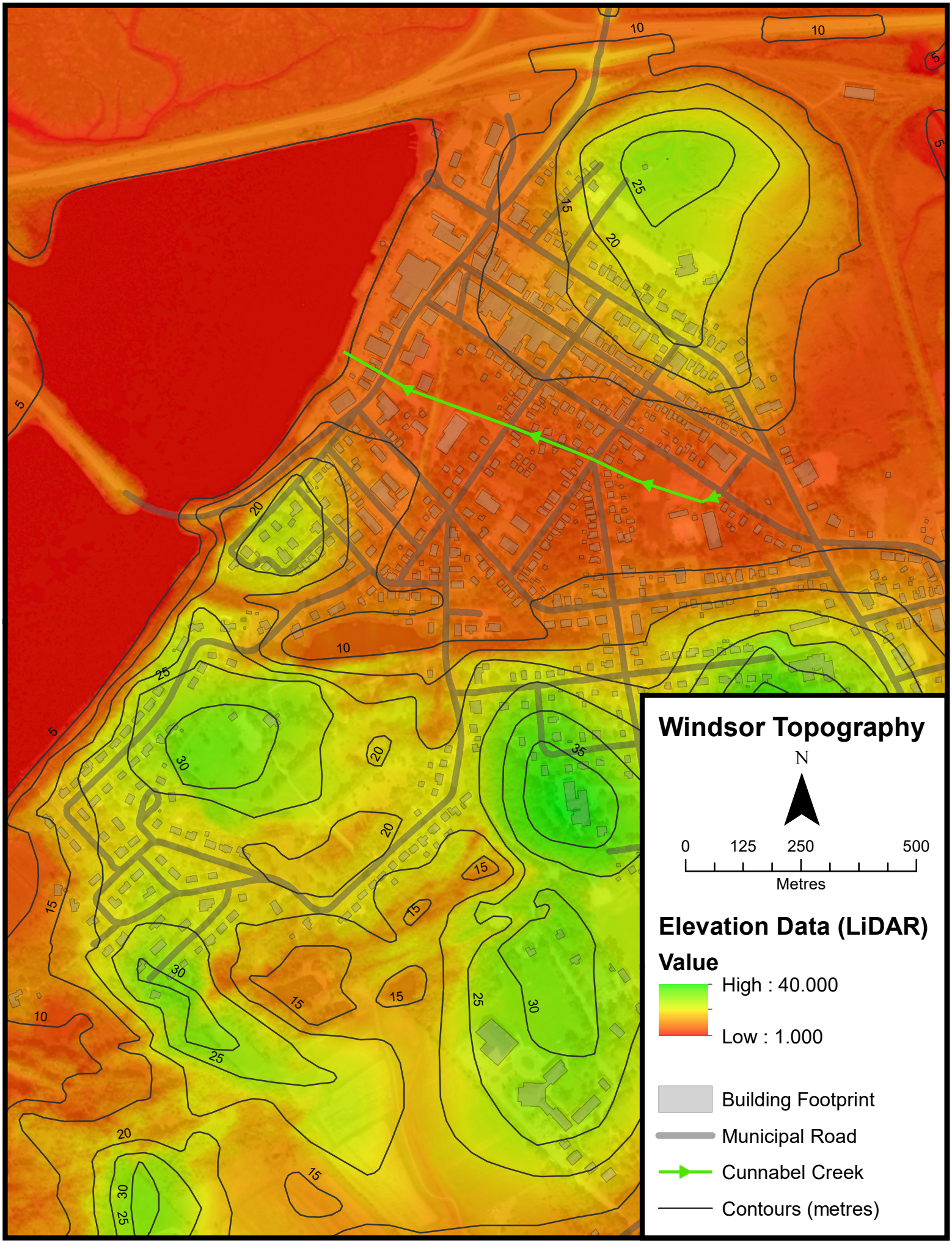
Todd Richard, Director PW's

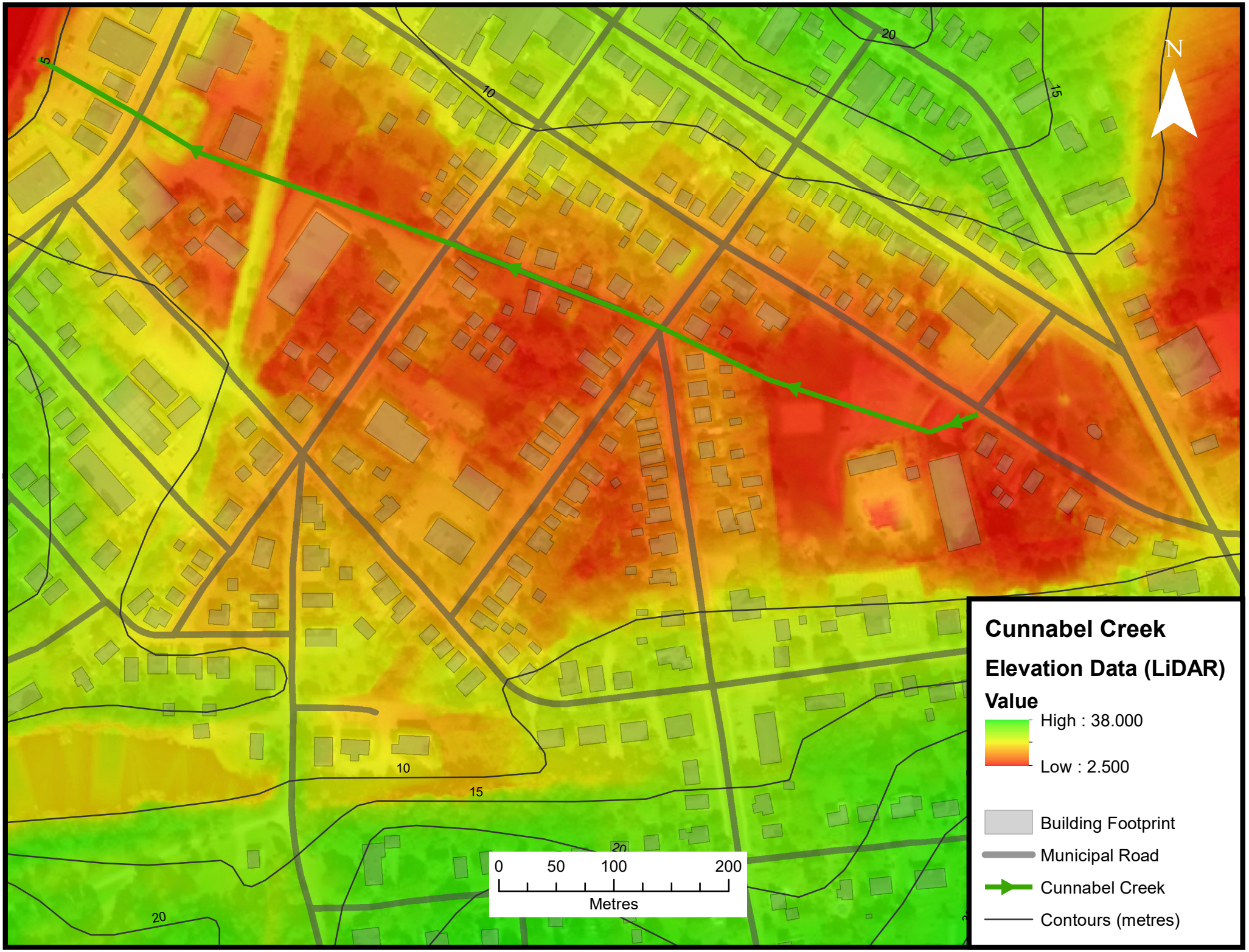
Report Reviewed by: _____

Rob Butler, Engineering Technician

Report Approved by: 

Mark Phillips, CAO


Windsor Topography
N
0
125
250
500
Metres
Elevation Data (LiDAR)
Value
High : 40.000
Low : 1.000
Building Footprint
Municipal Road
Cunnabel Creek
Contours (metres)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200
Metres
Cunnabel Creek
Elevation Data (LiDAR)
Value
High : 38.000
Low : 2.500
Building Footprint
Municipal Road
Cunnabel Creek
Contours (metres)

Windsor
Storm Water Supply Network

Consequence of Failure

June 17, 2020

Asset Register Stormwater Collection
SWC Points
- Minor
- Moderate
- Significant
- Major
- Catastrophic

Asset Register Stormwater Collection
SWC Lines
- Minor
- Moderate
- Significant
- Major
- Catastrophic

0 250 500 m

Land·Info
Technologies Inc

Avondale
Poplar Grove
Wentworth Creek
Windsor
Garlands Crossing
Gypsum Mines
Currys Corner
Martock
Three Mile Plains

Windsor
Storm Water Supply Network

Probability of Failure

June 17, 2020

Asset Register Stormwater Collection
SWC Points
- Rare
- Unlikely
- Possible
- Likely
- Almost Certain

Asset Register Stormwater Collection
SWC Lines
- Rare
- Unlikely
- Possible
- Likely
- Almost Certain

0 250 500 m

Land·Info
Technologies Inc

Avondale
Poplar Grove
Wentworth Creek
Windsor
Garlands Crossing
Gypsum Mines
Currys Corner
Martock
Three Mile Plains

Windsor
Waste Water Supply Network

Risk

June 17, 2020

Asset Register Wastewater Collection	Asset Register Wastewater Collection
WWC Points	WWC Lines
Extreme	Extreme
High	High
Medium	Medium
Low	Low
Very low	Very low

0 250 500 m

Land·Info
Technologies Inc

Poplar Grove
Wentworth Creek
Sweets Corner
Windsor
Garlands Crossing
Currys Corner
Gypsum Mines
Martock
Three Mile Plains
Newport Station

Windsor
Waste Water Supply Network

Consequence of Failure

June 17, 2020

Asset Register Wastewater Collection	Asset Register Wastewater Collection
WWC Points	WWC Lines
Minor	Minor
Moderate	Moderate
Significant	Significant
Major	Major
Catastrophic	Catastrophic

0 250 500 m

Land·Info
Technologies Inc

Poplar Grove
Wentworth Creek
Sweets Corner
Windsor
Garlands Crossing
Currys Corner
Gypsum Mines
Martock
Three Mile Plains
Newport Station

Windsor
Waste Water Supply Network

Probability of Failure

June 17, 2020

Asset Register Wastewater Collection WWC Points	Asset Register Wastewater Collection WWC Lines
Rare	Rare
Unlikely	Unlikely
Possible	Possible
Likely	Likely
Almost Certain	Almost Certain

0 250 500 m

Land·Info
Technologies Inc

Poplar Grove
Wentworth Creek
Sweets Corner
Windsor
Garlands Crossing
Gypsum Mines
Currys Corner
Martock
Three Mile Plains
Newport Station

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information X	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: VanEssa Roberts
Manager Community Economic Development

Date: October 12, 2021

Subject: Indoor Walking Track Project for WHSC delayed

LEGISLATIVE AUTHORITY

Municipal Government Act, Part IV Finance, Section 65

RECOMMENDATION or DECISION REQUEST

N/A

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐

DISCUSSION

Council approved the upgrade to the West Hants Sports Complex track in April, 2021 and awarded the tender (RFP#WWHCD21-01) to CSS, Creative Sports Solutions, Dartmouth, NS. The company originally stated that it would take 6-8 weeks to have the product arrive from the USA. Due to COVID-19 supply chain issues, CSS communicated to staff on August 18 that the rubber mating had finally arrived in province, but the company was still awaiting the arrival of the adhesives and urethanes. On September 2, staff were informed that all supplies had arrived from the USA and were being warehoused in a secure, temperature controlled, facility located at Thornhill Drive, Dartmouth.

CSS was prepared to start blasting and prepping the track in September, but the product supplier, Connors Flooring, did not recommend installing the flooring in cooler temperatures as the urethane and coating would not cure at lower temperatures. With its crews stretched on other projects, CSS stated that it would not have a dedicated crew for this project until October and would require one month to complete the work. This would have delayed the starting of the ice plant and availability of ice until late October.

The deposit supplied by the WHRM secured the materials being shipped from the USA.

Warranty will begin once the installation is complete.

NEXT STEPS

Installation of the rubber matting has been rescheduled to late March, 2022, when the ice has been removed and heat can be increased to accommodate curing without jeopardizing ice integrity.

FINANCIAL IMPLICATIONS

ALTERNATIVES

ATTACHMENTS

Sports Complex Walking Track – Recommendation Report, April 8, 2021

CHIEF ADMINISTRATIVE OFFICER REVIEW

This is an unfortunate delay. The goal is to ensure we have a quality floor that preforms throughout its expected life span. The installation process is critical. The vendor continues to secure the complete assembly components and will be prepared to install the flooring in the spring.

Report Prepared by: VanEssa Roberts
Manager Community Economic Development

Report Reviewed by: 
Mark Phillips, Chief Administrative Officer

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐

To: West Hants Regional Municipality Council

Submitted by: Bekah Craik, Active Living Coordinator

Date: April 8, 2021

Subject: Indoor Walking Track Project for the West Hants Sports Complex

LEGISLATIVE AUTHORITY

Municipal Government Act, Part IV Finance, Section 65

RECOMMENDATION or DECISION REQUEST

Recommend that...

OPTION #1

Council approves the upgrade to the West Hants Sports Complex track and further awards tender RFP#WWHCD21-01 to Creative Sports Solutions (Elastiplus 7+2 Standard System), for maximum total capital budget of $223,357.90 which includes a 10% contingency value, additions and applicable taxes to be funded through the Gas Tax Reserve.

OPTION #2

Council approves the upgrade to the West Hants Sports Complex track and further awards tender RFP#WWHCD21-01 to Creative Sports Solutions (Elastiplus 7+3 High Strength), for maximum total capital budget of $252,611.24 which includes a 10% contingency value, additions and applicable taxes to be funded through the Gas Tax Reserve.

BACKGROUND

Property☐	Public Opinion☐	Environment☐	Social☒	Economic☒	Councillor Activity ☐

The walking track is approximately 200-meters, located on the second floor of the building, and the surface is currently bare concrete. In November of 2020, the

newly constructed West Hants Sports Complex opened to the public and, to date, the facility averages approximately 100+ users on the track per day.

The installation of a synthetic flooring system on the walking track was a requested "add-on" or change order to the original construction project scope of the new sports complex by Council in the winter of 2020. The preliminary single sourced quote obtained by Lindsay Construction for $78,489.60 included the supply and install of a synthetic flooring system on 386.01 square meters of surface, which would have been a width of 0.965 meters per lane – the recommended industry standard for track lane width is 1.22 meters per lane. The cost per square meter for this quote was $203.34. It is critical to note that this quote excluded: a) concrete slab preparation, leveling, and shot blasting, b) painting of floor markings and, c) moisture testing and vapour barrier.

The COVID-19 pandemic created a Canada-wide slowdown and an inability to complete some projects within the complex in a timely manner. In consultation with Lindsay Construction the Municipality chose to remove the track install from the original contract and agreed to source it independently due to the exclusion of essential project scope components and the lack of price comparisons.

DISCUSSION

In January 2021, a public request for proposal (RFP) was released for the West Hants Sports Complex Indoor Walking/Running Surface with the goal of providing a low-impact surface for multi-use activities (e.g. walking, running, strollers, walking assists, wheelchairs). The RFP outlined the following scope of work:

- Supply and install a two (2) Colour Synthetic Elastomeric Sports Flooring System with two (2) lanes (minimum width 1.22 meters and approximately 200 meters in length) and distance markers suitable for use as an Indoor Running / Walking Track.
- Prepare and level existing floors as required prior to applying sub-floor treatment, including grinding, abrading, shot-blasting as required.
- Provide sub-floor treatment for all flooring finishes.
- Provision of future maintenance suggestions to ensure long life of the indoor walking / running surface

Within the document, requests were included for optional alternative pricing and proposals for:

- Synthetic floor coverage of entire width of track corridor and access points (e.g. into and around the corners, out to the exterior wall, around the viewing and access to arena seating, entrance/exit to warm room and elevator, etc.)

- Indicators for crossings between the warm room and the community room to give a visual cue of high traffic area.
- A "Spike Proof" or "Spike Resistant" flooring system which can be used for athlete training.
- A flooring system that can be used for rollerskating and in-line skating
- Three-lane modification on arena seating (South East) straightaway side of the track to allow for athlete training.
- Extended starting lines beginning from both straightaways sides on the Warm Room end of the track (approximately 1.5 metres away from the wall to accommodate starting blocks)

Five proposals were received in response to RFP#WWHCD21-01 for the supply and install of a sports flooring system with two lanes. The two-part tender defined the bid scoring process to be used; that combined both a weighted technical criteria component as well as a weighted financial component. Proposals were reviewed and evaluated independently by the members of the evaluation working group, with the average of the evaluation scores shown below.

Only four out of the five proposals met the 80% minimum pass rate in the Technical Scoring and proceeded to the second stage for Financial Scoring. The results from the technical and price scores for the top two vendors were extremely close.

Proponent Name	Technical Score	Financial Score	Total Score
Advantage Sports	59.375/80	N/A*	N/A
Carpell Surfaces	66.375/80	10.92/20	77.3
Centaur Products Inc.	63.625/80	17.35/20	81.0
Creative Sport Solutions	68.75/80	20/20	88.8
Beynon/Playteck	71.75/80	17.68/20	89.4

***N/A:** not opened as Technical Score did not pass the minimum pass rate of 80%.

WINDSOR / WEST HANTS TOGETHER

Proponent Name	Description of Uses		Cost Per Square Meters	Full Coverage Bid Price (excluding HST & 10% Contingency)
Original Lindsays Construction Quote (Omnisports 7.1 mm)	Running Walking Rollator/Wheelchair	Nordic Poles Strollers	$203.34 (See 'Background' Section for full breakdown)	Quote for full coverage not provided and bid excluded essential project scope components
Creative Sport Solutions (Elastiplus 7+2 Standard System)	Running Walking Rollator/Wheelchair	Nordic Poles Strollers	$182.24	$194,700.00
Creative Sport Solutions (Elastiplus 7+3 High Strength)	Running Walking Rollator/Wheelchair Nordic Poles	Strollers Roller Blades/Skates Team Sports Flea Markets/Trade Shows	$206.10	$220,200.00
Beynon/Playteck (Spike Proof)	Running Walking Rollator/Wheelchair Nordic Poles	Strollers Roller Blades/Skates Team Sports Spiked Running Shoes Flea Markets/Trade Shows	$217.68	$227,906.00
Centaur Products Inc. (Pulastic Classic 90 [7+2])	Running Walking Rollator/Wheelchair Nordic Poles	Strollers Roller Blades/Skates Team Sports	$241.85	$253,293.00
Creative Sport Solutions (Spike Proof)	Running Walking Rollator/Wheelchair Nordic Poles	Strollers Roller Blades/Skates Team Sports Spiked Running Shoes Flea Markets/Trade Shows	$248.22	$265,200.00
Carpell Surfaces (Mondo Super X Performance 8mm)	Running Walking Rollator/Wheelchair Nordic Poles	Strollers Team Sports Flea Markets/Trade Shows	$314.51	$329,606.48

The review and final recommendation are based on the technical proposal and cost of supply/install. While all companies are capable of undertaking the work, the prices and types of use each product is suitable for really distinguished which company was recommended. After much research and discussion with/visitation of facilities which had installed similar products (e.g. Acadia University Arena, Truro Cougar Dome, CFB Gagetown), the evaluation working group determined that a "Spike Proof" flooring system would not be necessary due to the intended multi-use of the walking track versus a high-performance training facility for athletes. There are two recommendations from staff for Council to consider:

Option #1: Creative Sports Solution (Elastiplus 7+2 Standard System)

- Intended primarily for walking/running
- Manufacturer deemed unsuitable for roller skates, rollerblades/in-line skates
- Less suitable for trade shows/flea markets due to durability

Option #2: Creative Sports Solution (Elastiplus 7+3 High Strength)

- Intended primarily for walking/running
- Manufacturer deemed suitable for roller skates, rollerblades/in-line skates
- Suitable for trade shows/flea markets due to durability

Two out of the four proponents solely proposed the full upper floor width, and this is what the evaluation working group is also recommending. The reason is three-fold:

1. With a poured sports floor which is restricted to the width of the lanes, the methodology is to pour in excess and then cut the product back to the final dimensions and then put in a reducer to provide a gentler out-slope. From what staff have learned, full width pours, versus only installing the two lanes of the walking track does not change the pricing substantially due to an increase in labour to complete the overpour then cut the material back to a two-lane width.
2. Each track lane will be a minimum of 1.22 meters in width. By surfacing only two lanes of the walking track, reducers would be installed on both sides the full length on both sides of the track, producing a change in elevation for people getting on or off the track as well as a very real danger of twisted ankles/trip hazard for those who misstep near the edge while walking or running.
3. The full width coverage includes extensions into the accessible viewing platforms, the corners, and partially into the bathrooms to meet the ceramic tiles. This provides an even floor surface to access all areas from the elevator. It also provides low impact sports flooring in locations along the side of the track and into the corners where stretching and other fitness stations could be created.

Additional optional components to consider that are not included in the recommendation/pricing but may be added if the contingency funds allow include:

1. Visual Indicators at Crossings: painted visual cues at the entrances to the track from the elevator/warm room and the community room which helps remind users to look both ways before crossing the track.
2. Three-Lane Modification: painting an additional third lane on the arena seating (South East) straightaway side of the track. This will enable track and field athletes to practice sprinting and racing against others.
3. Extended Starting Lanes: addition of extended painted starting lines on the warm room ends of the two straightaways. This will enable track and field athletes to practice using starting blocks.

Note: Although the West Hants Sports Complex track is not a training facility, there are many athletes and coaches who travel from our region to the Canada Games Centre or other facilities to train. The addition of the three-lane modification and the extended starting lanes are facilitated with painted lines. This does not add significant additional costs however, it does increase the opportunities within the facility.

Warranty - CSS offered a 10-Year Limited Warranty

NEXT STEPS

1. Award contract to successful proponent.
2. Contractor begins and completes work between May and August 2021 as the design, supply and install of the flooring system will take approximately a month to complete from the start date to finish.

FINANCIAL IMPLICATIONS

The total cost for the track installation in 2021/22 Capital Budget will be:

- Option #1: $223,357.90, including a 10% contingency, additional allowances highlighted above if necessary, and non-refundable taxes to be funded by the Gas Tax Reserve.
- Option #2: $252,611.24, including a 10% contingency, additional allowances highlighted above if necessary, and non-refundable taxes to be funded by the Gas Tax Reserve.

During the install of the flooring system, the Ice Plant and Dehumidification Systems must be in operation. This will result in additional operational expenses for power to maintain relative humidity and consistent air temperature as required during the install of flooring system. Staff are unable to estimate costs for the energy bill as the building is new and extrapolation on past operational costs are not possible. Operational costs could range from $7000.00 - $20,000.00 (e.g. October 2020 energy bill was $7,848.36 and January 2021 energy bill was $17,973).

ALTERNATIVES

A. Council may choose not to fund or award this contract.
B. Council may choose to award this contract to an alternative proponent.

Neither of these alternatives are being recommended to the Committee of the Whole.

ATTACHMENTS

- Presentation slides with photos and walking track mock-up.

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report represents the full review of components needed to facilitate a walking track for the New Sports Complex. The report further highlights that this request is a "pre-approval" in advance of the presentation of the 2021/22 WHRM Capital Budget to Council. The financial section highlights that the funding sources for this project are being supported solely by Gas Tax Reserves and will not translate into debt or debt servicing. The project costs do exceed the initial price expectations presented to Council in the winter of 2020. The report does provide details as to why persuing that option at that time was not in the best interest of the municipality, mainly due to the exclusion of essential project scope components and the lack of price comparisons.

It is further noted that the current 2020/21 Budget for the Sports Complex, including both FF&E and Building recorded and anticipated related capital costs projects a projected surplus or under spending of $112,000.00.

I do support the recommendation and its timing so to ensure the installation is carried out in the down season of the facility and to ensure the appropriate amount of time is permitted for "off-gasing" of the flooring and materials.

Report Prepared by: _____
Bekah Craik, Active Living Coordinator

Report Reviewed by: _____
Kathy Kehoe, Director Community Development

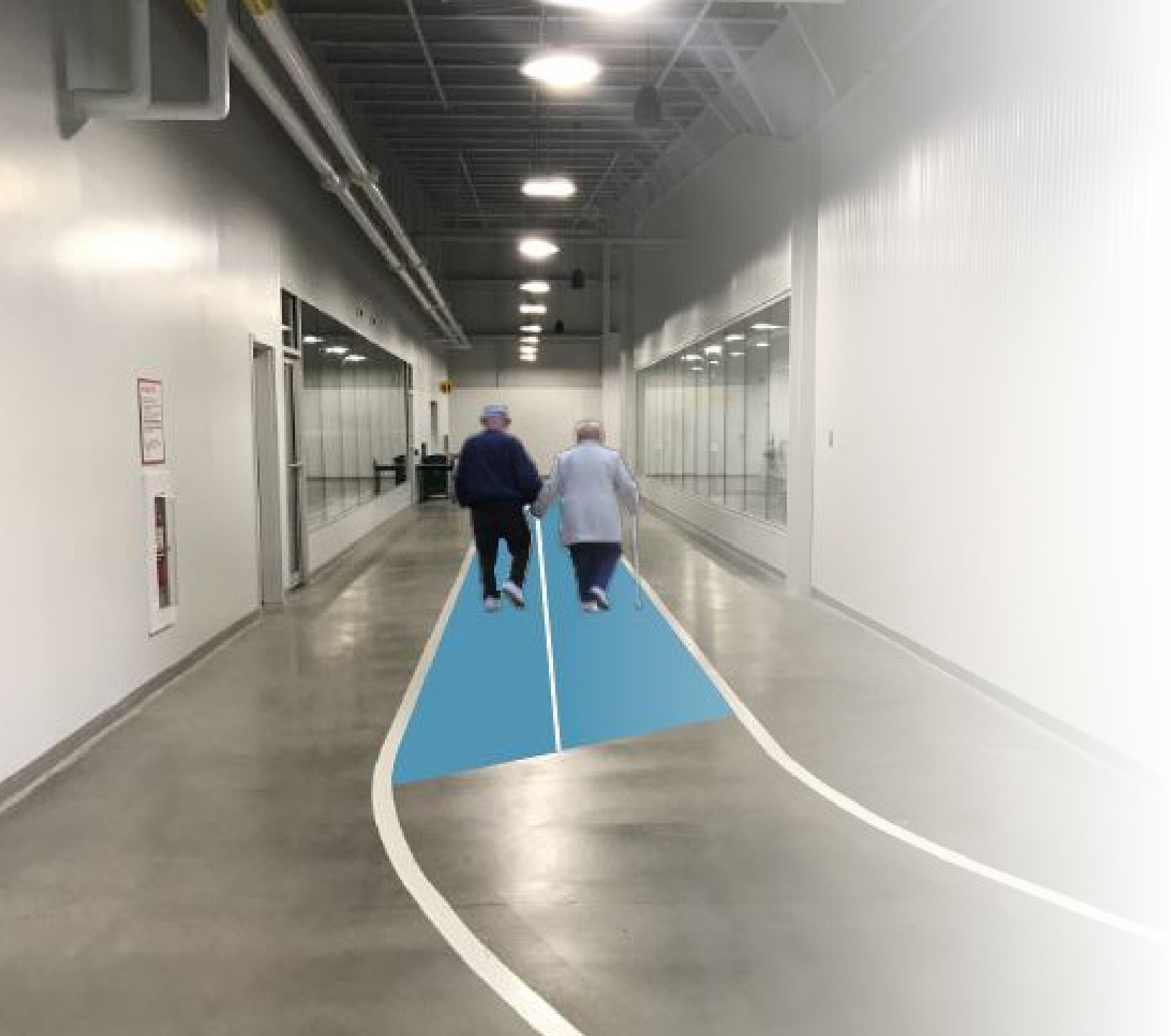
Report Reviewed by: _____
Carlee Rochon, Director, Financial Services

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Warm Room & Accessible Viewing Platform


Warm
Room

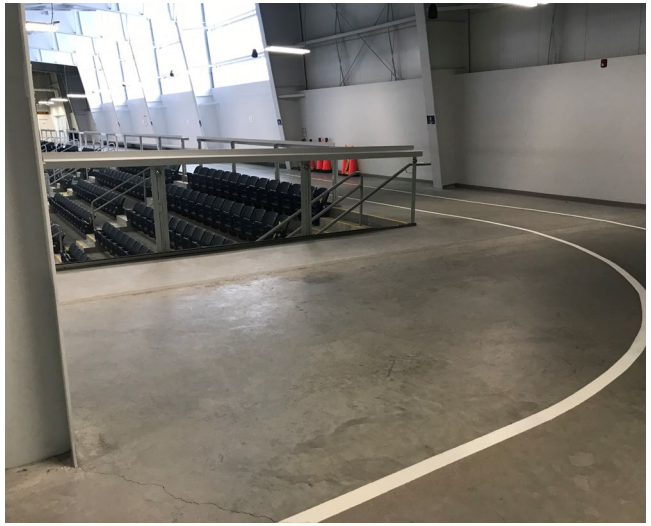
Track between Fieldhouse & Warm Room



Track between Fieldhouse & Warm Room

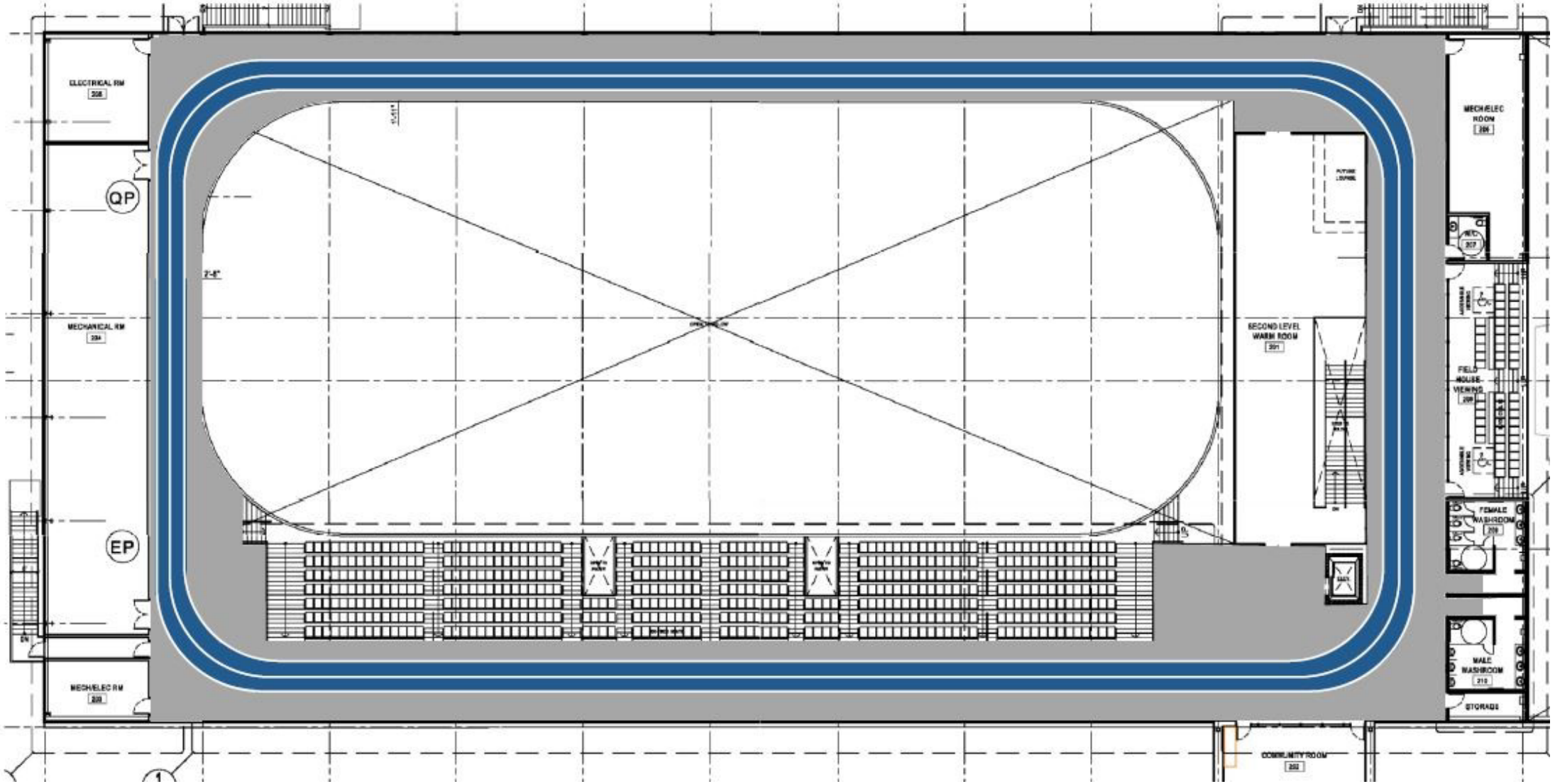
Track between Fieldhouse & Warm Room

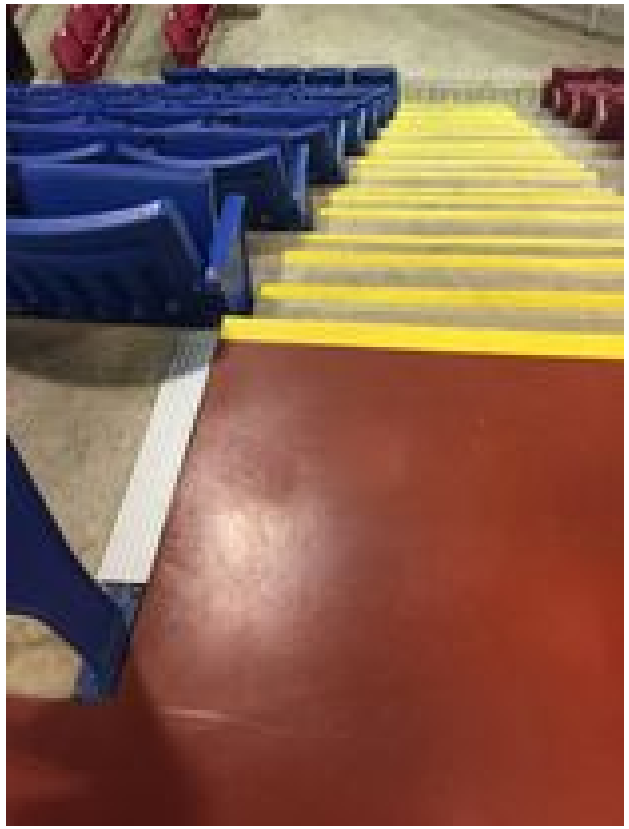
Lockers & Coat Rack Area

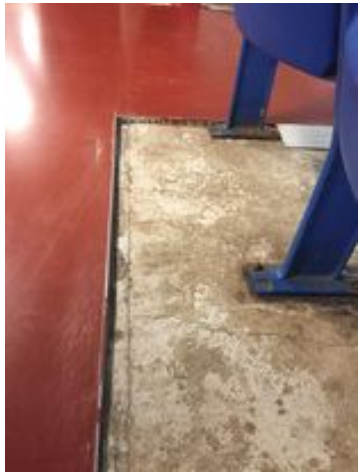


3 Lane Opportunity

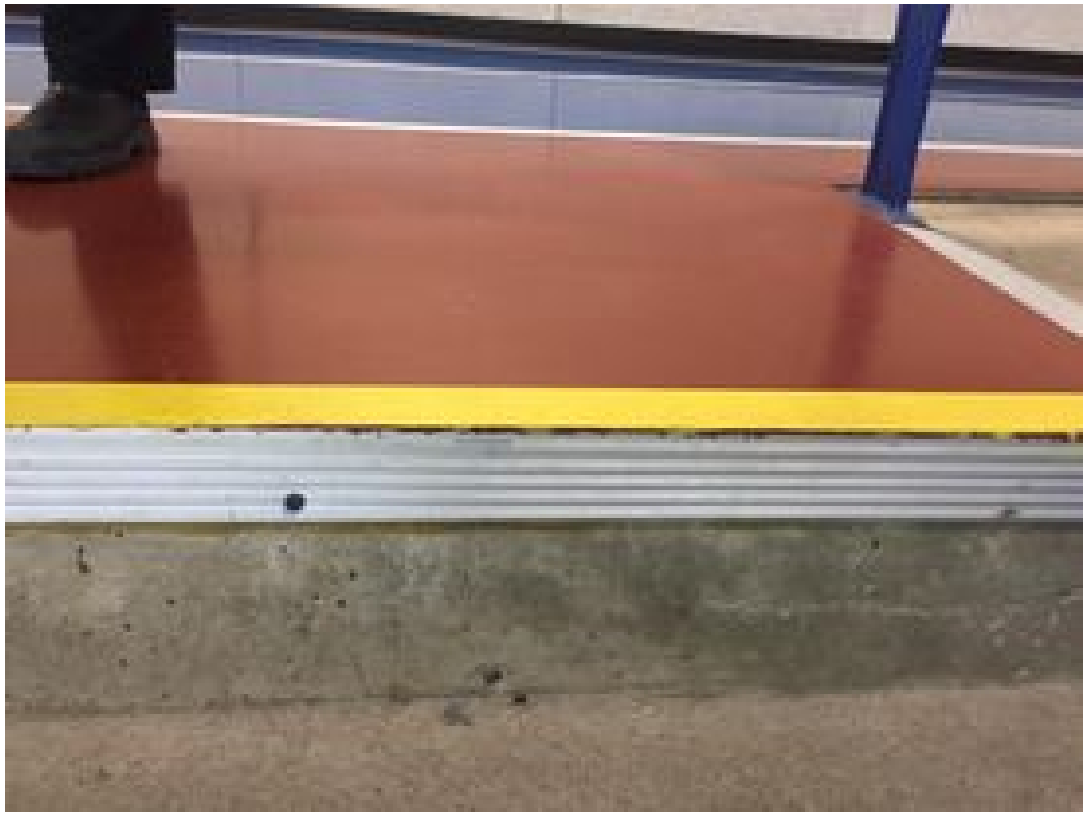
3 Lane Opportunity


ELECTRICAL RM
208
QP
MECHANICAL RM
204
EP
MECH/ELEC RM
209
MECH/ELEC ROOM
206
SECOND LEVEL WARM ROOM
201
FIELD HOUSE VIEWING
205
FEMALE WASHROOM
209
MALE WASHROOM
210
STORAGE
COMMUNITY ROOM
202






KUMHO TIRE



West Hants Regional Municipality
October 12, 2021
Chief Administrative Officer Report

The following report captures activities and events between September 14, 2021 and the date of the report.

Governance

- The Council environment will continue to adjust pending changes from the Province as it relates to in-person meetings.
- IMSA Meeting – Oct 4th – Mayor Zebian and I continue to monitor and participate in the ongoing review of the Intermunicipal Service Agreements (IMSA) the WHRM are party to. The WHRM and municipalities in Kings County held a session on October 4th to review the mandate and agreement associated with the Valley Regional Enterprise Network (VREN).

Administration

- Annual Staff Appreciation Event – The 1st annual staff recognition event was held in September at the Brooklyn Fire Hall. Employees were recognized for significant work milestones. The event was very well attended by staff and Council. Thank you, Council for coordinating the event and recognizing staff.
- Martock Fresh Water Project –My office continues to support Martock in the capacity approved by Council as a facilitator and co-applicant to ACOA for project funding. The project has started as all permits and approvals have been sought and it will continue through the month of October and into November if needed. The level of cooperation is high with all parties and key elements such as contractors, materials, equipment and and use of land approval are in place.
- Human Rights Training - The Nova Scotia Human Rights Commission serves as a resource for individuals and organizations across the province wishing to create respectful and inclusive workplaces. Public education and training initiatives help employers, and their employees promote respect for diversity and reduce discriminatory practices, thereby ultimately creating healthier work environments and communities. Training is currently being selected and scheduled.

Finance

- Nova Scotia Municipal Affairs Announcement – The Municipal Financial Capacity Grant formerly known as the Equalization Grant has been doubled for the municipality this year. This results in an addition $430,000.00 to the municipality to be recorded as general revenue supporting the financial condition of the 2021/22 Operating Budget.

Community Development

- Hobarts Beach Boat Launch – planning and design continues for the revisions to the boat launch at Hobarts Beach in Summerville. Improvements to the launch area, a small board walk / viewing platform, additional parking and picnic / camp fire area is being planned. Once a design is completed it will be shared with Councillor Jannash for feedback in the community.
- Sports Complex Parking – The expansion of the parking on the rear of the building on municipal owned lands has started. This area will be paved and marked. Negotiations are ongoing with the Agricultural Society regarding the use of lands between the complex and Wentworth Road.

Planning and Development

- Planning Advisory Committee / Heritage Advisory Committee (PAC/HAC) Meeting – The committee met on September 9th. Ongoing amendments and development agreement related items are being processed to accommodate development enquiries.
- Wind Farms - Several windfarm projects have been presented to municipal staff as potential projects. They are both conceptual at this time as they anticipate the Province will soon release an RFP for new wind energy in the coming month(s).
- Pre-Application Meetings – The Planning Department continues to facilitate joint departmental meetings for applicants during the pre-application phase. Two such meetings were held in September and October so that the developer can meet municipal staff and so that municipal staff have an all-encompassing overview of the development before and as it proceeds.
- Forest Lakes Meeting – staff continue to support representatives of the development. Provisions and process surrounding the potential tax sale associated with properties within the development were reviewed. Additionally, next steps were discussed regarding what they hope will translate into continued development within the area.
- Dial-A-Ride Strategic Planning Session – Staff participated in a stakeholder session with consultants tasked to create a strategic plan for Dial-A-Ride.

Economic Development

- Community Branding – The Community Brand has started to roll out through fleet decals, municipal apparel and planned street signage replacement when needing

repaired. A larger strategy is being developed and will be supported by existing post consolidation funding in place as well as projects in the 2022/23 budgets.

- Develop Nova Scotia (DNS) – The Windsor Township Business Association (WTBA) and the municipality carried out a successful opening of the outdoor activity space at the Windsor Waterfront next to the Coach House on October 2nd. Residents will continue to be asked to provide feedback that will influence a future "Place Making Project" for the waterfront.

Public Works and Infrastructure

- Hantsport Fire Station – The HFD Station continues to be constructed. Director Richard has provided responses to Council enquiries about the demolition phase including the disposal of hazardous materials.
- Traffic Calming Meeting – A discussion / workshop was held with Traffic Authority, Troy Burgess and members of council with concerns surrounding traffic infractions in growth centers. In addition to the policy that is being drafted short-term measures are being explored to assist in the interim. Primarily electronic speed signs are being strategically placed in priority areas.
- Storm Water Management Citizen Meeting - An information session was facilitated by Director Richard with residents in the Stannous Street and surrounding areas of Windsor most impacts by the July flash flood. Short and long terms actions are being reviewed and will be placed before Council for consideration.

Protective Services

- Police Advisory Board – the Police Advisory Board is scheduled to meet on October 18th at 6pm.
- REMO – Covid meetings occur monthly with the following stakeholders and representatives; Incident Commander, REMO Coordinator, Nova Scotia EMO, Finance, Community Development, Planning, Public Works, NSTIR, Fire, RCMP, IT, Department of Community Services, Hants Community Hospital, Glooscap 1st Nations, Communications, Safety and Logistics.
- Covid – The municipality continues to adapt in response to changing Covid protocols. As reported through emails, operations have been modified to respond to Covid impacts. Masks will continue to be required as well as social distancing as added measures. A Covid Workplace Screening Program will be introduced as soon as supplies are available to the Municipality from Nova Scotia Health. There is a backlog of requests for the program. Note, this will be for employees and not the general public. Please see the attached website extension for more information.
    - https://novascotia.ca/coronavirus/workplace-testing-resources/

Sincerely,

Mark Phillips

Mark Phillips
Chief Administrative Officer
West Hants Regional Municipality

Avon River Causeway Correspondence

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

First Name	Last Name	Correspondence Date	Meeting / logged
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)

First Name	Last Name	Correspondence Date	Meeting / logged
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)	Miniou (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)

First Name	Last Name	Correspondence Date	Meeting / logged
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)

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

Avon River Causeway Correspondence

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

First Name	Last Name	Correspondence Date	Meeting / logged
Olena	Kharytonova	2021-05-15	2021-05-25 Council
Pat	Porter	2021-05-12	2021-05-25 Council
Paula	Lake	2021-05-12	2021-05-25 Council
Robert	Bowkett	2021-05-18	2021-05-25 Council
Roslyn	MacDuff	2021-05-15	2021-05-25 Council
Ruth	Angevine	2021-05-13	2021-05-25 Council
Scotch Village	Farm	2021-05-19	2021-05-25 Council
Shirley	Pineo	2021-05-12	2021-05-25 Council
Stephen	Brooks	2021-05-12	2021-05-25 Council
Trudy	Sheehy	2021-05-17	2021-05-25 Council
Steven	Bouman	2021-05-17	2021-05-25 Council
Sue	Sheehy	2021-05-14	2021-05-25 Council
Susie	Smith	2021-05-12	2021-05-25 Council
Tasha	Rogers	2021-05-12	2021-05-25 Council
Tera	Brommit	2021-05-17	2021-05-25 Council
Toni-Lee	Burns	2021-05-12	2021-05-25 Council
Tony	Wood	2021-05-18	2021-05-25 Council
Tracey	Sexton	2021-05-16	2021-05-25 Council
Trevor	Levy	2021-05-12	2021-05-25 Council
Tricia	Brommit	2021-05-17	2021-05-25 Council
Vince & Sylvia	Burgess	2021-05-16	2021-05-25 Council
Loretta	MacEachern	2021-05-20	2021-05-25 Council
Tim & Jennifer	Bayers	2021-05-21	2021-05-25 Council
Darlene	Taylor	2021-05-25	2021-06-08 COTW
Darlene	Taylor	2021-05-25	2021-06-08 COTW
Darren	Porter (forwarded email from/to another source)	2021-05-27	2021-06-08 COTW
Dawn	Allen	2021-05-25	2021-06-08 COTW
John	Monette	2021-05-25	2021-06-08 COTW
Richard	Dunham	2021-05-25	2021-06-08 COTW
Carrilee	Eddy	2021-06-06	2021-06-22 Council
Darlene	Taylor	2021-06-09	2021-06-22 Council
Darren	Porter	2021-06-06	2021-06-22 Council
Lisa	Bland	2021-06-08	2021-06-22 Council
Krista & Scott	Lloy	2021-06-07	2021-06-22 Council
Nancy	Sheehy	2021-06-06	2021-06-22 Council
Karen	Beazley	2021-07-06	2021-07-13 COTW

Avon River Causeway Correspondence

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

First Name	Last Name	Correspondence Date	Meeting / logged
Quentin	Davison	2021-07-13	2021-07-13 COTW
Iain (Hon.)	Rankin	2021-07-16	2021-07-27 Council
Karen	Beazley	2021-07-15	2021-07-27 Council
G.E.	Morehouse	2021-07-22	2021-07-27 Council
Darlene	Taylor	2021-07-26	2021-09-14 COTW
Heather	MacLean	2021-08-13	2021-09-14 COTW
Kim (Hon)	Masland	2021-09-22	2021-10-12 COTW

NOVA SCOTIA

Public Works
Office of the Minister

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

SEP 2 2 2021

Mayor Abraham Zebian
West Hants Regional Municipality
776 Morrison Drive
Windsor, NS B0N 2T0
azebian@westhants.ca

Dear Mayor Zebian:

Thank you for your August 10, 2021, letter regarding concerns associated with the Highway 101 Twinning over the Avon River.

The Department of Public Works is preparing for construction of the new aboiteau, expanded dykes, and associated highway infrastructure beginning this fall pending approval of all regulatory requirements. An updated application for a *Fisheries Act* Authorization has recently been submitted to the Department of Fisheries and Oceans (DFO) and is currently under review.

The remaining components of the Highway 101 Three Mile Plains to Falmouth Twinning project are expected to take approximately two years to construct with the overall project planned to be complete and open to traffic by the end of 2023. This includes completing the interchanges at Exit 6 (Windsor) and Exit 7 (Falmouth), new aboiteau and the associated highway bridges that will be protected by the enhanced flood control system.

Your feedback is important, and we thank you for sharing your concerns.

Sincerely,

Kim Masland
Minister

c: Kody Blois, MP, Kings-Hants

West Hants
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October 12, 2021

Dear Honourable Kim Masland
Public Works
Office of the Minister
PO Box 186, Halifax
Nova Scotia,
Canada
B3J 2N2
tpwpaff@novascotia.ca

RE: Designated Bicycling Route – Bog Road, Hants County

We would like to recognize the provincial support and prioritization of active transportation over the last several years. The support received represents a positive shift in approaches to delivering safe, sustainable, and efficient active transit systems for all Nova Scotians. It helps acknowledge the importance of creating healthy communities where people are connected through safe active transportation infrastructure.

With this commitment to the support and advancement of active transportation and the current repaving project on Bog Road (Tender ID #2021-123), The West Hants Regional Municipal Council hope you will consider the request of Bog Road to become a Designated Bicycling Route between Windsor and Hantsport. It is identified in our Active Avon Active Transportation Plan as the alternative Regional Route, should Trunk #1 not be found suitable. We are submitting this request in accordance with Bicycling Routes on Provincial Roads Policy (Policy Number: PO1072).

The advantages of Bog Road as a Blue Route are numerous; it is very cyclist-friendly because the topography is quite flat, it would create a safe AT loop if ever the Trunk #1's paved shoulders are fixed, and it provides safe AT access between two communities which travels past a recreation area (Laurie Saulnier Memorial Trail) maintained through provincial funding by the Department of Natural Resources, Ducks Unlimited, and the Hants West Wildlife Association. The Committee understands traffic counts have not met the target levels to require a paved shoulder, but still feel strongly that the highest level of standard should be sought after as this is a highly used AT connection between the two communities.

We would be happy to work with the Hants County Area Manager and the Active Transportation Coordinator to complete a site visit and Bicycling Route Assessment – as per Policy PO1072, Directives Section 1.3 – and determine whether the route meets the criteria and is in compliance with other Department of Public Works policies for Designating a Bicycling Route on Bog Road.

We appreciate your consideration of our request.

Respectfully,

Abraham Zebian, Mayor

CC: WHRM Council and Mark Philips, Chief Administrative Officer
Honourable Melissa Sheehy-Richard
Ms. Robyn Homans, Nova Scotia Department of Public Works
Mr. Gary Rafuse, Nova Scotia Department of Public Works
Mr. Brad MacInnis, Nova Scotia Department of Public Works
Ms. Elizabeth Pugh, Nova Scotia Department of Public Works
Ms. Susanna Fuller, Bicycle Nova Scotia
Mr. Ben Hammer, Ecology Action Centre
Ms. Kathy Kehoe, Director of Community Development
Ms. Bekah Craik, Active Living Coordinator

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐

To: West Hants Regional Municipality (WHRM) Committee of the Whole

Submitted by: _____
Bekah Craik, Active Living Coordinator

Date: October 12, 2021

Subject: Accessibility Advisory Committee - Resident Member Appointment

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LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act (MGA) – Sections 24-27, Standing, special and advisory committees; Vacancy on Boards, Commissions and Committees; Citizen Advisory Committees; and Community Committees.

Nova Scotia Accessibility Act

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

RECOMMENDATION

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

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐

The Meeting and Committees Procedural Policy RCOGE-003.00 (as amended) was approved by Council at the October 27, 2020 Council meeting. Included in that Policy are appendices with respect to other Committees of Council, including the Accessibility Advisory Committee.

DISCUSSION

Accessibility Advisory Committee (AAC) as per Policy

Will consist of seven (7) members as follows:

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

At least one half of the members of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities. A previous appointment was not being fulfilled creating the need to seek additional representation.

Current appointments include:

- Councillor Debbie Francis (2-year term)
- Jennifer Davison (3-year term)
- Denise Long (2-year term)
- Michel Bourgeois (2-year term)
- Roseanna Boyd (2-year term)
- Jordan Stephens (2-year term)

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

NEXT STEPS

The newly appointed member will be contacted and notified of their appointment and invited to the next scheduled meeting. A review of past meeting minutes and the Terms of Reference will aid the newly appointed member in their understanding of the committee's work thus far.

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

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

ATTACHMENTS

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

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Report Prepared by: _____
Bekah Craik, Active Living Coordinator

Report Reviewed by: _____
Shelleena Thornton, Municipal Operations Supervisor

Report Approved by: _____
Mark Phillips, CAO

APPENDIX D

Accessibility Advisory Committee

1. PURPOSE
   1.1. The Accessibility Advisory Committee provides advice to Council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the Region of Windsor and West Hants Municipality become a barrier-free community and ensuring obligations under "An Act Respecting Accessibility in Nova Scotia (2017)" are met.

2. SCOPE
   2.1. This Policy is applicable to all members appointed to the Municipality's Accessibility Advisory Committee.

3. DEFINITIONS
   3.1. In Appendix D,
   a) "AAC" means the Accessibility Advisory Committee of the Municipality;
   b) "Act" means the *Accessibility Act*;
   c) "Barrier" means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
   d) "Council" means the Council for the Municipality;
   e) "Disability" includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual's full and effective participation in society;
   f) "Municipality" means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.

4. COMMITTEE COMPOSITION
   4.1. The AAC will consist of seven (7) members as follows:
   - To a two-year term – One (1) members of Council
   - To a two-year term – four (4) Resident members
   - To a three-year term – two (2) Resident members.

   4.2. Resident members will not be members of Council or employees of the Municipality.

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

4.4. If a member vacates AAC for any reason at any time before that member's term would normally expire, Council will promptly appoint a new member to the Committee to hold office for the unexpired term.

4.5. The Chair and Vice-Chair will be appointed annually by the members of AAC.

5. MANDATE AND RESPONSIBILITIES

5.1. AAC has the following responsibilities:

a) Advise Council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must include:

- A report on measures the Municipality has taken and intends to take to identify, remove and prevent barriers;
- Information on procedures the Municipality has in place to assess the following for their effect on accessibility for persons with disabilities:

i. Any of its proposed policies, programs, practices and services, and

ii. Any proposed enactments or bylaws it will be administering; and

- Any other prescribed information.

b) Advise Council on the impact of the Municipality's policies, programs and services on persons with disabilities;

c) Review and monitor existing and proposed Municipal by-laws to promote full participation of persons with disabilities, in accordance with the Act;

d) Identify and advise on the accessibility of existing and proposed municipal services and facilities;

e) Advise and make recommendations about strategies designed to achieve the objectives of the Municipality's Accessibility Plan;

f) Receive and review information directed to it by Council and its committees, and to make recommendations as requested;

g) Monitor Federal and Provincial government directives and regulations; and,

h) Host community consultations related to accessibility in the Municipality.

6. ADMINISTRATION

6.1. AAC will meet no less than six times per year, or otherwise as required to fulfill the duties as outlined.

6.2. A quorum for AAC will be a majority, four (4) members.

6.3. The AAC may receive presentations from the public upon approval of the

Chair.

6.4. The AAC may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Mayor Zebian and Members of Committee of the Whole

Submitted by: _____
Deanna Snair, Executive Assistant

Date: October 12, 2021

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

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LEGISLATIVE AUTHORITY

Part 1 Section 24 of the Municipal Government Act

RECOMMENDATION or DECISION REQUEST

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

BACKGROUND

Property ☐	Public Opinion ☐	Environment X	Social ☐	Economic ☐	Councillor Activity ☐

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

DISCUSSION

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

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

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

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

NEXT STEPS

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

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

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

ATTACHMENTS

Attachment A MCCAP Terms of Reference

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have no further comments.

I support the recommendation.

Report Prepared by: _____

Deanna Snair, Executive Assistant

Report Reviewed by: _____

Sara Poirier, Senior Planner

Report Reviewed by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by: 

Mark Phillips, CAO

West Hants
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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: T. Richard
Todd Richard

Date: October 12, 2021

Subject: Payzant Drive / Wentworth Road Roundabout Design

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

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

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

BACKGROUND

Property	Public Opinion	Environment	Social	Economic	Councillor Activity
☐	☐	☐	☑	☐	☐

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

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

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

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

DISCUSSION

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

Request for pricing and proposal includes provision of the following:

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

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

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

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

The three bids received included:

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

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

NEXT STEPS

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

FINANCIAL IMPLICATIONS

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

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

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

ALTERNATIVES

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

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

I support the report and recommendation.

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

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☑	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: Carlee Rochon

Carlee Rochon, Director, Financial Services

Date: October 12, 2021

Subject: Bulk Water Filling Station – UARB Rates

LEGISLATIVE AUTHORITY

Nova Scotia Utility and Review Board, Order M09013

RECOMMENDATION or DECISION REQUEST

Not applicable.

BACKGROUND

Property ☐	Public Opinion ☑	Environment ☐	Social ☐	Economic ☑	Councillor Activity ☐

At a Nova Scotia Utility and Review Board (NSUARB) hearing under the former Municipality of West Hants, it was noted that the Bulk Water Hauler Station was not regulated. This would need to be corrected at the next scheduled rate hearing.

During the 2018 Water Rate Study, the proposed rates were presented to the former Municipality of West Hants Council. Based on the study, Council made a motion to apply to the Nova Scotia Utility and Review Board for a rate hearing.

Through the NSUARB, a public hearing was scheduled. After due public notice, the hearing was held on March 27, 2019. The order was given May 27, 2019, with compliance filing on June 3, 2019. The order outlined the new rates to begin on July 1, 2019.

Bulk water was addressed in the order. The rates were outlined as follows:

2019-20	$6.42 per cubic meter, minimum purchase of $40.00
2020-21	$6.75 per cubic meter, minimum purchase of $40.00
2021-22	$7.20 per cubic meter, minimum purchase of $40.00

The order mandated that the Bulk Water Filling Station be moved from 76 Morison Drive (within the Windsor Water Utility) to a location within the West Hants Water Utility. This was determined to be a two-phase project. The design portion was approved in the 2019-20 Capital Budget and the construction portion was approved in the 2020-21 Capital Budget.

While the new bulk water filling station was under design and construction, the existing bulk water filling station continued to operate. The new bulk water rates could not be charged until the transition of the station was completed. The rate set of $7.50 per 600 gallons in June 2014 by the former West Hants Council remained in place.

DISCUSSION

Under the former model, water was sold at cost with no investment into the utility infrastructure.

Under current regulations, users of the bulk water filling station will pay for a share of the operating cost for the utility. This is a standard calculation for most Municipal units. To deviate from this calculation would result in a higher level of scrutiny by the Utility and Review Board.

The calculation first takes into consideration the total operating and non operating expenses, and divides that by the total water consumption by all utility customers. A 30% markup is applied, as the users of the stations do not pay base charges like residential and commercial utility consumers. This creates fairness amongst all utility customers. The Nova Scotia Utility Review Board reviews all rates to ensure there is fairness for everyone prior to issuing their orders.

The Municipality does not control where bulk water users get their water, nor does it control what they charge if reselling this water.

NEXT STEPS

Not applicable

FINANCIAL IMPLICATIONS

Not applicable

ALTERNATIVES

Not applicable

ATTACHMENTS

- Consolidated Water and Sewer Rate Study, presented to the former Municipality of West Hants Council on November 27, 2018

CHIEF ADMINISTRATIVE OFFICER REVIEW

The comments made by the Director outline the history and rationale for the rate study and the eventual rate changes directed by the Utility and Review Board.

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

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

WEST HANTS
NOVA SCOTIA

THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS

RECOMMENDATION REPORT

To: Warden Zebian and Members West Hants Council

Submitted by: _____

Martin Laycock, Chief Administrative Officer

Date: November 27, 2018

Subject: Consolidated Water and Sewer Rate Study

Origin:

Council's July 10th motion to consolidate the three water utilities and sewer services.

Legislative Authority:

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

Recommendation:

Committee of the Whole recommends to Council that:

...the Municipality of the District of West Hants apply to the Nova Scotia Utility and Review Board for changes in its rates for water, water service and fire protection to the Municipality of the District of West Hants, and changes to its rules and regulations for customers served by the Three Miles Plains/Wentworth Water Utility, the Falmouth Water Utility, and the Hantsport Water Utility, as set out in the water rate study prepared by G.A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited dated November 1, 2018.

...the rates for sewer service for customers in Three Miles Plains/Wentworth, Falmouth, and Hantsport, as set out in the sewer rate study prepared by G.A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited dated November 1, 2018 be adopted and that staff prepare the necessary changes to related by-laws and policies.

Background:

Council made a motion to consolidate the water utilities and sewer services in July 2018. As a result of this, G.A. Isenor Consulting and Blaine S. Rooney Consulting were hired by the three water utilities and sewer services to conduct a water rate study and a sewer rate study to determine their financial needs over for the next three years.

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

Discussion:

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

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

It should be noted that regardless of the consolidation of the water utilities, water rates hearings were required for all three of the water utilities for the upcoming fiscal year.

Sewer rates:
In addition to the water rates, Council is being asked to approve proposed sewer rates. The approval of the sewer rates is different for a few reasons. Firstly, approval from the UARB for sewer rates is not required; this is strictly a Council decision. Secondly, and as discussed in the June 26 Committee of the Whole presentation by G.A. Isenor, the method of determining the sewer rates has been changed. Revenue generated for sewer services will from a combination of a base rate and effluent charge per cubic meter based on water consumption. This will be different than the current approach taken in Three Mile Plains

(TMP) and Falmouth where sewer rates are based on a flat fee related to the number of dwelling units. Also, there will be a slight change for Hantsport residents as they will now see a base charge on their water bill for sewer services.

Based on the study, it is anticipated that on average rates for Hantsport users will increase slightly. Residents in Three Mile Plains on average may see their over all water and sewer rates increase, while residents in Falmouth, on average, may see their combined water and sewer rates decrease. These are estimates based on the data from the water consumption over the past year. It is important to note that each resident's experience with the changed rate structure will be different as each household's water consumption is unique. It is not anticipated that the change in the rate structure will be cost prohibitive for users.

Communications regarding the change in the rate structure for sewer have been sent to residents. In addition to the Municipal website and Facebook postings, an insert was included in all water bills that were sent in October providing an overview of the proposed changes. Feedback from residents, to date, about this change has been minor.

Financial Implications:

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

Alternatives:

1. Council could reject the water and/or the sewer rate study and ask that it be revised. Direction on what changes are required would be needed.
2. Council could reject the consolidation of the water utilities and/or sewer services. This would require a notice of rescission for the July 2018 motion and then after the allotted time period, a motion of Council to rescind the original motion would be required. Should this occur, the water rate studies for each water utility would have to be redone and may not be in effect for the upcoming fiscal year due to UARB scheduling.

Attachments:

- Water Utility Water Rate Study
- Sewer Service Rate Study

Report Prepared by: _____
Martin Laycock, Chief Administrative Officer

Report reviewed by: _____
Rhonda Brown, Municipal Clerk

Report reviewed by: _____
Carlee Rochon, Director of Finance

West Hants Water Utility

Water Rate Study

Prepared By

G. A. Isenor Consulting Limited

in Association with

Blaine S. Rooney Consulting Limited

01-Nov-18

INDEX

NOTES TO WORKSHEETS

WORKSHEETS B-1 TO D-2

SCHEDULES A, B, AND C – RATES AND CHARGES

SCHEDULE D – PROPOSED RULES AND REGULATIONS

WEST HANTS WATER UTILITY
NOTES ON WORKSHEETS
SUPPLEMENTAL NOTES ON WORKSHEETS

WORKSHEET B-3

Operating Revenue
The Rate Study includes projected growth 5 residential customers (5/8" Meters) per year.

Non-operating Expenditures – The non-operating expenditures include a transfer to a reserve account for sludge handling at the Falmouth Water Treatment Plant.

WORKSHEETC-3

The allocations used are based on the Handbook except for Transmission and Distribution which has been allocated 25% to Base and 75% to delivery for rate design purposes.

WORKSHEETC-4

The Worksheet includes projected growth of 5 residential customers (5/8" meter) in each test year. The Worksheet includes two six inch meters for the Glooscap First Nation.

WORKSHEET C-6

The water consumption for 5/8 inch customers has been declining since the last rate study. This decline has been occurring in most water Utilities in Canada and is projected to continue in this Utility. Based on this the water consumption trend the water rate study includes a 1.5% per year reduction for each of the test years for the 5/8" customers. Flow for the Glooscap First Nation are based on historical flow data from the meters.

WORKSHEETC-9

The Utility requests a Bulk Water rate be set as it plans on installing a bulk meter as noted on the capital expenditures on Worksheet B-3.

WORKSHEET D-1

The Worksheet includes comparison of the existing three separate utilities (Falmouth, Hantsport, and Three Mile Plains/Wentworth) for the first test year. Subsequent years are based on the average customer for the West Hants Water Utility.

GENERAL NOTES ON WORKSHEETS

Worksheet B-1

This worksheet includes a summary of the operating revenues, operating expenditures, non-operating revenues and non-operating expenditures for the year 17/18 (actual) and 18/19 (estimated) as provided by the Utility.

Operating Revenues - The operating revenue for 19/20, 10/21 and 21/22 is based on the Utility's budget. There is growth of 5 new customers per year. The fire protection rate is based on the rate approved in the last rate hearing.

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

Non-operating Revenues – The non-operating revenue projected during the test years is the proposed transfer from the depreciation fund for principal debt payments.

Non-operating Expenditures – The non-operating expenditures include interest and principal on the existing debt.

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

Worksheet B-2

This worksheet takes the information from Worksheet B-1 to develop revenue requirements for the years for 19/20, 10/21 and 21/22.

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

This worksheet provides the breakdown of the estimated operating expenditures as provided by the Utility for the year 18/19. The projected expenditures for the years 19/20, 10/21 and 21/22 for all items are based on the 18/19 budget plus 3% per year for inflationary increases.

Worksheet B-3

This worksheet calculates the depreciation per year and the depreciation fund balance based on the proposed capital works for the years 18/19, 19/20, 10/21 and 21/22. The opening depreciation fund balance is taken from the 17/18 financial statements.

Worksheet B-4

This worksheet details the known and projected capital contributions.

Worksheet B-5

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

Worksheet C-1

This worksheet uses the percentage of total assets allocated to fire protection from worksheet B-5 to determine the allocation of transmission and distribution; depreciation, taxes and return on rate base to the fire protection charge.

Worksheet C-2

This worksheet calculates the return on rate base.

Worksheet C-3

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

Worksheet C-4

This worksheet sets out the number and size of meters in the Utility and by use of the capacity ratio establishes the system equivalents. The Utility is projecting growth of 5 residential customers per year.

Worksheet C-5

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

Worksheet C-6

This worksheet sets out the water consumption by meter size. The data for the current year is based on information provided by the Utility. The rate study is based on the continuation of the current single block rate structure.

Worksheet C-7

This worksheet uses information from Worksheet's C-3 and C-6 to calculate the consumption charge for years 19/20, 10/21 and 21/22 based on a single block rate.

Worksheet C-8

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

Worksheet D-1

This worksheet is a comparison of existing and proposed rates.

Worksheet D-2

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

Appendix 1

This appendix provides the debt repayment calculation for the planned capital works.

Worksheet B-1

01-Nov-18

West Hants Water Utility
Comparitive Statement of Operations
Fiscal Years ending March 31st

			Projection Using Current Rates		
	2017/18 Actual	2018/19 Estimated	2019/20 Budget	2020/21 Budget	2021/22 Budget
OPERATING REVENUES					
Metered Sales	1,296,453	1,300,000	1,300,000	1,300,000	1,300,000
Public Fire Protection - Perscribed	578,466	604,438	604,438	604,438	604,438
Sprinklers/Private Hydrants	800	800	800	800	800
Interest on Overdue Accounts	3,834	4,000	4,000	4,000	4,000
Other	13,574	13,500	13,500	13,500	13,500
Total	**1,893,127**	**1,922,738**	**1,922,738**	**1,922,738**	**1,922,738**
OPERATING EXPENDITURES					
Source of Supply	352,236	369,485	370,850	381,975	393,434
Power and Pumping	40,839	43,425	44,728	46,070	47,452
Water Treatment	246,896	271,797	279,951	288,349	297,000
Transmission and Distribution	591,619	585,341	602,901	620,988	639,617
Administration and General	261,199	191,108	196,841	202,746	208,829
Depreciation	316,195	379,526	430,709	452,129	489,733
Taxes		39,655	40,845	42,070	43,332
Total	**1,808,984**	**1,880,337**	**1,966,824**	**2,034,327**	**2,119,397**
OPERATING PROFIT (LOSS)	**84,143**	**42,401**	**-44,086**	**-111,589**	**-196,659**
			0		
NON-OPERATING REVENUES					
Interest	9,933	2,060	2,122	2,185	2,251
Speical Service	0	0	0	0	0
Other		0	0	0	0
Total	**9,933**	2,060	2,122	2,185	2,251
NON-OPERATING EXPENDITURES					
Debt Charges - Principal	60,133	60,133	60,133	87,814	87,814
Debt Charges - Interest	48,942	46,321	43,637	35,867	32,347
Principal - New Debt		0	0	0	0
Interest - New Debt		0	0	0	0
Principal - New Debt		0	22,291	23,629	25,047
Interest - New Debt		0	49,200	47,863	46,445
Principal - New Debt		0	0	0	0
Interest - New Debt		0	0	0	0
Principal - New Debt		0	0	0	16,165
Interest - New Debt		0	0	0	26,725
Capital out of Revenue		0	0	0	0
Transfer to reserve for sludge handling		10,000	10,000	10,000	10,000
Earnings		0	0	0	0
COMBINED TOTAL	**109,075**	**116,454**	**185,261**	**205,172**	**244,542**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-14,999	-71,993	-227,225	-314,576	-438,950
SURPLUS AT BEGINNING OF YEAR *	-2,321	-17,320	-89,313	-316,538	-631,114
ACCUMULATED SURPLUS (DEFICIT)	-17,320	-89,313	-316,538	-631,114	-1,070,064

Worksheet B-2

01-Nov-18

West Hants Water Utility

Statement of Operating Expenditures and Revenue Requirements

	2018/19 (Estimated)	2019/20 Budget	2020/21 Budget	2021/22 Budget
OPERTATING EXPENDITURES				
Source of Supply	369,485	370,850	381,975	393,434
Power and Pumping	43,425	44,728	46,070	47,452
Water Treatment	271,797	279,951	288,349	297,000
Transmission and Distribution	585,341	602,901	620,988	639,617
Administration and General	191,108	196,841	202,746	208,829
Depreciation	379,526	430,709	452,129	489,733
Taxes	39,655	40,845	42,070	43,332
Total	**1,880,337**	**1,966,824**	**2,034,327**	**2,119,397**
NON OPERATING EXPENSES				
Debt Charges - Principal	60,133	60,133	87,814	87,814
Debt Charges - Interest	46,321	43,637	35,867	32,347
Principal - New Debt		22,291	23,629	25,047
Interest - New Debt		49,200	47,863	46,445
Principal - New Debt			0	16,165
Interest - New Debt			0	26,725
Capital out of Revenue	0	0	0	0
Transfer to reserve for sludge handling	10,000	10,000	10,000	10,000
Earnings	0	0	0	0
Combined Total	**116,454**	**185,261**	**205,172**	**244,542**
LESS NON-OPERATING REVENUES				
Interest	2,060	2,122	2,185	2,251
Transfer from Reserves	0	0	0	0
Other	0	0	0	0
Combined Total	2,060	2,122	2,185	2,251
LESS OTHER OPERATING REVENUE				
Interest on Overdue Accounts	4,000	4,000	4,000	4,000
Sprinklers/Private Hydrants	800	800	800	800
Other Revenue	13,500	13,500	13,500	13,500
Total	18,300	18,300	18,300	18,300
REVENUE REQUIRED FROM FIRE PROTECTION AND WATER CUSTOMERS	1,976,431	2,131,663	2,219,014	2,343,388

West Hants Water Utility

Statement of Operating Expenditures

	2018/19 (Estimated)	2019/20 Budget	2020/21 Budget	2021/22 Budget
SOURCE OF SUPPLY				
Operation Labour	35,700	36,771	37,874	39,010
Maintenance of Impounding Reservoir	2,060	2,122	2,185	2,251
Maintenance of Watershed	4,120	4,244	4,371	4,502
Maintenance of Intakes	1,545	1,591	1,639	1,688
Maintenance of Other Source Structures	1,545	1,591	1,639	1,688
Permits	515	530	546	563
Water Purchased from Windsor	324,000	324,000	333,720	343,732
Other	0	0	0	0
TOTAL SOURCE OF SUPPLY	**369,485**	**370,850**	**381,975**	**393,434**
POWER AND PUMPING				
Operations Labour	35,700	36,771	37,874	39,010
Fuel Purchased	515	530	546	563
Power Purchased	4,635	4,774	4,917	5,065
Maintenance	0	0	0	0
Maintenance of Structures	515	530	546	563
Maintenance of Equipment	1,545	1,591	1,639	1,688
Other - Pump expenses	515	530	546	563
TOTAL POWER AND PUMPING	**43,425**	**44,728**	**46,070**	**47,452**
WATER TREATMENT				
Operation Labour	107,100	110,313	113,622	117,031
Power	63,036	64,927	66,875	68,881
Chemical Additives	50,470	51,984	53,544	55,150
Telephone	5,047	5,198	5,354	5,515
Alarm	824	849	874	900
Maintenance of Treatment Plant	0	0	0	0
Maintenance of Structures	5,150	5,305	5,464	5,628
Maintenance of Equipment	33,990	35,010	36,060	37,142
Insurance	6,180	6,365	6,556	6,753
Other	0	0	0	0
TOTAL WATER TREATMENT	**271,797**	**279,951**	**288,349**	**297,000**

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

TRANSMISSION AND DISTRIBUTION				
Engineering	515	530	546	563
Supervision	184,620	190,159	195,863	201,739
Operational Labour - Mains	95,370	98,231	101,178	104,213
Operational Labour - Meters	78,030	80,371	82,782	85,265
Maintenance - Reservoirs	15,965	16,444	16,937	17,445
Maintenance of Structures	515	530	546	563
Maintenance of Distribution Mains	21,630	22,279	22,947	23,636
Maintenance of Other Distribution Plant	5,150	5,305	5,464	5,628
Leak Detection	2,060	2,122	2,185	2,251
Maintenance of Services	30,900	31,827	32,782	33,765
Maintenance of Meters	4,120	4,244	4,371	4,502
Maintenance of Hydrants	9,270	9,548	9,835	10,130
Public Works Cost Allocation	55,620	57,289	59,007	60,777
Rents (DMA Radio)	1,597	1,644	1,694	1,745
Transportation Expenses				
Freight Expenses	3,605	3,713	3,825	3,939
Truck Maintenance	5,613	5,781	5,955	6,133
Truck Fuel	20,085	20,688	21,308	21,947
Truck Registration	1,339	1,379	1,421	1,463
Shop Expenses	1,030	1,061	1,093	1,126
Monitoring Services	7,725	7,957	8,195	8,441
Supplies and Expenses	1,030	1,061	1,093	1,126
Testing / Lab Analysis	24,720	25,462	26,225	27,012
Power - 422 Falmouth Back Rd, Falmouth	1,545	1,591	1,639	1,688
Power - 17 Wilewood , Falmouth	824	849	874	900
Power - Hantsport	9,270	9,548	9,835	10,130
Insurance	3,090	3,183	3,278	3,377
Other	103	106	109	113
TOTAL TRANSMISSION AND DISTRIBUTION	**585,341**	**602,901**	**620,988**	**639,617**
ADMINISTRATION AND GENERAL				
Uncollected Accounts	515	530	546	563
General Office Expenses and Administration Fee	105,060	108,212	111,458	114,802
Mileage and Expenses	4,841	4,986	5,136	5,290
Training and Development	5,356	5,517	5,682	5,853
Conventions and Conferences	1,545	1,591	1,639	1,688
Membership Fees	618	637	656	675
Telephone	7,416	7,638	7,868	8,104
Advertising	927	955	983	1,013
General	4,429	4,562	4,699	4,840
Audit	10,712	11,033	11,364	11,705
ORDC	30,900	31,827	32,782	33,765
Regulatory Expenses	4,120	4,244	4,371	4,502
Insurance	6,077	6,259	6,447	6,641
General Property	3,090	3,183	3,278	3,377
Other	5,502	5,667	5,837	6,012
TOTAL ADMINISTRATION AND GENERAL	**191,108**	**196,841**	**202,746**	**208,829**

01-Nov-18

West Hants Water Utility

Calculation of Depreciation of Tangible Plant at Total Cost

2018/19

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation Rate in 2017/18	316,195
LAND AND LAND RIGHTS					
Source of Supply Land	0				0
Land - General					0
STRUCTURES AND IMPROVEMENTS					0
Source of Supply Structures - Roads	5,000		5,000	0.04	200
Power and Pumping Structures	0		0	0.04	0
Purification	0		0	0.05	0
Distribution Reservoirs and Standpipes	420,000	420,000	0	0.04	16,800
Water Treatment Plant	90,000		90,000	0.04	3,600
Sludge Pond	0	0	0	0.04	0
Other- Bulk Water Station	10,000		10,000	0.05	500
Equipment	0		0		0
Electrical Pumping	460,000	450,000	10,000	0.04	18,400
Purification Equipment	6,500	0	6,500	0.05	325
Office Furniture and Equipment	0		0		0
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	25,000		25,000	0.1	2,500
Software / computers	0		0	0.02	0
Control and Monitoring equipment	7,000		7,000	0.143	1,001
Geotubes for Biosolids Handling	0	0	0	0.333	0
Generator	0	0	0	0.1	0
Mains	0		0		0
Transmission	15,000	0	15,000	0.0133	200
Distribution	417,000	290,000	127,000	0.0133	5,546
Meters	38,000	0	38,000	0.05	1,900
Hydrants	6,000	0	6,000	0.0133	80
Service Upgrades	600,000	300,000	300,000	0.02	12,000
Services	14,000	0	14,000	0.02	280
Other	0	0	0	0	0
TOTAL	2,113,500	1,460,000	653,500		63,331

Source of Funding			
		Depreciation Fund Balance beginning of year	1,222,097
Outside Sources	1,460,000	Interest on Fund balance	15,276
Depreciation fund	653,500	Fund balance before expenditures	1,553,568
Long Term Debt	0	Depreciation Contribution for the Year	379,526
Capital out of revenue	0	Depreciation Spent During the Year	-653,500
TOTAL	2,113,500	Balance after expenditures and transfer	1,279,595

West Hants Water Utility

Calculation of Depreciation of Tangible Plant at Total Cost
2019/20

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation Rate in 2013/14	379,526
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General			0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures - Roads	5,000		5,000	0.04	200
Power and Pumping Structures	0		0	0	0
Purification	0	0	0	0.05	0
Distribution Reservoirs and Standpipes	0	0	0	0.04	0
Water Treatment Plant	30,000	0	30,000	0.04	1,200
Sludge Pond	0	0	0	0.05	0
Other - Dam Improvements Design	200,000		200,000	0.02	4,000
Equipment	0		0		0
Electrical Pumping	20,000	0	20,000	0.04	800
Purification Equipment	6,500	0	6,500	0.05	325
Office Furniture and Equipment	0		0		0
Transportation Equipment	24,000	0	24,000	0.1	2,400
Tools and Work Equipment	0		0	0.1	0
Software / computers	0	0	0	0.2	0
Control and Monitoring equipment	0	0	0	0.143	0
Geotubes for Biosolids Handling	0	0	0	0.333	0
Leak Detection Monitoring Equip	0		0	0.143	0
Mains	0				
Transmission	2,125,000	500,000	1,625,000	0.0133	28,263
Distribution	187,000	130,000	57,000	0.0133	2,487
Meters	19,500	0	19,500	0.05	975
Hydrants	19,000	0	19,000	0.0133	253
Service Upgrades	500,000	200,000	300,000	0.02	10,000
Services	14,000	0	14,000	0.02	280
Other	0	0	0	0	0
TOTAL	3,150,000	830,000	2,320,000	1	51,182

Source of Funding			
		Depreciation Fund Balance beginning of year	1,279,595
Outside Sources	830,000	Interest on Fund balance	15,995
Depreciation fund	1,500,000	Fund balance before expenditures	1,295,590
Long Term Debt	820,000	Depreciation Contribution for the Year	430,709
Capital out of revenue	0	Depreciation Spent During the Year	-1,500,000
TOTAL	3,150,000	Balance after expenditures and transfer	226,298

West Hants Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2020/21

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation Rate in 2014/15	430,709
LAND AND LAND RIGHTS					
Source of Supply Land	0	0	0	0	0
Source Water Protection		0			0
STRUCTURES AND IMPROVEMENTS		0			0
Source of Supply Structures - Roads	5,000	0	5,000	0.04	200
Power and Pumping Structures	0	0	0	0.04	0
Purification	0	0	0	0.05	0
Distribution Reservoirs and Standpipes	0	0	0	0.04	0
Water Treatment Plant	0	0	0	0.04	0
Sludge Pond	0	0	0	0.04	0
Other- Bulk Water Station	60,000	0	60,000	0.05	3,000
Equipment	0	0	0		0
Electrical Pumping	20,000	0	20,000	0.04	800
Purification Equipment	7,000	0	7,000	0.05	350
Office Furniture and Equipment	0	0	0	0.05	0
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	0	0	0	0.1	0
Software / computers	0	0	0	0.1	0
SCADA Upgrades	0	0	0	0.143	0
Geotubes for Biosolids Handling	30,000	0	30,000	0.333	9,990
Generator	0	0	0	0.04	0
Mains	0	0	0		0
Transmission	250,000	250,000	0	0.01333	3,333
Distribution	187,000	0	187,000	0.01333	2,493
Meters	19,500	0	19,500	0.05	975
Hydrants	0	0	0	0.01333	0
Sprinkler Connections	0		0		0
Services	14,000	0	14,000	0.02	280
Other	0		0	0	0
TOTAL	592,500	250,000	342,500		21,420

Source of Funding		Depreciation Fund Balance beginning of year	226,298
Outside Sources	250,000	Interest on Fund balance	2,829
Depreciation fund	342,500	Fund balance before expenditures	229,127
Long Term Debt	0	Depreciation Contribution for the Year	452,129
Capital out of revenue	0	Depreciation Spent During the Year	-342,500
TOTAL	592,500	Balance after expenditures and transfer	338,756

West Hants Water Utility

Calculation of Depreciation of Tangible Plant at Total Cost

2021/22

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation Rate in 2015/16	452,129
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General			0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures - Roads	5,000		5,000	0.04	200
Power and Pumping Structures	0		0		0
Purification	0		0	0.05	0
Distribution Reservoirs and Standpipes	0	0	0	0.1	0
Water Treatment Plant	10,000		10,000	0.04	400
Sludge Pond	0	0	0	0.1	0
Other -Watershed dam	1,500,000	500,000	1,000,000	0.02	30,000
Equipment	0		0		0
Electrical Pumping	10,000	0	10,000	0.04	400
Purification Equipment	7,000	0	7,000	0.05	350
Office Furniture and Equipment	0		0		0
Transportation Equipment	24,000	0	24,000	0.1	2,400
Tools and Work Equipment	0		0	0.1	0
Software / computers	0		0	0.2	0
Control and Monitoring equipment	0		0		0
Digital Mapping	0	0	0	0.05	0
Generator	0		0		0
Mains	0		0		0
Transmission	0	0	0	0.0133	0
Distribution	175,000	0	175,000	0.01333	2,333
Meters	19,500		19,500	0.05	975
Hydrants	20,000		20,000	0.01333	267
Sprinkler Connections	0		0		0
Services	14,000	0	14,000	0.02	280
Other	0				0
TOTAL	1,784,500	500,000	1,284,500		37,604

Source of Funding			
		Depreciation Fund Balance beginning of year	338,756
Outside Sources	500,000	Interest on Fund balance	4,234
Depreciation fund	750,000	Fund balance before expenditures	342,990
Long Term Debt	534,500	Depreciation Contribution for the Year	489,733
Capital out of revenue	0	Depreciation Spent During the Year	-750,000
TOTAL	1,784,500	Balance after expenditures and transfer	82,724

Worksheet B-4 01-Nov-18

West Hants Water Utility

Calculation of Amoritization on Capital Contributions (to Plant)

2018/19

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures Flood Study	0	0.04	0
Power and Pumping Structures	0	0.04	0
Purification	0	0.05	0
Distribution Reservoirs and Standpipes	420,000	0.04	16,800
Water Treatment Plant	0	0.04	0
Test Well	0	0.04	0
Other	0	0.05	0
Equipment	0	0.00	0
Electrical Pumping	450,000	0.04	18,000
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.00	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.10	0
Software / computers	0	0.02	0
Control and Monitoring equipment	0	0.14	0
Digital Mapping	0	0.33	0
Generator	0	0.10	0
Mains	0	0.00	0
Transmission	0	0.01	0
Distribution	290,000	0.0133	3,857
Meters	0	0.05	0
Hydrants	0	0.01	0
Sprinkler Connections	300,000	0.02	6,000
Services	0	0.02	0
Other	0	0.00	0
TOTAL	1,460,000		44,657

West Hants Water Utility
Calculation of Amoritization on Capital Contributions (to Plant)
2019/20

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures Flood Study	0	0.04	0
Power and Pumping Structures	0	0.00	0
Purification	0	0.05	0
Distribution Reservoirs and Standpipes	0	0.04	0
Water Treatment Plant	0	0.04	0
Test Well	0	0.05	0
Other	0	0.02	0
Equipment	0	0.00	0
Electrical Pumping	0	0.04	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.00	0
Transportation Equipment	0	0.1000	0
Tools and Work Equipment	0	0.10	0
Software / computers	0	0.20	0
Control and Monitoring equipment	0	0.20	0
Digital Mapping	0	0.14	0
Generator	0	0.33	0
Mains	0	0.14	0
Transmission	500,000	0.0133	6,650
Distribution	130,000	0.0133	1,729
Meters	0	0.050	0
Hydrants	0	0.0133	0
Sprinkler Connections	200,000	0.02	4,000
Services	0	0.02	0
Other	0	0.00	0
TOTAL	830,000		12,379

West Hants Water Utility
Calculation of Amoritization on Capital Contributions (to Plant)
2020/21

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures Flood Study	0	0.04	0
Power and Pumping Structures	0	0.04	0
Purification	0	0.05	0
Distribution Reservoirs and Standpipes	0	0.0400	0
Water Treatment Plant	0	0.04	0
Test Well	0	0.04	0
Other	0	0.05	0
Equipment	0	0.00	0
Electrical Pumping	0	0.04	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.05	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.10	0
Software / computers	0	0.10	0
Control and Monitoring equipment	0	0.14	0
Digital Mapping	0	0.33	0
Generator	0	0.04	0
Mains	0	0.00	0
Transmission	250,000	0.0133	3,333
Distribution	0	0.0133	0
Meters	0	0.05	0
Hydrants	0	0.01	0
Sprinkler Connections	0	0.00	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	250,000		3,333

West Hants Water Utility
Calculation of Amoritization on Capital Contributions (to Plant)
2021/22

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures Flood Study	0	0.04	0
Power and Pumping Structures	0	0.00	0
Purification	0	0.05	0
Distribution Reservoirs and Standpipes	0	0.10	0
Water Treatment Plant	0	0.04	0
Test Well	0	0.10	0
Other	500,000	0.02	10,000
Equipment	0	0.00	0
Electrical Pumping	0	0.04	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.00	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.10	0
Software / computers	0	0.20	0
Control and Monitoring equipment	0	0.00	0
Digital Mapping	0	0.05	0
Generator	0	0.00	0
Mains	0	0.00	0
Transmission	0	0.0133	0
Distribution	0	0.0133	0
Meters	0	0.05	0
Hydrants	0	0.01	0
Sprinkler Connections	0	0.00	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	500,000		10,000

Worksheet B-5 01-Nov-18

West Hants Water Utility
Allocation of the Total Cost of Utiliy Plant in Service
Between General Service and Fire Protection
2018/19

	Falmouth						
	Utility Plant in Service Previous Year	**Additions**	**Utility Plant in Service**	**Percent**	**General Service**	**Percent**	**Fire Protection**
Intangible Plant							
Organization and Working Capital	5,928		5,928	100.0%	5,928	0.0%	0
Tangible Plant	-						
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	183,490	-	183,490	90.0%	165,141	10.0%	18,349
Land - General	279,130	-	279,130	90.0%	251,217	10.0%	27,913
STRUCTURES AND IMPROVEMENTS	-	-	-		0		0
Source of Supply Structures	51,275	5,000	56,275	90.0%	50,648	10.0%	5,628
Power and Pumping Structures	90,380	-	90,380	90.0%	81,342	10.0%	9,038
Purification	760,834	-	760,834	90.0%	684,751	10.0%	76,083
Distribution Reservoirs and Standpipes	786,528	420,000	1,206,528	40.0%	482,611	60.0%	723,917
Water Treatment Plant	441,980	90,000	531,980	90.0%	478,782	10.0%	53,198
Sludge Pond	63,088	-	63,088	90.0%	56,779	10.0%	6,309
Other	-	10,000	10,000	90.0%	9,000	10.0%	1,000
Equipment	-		-		0		0
Electrical Pumping	76,870	460,000	536,870	90.0%	483,183	10.0%	53,687
Purification Equipment	2,657,433	6,500	2,663,933	90.0%	2,397,540	10.0%	266,393
Office Furniture and Equipment	-	-	-	90.0%	0	10.0%	0
Transportation Equipment	88,887	-	88,887	90.0%	79,998	10.0%	8,889
Tools and Work Equipment	11,644	25,000	36,644	90.0%	32,980	10.0%	3,664
Software / computers	-	-	-	90.0%	0	10.0%	0
Control and Monitoring equipment	-	7,000	7,000	90.0%	6,300	10.0%	700
Geotubes for Biosolids Handling	-	-	-	90.0%	0	10.0%	0
Leak Detection Monitoring Equip	-	-	-	90.0%	0	10.0%	0
Mains	-	-	-		0		0
Transmission	334,471	15,000	349,471	40.0%	139,788	60.0%	209,683
Distribution	5,070,029	417,000	5,487,029	40.0%	2,194,812	60.0%	3,292,217
Meters	983,106	38,000	1,021,106	100.0%	1,021,106	0.0%	0
Hydrants	395,096	6,000	401,096	0.0%	0	100.0%	401,096
	-	600,000	600,000	0.0%	0	100.0%	600,000
Services	440,598	14,000	454,598	100.0%	454,598	0.0%	0
Other	111,072	-	111,072	90.0%	99,965	10.0%	11,107
TOTAL	12,831,839	2,113,500	14,945,339	61.4%	9,176,468	38.6%	5,768,871

West Hants Water Utility
Allocation of the Total Cost of Utiliy Plant in Service
Between General Service and Fire Protection
2019/20

	Falmouth						
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	5,928		5,928	100.0%	5,928	0.0%	0
Tangible Plant	-	-					
LAND AND LAND RIGHTS	-	-	-				
Source of Supply Land	183,490	-	183,490	90.0%	165,141	10.0%	18,349
Land - General	279,130	-	279,130	90.0%	251,217	10.0%	27,913
STRUCTURES AND IMPROVEMENTS	-	-	-		0		0
Source of Supply Structures	56,275	5,000	61,275	90.0%	55,148	10.0%	6,128
Power and Pumping Structures	90,380	-	90,380	90.0%	81,342	10.0%	9,038
Purification	760,834	-	760,834	90.0%	684,751	10.0%	76,083
Distribution Reservoirs and Standpipes	1,206,528	-	1,206,528	40.0%	482,611	60.0%	723,917
Water Treatment Plant	531,980	30,000	561,980	90.0%	505,782	10.0%	56,198
Sludge Pond	63,088	-	63,088	90.0%	56,779	10.0%	6,309
Other-W#atershed Dam	10,000	200,000	210,000	90.0%	189,000	10.0%	21,000
Equipment	-	-	-		0		0
Electrical Pumping	536,870	20,000	556,870	90.0%	501,183	10.0%	55,687
Purification Equipment	2,663,933	6,500	2,670,433	90.0%	2,403,390	10.0%	267,043
Office Furniture and Equipment	-	-	-	90.0%	0	10.0%	0
Transportation Equipment	88,887	24,000	112,887	90.0%	101,598	10.0%	11,289
Tools and Work Equipment	36,644	-	36,644	90.0%	32,980	10.0%	3,664
Software / computers	-	-	-	90.0%	0	10.0%	0
Control and Monitoring equipment	7,000	-	7,000	90.0%	6,300	10.0%	700
Geotubes for Biosolids Handling	-	-	-	90.0%	0	10.0%	0
Leak Detection Monitoring Equip	-	-	-	90.0%	0	10.0%	0
Mains	-	-	-		0		0
Transmission	349,471	2,125,000	2,474,471	40.0%	989,788	60.0%	1,484,683
Distribution	5,487,029	187,000	5,674,029	40.0%	2,269,612	60.0%	3,404,417
Meters	1,021,106	19,500	1,040,606	100.0%	1,040,606	0.0%	0
Hydrants	401,096	19,000	420,096	0.0%	0	100.0%	420,096
Sprinkler Connections	600,000	500,000	1,100,000	0.0%	0	100.0%	1,100,000
Services	454,598	14,000	468,598	100.0%	468,598	0.0%	0
Other	111,072	-	111,072	90.0%	99,965	10.0%	11,107
TOTAL	14,945,339	3,150,000	18,095,339	57.4%	10,391,718	42.6%	7,703,621

West Hants Water Utility
Allocation of the Total Cost of Utiliy Plant in Service
Between General Service and Fire Protection
2020/21

	Falmouth						
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	5,928		5,928	100.0%	5,928	0.0%	0
Tangible Plant	-						
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	183,490	0	183,490	90.0%	165,141	10.0%	18,349
Land - General	279,130	0	279,130	90.0%	251,217	10.0%	27,913
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures	61,275	5,000	66,275	90.0%	59,648	10.0%	6,628
Power and Pumping Structures	90,380	0	90,380	90.0%	81,342	10.0%	9,038
Purification	760,834	0	760,834	90.0%	684,751	10.0%	76,083
Distribution Reservoirs and Standpipes	1,206,528	0	1,206,528	40.0%	482,611	60.0%	723,917
Water Treatment Plant	561,980	0	561,980	90.0%	505,782	10.0%	56,198
Sludge Pond	63,088	0	63,088	90.0%	56,779	10.0%	6,309
Other	210,000	60,000	270,000	90.0%	243,000	10.0%	27,000
Equipment	-	0	-		0		0
Electrical Pumping	556,870	20,000	576,870	90.0%	519,183	10.0%	57,687
Purification Equipment	2,670,433	7,000	2,677,433	90.0%	2,409,690	10.0%	267,743
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	112,887	0	112,887	90.0%	101,598	10.0%	11,289
Tools and Work Equipment	36,644	0	36,644	90.0%	32,980	10.0%	3,664
Software / computers	-	0	-	90.0%	0	10.0%	0
SCADA Upgrades	7,000	0	7,000	90.0%	6,300	10.0%	700
Geotubes for Biosolids Handling	-	30,000	30,000	90.0%	27,000	10.0%	3,000
Leak Detection Monitoring Equip	-	0	-	90.0%	0	10.0%	0
Mains	-	0	-		0		0
Transmission	2,474,471	250,000	2,724,471	40.0%	1,089,788	60.0%	1,634,683
Distribution	5,674,029	187,000	5,861,029	40.0%	2,344,412	60.0%	3,516,617
Meters	1,040,606	19,500	1,060,106	100.0%	1,060,106	0.0%	0
Hydrants	420,096	0	420,096	0.0%	0	100.0%	420,096
Sprinkler Connections	1,100,000	0	1,100,000	0.0%	0	100.0%	1,100,000
Services	468,598	14,000	482,598	100.0%	482,598	0.0%	0
Other	111,072	0	111,072	90.0%	99,965	10.0%	11,107
TOTAL	18,095,339	592,500	18,687,839	57.3%	10,709,818	42.7%	7,978,021

West Hants Water Utility
Allocation of the Total Cost of Utiliy Plant in Service
Between General Service and Fire Protection
2021/22

	Falmouth						
	Utility Plant in Service Previous Year	**Additions**	**Utility Plant in Service**	**Percent**	**General Service**	**Percent**	**Fire Protection**
Intangible Plant							
Organization and Working Capital	5,928		5,928	100.0%	5,928	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	183,490	0	183,490	90.0%	165,141	10.0%	18,349
Land - General	279,130	0	279,130	90.0%	251,217	10.0%	27,913
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures	66,275	5,000	71,275	90.0%	64,148	10.0%	7,128
Power and Pumping Structures	90,380	0	90,380	90.0%	81,342	10.0%	9,038
Purification	760,834	0	760,834	90.0%	684,751	10.0%	76,083
Distribution Reservoirs and Standpipes	1,206,528	0	1,206,528	40.0%	482,611	60.0%	723,917
Water Treatment Plant	561,980	10,000	571,980	90.0%	514,782	10.0%	57,198
Sludge Pond	63,088	0	63,088	90.0%	56,779	10.0%	6,309
Other	270,000	1,500,000	1,770,000	90.0%	1,593,000	10.0%	177,000
Equipment	-	0	-				
Electrical Pumping	576,870	10,000	586,870	90.0%	528,183	10.0%	58,687
Purification Equipment	2,677,433	7,000	2,684,433	90.0%	2,415,990	10.0%	268,443
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	112,887	24,000	136,887	90.0%	123,198	10.0%	13,689
Tools and Work Equipment	36,644	0	36,644	90.0%	32,980	10.0%	3,664
Software / computers	-	0	-	90.0%	0	10.0%	0
SCADA Upgrades	7,000	0	7,000	90.0%	6,300	10.0%	700
Geotubes for Biosolids Handling	30,000	0	30,000	90.0%	27,000	10.0%	3,000
Leak Detection Monitoring Equip	-	0	-	90.0%	0	10.0%	0
Mains	-	0	-		0		0
Transmission	2,724,471	0	2,724,471	40.0%	1,089,788	60.0%	1,634,683
Distribution	5,861,029	175,000	6,036,029	40.0%	2,414,412	60.0%	3,621,617
Meters	1,060,106	19,500	1,079,606	100.0%	1,079,606	0.0%	0
Hydrants	420,096	20,000	440,096	0.0%	0	100.0%	440,096
Sprinkler Connections	1,100,000	0	1,100,000	0.0%	0	100.0%	1,100,000
Services	482,598	14,000	496,598	100.0%	496,598	0.0%	0
Other	111,072	0	111,072	90.0%	99,965	10.0%	11,107
TOTAL	18,687,839	1,784,500	20,472,339	59.7%	12,213,718	40.3%	8,258,621

West Hants Water Utility
Allocation of Fire Protection Charges
Projected Expenses for 2019/20

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	370,850	10.0%	37,085
Power and Pumping	44,728	10.0%	4,473
Water Treatment	279,951	10.0%	27,995
Transmission and Distribution	602,901	42.6%	256,669
Administration and General	196,841	10.0%	19,684
Depreciation	430,709	42.6%	183,363
Taxes	40,845	42.6%	17,389
Return on Rate Base	164,840	42.6%	70,176
Total	2,131,663	28.9%	616,834

West Hants Water Utility
Allocation of Fire Protection Charges
Projected Expenses for Year 2020/21

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	381,975	10.0%	38,198
Power and Pumping	46,070	10.0%	4,607
Water Treatment	288,349	10.0%	28,835
Transmission and Distribution	620,988	42.7%	265,106
Administration and General	202,746	10.0%	20,275
Depreciation	452,129	42.7%	193,018
Taxes	42,070	42.7%	17,960
Return on Rate Base	184,686	42.7%	78,844
Total	2,219,014	29.2%	646,843

West Hants Water Utility
Allocation of Fire Protection Charges
Projected Expenses for Year 2021/22

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	393,434	10.0%	39,343
Power and Pumping	47,452	10.0%	4,745
Water Treatment	297,000	10.0%	29,700
Transmission and Distribution	639,617	40.3%	258,024
Administration and General	208,829	10.0%	20,883
Depreciation	489,733	40.3%	197,560
Taxes	43,332	40.3%	17,480
Return on Rate Base	223,991	40.3%	90,359
Total	2,343,388	28.1%	658,095

Worksheet C-2

01-Nov-18

West Hants Water Utility				
Calculation of rate Base and required Return on rate Base				
Years Ending March 31st				
	2018/19	**2019/20**	**2020/21**	**2021/22**
	(Actual)	**(Estimate)**	**(Estimate)**	**(Estimate)**
RATE BASE				
Utility plant in Service March 31st	14,945,339	18,095,339	18,687,839	20,472,339
Less Accumulated Depreciaiton on actual cost of plant in service (Estimated)	(3,730,890)	(4,161,599)	(4,613,728)	(5,103,461)
Less Unamoritized amount of capital contribution for plant in service	(2,999,045)	(3,772,009)	(3,961,641)	(4,391,272)
Estimated Rate Base at Year End	8,215,404	10,161,731	10,112,470	10,977,606
REQUIRED RETURN				
Non-operating Expenditures (B-2)	116,454	185,261	205,172	244,542
Less Non-operating Revenue	(2,060)	(2,122)	(2,185)	(2,251)
Less Other Non-operating Revenue (B-2)	(18,300)	(18,300)	(18,300)	(18,300)
Return on Rate Base	96,094	164,840	184,686	223,991
Required Rate of Return (Req'd Return/Est Rate Base)	1.17%	1.62%	1.83%	2.04%

West Hants Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2019/20

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Source of Supply	370,850	37,085	333,765							100%	333,765
Power and Pumping	44,728	4,473	40,255							100%	40,255
Water Treatment	279,951	27,995	251,956							100%	251,956
Transmission and Distribution	602,901	256,669	346,231			25%	86,558	75%	259,674		
Administration and General	196,841	19,684	177,157	10%	17,716	90%	159,441	0%	0		
Depreciation	430,709	183,363	247,346			100%	247,346				
Taxes	40,845	17,389	23,456			100%	23,456				
Return on Rate Base	164,840	70,176	94,663			40%	37,865	30%	28,399	30%	28,399
SUBTOTAL	2,131,663	616,834	1,514,829		17,716		554,666		288,073		654,374
							-				-
TOTAL	2,131,663	616,834	1,514,829		17,716		554,666		288,073		654,374

West Hants Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2020/21

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Source of Supply	381,975	38,198	343,778							100%	343,778
Power and Pumping	46,070	4,607	41,463							100%	41,463
Water Treatment	288,349	28,835	259,514							100%	259,514
Transmission and Distribution	620,988	265,106	355,882			25%	88,971	75%	266,912		
Adminstration and General	202,746	20,275	182,472	10%	18,247	90%	164,225	0%	0		
Depreciation	452,129	193,018	259,111			100%	259,111				
Taxes	42,070	17,960	24,110			100%	24,110				
Return on Rate Base	184,686	78,844	105,842			40%	42,337	30%	31,753	30%	31,753
SUBTOTAL	2,219,014	646,843	1,572,171		18,247		578,752		298,664		676,507
TOTAL	2,219,014	646,843	1,572,171		18,247		578,752		298,664		676,507

West Hants Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2021/22

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Source of Supply	393,434	39,343	354,091							100%	354,091
Power and Pumping	47,452	4,745	42,707							100%	42,707
Water Treatment	297,000	29,700	267,300							100%	267,300
Transmission and Distribution	639,617	258,024	381,593			25%	95,398	75%	286,195		
Adminstration and General	208,829	20,883	187,946	10%	18,795	90%	169,151	0%	0		
Depreciation	489,733	197,560	292,173			100%	292,173				
Taxes	43,332	17,480	25,852			100%	25,852				
Return on Rate Base	223,991	90,359	133,632			40%	53,453	30%	40,090	30%	40,090
SUBTOTAL	2,343,388	658,095	1,685,293		18,795		636,027		326,285		704,187
TOTAL	2,343,388	658,095	1,685,293		18,795		636,027		326,285		704,187

West Hants Water Utility
Service Connections and Equivalents
2019/20

Meter Size	Number of Services	Capacity Ratio	System Equivalents
5/8"	2,376	1	2,376
3/4"	10	1.5	15
1"	19	2.5	48
1.5"	8	5	40
2"	7	8	56
3"	3	16	48
4"	2	25	50
6"	2	50	100
8"	0	90	0
TOTAL	2427		2,733

West Hants Water Utility
Service Connections and Equivalents
2020/21

Meter Size	Number of Services	Capacity Ratio	System Equivalents
5/8"	2,381	1	2,381
3/4"	10	1.5	15
1"	19	2.5	48
1.5"	8	5	40
2"	7	8	56
3"	3	16	48
4"	2	25	50
6"	2	50	100
8"	0	90	0
TOTAL	2432		2,738

West Hants Water Utility
Service Connections and Equivalents
2021/22

Meter Size	Number of Services	Capacity Ratio	System Equivalents
5/8"	2,386	1	2,386
3/4"	10	1.5	15
1"	19	2.5	48
1.5"	8	5	40
2"	7	8	56
3"	3	16	48
4"	2	25	50
6"	2	50	100
8"	0	90	0
TOTAL	2437		2,743

West Hants Water Utility
Service Connections and Equivalents
2019/20

Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
5/8"	1	202.99	7.30	210.29	52.57
3/4"	1.5	304.48	7.30	311.78	77.95
1"	2.5	507.47	7.30	514.77	128.69
1.5"	5	1,014.94	7.30	1,022.24	255.56
2"	8	1,623.91	7.30	1,631.21	407.80
3"	16	3,247.82	7.30	3,255.12	813.78
4"	25	5,074.71	7.30	5,082.01	1,270.50
6"	50	10,149.43	7.30	10,156.73	2,539.18
8"	90	18,268.97	7.30	18,276.27	4,569.07
TOTAL					

West Hants Water Utility
Service Connections and Equivalents
2020/21

Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
5/8"	1	211.42	7.50	218.92	54.73
3/4"	1.5	317.12	7.50	324.63	81.16
1"	2.5	528.54	7.50	536.04	134.01
1.5"	5	1,057.08	7.50	1,064.59	266.15
2"	8	1,691.33	7.50	1,698.83	424.71
3"	16	3,382.66	7.50	3,390.17	847.54
4"	25	5,285.41	7.50	5,292.91	1,323.23
6"	50	10,570.82	7.50	10,578.32	2,644.58
8"	90	19,027.48	7.50	19,034.98	4,758.75
TOTAL					

West Hants Water Utility
Service Connections and Equivalents
2021/22

Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
5/8"	1	231.92	7.71	239.63	59.91
3/4"	1.5	347.87	7.71	355.58	88.90
1"	2.5	579.79	7.71	587.50	146.88
1.5"	5	1,159.58	7.71	1,167.29	291.82
2"	8	1,855.32	7.71	1,863.03	465.76
3"	16	3,710.64	7.71	3,718.35	929.59
4"	25	5,797.88	7.71	5,805.59	1,451.40
6"	50	11,595.76	7.71	11,603.47	2,900.87
8"	90	20,872.36	7.71	20,880.07	5,220.02
TOTAL					

Worksheet C-6

01-Nov-18

West Hants Water Utility
Water Consumption by Block

Meter Size	2018/19 Total 1st Block Cubic Metres	2019/20 Total 1st Block Cubic Metres
Unmetered		
5/8"	**356,860**	**351,507**
3/4"	**2,213**	**2,213**
1"	**13,698**	**13,698**
1.5"	**9,063**	**9,063**
2"	**8,020**	**8,020**
3"	**17,313**	**17,313**
4"	**2,229**	**2,229**
6"	**0**	**31,792**
8"		
TOTAL	**409,396**	**435,835**

West Hants Water Utility
Water Consumption by Block

Meter Size	2020/21 Total 1st Block Cubic Metres	2021/22 Total 1st Block Cubic Metres
Unmetered		
5/8"	**346,985**	**342,532**
3/4"	**2,213**	**2,213**
1"	**13,698**	**13,698**
1.5"	**9,063**	**9,063**
2"	**8,020**	**8,020**
3"	**17,313**	**17,313**
4"	**2,229**	**2,229**
6"	**31,792**	**31,792**
8"		
TOTAL	**431,313**	**426,860**

Worksheet C-7

01-Nov-18

West Hants Water Utility
Calculation of Consumption Charge
2019/20

NET PRODUCTION EXPENSE		Cubic Metres
Total Charge Worksheet C-3 / Quantity Worksheet C-6		1.50
NET DELIVERY EXPENSES		
Total Charge Worksheet C-3 / Quantity Worksheet C-6		0.66
TOTAL CONSUMPTION CHARGE		**2.16**

West Hants Water Utility
Calculation of Consumption Charge
2020/21

NET PRODUCTION EXPENSE		Cubic Metres
Total Charge Worksheet C-3 / Quantity Worksheet C-6		1.57
NET DELIVERY EXPENSES		
Total Charge Worksheet C-3 / Quantity Worksheet C-6		0.69
TOTAL CONSUMPTION CHARGE		**2.26**

West Hants Water Utility
Calculation of Consumption Charge
2021/22

NET PRODUCTION EXPENSE		Cubic Metres
Total Charge Worksheet C-3 / Quantity Worksheet C-6		1.65
NET DELIVERY EXPENSES		
Total Charge Worksheet C-3 / Quantity Worksheet C-6		0.76
TOTAL CONSUMPTION CHARGE PER 1000 imp Gallons		**2.41**

Worksheet C-8 01-Nov-18

West Hants Water Utility
Water Consumption by Block
2019/20

BASE CHARGE

Meter Size	Number	Base Rate	Dollar Revenue
5/8"	2,376	210.29	499,644
3/4"	10	311.78	3,118
1"	19	514.77	9,781
1.5"	8	1,022.24	8,178
2"	7	1,631.21	11,418
3"	3	3,255.12	9,765
4"	2	5,082.01	10,164
6"	2	10,156.73	20,313
8"	0	18,276.27	0
	TOTAL BASE REVENUE		572,382

CONSUMPTION CHARGE

	Quantity	per cubic meter	
			-
1st Block	435,835	2.16	942,447
	TOTAL CONSUMPTION REVENUE		942,447

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 1,514,829

West Hants Water Utility
Water Consumption by Block
2020/21

BASE CHARGE

Meter Size	Number	Base Rate	Dollar Revenue
5/8"	2,381	218.92	521,247
3/4"	10	324.63	3,246
1"	19	536.04	10,185
1.5"	8	1,064.59	8,517
2"	7	1,698.83	11,892
3"	3	3,390.17	10,170
4"	2	5,292.91	10,586
6"	2	10,578.32	21,157
8"	0	19,034.98	0
	TOTAL BASE REVENUE		597,000

CONSUMPTION CHARGE

	Quantity	per cubic meter	
1st Block	431,313	2.26	975,171
	TOTAL CONSUMPTION REVENUE		975,171

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 1,572,171

West Hants Water Utility
Water Consumption by Block
2021/22

BASE CHARGE

Meter Size	Number	Base Rate	Dollar Revenue
5/8"	2,386	239.63	571,751
3/4"	10	355.58	3,556
1"	19	587.50	11,163
1.5"	8	1,167.29	9,338
2"	7	1,863.03	13,041
3"	3	3,718.35	11,155
4"	2	5,805.59	11,611
6"	2	11,603.47	23,207
8"	0	20,880.07	0
	TOTAL BASE REVENUE		654,822

CONSUMPTION CHARGE

	Quantity	per cubic meter	
1st Block	426,860	2.41	1,030,471
	TOTAL CONSUMPTION REVENUE		1,030,471

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 1,685,293

Worksheet C-9

01-Nov-18

West Hants Water Utility
Calculation of Bulk Water Rate
Years Ending March 31st

Cost Base	**2019/20**	**2020/21**	**2021/22**
Total Operating Expenses (Worksheet B-2)	1,966,824	2,034,327	2,119,397
Total Non Operating Expenses (Worksheet B-2)	185,261	205,172	244,542
Total Expenses	2,152,085	2,239,499	2,363,939
Water Consumption in Cubic Meters	435,835	431,313	426,860
Unit Calculations			
Unit cost per cubic metre	4.94	5.19	5.54
Operating cost and profit mark-up	30%	30%	30%
Bulk rate per cubic metre	**6.42**	**6.75**	**7.20**

Worksheet D-1

Hantsport 01-Nov-18

West Hants Water Utility
Comparison of Current Water Rates with Proposed New Rates
2018/19

Meter Size	Average Quarterly Consumption 1st Block	Base Charge Current	Base Charge Proposed	Percent Change	Commodity Charge Current	Commodity Charge Proposed	Percent Change	Quarterly Water Bill Current	Quarterly Water Bill Proposed	Percent Change
5/8"	37	91.12	52.57	-42.3%	80.26	79.98	-0.4%	171.38	132.55	-22.7%
3/4"	55	134.15	77.95	-41.9%	120.06	119.63	-0.4%	254.21	197.58	-22.3%
1"	180	220.19	128.69	-41.6%	391.11	389.74	-0.4%	611.30	518.44	-15.2%
1.5"	283	435.31	255.56	-41.3%	614.58	612.43	-0.4%	1,049.89	867.99	-17.3%
2"	286	693.45	407.80	-41.2%	621.55	619.37	-0.4%	1,315.00	1,027.17	-21.9%
3"	1,443		813.78			3,119.79				
4"	279	2,156.26	1,270.50	-41.1%	604.62	602.50	-0.4%	2,760.88	1,873.00	-32.2%
6"	3,974	4,307.45	2,539.18	-41.1%		8,593.35				

TMP/Wentworth 01-Nov-18

West Hants Water Utility
Comparison of Current Water Rates with Proposed New Rates
2018/19

Meter Size	Average Quarterly Consumption 1st Block	Base Charge Current	Base Charge Proposed	Percent Change	Commodity Charge Current	Commodity Charge Proposed	Percent Change	Quarterly Water Bill Current	Quarterly Water Bill Proposed	Percent Change
5/8"	37	42.65	52.57	23.3%	92.50	79.98	-13.5%	135.15	132.55	-1.9%
3/4"	55	63.34	77.95	23.1%	138.37	119.63	-13.5%	201.71	197.58	-2.0%
1"	180	104.74	128.69	22.9%	450.77	389.74	-13.5%	555.51	518.44	-6.7%
1.5"	283	208.23	255.56	22.7%	708.33	612.43	-13.5%	916.56	867.99	-5.3%
2"	286	332.41	407.80	22.7%	716.36	619.37	-13.5%	1,048.77	1,027.17	-2.1%
3"	1,443		813.78	#DIV/0!		3,119.79				
4"	279		1,270.50	#DIV/0!		602.50				
6"	3,974		2,539.18			8,593.35				

Falmouth

West Hants Water Utility
Comparison of Current Water Rates with Proposed New Rates
2018/19

Meter Size	Average Quarterly Consumption 1st Block	Base Charge Current	Base Charge Proposed	Percent Change	Commodity Charge Current	Commodity Charge Proposed	Percent Change	Quarterly Water Bill Current	Quarterly Water Bill Proposed	Percent Change
5/8"	37	36.29	52.57	44.9%	51.41	79.98	55.6%	87.70	132.55	51.1%
3/4"	55	53.68	77.95	45.2%	77.03	119.63	55.3%	130.71	197.58	51.2%
1"	180	88.47	128.69	45.5%	250.94	389.74	55.3%	339.41	518.44	52.7%
1.5"	283	175.44	255.56	45.7%	394.32	612.43	55.3%	569.76	867.99	52.3%
2"	286	279.81	407.80	45.7%	398.79	619.37	55.3%	678.60	1,027.17	51.4%
3"	1,443	558.12	813.78	45.8%	2,008.73	3,119.79	55.3%	2,566.85	3,933.57	53.2%
4"	279		1,270.50			602.50				
6"	3,974		2,539.18			8,593.35				

West Hants Water Utility
Comparison of Current Water Rates with Proposed New Rates
2019/20

Meter Size	Average Quarterly Consumption 1st Block	Base Charge Current	Proposed	Percent Change	Commodity Charge Current	Commodity Charge Proposed	Percent Change	Quarterly Water Bill Current	Quarterly Water Bill Proposed	Percent Change
5/8"	36	52.57	54.73	4.1%	79.98	82.37	3.0%	132.55	137.10	3.4%
3/4"	55	77.95	81.16	4.1%	119.63	125.09	4.6%	197.58	206.24	4.4%
1"	180	128.69	134.01	4.1%	389.74	407.50	4.6%	518.44	541.51	4.5%
1.5"	283	255.56	266.15	4.1%	612.43	640.34	4.6%	867.99	906.49	4.4%
2"	286	407.80	424.71	4.1%	619.37	647.60	4.6%	1,027.17	1,072.30	4.4%
3"	1,443	813.78	847.54	4.1%	3,119.79	3,261.96	4.6%	3,933.57	4,109.50	0.0%
4"	279	1,270.50	1,323.23	4.1%	602.50	629.95	4.6%	1,873.00	1,953.18	4.3%
6"	3,974	2,539.18	2,644.58	4.2%	8,593.35	8,984.95	4.6%	11,132.53	11,629.53	4.5%

West Hants Water Utility
Comparison of Current Water Rates with Proposed New Rates
2020/21

Meter Size	Average Quarterly Consumption 1st Block	Base Charge Current	Proposed	Percent Change	Commodity Charge Current	Commodity Charge Proposed	Percent Change	Quarterly Water Bill Current	Quarterly Water Bill Proposed	Percent Change
5/8"	36	54.73	59.91	9.5%	82.37	86.64	5.2%	137.10	146.55	6.9%
3/4"	55	81.16	88.90	9.5%	125.09	133.56	6.8%	206.24	222.45	7.9%
1"	180	134.01	146.88	9.6%	407.50	435.11	6.8%	541.51	581.98	7.5%
1.5"	283	266.15	291.82	9.6%	640.34	683.71	6.8%	906.49	975.53	7.6%
2"	286	424.71	465.76	9.7%	647.60	691.46	6.8%	1,072.30	1,157.22	7.9%
3"	1,443	847.54	929.59	9.7%	3,261.96	3,482.91	6.8%	4,109.50	4,412.50	7.4%
4"	279	1,323.23	1,451.40	9.7%	629.95	672.62	6.8%	1,953.18	2,124.02	8.7%
6"	3,974	2,644.58	2,900.87	9.7%	8,984.95	9,593.54	6.8%	11,629.53	12,494.40	7.4%

Worksheet D-2

01-Nov-18

West Hants Water Utility
Comparitive Statement of Operations
Fiscal Years ending March 31st

		Projection Using Proposed Rates		
	2017/18 Year	2019/20 Test Yr 1	2020/21 Test Yr 2	2021/22 Test Yr 3
OPERATING REVENUES				
Metered Sales	1,300,000	1,514,829	1,572,171	1,685,293
Public Fire Protection	604,438	616,834	646,843	658,095
Total	1,904,438	2,131,663	2,219,014	2,343,388
OPERATING EXPENDITURES				
Source of Supply	369,485	370,850	381,975	393,434
Power and Pumping	43,425	44,728	46,070	47,452
Water Treatment	271,797	279,951	288,349	297,000
Transmission and Distribution	585,341	602,901	620,988	639,617
Administration and General	191,108	196,841	202,746	208,829
Depreciation	379,526	430,709	452,129	489,733
Taxes	39,655	40,845	42,070	43,332
Total	1,880,337	1,966,824	2,034,327	2,119,397
OPERATING PROFIT (LOSS)				
LESS NON-OPERATING REVENUES				
Interest	2,060	2,122	2,185	2,251
Transfer from Reserves	0	0	0	0
Other	0	0	0	0
Total	2,060	2,122	2,185	2,251
OTHER OPERATING REVENUES				
Interest on Overdue Accounts	4,000	4,000	4,000	4,000
Sprinklers/Private Hydrants	800	800	800	800
Other Revenue	13,500	13,500	13,500	13,500
Total	18,300	18,300	18,300	18,300
NON-OPERATING EXPENDITURES				
Debt Charges - Principal	60,133	60,133	87,814	87,814
Debt Charges - Interest	46,321	43,637	35,867	32,347
Capital out of Revenue	0	0	0	0
Transfer to reserve for sludge handling	10,000	10,000	10,000	10,000
Earnings	0	0	0	0
Total	116,454	185,261	205,172	244,542
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-71,993	0	0	0

Appendix 1

Loan Calculator
Long Term Debt
2018/19

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

Payment Schedule for Capital Works

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

Loan Calculator
Long Term Debt
2019/20

Interest Rate	**6.0%**
Term in years	**20**
Capital **$**	**820,000**

Payment Schedule for Capital Works

	Principal	Interest	Total	Balance
Year				
1	$22,291.34	$49,200.00	71,491.34	797,708.66
2	$23,628.82	$47,862.52	71,491.34	774,079.85
3	$25,046.55	$46,444.79	71,491.34	749,033.30
4	$26,549.34	$44,942.00	71,491.34	722,483.96
5	$28,142.30	$43,349.04	71,491.34	694,341.66
6	$29,830.84	$41,660.50	71,491.34	664,510.83
7	$31,620.69	$39,870.65	71,491.34	632,890.14
8	$33,517.93	$37,973.41	71,491.34	599,372.21
9	$35,529.00	$35,962.33	71,491.34	563,843.21
10	$37,660.74	$33,830.59	71,491.34	526,182.46
11	$39,920.39	$31,570.95	71,491.34	486,262.07
12	$42,315.61	$29,175.72	71,491.34	443,946.46
13	$44,854.55	$26,636.79	71,491.34	399,091.91
14	$47,545.82	$23,945.51	71,491.34	351,546.09
15	$50,398.57	$21,092.77	71,491.34	301,147.52
16	$53,422.49	$18,068.85	71,491.34	247,725.03
17	$56,627.83	$14,863.50	71,491.34	191,097.20
18	$60,025.50	$11,465.83	71,491.34	131,071.69
19	$63,627.04	$7,864.30	71,491.34	67,444.66
20	$67,444.66	$4,046.68	71,491.34	(0.00)

Loan Calculator
Long Term Debt
2020/21

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

Payment Schedule for Capital Works

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

Loan Calculator
Long Term Debt
2021/22

Interest Rate	**5.0%**
Term in years	**20**
Capital	**$ 534,500**

Payment Schedule for Capital Works

	Principal	Interest	Total	Balance
Year				
1	$16,164.66	$26,725.00	42,889.66	518,335.34
2	$16,972.90	$25,916.77	42,889.66	501,362.44
3	$17,821.54	$25,068.12	42,889.66	483,540.90
4	$18,712.62	$24,177.05	42,889.66	464,828.28
5	$19,648.25	$23,241.41	42,889.66	445,180.03
6	$20,630.66	$22,259.00	42,889.66	424,549.37
7	$21,662.19	$21,227.47	42,889.66	402,887.18
8	$22,745.30	$20,144.36	42,889.66	380,141.87
9	$23,882.57	$19,007.09	42,889.66	356,259.31
10	$25,076.70	$17,812.97	42,889.66	331,182.61
11	$26,330.53	$16,559.13	42,889.66	304,852.08
12	$27,647.06	$15,242.60	42,889.66	277,205.02
13	$29,029.41	$13,860.25	42,889.66	248,175.60
14	$30,480.88	$12,408.78	42,889.66	217,694.72
15	$32,004.93	$10,884.74	42,889.66	185,689.79
16	$33,605.17	$9,284.49	42,889.66	152,084.62
17	$35,285.43	$7,604.23	42,889.66	116,799.19
18	$37,049.70	$5,839.96	42,889.66	79,749.49
19	$38,902.19	$3,987.47	42,889.66	40,847.30
20	$40,847.30	$2,042.36	42,889.66	-

SCHEDULES A, B, AND C
RATES AND CHARGES

SCHEDULE "A"
WEST HANTS WATER UTILITY

SCHEDULE OF RATES AND CHARGES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2019)

RATES

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

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

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

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

1. RATES:

(a) Base Charges

Size of Meter	Quarterly
5/8"	52.57
3/4"	77.95
1"	128.69
1.5"	255.56
2"	407.80
3"	813.78
4"	1,270.50
6"	2,539.18
8"	4,569.07

(b) Consumption Rate

$2.16 per cubic metre
$9.82 per 1,000 imp. gallons

A

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Municipality of the District of West Hants, the Municipality of the County of Kings, and the Gloosecap First Nation shall pay annually to the Utility for fire protection on or before September 30, 2019 the sum of $616,843.

The fire protection charge shall be apportioned among the Municipality of the District of West Hants, the Municipality of the County Kings, and the Glooscap First Nation based on the number of hydrants owned and operated by the Utility as the April 1, 2019 in each location.

3. RATES FOR SPRINKLER SERVICE

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

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

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

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

5. PRIVATE HYDRANT CONNECTION RATES

Per hydrant per year $250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

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

A

charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGE FOR RE-ESTABLISHING WATER SERVICE

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

8. CUSTOMER ACCOUNT CREATION FEE

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

9. CONNECTION FEE

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

10. DISCONNECTION FEE

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

11. SPECIAL SERVICE CHARGE:

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

12. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a $25.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

A

13. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

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

14. CHARGE FOR REVIEW OF DRAWINGS AND SPECIFICATIONS

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

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

15. BULK WATER

Bulk water will be provided to water haulers who have been approved by the Utility at the designated location at a cost of $6.42 per cubic metre or part thereof with a minimum charge of $40.00. Such charge shall be rendered for each loading.

A

SCHEDULE "B"

WEST HANTS WATER UTILITY

SCHEDULE OF RATES AND CHARGES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2020)

RATES

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

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

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

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

1. RATES:

(a) Base Charges

Size of Meter	Quarterly
5/8"	54.73
3/4"	81.16
1"	134.01
1.5"	266.15
2"	424.71
3"	847.54
4"	1,323.23
6"	2,644.58
8"	4,758.75

(b) Consumption Rate

$2.26	per cubic metre
$10.26	per 1,000 imp. gallons

B

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Municipality of the District of West Hants, the Municipality of the County of Kings, and the Gloosecap First Nation shall pay annually to the Utility for fire protection on or before September 30, 2020 the sum of $646,843.

The fire protection charge shall be apportioned among the Municipality of the District of West Hants, the Municipality of the County Kings, and the Glooscap First Nation based on the number of hydrants owned and operated by the Utility as the April 1, 2020 in each location.

3. RATES FOR SPRINKLER SERVICE

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

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

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

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

5. PRIVATE CONNECTION HYDRANT RATES

Per hydrant per year $250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

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

B

charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGE FOR RE-ESTABLISHING WATER SERVICE

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

8. CUSTOMER ACCOUNT CREATION FEE

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

9. CONNECTION FEE

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

10. DISCONNECTION FEE

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

11. SPECIAL SERVICE CHARGE:

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

12. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a $25.00 administration fee plus any additional bank fees for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

B

13. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

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

14. CHARGE FOR REVIEW OF DRAWINGS AND SPECIFICATIONS

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

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

15. BULK WATER

Bulk water will be provided to water haulers who have been approved by the Utility at the designated location at a cost of $6.75 per cubic metre or part thereof with a minimum charge of $40.00. Such charge shall be rendered for each loading.

B

SCHEDULE "C"

WEST HANTS WATER UTILITY

SCHEDULE OF RATES AND CHARGES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2021)

RATES

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

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

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

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

1. RATES:

(a) Base Charges

Size of Meter	Quarterly
5/8"	59.91
3/4"	88.90
1"	146.88
1.5"	291.82
2"	465.76
3"	929.59
4"	1,451.40
6"	2,900.87
8"	5,220.02

(b) Consumption Rate

$2.41	per cubic metre
$10.96	per 1,000 imp. gallons

C

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Municipality of the District of West Hants, the Municipality of the County of Kings, and the Gloosecap First Nation shall pay annually to the Utility for fire protection on or before September 30, 2021 the sum of $658,095.

The fire protection charge shall be apportioned among the Municipality of the District of West Hants, the Municipality of the County Kings, and the Glooscap First Nation based on the number of hydrants owned and operated by the Utility as the April 1, 2021 in each location.

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

(a) the sum of 40.3% of transmission and distribution, taxes and depreciation expenses of the Utility and return on rate base of the immediately preceding year, plus

(b) 10 % of all other expenses,
whichever is the greater.

3. RATES FOR SPRINKLER SERVICE

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

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

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

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

5. PRIVATE CONNECTION HYDRANT RATES

Per hydrant per year $250.00

C

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

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

7. CHARGE FOR RE-ESTABLISHING WATER SERVICE

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

8. CUSTOMER ACCOUNT CREATION FEE

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

9. CONNECTION FEE

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

10. DISCONNECTION FEE

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

11. SPECIAL SERVICE CHARGE:

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

C

12. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a $25.00 administration fee plus any additional bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

13. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

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

14. CHARGE FOR REVIEW OF DRAWINGS AND SPECIFICATIONS

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

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

15. BULK WATER

Bulk water will be provided to water haulers who have been approved by the Utility at the designated location at a cost of $7.20 per cubic metre or part thereof with a minimum charge of $40.00. Such charge shall be rendered for each loading.

C

SCHEDULE D

RULES AND REGULATIONS

SCHEDULE D

WEST HANTS WATER UTILITY

SCHEDULE OF RULES AND REGULATIONS
GOVERNING THE SUPPLY OF WATER AND WATER SERVICES
(Effective 1 April 2019)

1. In these Rules and regulations, unless the context otherwise requires, the expression:

"Municipality" means the Municipality of the District of West Hants

"Utility" means the West Hants Water Utility.

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

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

"Metered Rate Service" means that type of service charged for at metered rates. Metered rate service is required for all new services.

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

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

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

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

1. Any person, business or corporation that receives water service without the consent of the Utility, shall be liable for the cost of such water service which cost shall be determined in the sole discretion of the Utility based upon its reasonable estimate of the amount of water utilized.

3. Where service is supplied to a condominium unit, the Condominium Corporation in which the unit is situated shall be deemed to be the customer of record and shall be liable for payment of the service bill for the condominium unit.

4. **DEPOSITS**: An applicant for service shall deposit with the Utility a sum of $100.00. This deposit shall be held by the Utility as collateral security for the payment of the customer's bills, but is not to be considered as a payment on account thereof. When the customer ceases to use the service and discharges all their liability to the Utility in respect of such service, the deposit shall be returned to him with interest based on the rate of interest obtained by the Municipality of the District of West Hants on its surplus cash balances on deposit with its banker as at March 31 of each fiscal year.

5. **REFUSAL OF SERVICE**: Service may be refused or suspended to any customer who has failed to discharge all of his liabilities to the Utility.

6. **BILLING:** If an agreement/contract is entered into or terminated at any time other than a regular billing date, the amount to be charged to the customer shall be the pro rata proportion to the next billing date, of the regular service charge for the billing period, plus the consumption charge, if any.

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

7. **PAYMENT OF BILLS**: Bills shall be rendered to each customer at intervals of approximately three months (quarterly) and shall be payable within thirty days after the date rendered. Bills are due on the billing date and bills not paid within thirty days after the billing date shall be subject to the interest charge as set out in the Schedule of Rates and Charges.

8. **ADJUSTMENT OF BILLS**:

   (a) Where meters exist - If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the best data available. Any customer desiring to question a water bill must do so in writing within 30 days of the bill being rendered.

   (b) Customers Under billed - Should it be necessary for the Utility to make a billing adjustment as a result of a customer being under billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer's illegal connection to the water system or willful interference or damage of metering equipment (where they exist), the billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.

   (c) Customer Over billed - In the event a customer has been billed in error for a Service they did not receive, the Utility will reimburse such customer the amount billed to and paid by the customer, together with interest calculated as simple interest paid

on savings accounts by the Utility's bank, respecting the period during which the customer was incorrectly billed by the Utility, such period not to exceed five years.

9. **METER READING**: In the case of Metered Service Customers who are billed quarterly, meters shall be read in at least two of the four quarters, normally, the second and fourth, and, subject to Regulation 9, each billing for these quarters shall be based upon the meter reading with adjustment for any earlier estimated reading. The Utility may, at its option, estimate the readings in the alternate quarters based on the actual consumption from the previous quarter. In the case of Metered Service Customers who are billed monthly, meters shall be read monthly.

10. **ESTIMATED READINGS FOR BILLING PURPOSES - METERED CUSTOMERS:** If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two (2) consecutive billing periods. If an estimated bill is rendered for two (2) consecutive billing periods, the Utility shall notify the customer by regular mail that arrangements must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.

11. **SUSPENSION OF SERVICE FOR NON PAYMENT BILLS**: The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered. The customer shall pay the reconnection fee as set out in the Charges for Re-establishing Water Service in the Schedule of Rates and Charges when the suspension order is created. Service suspension can be delayed if approved payment arrangements have been made and the customer is in compliance with arrangements.

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

13. **INSTALLATION AND REMOVAL OF METERS**: Meters shall be installed and removed only by employees or duly authorized representatives of the Utility and no other person shall install, alter, change or remove a meter without the written permission of the Utility. The plumbing and connections shall be properly prepared to receive the installation of such meters to the approval of and without expense to the Utility.

14. **METER READERS**: Each meter reader shall be provided with an official identification, which he/she shall exhibit on request.

15. **ACCESS TO CUSTOMER'S PREMISES**: Representatives of the Utility shall have right

of access to all parts of a customer's property or premises at all reasonable hours for the purpose of inspecting any water pipes or fittings, or appliances, or discontinuing service, or for the purpose of installing, removing, repairing, reading or inspecting meters. The Utility shall have the right to suspend service to any customer who refuses such access.

16. **LOCATION OF METERS**: The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place which, in the opinion of the Utility, is suitable for the meter. It should be in the building served, at or near the point of entry of the service pipe, in a place where it can be easily read and exchanged and where it will not be exposed to freezing temperatures.

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

17. **DAMAGE TO WATER METERS**: Each customer shall be responsible for the meter installed on his service and shall protect it. He shall be liable for any damage to the meter resulting from carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 calendar days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.

18. **METER TESTING**. On the request to have their meter tested, the Utility may charge the sum of $100.00 to defray, in part, the cost of making the test for meters up to 1 inch in size. In the case of meters 1-1/2 inches and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over registering by more than one and one half percent (1 ½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited will be refunded to the customer.

19. **PLUMBING TO BE SATISFACTORY**: All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a customer and are not the property of the Utility, shall be installed in the manner provided by the Regulations of and be approved by the proper official of the Municipality and/or the operators of the Utility. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Utility that these requirements have been met. The supply of water may be discontinued to any customer at any time if, in the opinion of the proper official of the Municipality and/or the operator of the Utility, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of them, fail to comply with the above requirements, or if any part of the water system of such customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected to the satisfaction of the Utility.

20. **REMOTE REGISTERING WATER METERS**: When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the Utility, then the cost of the meter and its installation shall be paid by the Utility. The meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, his agents or members of his family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a forty day written demand for the payment, to disconnect the water service to the customer.

21. **CROSS CONNECTION CONTROL & BACKFLOW PREVENTION**:

(a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as "person" shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.

(b) Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Utility may require the customer, at the customers sole cost and expense, to install at any point on the customers water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.

(c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester's initials, the tester's name, the name of his employer, and the tester's license number.

(d) Installation, maintenance, field-testing and selection of all BFP devices shall fully conform to the latest revision of CSA B64.10 and CSA B64 series.

(e) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in a sub-paragraphs (a),(b),(c) or (d) the Utility may:

(i) suspend water service to such person, or

(ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such

notice, the Utility may immediately thereafter suspend water service to such person.

22. **ALTERNATE WATER SUPPLY PROHIBITED:** Connection of any customer's installation served by the Utility to any other source of water supply is prohibited. Failure to comply with this regulation shall entitle the Utility to suspend the service.

23. **DANGEROUS CONNECTIONS**: No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.

24. **PROHIBITED DEVICES**: Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or siphons, standpipes, or large outlets for supplying ships, etc., which may occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.

25. **IMPROPER USE OR WASTE OF WATER**: No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or apartment building from a single service, nor shall he sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.

26. **SERVICE PIPES**: Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than 3/4" in (19 mm) diameter shall be laid for any service.

The necessary excavation for the laying of the service pipe, backfilling and replacement of the street and sidewalk surfaces including the supplying and laying of the ¾ inch service pipe (complete with a curb stop and corporation stop) from the water main in the street to the premises is the responsibility of the applicant for water service and all such work shall be performed at no cost to the Utility. All work from the pipe in the street to the street line shall be done by the Utility or shall be inspected and approved by the Utility.

In the case of a new sub-division, the sub-divider shall provide the service line from the main in the street to the street line at no cost to the Utility.

Should any person make application for more than one service to his premises, the

decision as to the necessity of the additional service shall be made by the Utility, and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance with the Municipal Services Specifications Manual of the Municipality of the District of West Hants.

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

Each customer desiring the Utility to install a new service shall deposit with the Utility a sum equal to the estimated cost of the work.

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

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

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

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

28. **DEPOSITS IN ADVANCE:** Whenever a customer requests the Utility to do work for which he/she is required to pay and the Utility agrees to do the work, he/she shall deposit with the Utility, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work or execute an agreement to pay the actual cost. When the actual cost is determined, an adjustment in the payment shall be made. Service shall not be established by the Utility until all charges are paid in full. Installations shall be made in accordance with the Three Mile Plains/Wentworth Water Utility specifications and be subject to inspection by the Utility's Engineer or Utility's Employees prior to water service being made available.

29. **UNAUTHORIZED EXTENSIONS, ADDITIONS OR CONNECTIONS**: No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water

therefrom in any manner other than as set out in these Regulations. Any unauthorized connection shall be subject to removal by the Utility. The cost of the removal including labour and materials and an estimate of the water used together with a $200 service charge shall be paid by those who made the unauthorized connection.

30. **SEASON FOR LAYING PIPES:** The Utility shall not be required to lay any pipe at any season of the year or at any time which, in its opinion, is not suitable.

31. **PRIVATE FIRE PROTECTION:** Fire protection lines within buildings shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service.

32. **LIABILITY OF UTILITY**: The Utility shall not be deemed to guarantee an uninterrupted supply or a sufficient or uniform pressure and shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of the turning off or turning on of the water for any purpose.

33. **INTERFERENCE WITH UTILITY PROPERTY:** No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in this paragraph contained shall be deemed to prevent an officer or member of the Fire Department engaged in the work of such Department, from using any hydrant or other source of water supply designated by the Utility for fire protection purposes.

34. **SUSPENDING SERVICE FOR VIOLATION:** Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been corrected and all outstanding liabilities to the Utility have been d discharged.

35. **RESUMPTION OF SERVICE:** In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation has been removed.

36. **SPRINKLER SERVICE MAINS AND HYDRANT SYSTEM:** The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside the building foundation wall and is provided with an approved shutoff valve located outside the building to permit control of the domestic service pipe without the necessity to enter the building.

Before any domestic service pipe is connected to a sprinkler service pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The Utility shall supervise the installation of same. When the private fire protection system includes private hydrants, these hydrants must be flushed during the Utility's regular flushing periods, under the supervision of the Utility's personnel. These hydrants shall be maintained by the owner. Fire protection lines within buildings shall be so installed that all pipes will be open and readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

The location and spacing of hydrants in new construction shall be installed in accordance with the Municipal Services Specifications Manual of the Municipality of the District of West Hants.

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

38. **PRESSURE RELIEF VALVES**: Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 36, the customer shall, for his own safety and protection, install on his hot water boiler and any other hot water heating device connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.

39. **EXTENSIONS:** Any owner of property situated on a street or highway in which no water main has been laid (or where the main has been laid, but has not been extended to the point opposite the owner's property), may make application to the Utility requesting permission to have such a servicing extension carried out. The Utility would review the application and either give approval in principle for the extension, or advise the property owner that the extension is not feasible, and will provide the owner with the reason for refusing permission.

Any approval of the Utility shall be subject to approval of the Nova Scotia Utility and Review Board (the Board). The Utility will make application to the Board after agreement has been received with the proponent. No work shall be undertaken until approval is received from the Board.

After approval in principle has been granted, the owner may sign a contract with the Utility requesting that the Utility install the water extension at his expense, or the owner may have the water line extended by a private contractor approved by the Utility. Where the latter is done, the extension must be designed and the construction supervised by a registered professional engineer with the design being approved by the Utility.

In any event, the cost of the extension shall be paid fully by the owner and the ownership

of the water line turned over to the Utility before any water services are connected to the extended line.

After the water line has been turned over to the Utility, it shall become a part of the West Hants Water Utility and all of these regulations affecting the operation of the Utility shall apply.

40. **CURB STOP/CONTROL VALVE SERVICE BOX:** The curb stop/control valve service box housing the customers control valve shall be exposed for access by the Utility at all times. The Utility requires all curb stop/control valve service boxes and/or valves to be fully exposed and adjusted to final landscape grade before the installation of a customer's water meter. Any adjustment of the service box or valve box is the responsibility of the customer.

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

41. **WATER CONSERVATION DIRECTIVES**: The Utility may issue conservation of water directives to its customers if, in the opinion of the Utility, such directives are required to permit the Utility to provide reliable, continuous water supply to all customers served by the Utility.

During such times as these directives are in force, customers who do not comply with the directives may have their water supply suspended until such time as they agree to comply with the directive or upon suspension of the water conservation directive, whichever occurs first. Such customers shall be required to pay the Charge for Re-Establishing Water Service as set out in the Schedule of Rates and Charges.

West Hants Combined Sewer System

Sewer Rate Model

Prepared By

G. A. Isenor Consulting Limited

in Association with

Blaine S. Rooney Consulting Limited

Date
01-Nov-18

INPUTS REQUIRED FOR RATE CALCULATION

The following Inputs are required - See Manual for details

Table S1-1

(a)	***Assumed Inflation Rate***	**2%**	Per Year
(b)	***Current Year***	**2018/19**	
(c)	***Test Years***	**2019/20**	
		2020/21	
		2021/22	
		2022/23	
		2023/24	

(d) ***Number of Customers by Meter Size for Current Year***

		Projected Average Growth per year
Unmetered	**0**	**0**
15mm - 5/8"	**1950**	**5**
19 mm - 3/4"	**10**	**0**
25 mm - 1"	**19**	**0**
37 mm - 1.5"	**8**	**0**
50 mm - 2"	**7**	**0**
75 mm - 3 "	**3**	**0**
100 mm - 4"	**2**	**0**
150 mm - 6"	**0**	**0**
200 mm - 8"	**0**	**0**

(e) ***Effluent Flow by Customer Meter Size for Current Year***

	(Cubic meters)	***Estimated Change (Increase or Decrease) in Flow per Year (as a percentage) for each Meter Size***
Unmetered	**0**	**0.0%**
15mm - 5/8"	**293,495**	**-1.5%**
19 mm - 3/4"	**2,213**	**0.0%**
25 mm - 1"	**13,698**	**0.0%**
37 mm - 1.5"	**9,063**	**0.0%**
50 mm - 2"	**8,020**	**0.0%**
75 mm - 3 "	**17,313**	**0.0%**
100 mm - 4"	**2,229**	**0.0%**
150 mm - 6"	**0**	**0.0%**
200 mm - 8"	**0**	**0.0%**

(f) ***Long Term Borrowing Parameters***

Year	***Projected Interest Rate***	***Estimated Term in Years***
2019/20	**6.00%**	**20**
2020/21	**6.00%**	**20**
2021/22	**6.00%**	**20**
2022/23	**6.00%**	**20**
2023/24	**6.00%**	**20**

Table S2-1 01-Nov-18

West Hants Combined Sewer System
Comparitive Statement of Operations
Fiscal Years ending March 31st

	2017/18 (Actual)	Current Year 2018/19 (Estimated)	Projection Using Current Rates 2019/20 Test	2020/21 Test	2021/22 Test	2022/23 Test	2023/24 Test
OPERATING REVENUES							
Sewer Rate	929,501	1,012,100	1,012,100	1,012,100	1,012,100	1,012,100	1,012,100
Other revenue		0	0	0	0	0	0
Total	**929,501**	**1,012,100**	**1,012,100**	**1,012,100**	**1,012,100**	**1,012,100**	**1,012,100**
OPERATING EXPENDITURES							
General Administration	154,534	174,605	164,638	167,931	171,290	174,715	178,210
Sewage Collection Systems	73,236	63,115	64,377	65,665	66,978	68,318	69,684
Lift Stations	131,221	139,160	141,943	144,782	147,678	150,631	153,644
Sewage Treatment and Disposal	281,279	310,525	316,736	323,070	329,532	336,122	342,845
Capital Reserve Contribution	207,531	239,253	255,626	269,984	283,242	296,200	307,172
Deferral of Capital Reserve Contribution	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total	**847,801**	**926,658**	**943,320**	**971,432**	**998,719**	**1,025,987**	**1,051,555**
OPERATING PROFIT (LOSS)	**81,700**	**85,442**	**68,780**	**40,668**	**13,381**	**-13,887**	**-39,455**
NON-OPERATING REVENUES							
Interest	0	2,605	3,700	3,700	3,700	3,700	3,700
Sewer Connection Permits	0	1,350	1,500	1,500	1,500	1,500	1,500
Bad Debts Collected	0	0	100	100	100	100	100
Transfer from Accumulated Surplus	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total	0	**3,955**	**5,300**	**5,300**	**5,300**	**5,300**	**5,300**
NON-OPERATING EXPENDITURES							
Principal on Existing Debt	108,867	108,867	108,867	108,867	108,867	108,867	108,867
Interest on Existing Debt	39,412	35,588	31,503	27,177	22,691	18,051	11,837
New Debt - Principal (Current Year)			0	0	0	0	0
New Debt - Interest (Current Year)			0	0	0	0	0
New Debt - Principal (Test Year 1)				0	0	0	0
New Debt - Interest (Test Year 1)				0	0	0	0
New Debt - Principal (Test Year 2)					0	0	0
New Debt - Interest (Test Year 2)					-	0	-
New Debt - Principal (Test Year 3)						-	-
New Debt - Interest (Test Year 3)						-	-
New Debt - Principal Test Year 4)							-
New Debt - Interest (Test Year 4)							-
Capital out of Revenue -Sewer Equipment	0	0	0	0	0	0	0
Capital out of Revenue - Sewer Renewal	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total	**148,279**	**144,455**	**140,370**	**136,044**	**131,558**	**126,918**	**120,704**
TOTAL EXPENSES	**996,080**	**1,071,113**	**1,083,690**	**1,107,476**	**1,130,277**	**1,152,905**	**1,172,259**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-66,579	-55,058	-66,290	-90,076	-112,877	-135,505	-154,859
DEFICIT BEGINNING OF THE YEAR	0	-66,579	-121,637	-187,927	-278,002	-390,880	-526,385
ACCUMULATED SURPLUS (DEFICIT)	**-66,579**	**-121,637**	**-187,927**	**-278,002**	**-390,880**	**-526,385**	**-681,244**

Table S3-1 01-Nov-18

West Hants Combined Sewer System
Statement of Operating Expenditures and Revenue Requirements

	2018/19 (Estimated)	2019/20 Test	2020/21 Test	2021/22 Test	2022/23 Test
OPERATING EXPENDITURES					
General Administration	174,605	164,638	167,931	171,290	174,715
Sewage Collection Systems	63,115	64,377	65,665	66,978	68,318
Lift Stations	139,160	141,943	144,782	147,678	150,631
Sewage Treatment and Disposal	310,525	316,736	323,070	329,532	336,122
Capital Reserve Contribution	239,253	255,626	269,984	283,242	296,200
Deferral of Capital Reserve Contribution	0	0	0	0	0
Other	0	0	0	0	0
Total	**926,658**	**943,320**	**971,432**	**998,719**	**1,025,987**
ADD NON-OPERATING EXPENDITURES					
Debt Charges - Principal	108,867	108,867	108,867	108,867	108,867
Debt Charges - Interest	35,588	31,503	27,177	22,691	18,051
New Debt - Principal (Current Year)	0	0	0	0	0
New Debt - Interest (Current Year)	0	0	0	0	0
New Debt - Principal (Test Year 1)	0	0	0	0	0
New Debt - Interest (Test Year 1)	0	0	0	0	0
New Debt - Principal (Test Year 2)	0	0	0	0	0
New Debt - Interest (Test Year 2)	0	0	0	0	0
New Debt - Principal (Test Year 3)	0	0	0	0	0
New Debt - Interest (Test Year 3)	0	0	0	0	0
New Debt - Principal Test Year 4)	0	0	0	0	0
New Debt - Interest (Test Year 4)	0	0	0	0	0
Capital out of Revenue -Sewer Equipment	0	0	0	0	0
Capital out of Revenue - Sewer Renewal	0	0	0	0	0
Other	0	0	0	0	0
Total	**144,455**	**140,370**	**136,044**	**131,558**	**126,918**
LESS NON-OPERATING REVENUES					
Interest	2,605	3,700	3,700	3,700	3,700
Sewer Connection Permits	1,350	1,500	1,500	1,500	1,500
Bad Debts Collected	0	100	100	100	100
Transfer from Accumulated Surplus	0	0	0	0	0
Other	0	0	0	0	0
Total	**3,955**	**5,300**	**5,300**	**5,300**	**5,300**
REVENUE REQUIRED FROM CUSTOMERS	**1,067,158**	**1,078,390**	**1,102,176**	**1,124,977**	**1,147,605**

Table S4-1 01-Nov-18

West Hants Combined Sewer System
Statement of Operating Expenditures

	2017/18 (Actual)	2018/19 (Budget)	2019/20 (Budget)	2020/21 Test	2021/22 Test	2022/23 Test
GENERAL ADMINISTRATION						
Salaries and Benefits	44,952	**46,750**	47,685	48,639	49,611	50,604
Mileage & Expenses	600	**1,800**	1,836	1,873	1,910	1,948
Training & Development	1,025	**1,800**	1,836	1,873	1,910	1,948
Conventions & Conferences	1,070	**600**	612	624	637	649
Membership Fees	110	**300**	306	312	318	325
Telephone	2,250	**4,500**	4,590	4,682	4,775	4,871
Mandated Communications	0	**600**	612	624	637	649
Marketing/PR	0	**0**	0	0	0	0
Public Information	0	**0**	0	0	0	0
Administration Fee	50,198	**61,960**	63,199	64,463	65,752	67,067
Insurance	8,665	**4,600**	4,692	4,786	4,882	4,979
Equipment	0	**3,000**	3,060	3,121	3,184	3,247
Truck Maintenance	14,570	**8,250**	8,415	8,583	8,755	8,930
Truck Fuel	5,000	**6,750**	6,885	7,023	7,163	7,306
Truck Registration	661	**1,500**	1,530	1,561	1,592	1,624
PW Distribution	11,900	**6,000**	6,120	6,242	6,367	6,495
Other	33		0	0	0	0
Previous Years Deficit	500	**13,195**	0	0	0	0
Industrial Park - Town of Windsor	13,000	**13,000**	13,260	13,525	13,796	14,072
TOTAL GENERAL ADMINISTRATION	**154,534**	**174,605**	**164,638**	**167,931**	**171,290**	**174,715**
SEWAGE COLLECTION SYSTEMS						
Salaries	38,236	**39,615**	40,407	41,215	42,040	42,881
Pipe Maintenance	18,500	**20,000**	20,400	20,808	21,224	21,649
Operational Expense	1,500	**3,500**	3,570	3,641	3,714	3,789
Other - ORDC	15,000	**0**	0	0	0	0
TOTAL SEWAGE COLLECTION SYSTEMS	**73,236**	**63,115**	**64,377**	**65,665**	**66,978**	**68,318**
LIFT STATIONS						
Salaries	79,042	**81,060**	82,681	84,335	86,022	87,742
Insurance	4,329	**4,600**	4,692	4,786	4,882	4,979
Power	24,500	**25,500**	26,010	26,530	27,061	27,602
Maintenance	23,350	**22,500**	22,950	23,409	23,877	24,355
Stock Items	0	**2,500**	2,550	2,601	2,653	2,706
Freight Charges	0	**1,500**	1,530	1,561	1,592	1,624
Portable Generator	0	**1,500**	1,530	1,561	1,592	1,624
Other	0	**0**	0	0	0	0
TOTAL LIFT STATIONS	**131,221**	**139,160**	**141,943**	**144,782**	**147,678**	**150,631**
SEWAGE TREATMENT AND DISPOSAL						
Salaries	62,530	**66,325**	67,652	69,005	70,385	71,792
Power	50,000	**50,000**	51,000	52,020	53,060	54,122
Sewage Treatment Fee	142,749	**166,200**	169,524	172,914	176,373	179,900
Operational Expense	26,000	**28,000**	28,560	29,131	29,714	30,308
TOTAL SEWAGE TREATMENT & DISPOSAL	**281,279**	**310,525**	**316,736**	**323,070**	**329,532**	**336,122**

01-Nov-18

Table S5-1

West Hants Combined Sewer System

Calculation of Depreciation of Tangible Plant at Total Cost

2018/19

	Planned Capital Spending Program	Estimated Average Life in Years	Depreciation Rate	Annual Depreciation
		Capital Reserve Rate at the beginning of the Year		207,531
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				0
Power and Pumping Structures	0	50	0.05	0
Treatment Equipment	15,000	75	0.05	750
Equipment				0
Electrical Pumping	90,000	20	0.05	4,500
Office Furniture and Equipment	0	10	0.10	0
Transportation Equipment	0	5	0.20	0
Tools and Work Equipment	0	5	0.20	0
Collection Mains & Manholes Equipment	0	5	0.20	0
Other SCADA	135,000	7	0.143	19,286
Other	0	5	0.20	0
Collection System				0
Forcemain	0	75	0.0133	0
Mains	150,000	75	0.0133	2,000
Manholes	0	75	0.0133	0
Meters	5,000	20	0.05	250
Services	14,000	75	0.0133	187
Other -Studies	75,000	20	0.05	3,750
Other - Inflow studies/Repairs	20,000	20	0.05	1,000
TOTAL	504,000			31,722

Source of Funding			
		Capital Reserve fund beginning of year	577,504
Gas Tax	470,000	Capital Reserve Expenditure in Current Year	-20,000
Sewer Renewal Capital Reserve	20,000	Capital Reserve Contribution in Current Year	239,253
Customers (Services)	14,000		
Long Term Debt	0		
Capital from Revenue	0		
TOTAL	504,000	Capital Reserve Balance at end of current Year	796,757

Table S5-2

West Hants Combined Sewer System

Calculation of Depreciation of Tangible Plant at Total Cost

2019/20

	Planned Capital Spending Program	Estimated Average Life in Years	Depreciation Rate	Annual Depreciation
		Capital Reserve Rate at the beginning of the Year		239,253
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				0
Power and Pumping Structures	0	50	0.0200	0
Treatment Equipment	0	75	0.0500	0
Equipment				0
Electrical Pumping	40,000	20	0.05	2,000
Office Furniture and Equipment	0	20	0.05	0
Transportation Equipment	24,000	10	0.1	2,400
Tools and Work Equipment	0	5	0.2	0
Collection Mains & Manholes Equipment	0	10	0.1	0
Other SCADA	30,000	7	0.143	4,286
Other	0	5	0.2	0
Collection System				0
Forcemain	0	75	0.0133	0
Mains	300,000	75	0.0133	4,000
Manholes	0	75	0.0133	0
Meters	0	20	0.05	0
Services	14,000	75	0.0133	187
Other - Studies	50,000	20	0.05	2,500
Other - Inflow studies/Repairs	20,000	20	0.05	1,000
TOTAL	478,000			16,372

Source of Funding			
		Capital Reserve fund beginning of year	796,757
Gas Tax	370,000	Capital Reserve Expenditure in Current Year	-94,000
Sewer Renewal Capital Reserve	94,000	Capital Reserve Contribution in Current Year	255,626
Customers (Services)	14,000		
Long Term Debt	0		
Capital from Revenue	0		
TOTAL	478,000	Capital Reserve Balance at end of current Year	958,383

Table S5-3

West Hants Combined Sewer System
Calculation of Depreciation of Tangible Plant at Total Cost
2020/21

	Planned Capital Spending Program	Estimated Average Life in Years	Depreciation Rate	Annual Depreciation
		Depreciation Rate at the beginning of the Year		255,626
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				0
Power and Pumping Structures	0	75	0.0133	0
Treatment Equipment	0	75	0.0500	0
Equipment				0
Electrical Pumping	82,000	20	0.05	4,100
Office Furniture and Equipment	0	10	0.1	0
Transportation Equipment	0	5	0.2	0
Tools and Work Equipment	0	5	0.2	0
Collection Mains & Manholes Equipment	0	20	0.05	0
Other SCADA	32,000	7	0.143	4,571
Other	0	5	0.2	0
Collection System				0
Forcemain	0	75	0.0133	0
Mains	300,000	75	0.0133	4,000
Manholes	0	75	0.0133	0
Meters	0	20	0.05	0
Services	14,000	75	0.0133	187
Other - Studies	0	50	0.02	0
Other - Inflow studies/Repairs	30,000	20	0.05	1,500
TOTAL	458,000			14,358

Source of Funding		Capital Reserve fund beginning of year	958,383
Gas Tax	144,000	Capital Reserve Expenditure in Current Year	-300,000
Sewer Renewal Capital Reserve	300,000	Capital Reserve Contribution in Current Year	269,984
Customers (Services)	14,000		
Long Term Debt	0		
Capital from Revenue	0		
TOTAL	458,000	Capital Reserve Balance at end of current Year	928,367

Table S5-4

West Hants Combined Sewer System
Calculation of Depreciation of Tangible Plant at Total Cost
2021/22

	Planned Capital Spending Program	Estimated Average Life in Years	Depreciation Rate	Annual Depreciation
		Depreciation Rate at the beginning of the Year		269,984
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				0
Power and Pumping Structures	0	75	0.0133	0
Treatment Equipment	0	75	0.0500	0
Equipment				0
Electrical Pumping	42,000	20	0.05	2,100
Office Furniture and Equipment	0	20	0.05	0
Transportation Equipment	24,000	10	0.1	2,400
Tools and Work Equipment	0	5	0.2	0
Collection Mains & Manholes Equipment	0	5	0.2	0
Other SCADA	32,000	7	0.143	4,571
Other	0	5	0.2	0
Collection System				0
Forcemain	0	75	0.0133	0
Mains	300,000	75	0.0133	4,000
Manholes	0	75	0.0133	0
Meters	0	20	0.05	0
Services	14,000	75	0.0133	187
Other - Studies	0	50	0.02	0
Other - Inflow studies/Repairs	0	20	0.05	0
TOTAL	412,000			13,258

Source of Funding			
		Capital Reserve fund beginning of year	928,367
Gas Tax	37,500	Capital Reserve Expenditure in Current Year	-360,500
Sewer Renewal Capital Reserve	360,500	Capital Reserve Contribution in Current Year	283,242
Customers (Services)	14,000		
Long Term Debt	0		
Capital from Revenue	0		
TOTAL	412,000	Capital Reserve Balance at end of current Year	851,109

Table S5-5

West Hants Combined Sewer System
Calculation of Depreciation of Tangible Plant at Total Cost
2022/23

	Planned Capital Spending Program	Estimated Average Life in Years	Depreciation Rate	Annual Depreciation
		Depreciation Rate at the beginning of the Year		283,242
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				0
Power and Pumping Structures	0	75	0.0133	0
Treatment Equipment	0	75	0.0500	0
Equipment				0
Electrical Pumping	84,000	20	0.05	4,200
Office Furniture and Equipment	0	20	0.05	0
Transportation Equipment	0	5	0.2	0
Tools and Work Equipment	0	5	0.2	0
Collection Mains & Manholes Equipment	0	5	0.2	0
Other SCADA	32,000	7	0.143	4,571
Other	0	5	0.2	0
Collection System				0
Forcemain	0	75	0.0133	0
Mains	300,000	75	0.0133	4,000
Manholes	0	75	0.0133	0
Meters	0	20	0.05	0
Services	14,000	75	0.0133	187
Other - Studies	0	50	0.02	0
Other - Inflow studies/Repairs	0	10	0.1	0
TOTAL	430,000			12,958

Source of Funding		Capital Reserve fund beginning of year	851,109
Gas Tax	0	Capital Reserve Expenditure in Current Year	-416,000
Sewer Renewal Capital Reserve	416,000	Capital Reserve Contribution in Current Year	296,200
Customers (Services)	14,000		
Long Term Debt	0		
Capital from Revenue	0		
TOTAL	430,000	Capital Reserve Balance at end of current Year	731,309

Table S6-1 01-Nov-18

West Hants Combined Sewer System
Calculation of Revenue Required for Each Billing/Cost Category
2019/20

	Total Revenue Required	Base		Effluent	
General Administration	164,638	70%	115,247	30%	49,391
Sewage Collection Systems	64,377	30%	19,313	70%	45,064
Lift Stations	141,943	30%	42,583	70%	99,360
Sewage Treatment and Disposal	316,736	50%	158,368	50%	158,368
Capital Reserve Contribution	255,626	50%	127,813	50%	127,813
Deferral of Capital Reserve Contribution	0	50%	0	50%	0
Non Operating Expenditures less non Operating Revenue	135,070	50%	67,535	50%	67,535
SUBTOTAL	1,078,390		530,858		547,531
TOTAL	1,078,390		530,858		547,531

Table S6-2

West Hants Combined Sewer System
Calculation of Revenue Required for Each Billing/Cost Category
2020/21

	Total Revenue Required	Base		Effluent	
General Administration	167,931	70%	117,552	30%	50,379
Sewage Collection Systems	65,665	30%	19,699	70%	45,965
Lift Stations	144,782	30%	43,435	70%	101,347
Sewage Treatment and Disposal	323,070	50%	161,535	50%	161,535
Capital Reserve Contribution	269,984	50%	134,992	50%	134,992
Deferral of Capital Reserve Contribution	0	50%	0	50%	0
Non Operating Expenditures less non Operating Revenue	130,744	50%	65,372	50%	65,372
SUBTOTAL	1,102,176		542,585		559,591
TOTAL	1,102,176		542,585		559,591

Table S6-3

West Hants Combined Sewer System
Calculation of Revenue Required for Each Billing/Cost Category
2021/22

	Total Revenue Required	Base		Effluent	
General Administration	171,290	70%	119,903	30%	51,387
Sewage Collection Systems	66,978	30%	20,093	70%	46,885
Lift Stations	147,678	30%	44,303	70%	103,374
Sewage Treatment and Disposal	329,532	50%	164,766	50%	164,766
Capital Reserve Contribution	283,242	50%	141,621	50%	141,621
Deferral of Capital Reserve Contribution	0	50%	0	50%	0
Non Operating Expenditures less non Operating Revenue	126,258	50%	63,129	50%	63,129
SUBTOTAL	1,124,977		553,815		571,162
TOTAL	1,124,977		553,815		571,162

Table S6-4

West Hants Combined Sewer System
Calculation of Revenue Required for Each Billing/Cost Category
2022/23

	Total Revenue Required	Base		Effluent	
General Administration	174,715	70%	122,301	30%	52,415
Sewage Collection Systems	68,318	30%	20,495	70%	47,822
Lift Stations	150,631	30%	45,189	70%	105,442
Sewage Treatment and Disposal	336,122	50%	168,061	50%	168,061
Capital Reserve Contribution	296,200	50%	148,100	50%	148,100
Deferral of Capital Reserve Contribution	0	50%	0	50%	0
Non Operating Expenditures less non Operating Revenue	121,618	50%	60,809	50%	60,809
SUBTOTAL	1,147,605		564,956		582,649
TOTAL	1,147,605		564,956		582,649

Table S7-1

West Hants Combined Sewer System
Service Connections and Equivalents
2019/20

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
15mm - 5/8"	1955	1	1,955
19 mm - 3/4"	10	1.5	15
25 mm - 1"	19	2.5	48
37 mm - 1.5"	8	5	40
50 mm - 2"	7	8	56
75 mm - 3 "	3	16	48
100 mm - 4"	2	25	50
150 mm - 6"	0	50	0
200 mm - 8"	0	90	0
TOTAL	2004		2,212

Table S7-2

West Hants Combined Sewer System
Service Connections and Equivalents
2020/21

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
15mm - 5/8"	1960	1	1,960
19 mm - 3/4"	10	1.5	15
25 mm - 1"	19	2.5	48
37 mm - 1.5"	8	5	40
50 mm - 2"	7	8	56
75 mm - 3 "	3	16	48
100 mm - 4"	2	25	50
150 mm - 6"	0	50	0
200 mm - 8"	0	90	0
TOTAL	2009		2,217

Table S7-3

West Hants Combined Sewer System
Service Connections and Equivalents
2021/22

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
15mm - 5/8"	1965	1	1,965
19 mm - 3/4"	10	1.5	15
25 mm - 1"	19	2.5	48
37 mm - 1.5"	8	5	40
50 mm - 2"	7	8	56
75 mm - 3 "	3	16	48
100 mm - 4"	2	25	50
150 mm - 6"	0	50	0
200 mm - 8"	0	90	0
TOTAL	2014		2,222

Table S7-4

West Hants Combined Sewer System
Service Connections and Equivalents
2022/23

Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
15mm - 5/8"	1970	1	1,970
19 mm - 3/4"	10	1.5	15
25 mm - 1"	19	2.5	48
37 mm - 1.5"	8	5	40
50 mm - 2"	7	8	56
75 mm - 3 "	3	16	48
100 mm - 4"	2	25	50
150 mm - 6"	0	50	0
200 mm - 8"	0	90	0
TOTAL	2019		2,227

Table S8-1 01-Nov-18

West Hants Combined Sewer System
Wastewater Base Charges
2019/20

Meter Size	Capacity Ratio	Base Charge	Total Base Charge		
			Annual	Quarterly	Monthly
Unmetered	1.0	240.04	240.04	60.01	20.00
15mm - 5/8"	1.0	240.04	240.04	60.01	20.00
19 mm - 3/4"	1.5	360.07	360.07	90.02	30.01
25 mm - 1"	2.5	600.11	600.11	150.03	50.01
37 mm - 1.5"	5.0	1,200.22	1,200.22	300.06	100.02
50 mm - 2"	8.0	1,920.36	1,920.36	480.09	160.03
75 mm - 3 "	16.0	3,840.71	3,840.71	960.18	320.06
100 mm - 4"	25.0	6,001.11	6,001.11	1,500.28	500.09
150 mm - 6"	50.0	12,002.22	12,002.22	3,000.56	1,000.19
200 mm - 8"	90.0	21,604.00	21,604.00	5,401.00	1,800.33
TOTAL					

Table S8-2

West Hants Combined Sewer System
Wastewater Base Charges
2020/21

Meter Size	Capacity Ratio	Base Charge	Total Base Charge		
			Annual	Quarterly	Monthly
Unmetered	1.0	244.79	244.79	61.20	20.40
15mm - 5/8"	1.0	244.79	244.79	61.20	20.40
19 mm - 3/4"	1.5	367.19	367.19	91.80	30.60
25 mm - 1"	2.5	611.98	611.98	153.00	51.00
37 mm - 1.5"	5.0	1,223.97	1,223.97	305.99	102.00
50 mm - 2"	8.0	1,958.35	1,958.35	489.59	163.20
75 mm - 3 "	16.0	3,916.69	3,916.69	979.17	326.39
100 mm - 4"	25.0	6,119.83	6,119.83	1,529.96	509.99
150 mm - 6"	50.0	12,239.67	12,239.67	3,059.92	1,019.97
200 mm - 8"	90.0	22,031.41	22,031.41	5,507.85	1,835.95
TOTAL					

Table S8-3

West Hants Combined Sewer System
Wastewater Base Charges
2021/22

Meter Size	Capacity Ratio	Base Charge	Total Base Charge		
			Annual	Quarterly	Monthly
Unmetered	1.0	249.30	249.30	62.32	20.77
15mm - 5/8"	1.0	249.30	249.30	62.32	20.77
19 mm - 3/4"	1.5	373.95	373.95	93.49	31.16
25 mm - 1"	2.5	623.24	623.24	155.81	51.94
37 mm - 1.5"	5.0	1,246.49	1,246.49	311.62	103.87
50 mm - 2"	8.0	1,994.38	1,994.38	498.60	166.20
75 mm - 3 "	16.0	3,988.77	3,988.77	997.19	332.40
100 mm - 4"	25.0	6,232.45	6,232.45	1,558.11	519.37
150 mm - 6"	50.0	12,464.90	12,464.90	3,116.22	1,038.74
200 mm - 8"	90.0	22,436.81	22,436.81	5,609.20	1,869.73
TOTAL					

Table S8-4

West Hants Combined Sewer System
Wastewater Base Charges
2022/23

Meter Size	Capacity Ratio	Base Charge	Total Base Charge		
			Annual	Quarterly	Monthly
Unmetered	1.0	253.74	253.74	63.44	21.15
15mm - 5/8"	1.0	253.74	253.74	63.44	21.15
19 mm - 3/4"	1.5	380.61	380.61	95.15	31.72
25 mm - 1"	2.5	634.35	634.35	158.59	52.86
37 mm - 1.5"	5.0	1,268.71	1,268.71	317.18	105.73
50 mm - 2"	8.0	2,029.93	2,029.93	507.48	169.16
75 mm - 3 "	16.0	4,059.87	4,059.87	1,014.97	338.32
100 mm - 4"	25.0	6,343.54	6,343.54	1,585.89	528.63
150 mm - 6"	50.0	12,687.08	12,687.08	3,171.77	1,057.26
200 mm - 8"	90.0	22,836.75	22,836.75	5,709.19	1,903.06
TOTAL					

Table S9-1 01-Nov-18

West Hants Combined Sewer System
Estimated Effluent Flow by Block

Meter Size	Actual Current Consumption 1st Block (Cubic Meters)	2019/20 Estimated Consumption 1st Block (Cubic Meters)
15mm - 5/8"	293,495	289,832
19 mm - 3/4"	2,213	2,213
25 mm - 1"	13,698	13,698
37 mm - 1.5"	9,063	9,063
50 mm - 2"	8,020	8,020
75 mm - 3 "	17,313	17,313
100 mm - 4"	2,229	2,229
150 mm - 6"	0	0
200 mm - 8"	0	0
TOTAL	346,031	342,368

Table S9-2

West Hants Combined Sewer System
Estimated Effluent Flow by Block

Meter Size	2020/21 Estimated Consumption 1st Block (Cubic Meters)	2021/22 Estimated Consumption 1st Block (Cubic Meters)
15mm - 5/8"	286,213	282,637
19 mm - 3/4"	2,213	2,213
25 mm - 1"	13,698	13,698
37 mm - 1.5"	9,063	9,063
50 mm - 2"	8,020	8,020
75 mm - 3 "	17,313	17,313
100 mm - 4"	2,229	2,229
150 mm - 6"	0	0
200 mm - 8"	0	0
TOTAL	338,749	335,173

Table S9-3

West Hants Combined Sewer System
Estimated Effluent Flow by Block

Meter Size	2022/23 Current Consumption 1st Block (Cubic Meters)	
15mm - 5/8"	279,104	
19 mm - 3/4"	2,213	
25 mm - 1"	13,698	
37 mm - 1.5"	9,063	
50 mm - 2"	8,020	
75 mm - 3 "	17,313	
100 mm - 4"	2,229	
150 mm - 6"	0	
200 mm - 8"	0	
TOTAL	331,640	

Effluent Charge

Table S10-1 01-Nov-18

West Hants Combined Sewer System Calculation of Wastewater Effluent Charge 2019/20	BLOCK 1
Total Charge Base and Commodity Worksheet (Table 9-1) Quantity from Effluent Flow Worksheet (Table 12-1)	1.60
TOTAL EFFLUENT CHARGE PER cubic meter	**1.60**

Table S10-2

West Hants Combined Sewer System Calculation of Wastewater Effluent Charge 2020/21	BLOCK 1
- Quantity from Effluent Flow Worksheet (Table 12-2)	1.65
TOTAL EFFLUENT CHARGE PER cubic meter	**1.65**

Table S10-3

West Hants Combined Sewer System Calculation of Wastewater Effluent Charge 2021/22	BLOCK 1
Total Charge Base and Commodity Worksheet (Table 9-3) Quantity from Effluent Flow Worksheet (Table 12-3)	1.70
TOTAL EFFLUENT CHARGE PER cubic meter	**1.70**

Table S10-4

West Hants Combined Sewer System
Calculation of Wastewater Effluent Charge
2022/23

	BLOCK 1
Total Charge Base and Commodity Worksheet (Table 9-4) Quantity from Effluent Flow Worksheet (Table 12-4)	1.76
TOTAL EFFLUENT CHARGE PER cubic meter	**1.76**

Table S11-1 01-Nov-18

West Hants Combined Sewer System
Wastewater Effluent Charge
2019/20

BASE CHARGE

Meter Size	Number	Base Rate	Dollar Revenue
Unmetered	0	240.04	0
15mm - 5/8"	1,955	240.04	469,287
19 mm - 3/4"	10	360.07	3,601
25 mm - 1"	19	600.11	11,402
37 mm - 1.5"	8	1,200.22	9,602
50 mm - 2"	7	1,920.36	13,442
75 mm - 3 "	3	3,840.71	11,522
100 mm - 4"	2	6,001.11	12,002
150 mm - 6"	0	12,002.22	0
200 mm - 8"	0	21,604.00	0
Hebron	0	0.00	0
TOTAL BASE REVENUE			530,858

EFFLUENT CHARGE

	Quantity	$/ cubic meter	
1st Block	342,368	1.60	547,531
TOTAL EFFLUENT REVENUE			547,531

TOTAL OPERATING REVENUES FOR YEAR (BASE + EFFLUENT) 1,078,390

Table S11-2

West Hants Combined Sewer System
Wastewater Effluent Charge
2020/21

BASE CHARGE

Meter Size	Number	Base Rate	Dollar Revenue
Unmetered	0	244.79	0
15mm - 5/8"	1,960	244.79	479,795
19 mm - 3/4"	10	367.19	3,672
25 mm - 1"	19	611.98	11,628
37 mm - 1.5"	8	1,223.97	9,792
50 mm - 2"	7	1,958.35	13,708
75 mm - 3 "	3	3,916.69	11,750
100 mm - 4"	2	6,119.83	12,240
150 mm - 6"	0	12,239.67	0
200 mm - 8"	0	22,031.41	0
Hebron	0	0.00	0
TOTAL BASE REVENUE			542,585

EFFLUENT CHARGE

	Quantity	$/ cubic meter	
1st Block	338,749	1.65	559,591

TOTAL OPERATING REVENUES FOR YEAR (BASE + EFFLUENT) 1,102,176

Table S11-3

West Hants Combined Sewer System
Wastewater Effluent Charge
2021/22

BASE CHARGE

Meter Size	Number	Base Rate	Dollar Revenue
Unmetered	0	249.30	0
15mm - 5/8"	1,965	249.30	489,870
19 mm - 3/4"	10	373.95	3,739
25 mm - 1"	19	623.24	11,842
37 mm - 1.5"	8	1,246.49	9,972
50 mm - 2"	7	1,994.38	13,961
75 mm - 3 "	3	3,988.77	11,966
100 mm - 4"	2	6,232.45	12,465
150 mm - 6"	0	12,464.90	0
200 mm - 8"	0	22,436.81	0
Hebron	0	0.00	0
TOTAL BASE REVENUE			553,815

EFFLUENT CHARGE

	Quantity	$/ cubic meter	
1st Block	335,173	1.70	571,162

TOTAL OPERATING REVENUES FOR YEAR (BASE + EFFLUENT) 1,124,977

Table S11-4

West Hants Combined Sewer System
Wastewater Effluent Charge
2022/23

BASE CHARGE

Meter Size	Number	Base Rate	Dollar Revenue
Unmetered	0	253.74	0
15mm - 5/8"	1,970	253.74	499,871
19 mm - 3/4"	10	380.61	3,806
25 mm - 1"	19	634.35	12,053
37 mm - 1.5"	8	1,268.71	10,150
50 mm - 2"	7	2,029.93	14,210
75 mm - 3 "	3	4,059.87	12,180
100 mm - 4"	2	6,343.54	12,687
150 mm - 6"	0	12,687.08	0
200 mm - 8"	0	22,836.75	0
Hebron	0	0.00	0
TOTAL BASE REVENUE			564,956

EFFLUENT CHARGE

	Quantity	$/ cubic meter	
1st Block	331,640	1.76	582,649

TOTAL OPERATING REVENUES FOR YEAR (BASE + EFFLUENT) 1,147,605

Table S12-1 01-Nov-18

West Hants Combined Sewer System

Wastewater Rates 2019/20

(a) Base Charges

Size of Meter	Annual	Quarterly	Monthly
15mm - 5/8"	240.04	60.01	20.00
19 mm - 3/4"	360.07	90.02	30.01
25 mm - 1"	600.11	150.03	50.01
37 mm - 1.5"	1,200.22	300.06	100.02
50 mm - 2"	1,920.36	480.09	160.03
75 mm - 3 "	3,840.71	960.18	320.06
100 mm - 4"	6,001.11	1,500.28	500.09
150 mm - 6"	12,002.22	3,000.56	1,000.19
200 mm - 8"	21,604.00	5,401.00	1,800.33

(b) Consumption Rate **$ 1.60 per cubic meter**
$ 7.26 per 1,000 imperial gallons

Table S12-2

West Hants Combined Sewer System

Wastewater Rates 2020/21

(a) Base Charges

Size of Meter	Annual	Quarterly	Monthly
15mm - 5/8"	244.79	61.20	20.40
19 mm - 3/4"	367.19	91.80	30.60
25 mm - 1"	611.98	153.00	51.00
37 mm - 1.5"	1,223.97	305.99	102.00
50 mm - 2"	1,958.35	489.59	163.20
75 mm - 3 "	3,916.69	979.17	326.39
100 mm - 4"	6,119.83	1,529.96	509.99
150 mm - 6"	12,239.67	3,059.92	1,019.97
200 mm - 8"	22,031.41	5,507.85	1,835.95

(b) Consumption Rate **$ 1.65 per cubic meter**
$ 7.50 per 1,000 imperial gallons

Table S12-3

West Hants Combined Sewer System

Wastewater Rates 2021/22

(a) Base Charges

Size of Meter	Annual	Quarterly	Monthly
Standard	249.30	62.32	20.77
19 mm	373.95	93.49	31.16
25 mm	623.24	155.81	51.94
37 mm	1,246.49	311.62	103.87
50 mm	1,994.38	498.60	166.20
75 mm	3,988.77	997.19	332.40
100 mm	6,232.45	1,558.11	519.37
150 mm	12,464.90	3,116.22	1,038.74
200 mm	22,436.81	5,609.20	1,869.73

(b) Consumption Rate (per cubic metre)	**$**	**1.70**	**per cubic meter**
	$	**7.74**	**per 1,000 imperial gallons**

Table S12-4

West Hants Combined Sewer System

Wastewater Rates 2022/23

(a) Base Charges

Size of Meter	Annual	Quarterly	Monthly
15mm - 5/8"	253.74	63.44	21.15
19 mm - 3/4"	380.61	95.15	31.72
25 mm - 1"	634.35	158.59	52.86
37 mm - 1.5"	1,268.71	317.18	105.73
50 mm - 2"	2,029.93	507.48	169.16
75 mm - 3 "	4,059.87	1,014.97	338.32
100 mm - 4"	6,343.54	1,585.89	528.63
150 mm - 6"	12,687.08	3,171.77	1,057.26
200 mm - 8"	22,836.75	5,709.19	1,903.06

(b) Consumption Rate	**$**	**1.76**	**per cubic meter**
	$	**7.98**	**per 1,000 imperial gallons**

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West Hants Combined Sewer System
Comparison of Average Rates
2019/20

Meter Size	Average Flow	Quarterly Base Rate		Change	Effluent Rate		Change	Charge per Quarter		Change
	cubic meters/quarter	Existing	Proposed	%	Existing	Proposed	%	Existing	Proposed	%
15mm - 5/8"	37		60.01			59.27		-	119.28	
19 mm - 3/4"	55		90.02			88.48		-	178.50	
25 mm - 1"	180		150.03			288.24		-	438.27	
37 mm - 1.5"	283		300.06			452.94		-	752.99	
50 mm - 2"	286		480.09			458.07		-	938.16	
75 mm - 3 "	1,443		960.18			2,307.32		-	3,267.49	
100 mm - 4"	279		1,500.28			445.59		-	1,945.87	
150 mm - 6"	-					-		-		
200 mm - 8"	-					-		-		

West Hants Combined Sewer System
Comparison of Average Rates
2020/21

Meter Size	Average Flow	Quarterly Base Rate		Change	Effluent Rate		Change	Charge per Quarter		Change
	cubic meters/quarter	Existing	Proposed	%	Existing	Proposed	%	Existing	Proposed	%
15mm - 5/8"	37	60.01	61.20	2.0%	59.27	60.31	1.7%	119.28	121.51	1.9%
19 mm - 3/4"	55	90.02	91.80	2.0%	88.48	91.39	3.3%	178.50	183.19	2.6%
25 mm - 1"	180	150.03	153.00	2.0%	288.24	297.74	3.3%	438.27	450.74	2.8%
37 mm - 1.5"	283	300.06	305.99	2.0%	452.94	467.86	3.3%	752.99	773.85	2.8%
50 mm - 2"	286	480.09	489.59	2.0%	458.07	473.16	3.3%	938.16	962.75	2.6%
75 mm - 3 "	1,443	960.18	979.17	2.0%	2,307.32	2,383.33	3.3%	3,267.49	3,362.50	2.9%
100 mm - 4"	279	1,500.28	1,529.96	2.0%	445.59	460.27	3.3%	1,945.87	1,990.23	2.3%
150 mm - 6"	-					-				
200 mm - 8"	-					-				

Table S13-3

West Hants Combined Sewer System
Comparison of Average Rates
2021/22

Meter Size	Average Flow	Quarterly Base Rate		Change	Effluent Rate		Change	Charge per Quarter		Change
	cubic meters/quarter	Estimated Existing	Proposed	%	Existing	Proposed	%	Existing	Proposed	%
15mm - 5/8"	36	61.20	62.32	1.8%	60.31	61.28	1.6%	121.51	123.60	1.7%
19 mm - 3/4"	55	91.80	93.49	1.8%	91.39	94.28	3.2%	183.19	187.77	2.5%
25 mm - 1"	180	153.00	155.81	1.8%	297.74	307.14	3.2%	450.74	462.95	2.7%
37 mm - 1.5"	283	305.99	311.62	1.8%	467.86	482.63	3.2%	773.85	794.25	2.6%
50 mm - 2"	286	489.59	498.60	1.8%	473.16	488.10	3.2%	962.75	986.69	2.5%
75 mm - 3 "	1,443	979.17	997.19	1.8%	2,383.33	2,458.56	3.2%	3,362.50	3,455.75	2.8%
100 mm - 4"	279	1,529.96	1,558.11	1.8%	460.27	474.80	3.2%	1,990.23	2,032.91	2.1%
150 mm - 6"	-									
200 mm - 8"	-									

Table S13-4

West Hants Combined Sewer System
Comparison of Average Rates
2022/23

Meter Size	Average Flow	Quarterly Base Rate		Change	Effluent Rate		Change	Charge per Quarter		Change
	cubic meters/quarter	Estimated Existing	Proposed	%	Existing	Proposed	%	Existing	Proposed	%
15mm - 5/8"	35	62.32	63.44	1.8%	61.28	62.23	1.6%	123.60	125.66	1.7%
19 mm - 3/4"	55	93.49	95.15	1.8%	94.28	97.20	3.1%	187.77	192.35	2.4%
25 mm - 1"	180	155.81	158.59	1.8%	307.14	316.65	3.1%	462.95	475.24	2.7%
37 mm - 1.5"	283	311.62	317.18	1.8%	482.63	497.58	3.1%	794.25	814.76	2.6%
50 mm - 2"	286	498.60	507.48	1.8%	488.10	503.22	3.1%	986.69	1,010.70	2.4%
75 mm - 3 "	1,443	997.19	1,014.97	1.8%	2,458.56	2,534.73	3.1%	3,455.75	3,549.69	2.7%
100 mm - 4"	279	1,558.11	1,585.89	1.8%	474.80	489.51	3.1%	2,032.91	2,075.39	2.1%
150 mm - 6"	-									
200 mm - 8"	-									

Appendix

Table S14-1

Loan Calculator
Long Term Debt
2018/19

Interest Rate	**6.00%**
Term in years	**20**
Capital **$**	**-**

Payment Schedule Based on Series Debt Payments

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

Table S14-2

Loan Calculator
Long Term Debt
2019/20

Interest Rate	**6.00%**
Term in years	**20**
Capital **$**	**-**

Payment Schedule Based on Series Debt Payments

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

Table S14-3

Loan Calculator
Long Term Debt
2020/21

Interest Rate	**6.00%**
Term in years	**20**
Capital	**$ -**

Payment Schedule Based on Series Debt Payments

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

Table S14-4

Loan Calculator
Long Term Debt
2021/22

Interest Rate	**6.00%**
Term in years	**20**
Capital	**$ -**

Payment Schedule Based on Series Debt Payments

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

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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____
Todd Richard

Date: October 12, 2021

Subject: Windsor Water Storage Expansion

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

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

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

BACKGROUND

Property ☑	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐

Public Works intends to construct a second water storage standpipe or tank, with all necessary controls and water transmission mains to accommodate the new storage facility. Final site location has not yet been determined and will require additional land feasibility discussion with potential property owners prior to making a final selection.

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

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

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

DISCUSSION

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

Request is for pricing and proposal to provide the following:

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

- Issuance of record drawings.

The intent is to proceed with Option 1, 1A, 1B or 1C as identified by CBCL in the April 2021 report, with a new reservoir acting as supplemental volume when the Windsor WTP is not capable of meeting distribution demands directly from the plant.

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

On September 2, 2021 staff issued a Invitation for Proposal (RFP) for Design Services for this project to CBCL Limited based on their vast in-depth knowledge and experience with design/construction of the Windsor water distribution system. This bid closed on October 1, 2021. The proposal was evaluated for completeness and technical ability to execute the scope of work.

• Engineering and Design	$ 108,100.
• Construction Services	$ 31,100.
Total Proposal Cost:	**$ 139,200.**

CBCL was deemed to be the low compliant bidder and has substantial previous experience and qualification with the Windsor Water Utility distribution system; as such has been recommended to Council for award of this contract.

If Council chooses not to proceed the construction of the additional reservoir in the next (2022/23) fiscal budget, then the Construction Services portion of the proposal would then be reduced by $31,100. This portion of the proposal will only apply following coordination of the construction portion of this proposed project.

NEXT STEPS

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

FINANCIAL IMPLICATIONS

Council has previously approved $140,000 in the 2021/22 capital budget for the Windsor Water Storage Tank Facility or Windsor/Falmouth Water Interconnection Design. This budget figure includes allowance for the engineering and design contract for the proposed water storage expansion only.

The total cost to the Water Utility for the design work will be $145,171.68, to come from the Windsor Water Utility depreciation reserve. There is capacity within the Windsor Water Utility depreciation reserve to offset the additional draw of $5,171.68. The Windsor Water Utility depreciation reserve was projected on March 31, 2022, to have a balance of $2,540,290.

The construction of the new water tank facility is budgeted in 2022-23, at an estimated $3,000,000 of which 30% is estimated to come from depreciation reserve and 70% from long term debt. Water Utility borrowing does not impact the debt ratio of the Municipality. This project would be contingent on Council's approval of the 2022-23 Capital Budget, and the Nova Scotia Utility and Review Board.

ALTERNATIVES

1. Council may choose to not to proceed with this capital project.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report is in keeping with the discussions by the Director at the time the 2021/22 budget was approved and in support of the ongoing strategy to protect and expand the water capacity for the Region.

There is protection provided to the municipality that the full payment or contract will not be awarded should the construction project phase not be approved by Council during future budget deliberations.

I support the recommendation.

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

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____
Todd Richard

Date: October 12, 2021

Subject: WWTP Mill Lakes Upgrades Design

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

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

Council approve the award of tender WWHPW21-11 for engineering and design work for the WWTP Mill Lakes Watershed Upgrades to the low compliant bidder, CBCL Limited, for the tendered price of $270,666, plus applicable taxes, and pending NS Utility and Review Board approval.

BACKGROUND

Property ☑	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐

Public Works intends to perform road access improvements, upgrades at Mill Lakes Dam, including the Mill Lakes Dam control structure, upgrades to the stoplog control dam, and upgrades to the Windsor Water Treatment Plant (WWTP) reservoir concrete dam, including the raw water intake structure.

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

1. Provide engineering and design services to meet Dam Safety Specifications[1];
2. Include hydrology and engineering review to meet plant withdraw limit permits and meet DFO regulations[2];
3. Include environmental planning and permitting required for the execution of all work;
4. Include quality control field and laboratory testing services; and
5. Include overall project management, construction site monitoring and close-out report.

DISCUSSION

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

Request for pricing and proposal was to provide the following:

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

[1] Stantec report, July 2019
[2] CBCL report, May 2018

Road Access Improvements

- Land clearing
- Ditch stabilization and rough road grading (approximately 2.8 km)
- Widened watercourse crossing
- Replacement road culverts
- Aggregate road bedding
- Erosion mitigation and sediment control
- Heavy-duty gate replacement at Panuke Woods Road
- Bridge replacement on Panuke Woods Road access

Mill Lakes Dam

- Geotechnical evaluation
- Repair natural overflow area (create engineered overflow)
- Vegetation removal
- Raise dam crest height
- Public safety requirements (fencing, etc)
- Erosion mitigation and sediment control

Mill Lakes Dam Control Structure

- Replace and/or modify water intake; relocate to a further submerged depth in lake
- Assess, replace and or repair current control structure
- Install new sluice gate control within current structure or new structure (if required)
- Install lake level and gate position monitoring with communications to Windsor WTP
- Erosion mitigation and sediment control

Stoplog Control Dam (upstream from main WTP reservoir)

- Assess and upgrade concrete structure
- Erosion mitigation and sediment control
- Public safety requirements (fencing, handrail, etc)

Windsor WTP Reservoir Concrete Dam (Fall Brook Dam) and WTP Raw Water Intake Structure

- Assess and repair concrete on dam and intake structures, if and as required
- Silt removal (this may be performed by the Municipality prior to design, however would need assessment of performance)
- Assess intake structure and upgrade to end of pipe screening to meet Water Withdrawal Approval to Operate Guidelines (see attached CBCL report, May 2018)
- Public safety requirements (safety booms, fencing, handrail, etc)

The municipality would like to be prepared to call for tenders for a spring/summer construction start, with project completion within any environment permit restrictions likely in the early fall. Design and tender documents are to be prepared in accordance with the latest edition of the Municipal Standard Specifications and Canadian Dam Safety Specifications where applicable by the successful consultant.

On July 27, 2021 staff issued a Request for Proposal (RFP) for Design Services for this project, closing on September 9, 2021. The call for proposals resulted in four proposals being submitted for evaluation. The proposals were evaluated for completeness and technical ability to execute the scope of work.

The four bids received included:

• CBCL Limited	$ 270,666.	plus HST
• Harbourside Engineering Consultants	$ 351,101.	plus HST
• Stantec	$ 499,086.	plus HST
• WSP	$ 504,900.	plus HST

CBCL was deemed to be the lowest compliant bidder and has substantial previous experience and qualification with the Windsor Water Utility and the Mill Lakes Watershed; as such has been recommended to Council for award of this contract.

NEXT STEPS

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

FINANCIAL IMPLICATIONS

Council has previously approved $1,538,806 in the 2021/22 capital budget for Sluice Gate-Water Control Structure & Dam Upgrades and Road Construction. This budget figure includes allowance for the engineering and design work.

All projects through the Utility over $250,000 require the Nova Scotia Utility and Review Board (NSUARB) approval before proceeding. Staff have recently sent a letter to NSUARB requested approval for project and response is pending.

The total cost to the Water Utility for the design work will be $282,277.57, to come from the Windsor Water Utility Depreciation Reserve.

ALTERNATIVES

1. Council may choose to proceed with an alternative design consultant option.

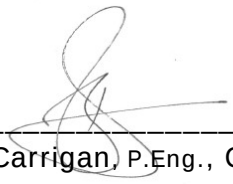
ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report highlights the budget approval supporting the engineering and design phase included in the recommendation as well as the budget allowance for the construction work. The approval of the construction work will be sought by Council as per our procurement process when the construction phase is scoped and tendered.

I support the recommendation.

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

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

Report Approved by: 
Mark Phillips, Chief Administrative Officer

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request X	Councillor Activity ☐

To: WHRM Committee of the Whole

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

Date: October 8, 2021

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

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA), 65 & 65a

RECOMMENDATION or DECISION REQUEST

Committee of the Whole Recommends that:

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

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social X	Economic X	Councillor Activity ☐

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

DISCUSSION

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

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

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

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

NEXT STEPS

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

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

COTW could choose not to support the recommendation.

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

ATTACHMENTS

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

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

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

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

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

Report Prepared by: Rupert Jannasch, Councillor, District 1

Report Reviewed by: 

Mark Phillips, Chief Administrative Officer

QUOTE

Project Cost Quote $

Date Oct. 4, 2021

Service Provider	Customer
Craig Brown 19 Nature Lane RR 1 Newport NS B0N 2A0 (902) 791-0278 cebrown0808**gmail.com**	Bramber Hall

PROJECT DESCRIPTION: ① Metal Roof
② Asphalt Roofing

"Removal of the chimney to below the roof line included"

Labor and Materials

	Description	Subtotals
①	**Metal Roof** - Strap the roof over the existing shingles - install metal roofing and trims. - clean-up the site once complete.	$19 000
	tax	2850
	total	$21 850
②	**Asphalt Shingles** - strip the existing shingles - new starter strip - new ice & water shield - underlayment paper - new asphalt shingles - All debris removed and tipping fees are included.	$13 300
	tax	1995
	total	$15,295
	* All scaffolding & safety gear will be supplied by the contractor * New sheathing is not included in this quote.	
	Subtotal	$ -
	Sales Tax Rate 15% HST	$ -
	Total	$ -

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

Thank You for Your Business!

Information ☐	Recommendation ✓	Decision Request ✓	Councillor Activity ☐

To: Committee of the Whole West Hants Regional Municipality

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

Date: Oct 5, 2021 for October 12, 2021

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

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LEGISLATIVE AUTHORITY

MGA

RECOMMENDATION or DECISION REQUEST

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

BACKGROUND

Property ☐	Public Opinion ✓	Environment ☐	Social ☐	Economic ☐	Councillor Activity ✓

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

DISCUSSION

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

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

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

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

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

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

NEXT STEPS

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

FINANCIAL IMPLICATIONS

N/A aside from staff time

ALTERNATIVES

There are no alternatives

ATTACHMENTS

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

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Reviewed by: 

Mark Phillips, Chief Administrative Officer

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

Information ☐	Recommendation ✓	Decision Request ☐	Councillor Activity ☐

To: West Hants Regional Municipal Council

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

July 27, 2021

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

LEGISLATIVE AUTHORITY

MGA

RECOMMENDATION or DECISION REQUEST

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

BACKGROUND

Property☐	Public Opinion ✓	Environment☐	Social☐	Economic☐	Councillor Activity ☐

On March 24th a Zoom meeting was convened by a group operating with the slogan "Fresh Water for All" and / or "Save the Lake".

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

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

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

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

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

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

***

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

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

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

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

DISCUSSION

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

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

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

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

The statements turned out to be prophetic (predictive).

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

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

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

NEXT STEPS

Secure an independent resource to review the matter.

FINANCIAL IMPLICATIONS

TBD but none foreseen

ALTERNATIVES

None

ATTACHMENTS

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ✓	Decision Request ☐	Councillor Activity ✓

To: Committee of the Whole, West Hants Regional Municipality

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

Date: October 6, 2021 for October 12, 2021

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

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LEGISLATIVE AUTHORITY

MGA

Nova Scotia Freedom of information and Protection of Privacy Act

RECOMMENDATION or DECISION REQUEST

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

BACKGROUND

Property ☐	Public Opinion ✓	Environment ☐	Social ☐	Economic ☐	Councillor Activity ✓

Over the last number of months, I received a general inquiry and one specific question regarding FOIPOP forms. A general web search revealed very little except for legislation on the matter along with Federal and Provincial Forms. Municipal forms were also limited. We didn't have anything on our website that I could find. A conversation with our office revealed that we don't have the forms on our website as a means of limiting

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

DISCUSSION

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

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

The 10 Right to Know Principles

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

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

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

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

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

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

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

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

NEXT STEPS

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

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

N/A

ATTACHMENTS

Links to source pages included within the content of the report

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

I support the recommendation.

Report Reviewed by: _____

Mark Phillips, Chief Administrative Officer