



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY**  
**Committee of the Whole - Meeting Agenda **AMENDED****  
**April 14, 2020, 6:00 p.m.**  
**Virtual Meeting via ZOOM**

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1. Call to Order
2. Roll Call
3. Declaration(s) of Conflict of Interest
4. Announcements
5. Approval of the Agenda, including additions or deletions
6. Approval of Previous Meeting Minutes - None
7. Presentations - None
8. Unfinished Business/Postponed Motions - None
9. Reports – Other Committees - None
10. Correspondence
  - (a) NSFM – Meeting Update of Apr. 8, 2020 - Info
  - (b) J-Class Roads - Additional Funding (fr. Minister NSTIR 20200319) - Info
  - (c) Ride Sharing - Response to 20200219 letter (fr Min NSTIR 20200317) – Info
  - (d) WH Grounds Search & Rescue (20200309) – Surplus REMO Trailer – Request
  - (e) **Friends of the Hantsport Public Library (20200409) – Library Front Walk – Request**
11. New Business
  - (a) Resident-member Committee Appointments – Recommendation Report
  - (b) Financial Services Policies - Notice to Consider Recommendation Report
  - (c) RBC Funding Resolution re Operating Line of Credit – Recommendation Report
  - (d) J-Class Roads – Information Report
  - (e) Highland/Churchill Street and Services Reconstruction – Information Report
  - (f) **Water and Sewer Rates – Three Mile Plains - Agenda Request Form and Information Report**
  - (g) **Internet Access Business Plan – Agenda Request Form and Information Report**
12. Public Participation Period
13. In-Camera
  - (a) Potential Land Sale (MGA S. 22(2)(a)) – Verbal
14. Next Meeting Date / Adjournment

## **Summary—Mayors, Wardens, and CAOs Discussion**

*April 08, 2020 – 6:00 PM (AST), via videoconference (and teleconference) with 86 participants joining on the call*

1. *NSFM Update – Pam Mood (Mayor, Town of Yarmouth, and NSFM President), 6 p.m.*
  - *Call for questions and/or edits re: last week’s meeting summary*
    - *None*
2. *Update on tax deferral proposal, with discussion from membership. 6:05 pm.*
  - *Update on conference call held over the weekend between the province and municipal representatives, including NSFM, AMA, and Minister of DMA. Another conference was held this evening. NSFM & AMA are waiting for some information back from members on tax-related information. So far, there are 26 responses in, and we are waiting for the remaining 23. Ideally, we would have the information back by Saturday when another call is scheduled. Everything is on the table and everything is being considered. No one is writing any cheques yet.*
  - *Separate plans under discussion:*
    - a) *Defer mandatory payments to the Province*
    - b) *To advance payments that we would typically receive from the Province, including the Equalization Grant, and PILTs*
    - c) *Short-term borrowing at capacity with an external lender to cover the property taxes being deferred*
    - d) *Allowing an operating line of credit through the MFC – it would have to be paid back in full within 360 days.*

### *Questions from members on this item included:*

- *Q. Can we estimate numbers? A. The Minister wants the municipal units involved to get the best figures*
- *We’re looking at anywhere from 20-25% of your annual budget, that’s the average of the numbers that have been running so far*
- *Q. If we defer mandatory, will they still pay equalization? A. They’re looking at upfronting equalization as well as deferring mandatory payments*
- *Q How can municipalities aid small businesses? A. That’s what we’re trying to do through this.*
- *Q Are we going to be allowed to budget operating deficits and have a longer term to pay off? A. The longer term was discussed. This is a secured loan because it’s backed-up by taxes due. 24 months would be ideal, but depending on the industry we’re dealing with (ie. Restaurant industry), it could be longer.*
- *Q. Which is the option for most municipalities? A. It may be a combination of the options that works.*
- *Q. Will MFC principal payments be grouped with mandatory payments? A. That’s still to be figured out.*
- *Q. Do we have a sense of how quickly the Province will act once the information is in? A. They need the information and they are digging as hard as we are and are willing to work this coming (Easter) weekend.*

- *Q. Are we assuming Municipal units will be administering? A. Yes, we are at this point but don't just consider your own resources. There could be outside providers that provide solutions to this administrative burden.*
- *Q. Who's going to make the decision on which program? How does that work? A. That's a tough question to answer. The power is really with the Province, ultimately. We want to have the work continue with NSF, AMA and DMA. It's important for us to work closely with the Province.*

3. *Letter to Minister regarding municipal elections, 6:40 p.m.*

- *We've had discussions at the board levels and have had units reach out asking about the October 17 election. We did send a letter to the Minister this week asking for clarification about the dates and outlining a few of NSF concerns. The fallout, the recovery period, from COVID-19 is going to be huge and deferring the election should be considered. There will be a ripple effect from this.*
- *A few concerns raised during the call:*
- *Some municipalities have hired Returning Officer and have rented space.*
- *Is an election an essential service? People's minds are nowhere near an election at this point.*
- *NSF will check in with the Department on Saturday during the call.*

4. *Internet Funding Update, 6:45 p.m.*

- *This is a point we want to let our members know that this has not fallen off our radar. We understand that not everyone across the province has internet connection. The speed of the internet is also becoming an issue in rural areas across Nova Scotia due to overload. We have had inquiries from our members and we don't have full answers yet. But we will be sending a letter next week to find out where things are.*

5. *Discussion of Submitted Questions (Chaired by Pam Mood), 6:47 p.m.*

*5.1 Are elected officials who are also small business owners eligible to collect the Canada Emergency Response Benefit (CERB), or do they have to take a leave of absence from council in order to qualify?*

*A. We will look into this as we only just received the question. Sometimes an honorarium is not considered a part time job. People in Ottawa are looking into this and will have an answer.*

*5.2 Has there been any indication of where the provincial government will get the funds to back a line of credit for municipalities?*

*A. We don't have the full details on this one yet.*

*5.3 Is there any interest in other video conferencing systems?*

*A. We are always looking at what's out there. This is the easiest one at this point.*

*5.4 What if the Province provided each municipality with a line of credit in an amount proportional to anticipated tax revenues (for example, perhaps 40%), to be interest-free for the period of a year.*

*A. We discussed this as above. The Province is not talking “interest-free” yet and there’s no indication that this will be the case. All of the municipalities might not be able to borrow at the same rate.*

*6. Added item, CEO Juanita Spencer – FCM on next week’s call, 6:58 p.m.*

*We plan to have another call next Wednesday at the same time. We are inviting FCM to take part in that call so that we can hear directly from them and have them take part. The more we can engage with you, the better.*

*7. Adjournment, President Pam Mood, at 6:59 p.m.*



**Transportation and Infrastructure Renewal  
Office of the Minister**

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

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MAR 19 2020

Warden Abraham Zebian  
Municipality of the District of West Hants  
P.O. Box 3000  
Windsor, NS B0N 2T0

Dear Warden Zebian:

As you may be aware, in the 20/21 Provincial Budget, the Province announced a one time \$10 million contribution to assist in the improvement of provincially owned J-Class roads. These funds will enable TIR and municipalities to jointly help improve the maintenance of J-Class roads that are in need of improvement which we are not able to address under the Municipal Cost Shared Program for paving subdivision (J-Class) streets, which is set aside for paving of gravel J-Class roads. If you haven't already received it, information will be coming out from TIR staff to those municipalities which have paved J-Class roads on how they can participate in the program.

We believe this is a great opportunity to upgrade these local roads and we encourage as much participation by municipalities as possible so we can improve as many roads as possible.

We know the funds will go a long way in improving the provincial road infrastructure and I would like to thank TIR and Municipalities in the joint effort in working together to help us find mutual ways in improving our provincial highways.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lloyd P. Hines', with a stylized flourish at the end.

Lloyd P. Hines  
Minister



**Transportation and Infrastructure Renewal  
Office of the Minister**

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

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MAR 17 2020

Warden Abraham Zebian  
Municipality of the District of West Hants  
76 Morison Drive  
PO Box 3000  
Windsor, NS B0N 2T0

Dear Warden Zebian:

Thank you for letter of February 19, 2020, regarding ride sharing services.

The Province is currently looking at ways to reduce the administrative burden for ride sharing service providers, as well as taxi drivers, while continuing to ensure public safety. I can assure you the input from your Council will be considered during our deliberations.

I want to recognize and thank you for your public service, particularly as it relates to supporting rural transportation. Please do not hesitate to be in touch if can be of assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lloyd P. Hines".

Lloyd P. Hines  
Minister

c: Honourable Chuck Porter, MLA Hants West  
Nova Scotia Federation of Municipalities

APR. 14, 2020  
WWH - COTW

West Hants Ground Search and Rescue  
821 Hwy 1  
Mount Denson, NS B0N 2T0

9 March 2020

Chief Administrative Officer  
The Region of Windsor and West Hants Municipality  
100 King Street  
Windsor, NS B0N 2T0

Re: Donation of Former REMO Trailer

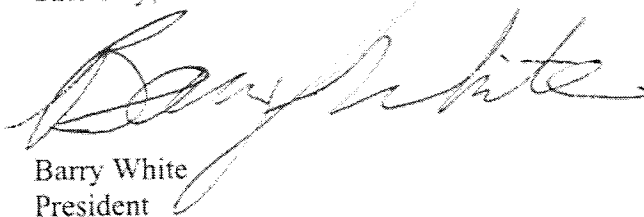
Dear Mr. Phillips,

West Hants Ground Search and Rescue (WHGSAR) would like to formally request that the Region of Windsor and West Hants Municipality donate the surplus REMO trailer to our organization.

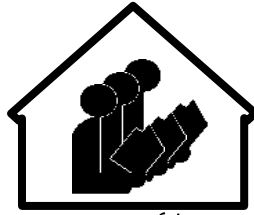
As you know, WHGSAR is the local search team in West Hants, one of 23 in the province, and we operate entirely with volunteers and donated items and monies. At present our Command Bus is at the end of its life (has needed to be towed in a few situations), so we are actively looking for a replacement. The donation of this trailer would allow us to spend our limited resources on a reliable truck to haul the trailer, and on the few upgrades required so it can be used as a Command Centre. During a search, the Command Centre is a 24-hour operation, housing the RCMP (ultimately in charge of the search), Search Management Team (organization of search teams, assigning tasks, coordinating other assets for the search) and communications coordination: it is the essential hub of any search operation.

The team has had the opportunity to view the trailer, and everyone is very excited at the prospect of having this resource. This new Command Centre will allow us to better coordinate searches and serve the citizens of our municipality and province.

Sincerely,



Barry White  
President



Friends of the  
Hantsport Public Library

April 9, 2020

Mayor Abe Zebian and Council  
Regional Municipality of Windsor and West Hants  
76 Morison Dr, Windsor, NS B0N 2T0

Dear Mayor Zebian and Council,

I am writing, on behalf of the Friends of the Hantsport Public Library, to alert you to an ongoing safety issue in your municipal building at 10 Main Street in Hantsport. This building was provided by the Municipality of West Hants for the purpose of providing library services to Hantsport and the surrounding area.

The building was renovated, with the considerable financial assistance from the community, in 2014 and was designed to be fully accessible to the public, including those with mobility issues such as those using canes, walkers and wheelchairs. At that time, the condition of the front walk was brought to the attention of the Municipality and identified as a safety issue, but it was not corrected. This walkway is very uneven with a large dip which fills with water and freezes causing a dangerous ice patch across the entire walkway. It is the sole public access point to the building.

Each year since the library was opened in 2015, the Friends of the Hantsport Public Library have raised concerns with the Municipality about this continuing safety issue. Library users and staff have reported numerous accidents with hurtful falls but to this date no serious falls with subsequent potential legal proceedings have occurred.

Recently, considerable roadwork has been done on Main Street with a contractor upgrading both the street and the sidewalk in front of 10 Main Street. This work has caused even more hazardous access to the building. We understand that the contract is scheduled to be completed this year.

We urgently request that the Municipality amend the current contract for this work to include a level, safe front walk to 10 Main Street. If this is not possible, then we request the Municipality's public works department to include this work in their summer budget so that this safety issue can be dealt with before another fall/winter season.

With thanks.

Terry Pulliam. Chair  
Friends of the Hantsport Public Library

Friends of the Hantsport Public Library  
Hantsport Public Library, PO Box 467, Hantsport, NS, B0P 1P0  
Contact: Leah Winter, Branch Manager  
Phone: 902 684-0103 e-mail: hantsport@valleylibrary.ca



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY  
RECOMMENDATION REPORT**

**To:** Committee of the Whole

**Submitted by:** \_\_\_\_\_  
Shelleena Thornton, Administrative Supervisor

**Date:** April 14, 2020

**Subject:** Resident Member Appointments to Committees of Council –  
Supplementary Report (org Apr. 1, 2020) – Recommendation  
Report

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**LEGISLATIVE AUTHORITY**

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

**RECOMMENDATIONS**

That Committee of the Whole recommends...

...that Council approves the following resident members be appointed to the Windsor Area Advisory Committee (WAAC) for the term April 01, 2020 to October 31, 2022: Melissa Richard and Debbie Cleveland-Foster.

...that Council approves the following landowner representative be appointed to the French Mill Brook Watershed Advisory Committee for the term April 01, 2020 – October 31, 2022: Jamie Whidden.

...that Council approves the following resident members be appointed to the Audit Committee for a two-year term April 01, 2020 – October 31, 2022: Glenn Robinson and Jane Davis.

**BACKGROUND**

At the November 18, 2019 and February 10, 2020 Co-ordinating Committee meetings, the following committees were approved commencing April 1<sup>st</sup>.

Further, on April 1, 2020 – some resident members were appointed to Committees of Council. This report is a supplementary report to the Apr. 1<sup>st</sup> report.

NOTE: Only committees that require resident members are bolded.

- **Hantsport Area Advisory Committee**
- **Windsor Area Advisory Committee**
- **Municipal Climate Change Action Plan Committee**
- **Planning Advisory/Heritage Advisory Committee**
- **Accessibility Advisory Committee**
- **Audit Committee**
- **Watershed Advisory Committees (Davidson Lake, Mill Lakes, and French Mill Brook)**
- **Western Regional Housing Authority Board**
- **Police Advisory Board**
- Fences Arbitration Committee
- Committee of the Whole
- Annapolis Valley Regional Library Board
- Hants County Residence for Senior Citizens
- Region 6 Solid Waste
- Valley Community Fibre Network
- Valley Regional Enterprise Network
- Landfill Liaison Committee

## **DISCUSSION**

The *Meeting and Committees Procedural Policy RCOGE-003.00* was approved by the Co-ordinating Committee on March 23, 2020. Included in that policy are appendices with respect to the following committees (and the number of resident members on each). The applications to-date do not necessarily fill all vacancies on all committees resulting in the need to re-advertise for additional resident members.

Those requiring more resident members include:

- Hantsport Area Advisory Committee (HAAC)
- Windsor Area Advisory Committee (WAAC)
- Accessibility Advisory Committee
- French Mill Brook Watershed Advisory Committees
- Police Advisory Board (This Board has yet to be established. Will be in the near future and once done, advertised for).

## **NEXT STEPS**

Resident members will be contacted and notified of their appointments. An Administrative Terms of Reference will be established for each committee and vacancies will be re-advertised.

## **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.

Other costs include advertisement in the newspaper associated with seeking representation. Further, advertisements can and will continue to be posted on the municipal website and social media pages.

**ALTERNATIVES**

Council could choose to not support the recommendations and continue to advertise for the vacancies.

**ATTACHMENTS**

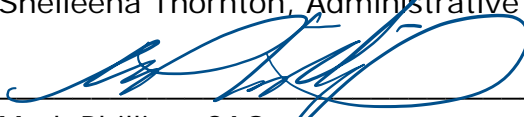
Appendices from the Meeting and Committee Procedural Policy:

Appendix E – Audit Committee

Report Prepared by:

\_\_\_\_\_  
Shelleena Thornton, Administrative Supervisor

Report Approved by:

  
\_\_\_\_\_  
Mark Phillips, CAO

*MEETING AND COMMITTEE PROCEDURAL POLICY*

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**APPENDIX E**

## Audit Committee

**1. PURPOSE**

- 1.1. The primary purpose of the Audit Committee (the "Committee") is to provide advice to Council on all matters relating to audit and finance. The objective of the Committee is to:
- a) fulfil the requirements outlined in Section 44 of the *Municipal Government Act*; and
  - b) assist Council in meeting its oversight responsibilities by ensuring the adequacy and effectiveness of financial report, risk management and internal controls.

**2. SCOPE**

- 2.1. This Policy is applicable to all serving members Audit Committee.

**3. DEFINITIONS**

- 3.1. In Appendix E,
- a) "Auditor" means the External Auditor conducting the audit of the Municipality;
  - b) "CAO" means the Chief Administrative Officer for the Municipality;
  - c) "Director of Finance" means the Director of Financial Services for the Municipality;
  - d) "Municipality" means the 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. Council will annually appoint members to an Audit Committee.
- 4.2. The Audit Committee will consist of five (5) members: the Mayor, two Council members, and two resident members who are not members of Council or Municipal Staff.
- a) Resident members should be sufficiently versed in financial matters to understand the Municipality's account practices and policies and the major judgements involved in preparing the financial statements.
  - b) Where an audit committee does not include any resident members, the audit committee will continue to meet and perform its duties and may exercise its powers. The Municipality will advertise to recruit resident members at least once every six months until the requirement is met.

*MEETING AND COMMITTEE PROCEDURAL POLICY*

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- c) The Mayor will chair the Audit Committee meetings, and in their absence, another appointed Council member will chair.
- d) The CAO and/or Director of Financial Services will provide staff support to the Committee. They are not voting members of the Committee.
- e) The Council Remuneration Policy will be followed regarding any remuneration for the two resident members.
- f) All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by CAO.

## 5. DUTIES AND RESPONSIBILITIES

### 5.1. Audit:

- a) Review the qualifications, independence, quality of service, performance, and fees of the auditors and recommend the appointment of an auditor to Council.
- b) Carry out the responsibilities of the Audit Committee contained in Section 44 of the *Municipal Government Act*, in consultation with Management.

### 5.2. Finance and Risk Management

- a) Review with Management the quarterly financial updates and recommend to Council to be received.
- b) Management will give a presentation on all financial policies used in the preparation of the external financial statements; at the first annually meeting of the year.
- c) Review with Management the adequacy of internal controls.
- d) Review with Management annually risk management practices including insurance coverage.

## 6. ADMINISTRATION

- 6.1. Meetings of the Audit Committee will be held at least quarterly. Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY  
RECOMMENDATION REPORT**

**To:** Committee of the Whole

**Submitted by:** \_\_\_\_\_  
Diana Gibson, Manager, Accounting and Financial Reporting

**Date:** April 14, 2020

**Subject:** Financial Services Department Policies – Notices to Consider

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**LEGISLATIVE AUTHORITY**

Municipal Government Act Section 23

***Acceptance of Donations Policy Legislative Authority***

- Municipality Government Act, Section 48(3)

***Investment Policy Legislative Authority***

- Municipal Government Act, Part VI, Investment of Funds 100

***Tax Collection Policy Legislative Authority***

- Municipal Government Act, Section 69A

**RECOMMENDATION**

Committee of the Whole recommends that . . .

. . . Council approves the Acceptance of Donations Policy RCOFN-007.00 for the Region of Windsor and West Hants Municipality.

. . . Council approves the Investment Policy RCOFN-005.00 for the Region of Windsor and West Hants Municipality.

. . . Council approves the Tax Collection Policy RCOFN-004.00 for the Region of Windsor and West Hants Municipality.

**BACKGROUND**

The Municipal Government Act, Section 23 gives council the power to adopt policies as specifically outlined in the Act, or for any matter that the council considers conducive of effective management of the municipality. The policies discussed below provide detailed guidelines on tax and donation collection, and investment

activity. Without these policies the Region of Windsor and West Hants Municipality will be responsible for following the two separate policies of the former Town of Windsor and Municipality of West Hants.

## **DISCUSSION**

### **Acceptance of Donations Policy**

The purpose of the Acceptance of Donations Policy is to allow the Municipality to take advantage of fundraised or donated monies and utilize them in accordance with the Municipal Government Act. This policy's objective is to ensure the acceptance of donations is done in such a manner as to respect the donors, while using the funds to help the overall community. This policy provides the Municipality with guidelines on the:

- Acceptance of Donations
- Administration of Donations
- Creation and Issuance of Tax Receipts
- Appropriate use of Donated Funds

Accepting donations will allow the Municipality to provide additional infrastructure and services to the community, creating a better lifestyle for the community.

### **Investment Policy**

The purpose of the Investment Policy is to enable the Municipality to take advantage of preferred rates for its various cash reserves. This policy will allow the Municipality to invest low or non-earning funds into higher yielding conservative options, with the objective set on preserving the principal amount, while growing interest revenue.

If approved, the CAO of the Region of Windsor and West Hants Municipality will be responsible for administering the investment activities and ensuring compliance with the policy. The Director, Financial Services will recommend investments to the CAO and will develop and maintain the procedures and controls. Annually, investment reports will be presented to Council by the Director, Financial Services.

### **Tax Collection Policy**

The purpose of the Tax Collection Policy is to provide direction regarding tax collection in accordance with the Municipal Government Act. This policy outlines the framework for the Municipality to not only collect taxes, but for any interest or fees that are applied to accounts. This policy includes guidelines on the annual tax sale process.

## **FINANCIAL IMPLICATIONS**

These policies do not create any immediate financial implications, however they provide staff and the Municipality with the guidelines they need to be able to collect

taxes, fees, and donations; and to invest and grow interest revenue.

**ALTERNATIVES**

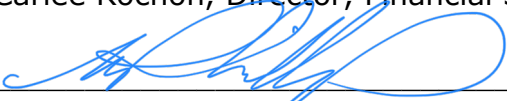
The Committee of the Whole could choose to not move forward with the recommendation; however, this would leave the separate policies of the Former Town of Windsor and Municipality of West Hants effective, which could cause a substantial difference in administering.

**ATTACHMENTS**

- Proposed Acceptance of Donations Policy RCOFN-007.00
- Proposed Investment Policy RCOFN-005.00
- Proposed Tax Collection Policy RCOFN-004.00

Report Prepared by: \_\_\_\_\_  
Diana Gibson, Manager, Accounting and Financial Reporting

Report Reviewed by: \_\_\_\_\_  
Carlee Rochon, Director, Financial Services

Report Approved by:  \_\_\_\_\_  
Mark Phillips, Chief Administrative Officer

*ACCEPTANCE OF DONATIONS POLICY*

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**1. PURPOSE**

The Region of Windsor and West Hants Municipality recognizes donations are, at times, necessary and legitimate in supporting the effective conduct of government business. The acceptance of donations will be done in such a manner as to respect the generosity of the public and their donations.

The purpose of this Policy is to define the:

- Framework for the acceptance of donations by the Municipality,
- Administration of donations,
- Issuance of tax receipts, and
- Appropriate use of donated funds.

**2. DEFINITIONS**

For the purposes of this Policy, the following definitions are provided:

- a. "CAO" refers to the Chief Administrative Officer of the Municipality.
- b. "Cash" refers to any common currency, cheques, money orders, or credit cards normally accepted by the Municipality.
- c. "Council" refers to the Council for the Municipality.
- d. "Donation" refers to a gift by a donor at arm's length of the Municipality. No advantage can accrue to a donor or to any person not dealing at arm's length to the donor as a result of a donation. A donation may be in the form of cash or in kind, meaning a security, a tangible capital asset, a cultural asset, or real property. Donated services are not eligible for consideration under the Income Tax Act.
- e. "Donation Fund" refers to a pool of donated assets established for a specified purpose by Council.
- f. "Elected Municipal Official" refers to a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise.
- g. "Employee" refers to any person directly employed by the Municipality.

*ACCEPTANCE OF DONATIONS POLICY*

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- h. "Gift" refers to a contribution of cash or property to the Municipality, for which the donor received no consideration in return. Consideration may include, event tickets, use of the property, or dinner and/or performance at a fundraising event.
- i. "In-Kind Donation" refers to the donation of goods and services that are received in place of cash donations/gifts.
- j. "Municipality" refers to the Region of Windsor and West Hants Municipality (or the name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipal Act), effective April 1, 2020.

**3. ACCEPTANCE AND USE OF DONATIONS**

- a. Donations must only be accepted and used for purposes outlined in the Municipal Government Act, Section 65 – *"Power to Expend Money"*.
- b. Donations must be for purposes consistent with the Municipality's mandate, programs, services, and activities, and must be deemed to be in the public interest.
- c. The Municipality may elect to accept or decline any donation. If a gift is not accepted, the donor will be advised of the reason.
- d. The Municipality may decline donations, with approval from Council, from any donor who represents a reputational risk to the Municipality, through involvement in activities that are contrary to the values of the Municipality.
- e. The Municipality cannot accept donations from individuals or organizations, whom are currently in litigation against the Municipality.
- f. Donations greater than \$500 must be reviewed by the Director, Financial Services or designated individual, before being accepted by the Municipality.
- g. In-kind donations and donations for which a Donation Fund has not been established by Council can only be accepted if the Municipality has the capability to meet the initial and ongoing costs associated with the gift. This will be decided on a case by case basis by Council.
- h. Council may retain any in-kind donation or, sell the asset and use the proceeds as necessary, unless donated for a designated purpose. In instances where in-kind donations are designated for a specific purpose, donor consent will be required before sale.

*ACCEPTANCE OF DONATIONS POLICY*

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**4. VALUATION OF IN-KIND DONATIONS**

- a. Should Council accept and retain an in-kind donation, the donation will be assessed at its fair market value.
  - Should this in-kind donation be Real Property, *Acquisition of Real Property Policy* will be followed.
- b. A donation of inventory by a business is valued at its normal retail price.
- c. Where a public market does not exist to establish a fair market value of an in-kind donation (e.g. TSE, NYSE, etc.); an independent appraisal will be required.
- d. A donor may be asked by Council to make a cash donation to cover the costs of an appraisal.

**5. DONATION FUNDS**

- a. Council may establish Donation Funds for the collection and use of donations.
- b. All cash donations without a specific purpose will be deposited in the General Donations Reserve Fund.
- c. Donations of cash designated for specific purposes will only be accepted by the Municipality where Council has authorized the specific purpose or a fundraising campaign and where the necessary Donation Fund has been established.
- d. Contributions from a Donation Fund to an organization or individual is considered a grant and must be reported as such.

**6. USE OF DONATED FUNDS**

- a. The Municipality cannot facilitate a “conduit” relationship between donors and an organization which is independent of the Municipality. This means that the Municipality’s authority to issue tax receipts cannot be used to provide an unrelated organization with the ability to provide contributors with a tax benefit.
- b. The Municipality must retain active control over the use of donated funds, meaning it must actively oversee the use of donated funds. Guidelines are provided in *Section 4, Item c* of this Policy.
- c. Council may authorize the grant of a tangible capital asset or of real property financed with donations to an unrelated organization.
- d. The Municipality may grant funds to organizations over which it exerts significant financial influence, or which are considered municipal

*ACCEPTANCE OF DONATIONS POLICY*

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service organizations. Examples of such organizations include, but are not limited to, Libraries or Fire Departments.

**7. INDEPENDENCE FROM UNDUE INFLUENCE**

- a. To ensure that the Municipality retains an arm's length relationship with the donor and as such, is not subject to undue influence; donations cannot be solicited or accepted from the following:
  - A party subject to an application for an approval, license, or permit; or
  - A bidder, proponent, or applicant, or any party not acting at arm's length from a bidder, proponent, or applicant to an open procurement.
- b. Prior to accepting a gift with a value greater than \$500, the donor is required to make a written declaration that the donation to the Municipality is not concurrent with an approval or procurement process in which they, or their organization or company if applicable, are involved.

**8. ISSUING TAX RECEIPTS**

- a. Tax receipt will only be issued for donations of \$20 or greater.
- b. Tax receipts will be issued no later than February 28<sup>th</sup> of the following year.
- c. Tax receipts must include the information prescribed by the Income Tax Act and the Canada Revenue Agency (CRA), as follows:
  - A statement that it is an "official receipt for income tax purposes",
  - The name and address of the Municipality, as on file with the CRA,
  - The unique serial number of the receipt,
  - The registration number issued by the CRA,
  - The place or locality where the receipt was issued,
  - The exact date and year the gift was received,
  - The date the receipt was issued,
  - The full name, including middle initial, and address of the donor,
  - The amount of the donation,
  - The amount and description of any advantage/recognition received by the donor,

*ACCEPTANCE OF DONATIONS POLICY*

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- The eligible amount of the donation,
- The signature of the individual authorized by the Municipality to acknowledge donations,
- Name and Address of the Canada Revenue Agency, [canada.ca/charities-giving](http://canada.ca/charities-giving).

Should the receipt be for non-cash gifts, the official receipt must also include:

- The date the gift was received,
  - A brief description of the gift received by the Municipality,
  - The name and address of the appraiser (if the gift was appraised).
- d. Tax receipts must be approved and signed by the Director, Financial Services.

**9. DONOR RECOGNITION**

- a. Donors can only receive nominal recognition from the Municipality. Per the CRA, this is defined as having a fair market value equal to 10% or less of the amount of the gift.
- b. Individuals or organizations who receive advantage recognition from the Municipality, per the CRA, will no longer be eligible for an official tax receipt and will not be considered a donor. This is defined as having a fair market value equal to or greater than 80% of the amount of the gift.
- c. Donations that fall between the nominal and advantage recognition levels, as per the CRA, will have recognition subtracted from the donation and an official tax receipt will be issued for the difference.
- d. Recognition does not include advertising. Advertising disqualifies a gift as a donation. For instance, the Municipality can recognize a corporate donor by naming a room of a building after the company. However, the company logo should not be included in a publication or on a door plaque, as it may be considered advertising.
- e. Names of donors will not be published without their permission.

**10. REPEAL**

The Acceptance of Donation Policy, COFN-009.00 dated January 8, 2019 of the former Municipality of the District of West Hants is hereby repealed.

*ACCEPTANCE OF DONATIONS POLICY*

I, Rhona Brown, Municipal Clerk of the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the Region of Windsor and West Hants Municipality at a meeting duly called and held on the \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
R.N. Brown  
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	<i>Date</i>
<i>Approval:</i>	<i>Date</i>
<i>Description: Initial Approval of Acceptance of Donations Policy</i>	

REGION OF WINDSOR AND WEST HANTS MUNICIPALITY  
Donor Declaration Form

I am voluntarily and unconditionally donating the sum of \$\_\_\_\_\_ to the Region of Windsor and West Hants Municipality, to benefit the development of the Municipality. I understand that the Municipality can direct my donation to a development of their choice, in their efforts to improve the area.

Consistent with the income tax interpretations of "qualifying donations," this contribution is made voluntarily without any conditionals and no benefit will accrue to myself (or related parties) because of my donation. I confirm that this donation does not or will not affect any approval or procurement process I (or related parties) may, directly or indirectly, be connected to. I also understand that civil penalties can be imposed against me for the misrepresentation of tax matters. Based on these facts, I understand that an official receipt for tax purposes will be issued.

**Please submit this form along with your donation to:**

The Region of Windsor and West Hants Municipality  
76 Morrison Drive  
PO Box 3000  
Windsor, NS B0N 2T0

- Please make cheques payable to the Region of Windsor and West Hants Municipality.
- Each donation exceeding \$500 must come with its own donation declaration form.
- All donations are credited in Canadian Dollars
- Do not alter this form. Doing so may cause a delay or return of the donation.
- Donations may be delivered in person to the above address Monday to Friday from 8:30am to 4:30pm.

Donor Information	
Company Name or First Name:	Last Name:
Mailing Address:	
City:	Postal Code:
Telephone: (       )	Email:
Donation Amount: \$	
Donor Signature:	Date:

*INVESTMENT POLICY*

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**1. PURPOSE**

The Investment Policy of the Region of Windsor and West Hants Municipality will govern the investment of trust funds, reserve funds, and surplus cash balances at an optimum level of return while ensuring the principal amounts of investment is preserved. Exceptions to this Policy will be permitted under Section 100 (1)(b) of the *Municipal Government Act* from time to time upon approval by Council and the Minister of Municipal Affairs.

**2. INVESTMENT OBJECTIVES**

The Investment Policy seeks to preserve and grow the Municipality's revenues while adhering to strict legal requirements. Preservation of the principal amount implies a policy of conservative investing which will not necessarily produce the highest rate of return. The fundamental objectives of this Policy are built upon the preservation of capital as well as cash flow liquidity commensurate with the Municipality's expenditure requirements. This is accomplished by structuring the portfolio so that securities mature and/or are accessible concurrent with cash needs to meet anticipated demands.

The investment portfolio will be designed with the objective of attaining a market rate of return subject to risk. The portfolio of the Municipality will be managed in a manner which meets liquidity requirements, minimizes risk, and earns a market rate of return. The standards and guidelines for permissible investment are set out in *Section 6* of this Policy.

**3. DEFINITIONS**

For the purposes of this Policy, the following definitions are provided:

- a. "Audit Committee" refers to a committee of Council, which is responsible for assisting Council in meeting its oversight responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management, and internal controls.
- b. "CAO" refers to the Chief Administrative Officer of the Municipality.
- c. "Council" refers to the Council of the Municipality.
- d. "Director, Financial Services" refers to the senior administrative officer for the Financial Services Department with the Region of Windsor and West Hants Municipality.

*INVESTMENT POLICY*

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- e. "Employee" refers to any person directly employed by the Municipality.
- f. "Elected Municipal Official" refers to a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise.
- g. "Municipality" refers to the Region of Windsor and West Hants Municipality (or the name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipal Act), effective April 1, 2020.

**4. APPLICATION**

This Policy applies to investments of surplus cash balances held in any funds within the control of the Municipality. The CAO is responsible for administering the investment activities and ensuring compliance with this Policy.

Director, Financial Services will recommend to the CAO investment asset mix parameters and credit quality restrictions and will develop and maintain appropriate procedures and controls for recording, reporting, and monitoring investments to ensure that they are made in accordance with the Investment Policy. Director, Financial Services will monitor investment performance and prepare at least annual reports for the CAO and Audit Committee. Director, Financial Services will consult with any other person or persons whose advice is deemed to be desirable.

This Policy will be reviewed at least every three (3) years, and reports to Council recommending changes, deletions, or additions to the Policy as considered appropriate.

**5. CONFLICT OF INTEREST**

A conflict of interest occurs when any interested person may benefit materially from knowledge of, participation in, or by virtue of an investment decision.

An "Interested person" includes:

- Any employee or elected official of the Municipality who is managing in-house portfolios or is involved in the investment of fund by the Municipality.

Neither the municipal elected officials, nor employees of the Municipality will engage in personal or business activities which would profit from or be affected by the carrying out of their responsibilities as investors of the Municipality's fund that could result in personal gain.

## INVESTMENT POLICY

Should a conflict of interest occur the person who has a conflict of interest or any person who becomes aware of a conflict of interest situation, will immediately disclose the conflict to the CAO. Any such party will abstain from decision making with respect to the area of conflict, and a written record of the conflict will be maintained by the Director, Financial Services.

## 6. ELIGIBLE INVESTMENT

The minimum standards and guidelines for competitive bids, and the maximum amounts and terms for each type of investment are outlined below. All investments should be denominated in Canadian Dollars.

Investment	Maximum Investment Level (\$)	Maximum Investment Terms
Federal Government, and its agencies	No dollar limit	2-year term
Province of Nova Scotia, and its agencies	No dollar limit	2-year term
Any Provincial Governments, or its agencies when their credit rating is A or greater <sup>1</sup>	No dollar limit	2-year term
Municipal Finance Corporation of Nova Scotia	No dollar limit	No term limit
Chartered banks, trust companies, and credit unions; operating in the Province of Nova Scotia	\$200,000.00	1-year term
Commercial Paper with a Canadian Bond Service rating of A-2 or higher or a Dominion Bond Service rating of R1 or higher	\$200,000.00	1-year term
Institutions covered by Canadian Deposit Insurance	Up to insured limit	2-year term
Deposit in accounts at the Municipality's financial institution	No dollar limit	No term limit

<sup>1</sup> Credit ratings found on Canadian Bond Rating or Dominion Bond Rating Services.

*INVESTMENT POLICY*

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**7. SAFE KEEPING**

Any investment statement or purchase confirmation resulting from the acceptance of an investment should be forwarded to the Director, Financial Services or designate, for safekeeping. This should not preclude the option of having certificates held by financial institutions or if a book-based investment, held electronically.

**8. INVESTMENT PROCESS**

The procedure of acquiring investments will be as follows:

- a. The Director, Financial Services determines the amount to be invested by referring to the cash flow forecast.
- b. The Director, Financial Services determines the length of time to invest funds and the flexibility of that term. The term is determined within the constraints of the cash flow forecast. Flexibility on the term of the investment may range from one week to a date specified.
- c. The selections of the investments(s) will be made based on comparison of rates and subject to *Section 4* of this Policy. The Director, Financial Services may provide an updated copy of the Policy or see that the updated copy of the Policy (which includes a listing of eligible investments, *Section 6*) is provided to participating banks, brokers, or trust companies.
- d. The Director, Financial Services will phone banks, brokers, and/or trust companies and inform them of the following:
  - Amount to invest
  - Term
  - Flexibility of term
  - Time and date that rates are to be received at the Municipal Office in person, by mail, electronic mail, courier, or by facsimile.
- e. The Director, Financial Services requests approval from the CAO for proposed investments. The selections of the investment(s) will be made based on comparison of rates and subject to *Section 4* of this Policy.
- f. The Director, Financial Services will advise the successful bidder and ensure that the investment amount(s) and rate(s) are confirmed and advise the unsuccessful bidders that they were not successful.

*INVESTMENT POLICY*

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- g. The rate as it is received noting all information will be recorded.
- h. The Director, Financial Services will take action to issue a cheque or arrange for a bank transfer payable to the successful financial institution. (Financial institutions to pay bank charges for bank transfer if any).
- i. Every investment is to be in the name of the Municipality and all registered securities are to bear the name of the Municipality.
- j. The Municipality requires receipts of investment documents which can come in the form of a certificate from the financial institution or a confirmation of purchase. If documents are being held offsite, the Municipality also requires confirmation that the documentation is held in safekeeping by those institutions. Investment documentation, if not held by financial institutions, will be kept by the Municipality.
- k. Any investments made are to be presented to the Audit Committee and then reported to council member at either the next Committee of the Whole or Council meeting. The report will include the principle amounts of investments, what the investments are, as well as maturity dates and yields. The report will also include details of other investment options received but not selected as well as the current interest rate received on bank deposits held.

**9. REPEAL**

The Financial Controls and Reporting Policy dated December 16, 2008 as amended to January 28, 2014 of the former Town of Windsor, and the Investment Policy, COFN-006.00 dated March 13, 2018 of the former Municipality of the District of West Hants are hereby repealed.

*INVESTMENT POLICY*

I, Rhonda Brown, Municipal Clerk of the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Region of Windsor and West Hants Municipality at a meeting duly called and held on the \_\_\_\_ day of \_\_\_\_\_, **2020**.

\_\_\_\_\_  
R. N. Brown  
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	
<i>Approval:</i>	
<i>Description: Initial Approval of Investment Policy.</i>	

*TAX COLLECTION POLICY*

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**1. PURPOSE**

The purpose of this policy is to provide direction regarding tax collection in accordance with various sections of the Municipal Government Act.

**2. DEFINITIONS**

For the purposes of this policy, the following definitions are provided:

- a. "CAO" refers to the Chief Administrative Officer of the Municipality.
- b. "Council" refers to the Council of the Municipality.
- c. "MGA" refers to the Municipal Government Act.
- d. "Municipality" refers to the Region of Windsor and West Hants Municipality (or the name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipal Act), effective April 1, 2020.
- e. "Owner" refers to the person(s) who owns a property and to whom taxes are assessed.

**3. APPLICATION**

- a. Pursuant to Section 69A of the MGA, where a building(s) situated on a property has become permanently unlivable or unusable due to fire, storm, or otherwise and the current assessment of the property does not reflect that the building(s) has been destroyed:
  - i. The Municipality will, upon request, reduce or rebate the property taxes on the building(s) alone for the balance of the taxation year. The owner shall apply in writing to Council asking for a reduction or rebate of property taxes.
  - ii. The Municipality will ask the Building Official of the Municipality to confirm the complete destruction of the building(s).
  - iii. The Municipality will ask the Property Valuation Services Corporation to determine the following year's assessment value before any subsequent rebuilding or construction.
  - iv. Upon receipt of the Building Official's and Property Valuation Services Corporation's reports, the Municipality shall reduce the

*TAX COLLECTION POLICY*

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amount of the taxes on the building(s) by pro rating the same over the balance of the taxation year from the date of destruction.

- v. If the owner of the property in question is found guilty of arson, either civilly or criminally, the Municipality shall not rebate any taxes. In the event that taxes have already been rebated, then that rebate shall be void from the beginning, and the taxes, with interest accrued thereon, shall become immediately due and payable, it being the overriding policy of the Municipality that a person shall not benefit from his or her own wrongdoing.
- b. Pursuant to Section 113(2) of the MGA, interest will be charged on overdue taxes at the rate of one and a quarter percent (1.25%) per month (fifteen percent (15%) per annum) simple interest.
- c. Pursuant to Section 114(2) of the MGA, where an overpayment of taxes has been made, the Municipality will pay interest on the excess taxes paid at the rate of zero percent (0%) per annum from the date of overpayment.
- d. Pursuant to Section 123(6) of the MGA, the person executing a warrant is entitled to a fee as stated in their contract for such service.
- e. Pursuant to Section 134(4) of the MGA, the Municipality hereby delegates to the Treasurer/Director, Financial Services the power to enter into a tax arrears payment agreement with the owner.
- f. Payment from the owner will first be applied to any monies expended by the Municipality on behalf of the owner, such as legal fees and demolition costs that have been charged against the property as miscellaneous invoices and then in accordance with Section 131 of the MGA.
- g. The Municipality will not put a property on the list of properties liable to be sold for taxes, rates, and expenses if the amount owing for the previous tax year or years (excluding the current year) is less than ten percent (10%) of the total taxes, rates, and expenses owing (including interest) for that particular property, or two hundred dollars (\$200.00).
- h. Pursuant to Section 138 of the MGA, the time period for payment of overdue taxes to be set forth in the preliminary notice shall be 30 days.

## TAX COLLECTION POLICY

- i. The Municipality will permit the Treasurer/Director, Financial Services to engage a firm to perform work on a property which may include a survey of the property which has been sold or will be sold at a tax sale. In exercising this discretion, the Treasurer/Director, Financial Services shall take into consideration the work to be performed by a firm in relation to the overall benefit to the Municipality and all the circumstances of the particular case.

**4. REPEAL**

The Tax Collection Policy, COFN-002.00 dated April 26, 2016 of the former Municipality of the District of West Hants, and the Tax Billing Policy dated April 27, 1999 and the Tax Sale Policy dated March 24, 1992 of the former Town of Windsor are hereby repealed.

I, Rhonda Brown, Municipal Clerk of the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Region of Windsor and West Hants Municipality at a meeting duly called and held on the \_\_\_\_ day of \_\_\_\_\_, **2020**.

\_\_\_\_\_  
R. N. Brown  
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	
<i>Approval:</i>	
<i>Description: Initial Approval of the Tax Collection Policy</i>	



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY  
RECOMMENDATION REPORT**

**To:** Committee of the Whole

**Submitted by:** \_\_\_\_\_  
Carlee Rochon, Director, Financial Services

**Date:** April 14, 2020

**Subject:** RBC Borrowing Resolution

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**LEGISLATIVE AUTHORITY**

Municipal Government Act, Power to Spend Money 65A &  
Municipal Government Act, Power to Borrow Money 66

**RECOMMENDATION**

Committee of the Whole recommends that...

...Council approves the Borrowing Resolution to enter into an agreement with Royal Bank Canada (RBC) to allow for an ongoing operating line of credit in the amount of \$500,000.

**BACKGROUND**

The former Municipality of the District of West Hants had a Line of Credit set up to meet any cash requirements necessary for the ongoing operations of the Municipality throughout the year. In the last 5 years, this has not been drawn from. To change the name on the Line of Credit, the Royal Bank of Canada requires a Borrowing Resolution approved by Council and signed.

**DISCUSSION**

The Municipality must be able to draw from a Line of Credit to meet the cash requirements necessary for the ongoing operations of the Municipality, if needed.

Having access to a Line of Credit is a practice that is common among municipal units and has been a practice of the Municipality of West Hants in the past. The difference between this recommended resolution and previous ones is that no end date is placed in this one. Removing the end date will eliminate the need to return to Council every year to pass the same resolution.

**NEXT STEPS**

After approval the resolution will be signed and forwarded to the RBC account manager.

**FINANCIAL IMPLICATIONS**

Any monies drawn from the Line of Credit would be subject to interest of RBC prime minus 0.6%. Currently this works out to an annual interest rate of 2.35%.

**ALTERNATIVES**

1. Council could choose not to move forward with the borrowing resolution. This would require the Municipality to borrow internally to maintain the day to day operations, which could impact the progress of planned capital projects.
2. Council could choose to reduce the borrowing resolution to a lower amount. Should a shortfall occur as a result, the Municipality to borrow internally to maintain the day to day operations which could impact the progress of planned capital projects.

**ATTACHMENTS**

- Borrowing Resolution 309

Report Prepared by: \_\_\_\_\_  
Carlee Rochon, Director, Financial Services

Report Approved by:  \_\_\_\_\_  
Mark Phillips, Chief Administrative Officer

Account No. \_\_\_\_\_

**NOVA SCOTIA  
MUNICIPAL CORPORATION-BORROWING RESOLUTION  
(Made in Duplicate)**

To authorize the borrowing of certain moneys from the **ROYAL BANK OF CANADA** to meet the current expenditure of the Corporations of the REGION OF WINDSOR AND WEST HANTS MUNICIPALITY \_\_\_\_\_ (hereinafter called "the Corporation") for the year 2020 \_\_\_\_\_.

WHEREAS it is necessary to borrow the sum of \$ 500,000 \_\_\_\_\_ from the **ROYAL BANK OF CANADA** to meet the now current expenditure of the Corporation until such time as the taxes to be levied therefore can be collected.

BE IT THEREFORE RESOLVED by the Municipal Council of the Corporation as follows:

1. That the Chief Administrative Officer \_\_\_\_\_ with the Director of Finance of the Corporation, be and they are hereby authorized under the seal of the Corporation to borrow from the **ROYAL BANK OF CANADA** the sum of

Five Hundred Thousand \_\_\_\_\_ dollars as the same may be required from time to time to meet the now current expenditure of the Corporation which said expenditure has been duly authorized by the Council.

2. That the said Chief Administrative Officer \_\_\_\_\_ with the Director of Finance aforesaid, be, and they are hereby authorized to pay or allow to the said bank interest on the said sum of \$500,000 \_\_\_\_\_ dollars at the rate of Royal Bank Prime minus 0.60 \_\_\_\_\_ per cent per annum, which may be paid or allowed in advance by way of discount or otherwise howsoever as they may deem best.

3. That the said sum of \$ 500,000 \_\_\_\_\_ so to be borrowed shall be made payable on or before the 31st \_\_\_\_\_ day of March \_\_\_\_\_ next; and the promissory note or notes of the Corporation, if any, given therefore, if made payable before the said 31st \_\_\_\_\_ day of March \_\_\_\_\_ may be renewed by the said Chief Administrative Officer \_\_\_\_\_ and Director of Finance from time to time, but no renewal thereof shall fall due later than the said 31st \_\_\_\_\_ day of March \_\_\_\_\_ next.

4. That the promissory note or notes of the Corporation, sealed with the corporate seal and signed by the Chief Administrative Officer \_\_\_\_\_ and Director of Finance of the Corporation be given from time to time as required, in security for the amounts borrowed from time to time under the provisions of this resolution.

5. That the giving of such renewal note or notes, as aforesaid, shall not be deemed satisfaction to the said bank of the said advance or interest, but as evidence only of indebtedness.

Passed in open council this \_\_\_\_\_ day of \_\_\_\_\_, 2020 \_\_\_\_\_.

(CORPORATE SEAL)

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Director of Finance

**CERTIFICATE**

I hereby certify that the foregoing is a true copy of a resolution of the council of the Municipal Corporation of the REGION OF WINDSOR AND WEST HANTS MUNICIPALITY \_\_\_\_\_ -  
passed at a meeting and held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at which a quorum of the council was present and voting.

(FOR BANK USE ONLY)

Prepared By	Checked By
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Clerk



## REGION OF WINDSOR AND WEST HANTS MUNICIPALITY INFORMATION REPORT

**To:** Committee of the Whole

**Submitted by:** J. Richard  
Todd Richard, Director of Public Works

**Date:** April 14, 2020

**Subject:** 2020 NSTIR Funding for Provincial J-Class Subdivision Streets

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### LEGISLATIVE AUTHORITY

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

### BACKGROUND

On March 20, 2020 staff received notification from Nova Scotia Transportation and Infrastructure Renewal (NSTIR) of available funding to repave existing paved Provincially owned J-Class streets throughout the province. The department will be dividing the \$10 million funding proportionately based on km of paved J-Class streets per Municipality; and is asking the Municipality to cost share 50/50 in this program.

NSTIR requires Municipalities to submit by April 17, 2020; a list of paved J-Class streets for the 2020-21 fiscal year and confirm the Municipality has funding approval to participate.

### DISCUSSION

Staff has included in this report, a copy of the program offer letter from NSTIR, as well as a list of the Provincial J-Class Subdivision Streets. The following items have been noted for Council for consideration of this proposed program:

- this cost-share program is offered to the Municipality on an annual basis; this is not a one-time offer
- this repaving program is applicable to J-Class subdivision streets that are owned by the Province, previous to a 1995 Provincial agreement
- all streets constructed following this 1995 agreement are 100% owned and maintained by each Municipality

- 50 streets are listed; some are sealed (paved) and some are unsealed (gravel); only the paved streets are applicable to this proposed program
- the Municipality currently contributes approximately \$200,000 annually towards the maintenance of these J-Class streets, primarily for snow and ice control activities

It should be noted that NSTIR has not performed any roads condition or criticality assessment of these streets; leaving the Municipality the responsibility to determine which streets should be prioritized for this program.

Staff has considered this proposed program using an evidence-based Asset Management criteria model. This has included the following activities:

- staff performed a condition assessment of all 50 J-Class roads in West Hants, rating each street with a condition value of 1-5 (1 = good / 5 = poor); this condition assessment is included in the attached list of roads
- staff performed a desktop assessment of function, capacity and criticality, rating each street with a condition value of 1-5 (1 = good / 5 = poor); this assessment is included in the attached list of roads
  - Condition 32% Poor, 47% Fair, 21% Good
  - Capacity 38% Poor, 60% Good
  - Function 30% Fair, 70% Good
- staff then performed an Asset Management evaluation of the Asset Lifecycle Forecast for all of the NSTIR J-Class Subdivision Streets
  - based on a \$200,000 annual contribution moving forward for the next 10 years, 97% of the required street renewal could be performed in a 10-year period using this 50/50 cost-share program
  - note that this does not mean that every street is renewed over the 10-year period; however would include more than half of the applicable streets (would include all paved roads with a condition rating of 3 and higher; does not include any gravel streets)

## **NEXT STEPS**

If Council was to decide to proceed with any proposed Provincial J-Class streets funding, the following items should be considered, with the further understanding that Municipal funding is also required to be directed towards 100% of Municipal-owned infrastructure (streets, sidewalks, water/sewer, facilities and properties):

- where is the funding to come from?
- what funding model is to be considered?
  - 50% NSTIR, 50% Municipal
  - 50% NSTIR, 25% Municipal, 25% area-based
  - 50% NSTIR, 50% area-based
- what streets are deemed priority?

- this should be evidence-based; based on condition, capacity, function, criticality, economic-impact...
- is Council committed for long-term funding of this program (10+ years)?

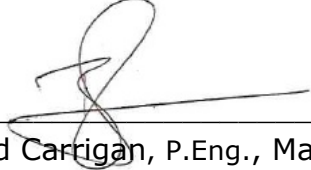
Staff requires the direction of Council, if this program is to be pursued with the Province for this 2020/21 fiscal year.

### **FINANCIAL IMPLICATIONS**

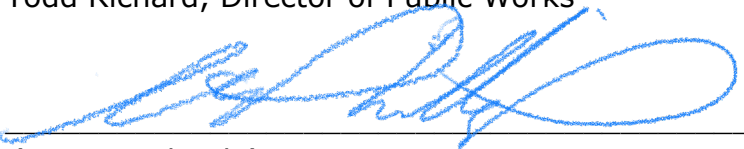
Asset Management modelling indicate that \$200,000 should be directed to a Provincial street improvement reserve on an annual basis for the next 10 years, to participate in this NSTIR J-Class Subdivision Streets Renewal program.

### **ATTACHMENTS**

- NSTIR Letter "Additional Funding under the Cost Shared Program for Subdivision (J Class) Streets"
- List of Provincial J-Class Subdivision Streets in West Hants

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

Report Reviewed by:   
Todd Richard, Director of Public Works

Report Approved by:   
(Name and Title)



Johnston Building, 4<sup>th</sup> Floor  
1672 Granville Street  
PO Box 186  
Halifax, Nova Scotia  
B3J 2N2

Bus: 902-424-0897  
Fax: 902-424-0570  
E-mail: [laura.cunningham@novascotia.ca](mailto:laura.cunningham@novascotia.ca)

## Transportation and Infrastructure Renewal

Mr. Martin Laycock  
Chief Administrative Officer  
Municipality of the District of West Hants  
P.O. Box 3000  
Windsor, NS B0N 2T0

Dear Mr. Laycock:

**RE:      ADDITIONAL FUNDING UNDER THE COST SHARED PROGRAM FOR  
             SUBDIVISION (J CLASS) STREETS**

In the 2020-21 Provincial Budget, the Department of Transportation and Infrastructure Renewal (TIR) was granted a one-time \$10 million allotment to repave existing paved Provincially owned J-Class roads throughout the Province.

This is outside the Cost Shared Program for Paving Subdivision (J Class) Streets set out in the signed 3-year agreements.

For the Department to take advantage of this additional allotment within the 2020-21 fiscal year, the Department will be dividing the funding proportionately based on km of paved J-Class roads per Municipality and we will be asking the Municipality to cost share 50/50 on this program. The roads chosen would become part of the Cost Shared Agreement for Subdivision Streets that the Municipalities have signed with the Province and part of fiscal 2020-21 and would be in addition to what was previously submitted and the usual process with that program and Agreement apply.

The Department has approved \$3.6 million of repaving roads that the Municipalities have already submitted. Of which \$1.8 million will come from the new \$10 million allotment. This will leave \$6.4 million to put toward this new allotment.

To accelerate this program, the Department is requesting the following:

1. On or before **April 17, 2020**, the Municipality must submit a list of paved J-Class roads for the 2020-21 fiscal year and confirmation the Municipality has funding approval to participate (do not include the roads previously submitted for consideration under the Cost Share Program for Subdivision Streets for the 2020-21). Attached, you will find a Road Submission List to be filled out electronically and returned to me by April 17, 2020.
2. Examples on how to fill out the form is provided. If any of the columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit.

3. On or before April 17, 2020, the Road Submission List must be received by the Department and confirmation that the Municipality has funding approval to participate if the roads they submit are chosen to be repaved by the Department.

The submitted streets will be reviewed by the Department to verify eligibility and to determine if the condition of the proposed streets meets the minimum criteria for repaving.

If at the end of the Municipalities submissions, there is still funding available in this program, the Department will select the remaining roads to be repaved in the Province until the program is exhausted.

Please submit this information to my attention via email as soon as possible to ensure your requests will be considered for 2020-21. If you have any questions regarding this program, please contact Construction Manager Brad MacInnis at (902)424-2218.

Sincerely,

A handwritten signature in black ink that reads "L. Cunningham". The signature is fluid and cursive, with the first letter of each name being capitalized and prominent.

Laura Cunningham  
Capital Program Administration Officer

cc Guy Deveau, District Director – TIR Central  
Brad MacInnis, Construction Manager – TIR Central

Road Submission List from the Municipality of:	
Submitted By:	
Date (M/D/Y):	
Approval of funding to participate 50/50 (Yes/No):	

\*If the below columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit with the information that is required.

	Authority # (Please contact area manager if not known)	Road Section (Please contact area manager if not known)	Road Class (Please contact area manager if not known)	Road Name	From.....	To.....	Length	Current Surface Type (must be asphalt)	Treatment Type Requested (re-paving):	Comments (Example: district name/subdivision name/ etc)
Examples	0123	1	J	Jane Road	Route 66	Smith Road	1.2	asphalt	re-paving	Smith Subdivision
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

PLEASE FILL IN THE BELOW THE MUNICIPALITY (NO HIGHWAY)

Asset ID	Sub Category	Asset_Name	Description 1/From	Description 2/To	Year Acquired	CRC Now	Updated Useful Life	Renewal Cost	Condition (1-5)	Function (1-5)	Capacity/Utilisation (1-5)	Criticality (1-5)
10001	Roads	Hillcrest Drive (0.40)	Curry's Corner	Asphalt	2000	\$84,000.00	24	\$42,000.00	4	1	1	1
10002	Roads	Kendall Lane (0.58)	Curry's Corner	Asphalt	2005	\$121,800.00	24	\$60,900.00	3	2	2	1
10003	Roads	Pemberton Road (0.20)	Garland's Crossing	Gravel	2015	\$57,600.00	49	\$0.00	1	1	1	1
10004	Roads	Country Club Lane (0.72)	Falmouth	Asphalt	2005	\$151,200.00	24	\$75,600.00	3	1	1	1
10005	Roads	WWH Industrial Park (1.70)	Windsor	Asphalt	2005	\$357,000.00	24	\$178,500.00	3	1	5	4
10006	Roads	Underwood Road (0.75)	Garland's Crossing	Asphalt	2005	\$157,500.00	24	\$78,750.00	3	2	4	2
10007	Roads	Duncanson Road (0.40)	Falmouth	Asphalt	2015	\$84,000.00	24	\$42,000.00	1	1	1	1
10008	Roads	Soldier Road (0.32)	Mount Denson	Gravel	2015	\$25,600.00	49	\$0.00	1	1	1	1
10009	Roads	Alexander Drive (0.36)	Three Mile Plains	Asphalt	1995	\$75,600.00	24	\$37,800.00	5	1	1	1
10010	Roads	Aylward Road (1.21)	Falmouth	Asphalt	1995	\$254,100.00	24	\$127,050.00	5	1	1	1
10011	Roads	Denise Drive (0.38)	Three Mile Plains	Asphalt	2015	\$79,800.00	24	\$39,900.00	1	1	1	1
10012	Roads	Mearns Drive (0.10)	Three Mile Plains	Asphalt	2010	\$21,000.00	24	\$10,500.00	2	1	1	1
10013	Roads	Burgess Road (0.20)	Garland's Crossing	Gravel	2015	\$16,000.00	49	\$0.00	1	1	1	1
10014	Roads	Palmeter Drive (0.28)	Falmouth	Asphalt	2015	\$58,800.00	24	\$29,400.00	1	1	1	1
10015	Roads	Patterson Drive (0.17)	Falmouth	Asphalt	2015	\$35,700.00	24	\$17,850.00	1	1	1	1
10016	Roads	Sexton Court (0.17)	Falmouth	Asphalt	2015	\$35,700.00	24	\$17,850.00	1	1	1	1
10017	Roads	McDermid Drive (0.11)	Falmouth	Asphalt	2010	\$23,100.00	24	\$11,550.00	2	1	1	1
10018	Roads	Valley View Drive (0.53)	Falmouth	Asphalt	2010	\$111,300.00	24	\$55,650.00	2	1	3	1
10019	Roads	Kimball Drive (0.22)	Curry's Corner	Asphalt	2015	\$46,200.00	24	\$23,100.00	1	1	1	1
10020	Roads	Avonview Court (0.17)	Falmouth	Asphalt	2010	\$35,700.00	24	\$17,850.00	2	1	1	1
10021	Roads	Wilewood Drive (0.32)	Falmouth	Asphalt	2010	\$67,200.00	24	\$33,600.00	2	1	1	1
10022	Roads	Chelsea Court (0.09)	Falmouth	Asphalt	2015	\$18,900.00	24	\$9,450.00	1	1	1	1
10023	Roads	Dill Road (1.70)	Curry's Corner	Asphalt	2000	\$357,000.00	24	\$178,500.00	4	1	2	1
10024	Roads	Town Road (5.35)	Falmouth	Asphalt	2005	\$1,123,500.00	24	\$561,750.00	3	3	4	2
10025	Roads	Eldridge Road (1.10)	Falmouth	Asphalt	2010	\$231,000.00	24	\$115,500.00	2	1	2	1
10026	Roads	School Street (0.32)	Falmouth	Asphalt	2010	\$67,200.00	24	\$33,600.00	2	3	4	2
10027	Roads	Gabriel Road (2.67)	Falmouth	Asphalt	2000	\$560,700.00	24	\$280,350.00	4	3	4	2
10028	Roads	Green Lane (0.48)	Falmouth	Asphalt	2000	\$100,800.00	24	\$50,400.00	4	1	1	1
10029	Roads	Bowman Road (0.50)	Garland's Crossing	Asphalt	2010	\$105,000.00	24	\$52,500.00	2	1	1	1
10030	Roads	Oakdale Lane (0.50)	Falmouth	Gravel	2010	\$40,000.00	49	\$0.00	3	1	1	1
10031	Roads	Sheep Farm Road (0.68)	Curry's Corner	Gravel	2010	\$54,400.00	49	\$0.00	3	1	1	1
10032	Roads	Dill Road Extension (0.52)	Curry's Corner	Asphalt	2000	\$109,200.00	24	\$54,600.00	4	1	1	1
10033	Roads	Payzant Bog Road (3.40)	Falmouth	Gravel	2010	\$272,000.00	49	\$0.00	3	2	1	1
10034	Roads	Hanson Road (1.10)	Falmouth	Asphalt	2005	\$231,000.00	24	\$115,500.00	3	1	1	1
10035	Roads	Curry Road (0.30)	Falmouth	Gravel	2010	\$24,000.00	49	\$0.00	2	1	1	1
10036	Roads	Dudley Park Lane (0.32)	Falmouth	Gravel	2010	\$25,600.00	49	\$0.00	2	1	1	1
10037	Roads	Etter Road (0.30)	Newport	Asphalt	2005	\$63,000.00	24	\$31,500.00	3	1	2	1
10038	Roads	Church Hill Drive (0.20)	Newport	Asphalt	2005	\$42,000.00	24	\$21,000.00	3	1	1	1

10039 Roads	Etter Road Extension (0.91)	Newport	Gravel	2010	\$72,800.00	49	\$0.00	3	1	2	1
10040 Roads	Chalet Crescent (0.60)	Newport	Asphalt	1995	\$126,000.00	24	\$63,000.00	5	1	2	1
10041 Roads	Leighton Drive (0.2)	Newport	Gravel	2010	\$16,000.00	49	\$0.00	5	1	1	1
10042 Roads	Lakewood Drive (0.41)	Newport	Asphalt	2000	\$86,100.00	24	\$43,050.00	4	1	1	1
10043 Roads	Chesley Lane (0.03)	Newport	Gravel	2015	\$2,400.00	49	\$0.00	1	1	1	1
10044 Roads	Douglas Avenue (0.20)	Newport	Gravel	2010	\$16,000.00	49	\$0.00	2	1	1	1
10045 Roads	Elm Drive (0.50)	Newport	Gravel	2010	\$40,000.00	49	\$0.00	3	1	1	1
10046 Roads	Fletcher Lane (0.24)	Newport	Gravel	2010	\$19,200.00	49	\$0.00	3	1	1	1
10047 Roads	Hill Top Avenue (0.05)	Newport	Gravel	2010	\$4,000.00	49	\$0.00	3	1	1	1
10048 Roads	Hazelwood Drive (0.40)	Newport	Gravel	2010	\$32,000.00	49	\$0.00	3	1	1	1
10049 Roads	Riverview Drive (0.32)	Newport	Gravel	2010	\$25,600.00	49	\$0.00	2	1	1	1
10050 Roads	Dunlop Road (0.59)	Newport	Asphalt	1995	\$123,900.00	24	\$61,950.00	5	2	2	1



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY  
INFORMATION REPORT**

**To:** Committee of the Whole

**Submitted by:**   
Todd Richard, Director of Public Works

**Date:** April 14, 2020

**Subject:** Tender Award (Future Recommendation) – Highland Ave & Churchill St.

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**BACKGROUND**

The region intends to replace road structure, water and combined sewer infrastructure on Highland Avenue (approximately 390m) and Churchill Street (approximately 85m), as well as install a new water main along an existing easement from Highland Avenue to Alexander Drive (approximately 95m) within the community of Windsor.

These streets currently have no sidewalks, both street surfaces are narrow and in poor condition. Construction will involve installation of a curb and gutter system on both streets to separate storm water from sanitary sewer; as well as the addition of a concrete sidewalk on the North side of Highland Avenue and the East side of Churchill Street. Highland Avenue will have a new cul-de-sac installed at the end of the roadway to improve traffic turning. The water easement will create a loop to improve water quality and create water service redundancy for residents on both streets.

**DISCUSSION**

Public Works staff released a Public Tender Call for Project TOW2020-0306 - Highland Avenue and Churchill Street with a closing date of March 26, 2020. The Tender was posted to the Provincial Procurement Site, with notification given on the Town of Windsor web site.

A public opening was held on March 26, 2020, with six (6) bids received. All bids were received with fixed unit pricing based on approximate quantities for the

specified scope of work. The following table summarizes the project cost by each of the proponents; and was utilized as the basis for information to Council.

<b>Gary Parker Excavating Ltd.</b>	<b>\$ 1,407,783.99</b>
Dexter Construction	\$ 1,600,351.50
Spicer Construction	\$ 1,663,553.20
Ocean Contractors	\$ 2,198,479.15
Mid Valley Construction	\$ 2,827,919.00
Brycon Construction	\$ 2,961,250.00

The Tender pricing received for the full scope of work was lower than the combined amounts proposed to Windsor Council in the 2019/20 Capital Budgets.

General Streets and Sidewalks	\$ 982,198.00
Sewer Utility	\$ 490,844.00
Water Utility	\$ 642,560.00
<b>2019/20 Combined Capital Budget (Proposed):</b>	<b>\$ 2,115,603.00</b>
<i>Difference Proposed vs Budget (includes 25% Project Contingency):</i>	<i>\$ 567,040.61</i>

Staff has conducted a review of the low bidder’s submission and are satisfied with the documentation provided. Gary Parker Excavating has completed similar construction projects and is qualified and capable of executing this project scope for the Region. Most recently Gary Parker Excavating has completed the Alexander Street Renewal project for the Town of Windsor and is currently completing the Prince Street & Main Street Rehabilitation project in the community of Hantsport.

## **NEXT STEPS**

This report is submitted for information only.

CAO and Directors will be meeting to review operating and capital budgets. After funding review this report should be brought back as a recommendation report at the Council meeting of April 28<sup>th</sup>.

If approved by Council, along with approval of the proposed Capital Budgets; Public Works staff will award the contract to the proposed successful bidder and schedule a project kick-off meeting to coordinate details for construction to begin. This will include public communication to the community and with the residents immediately affected by this construction project. Design engineering

and site inspection for this project is intended to be performed by Design-Point, in conjunction with regional Public Works staff.

**FINANCIAL IMPLICATIONS**

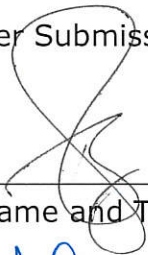
More information to follow in the recommendation report

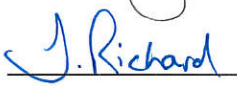
**ALTERNATIVES**

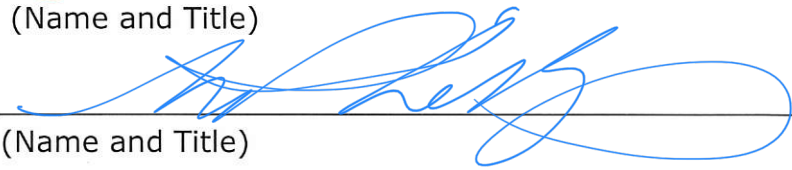
N/A

**ATTACHMENTS**

None - Proponent Tender Submissions are available upon request.

Report Prepared by:  BRAD CARRIGAN, P.ENG.  
(Name and Title)

Report Reviewed by  J. Richard DIRECTOR PUBLIC WORKS  
(Name and Title)

Report Approved by  \_\_\_\_\_  
(Name and Title)



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY  
AGENDA REQUEST FORM**

<b>Name:</b>	Councillor Francis		
<b>Date:</b>	April 8, 2020	<b>Date Submitted to CAO: April 8 2020</b>	April 8, 2020

**Request– Initial – to be completed by Council Member**

Detail	Water and Sewer Rates Three Mile Plains  Particularly looking at Sewer billing and the option of moving the charge back to the taxes as was previously billed.				
Decision Requested:	Adding sewer portion back to the taxes. This was a topic I heard at the doors while campaigning in Three Mile Plains.				
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>
	Sewer Billing for Three Mile Plains and the billing process that was changed last year by West Hants Council				
Strategic Implication: with Dashboard	Current <input type="checkbox"/>	Short Term <input type="checkbox"/>	Long Term <input checked="" type="checkbox"/>		
	The only change would be the billing process.				
Budget:	Same cost just billed differently	Policy: MGA section	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Desired Outcome:	To be able to have a better way to bill residents for the sewer portion of the water bills.				

Recommendation:	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/> Email sent April 3, 2020 and an information report to follow.
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**Request for Decision – CAO Initial Review**

Detail	Synopsis
Department: select all that apply	<input checked="" type="checkbox"/> Governance/Legislative <input type="checkbox"/> Protective Services <input checked="" type="checkbox"/> Administration <input type="checkbox"/> <input type="checkbox"/> Planning <input checked="" type="checkbox"/> Engineering Public Works <input type="checkbox"/> <input type="checkbox"/> Parks and Recreation <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
Decision Requested:	<input type="checkbox"/> Operational Matter <input checked="" type="checkbox"/> Decision of Council Required <input type="checkbox"/> <input checked="" type="checkbox"/> Policy Change <input type="checkbox"/> Other <input type="checkbox"/>
	It is not entirely clear if the request is to revisit the current policy for possible changes or revisit the rationale for the change.
Background:	The synopsis is appropriate for the desired level of discussion. Pending discussion and direction from Council further research may be required. My additional understanding for the change in past policy was primarily based on the fiscal condition of the sewer operations and the desire to apply a more equitable fees system. The current policy reflects an approved rate and a billing system which is based on consumption used vs. estimates or a flat fee for all.
Budget:	Research would have to be conducted to determine what financial impacts would occur if a change in the policy or a return to a flat fee structure.

Staff Workload:	Unknown at this time. It is noted that due to Covid-19 staff is working under a modified environment and reduced capacity. Workload will be determined based on Council's wishes.
Policy:	<b>MUNICIPALITY OF THE DISTRICT OF WEST HANTS</b> <i>Sewerage and Stormsewer Connection, Discharge and Charges By-law</i>
Response Options:	<ol style="list-style-type: none"> <li>1. A discussion with Council to better understand the past rationale for the by-law change. No Change</li> <li>2. A discussion with Council to explore a bylaw change.</li> </ol>
Preferred Strategy:	To be determined
CAO Comments:	A full review of the history of the by-law and sewer charges is required to ensure an unwarranted change is not initiated based singularly on public opinion as noted but a full review including financial impacts of sewer operations.



## REGION OF WINDSOR AND WEST HANTS MUNICIPALITY INFORMATION REPORT

**To:** COTW  
**Submitted by:** Debbie Francis, Councilor District 5  
**Date:** April 8, 2020  
**Subject:** Sewer Billing

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### LEGISLATIVE AUTHORITY

Council

### BACKGROUND

West Hants made a motion to consolidate the water utilities and sewer services in 2018. G.A Isenor Consulting and Blaine S. Rooney Consulting were hired by the three utilities and sewer services to conduct a water rate study and a sewer rate study to determine their financial needs over the next three years. ....the rates for sewer service for customers in Three Mile Plains/Wentworth, Falmouth, and Hantsport, as set out in the sewer rate study be adopted and that staff prepare the necessary changes to related by laws and policies.

### DISCUSSION

The method of determining the sewer rates has been changed. Revenue generated for sewer services will be from a combination of a base rate and effluent charge per cubic meter based on water consumption. This was different than the current approach taken in Three Mile Plains and Falmouth where sewer rates were based on a flat fee related to the number of dwelling units. Hantsport saw a slight change as they now see a base charge on their water bills for sewer charges.

The information received stated the residents in Three Mile Plains on average may see their overall water and sewer rates increase, while residents in Falmouth, on average, may see their combined water and sewer rates decrease. These estimates were based on the data from water consumption over the past few years. It was noted that it was not anticipated that the change in the rate structure will be cost prohibitive for users. There was communication sent to residents regarding the change and the feedback from residents was minor.

Sewer rates are a council decision, approval from UARB is not required.

While I was campaigning during the election many of the concerns I heard from residents in Three Mile Plain was the increase they saw in their water/sewer bills. Residents are understanding to the fact that water and sewer utilities need to be run on a breakeven basis, including setting aside a reserve for ongoing capital repairs and replacements.

They were used to a flat rate on their taxes for sewer and now are faced with the sewer being added to their quarterly water bills, and it was an increase of sometimes double or even triple what they were used to paying. Much conversation was whether the sewer portion can be added back to their taxes.

**NEXT STEPS**

Staff report on options.

**FINANCIAL IMPLICATIONS**

No financial changes, only to the way the sewer rate is billed.

**ATTACHMENTS**

None

Report Prepared by: Debbie Francis, Councilor District 5

Report Reviewed by: \_\_\_\_\_  
(Name and Title)

Report Approved by: \_\_\_\_\_  
(Name and Title)



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY  
AGENDA REQUEST FORM**

<b>Name:</b>	Jim Ivey		
<b>Date:</b>	April 8 2020	<b>Date Submitted to CAO: April 8, 2020</b>	April 8, 2020

**Request– Initial – to be completed by Council Member**

Detail	<p>In 2006 Windsor and West became partners in the Valley Community Fiber Network (“VCFN”). The original participation by the municipal partners was to provide in-house high-speed internet access through the fiber asset they collectively owned as well as the potential for benefits related to economic development.</p> <p>Changes in market conditions have driven the VCFN to review and refocus its business plan for longer term sustainability, taking diminished demand for dark fiber sales into account as well as increasing municipal demand by our residential and business clients for high-speed access in our rural communities of Windsor West Hants.</p> <p>While some residents have internet access whose quality scale ranges from high to middle to low, others in our communities do not have internet access at all. Costs of services relative to quality is another matter altogether however highly connected to the issue of access in our communities.</p> <p>Windsor West Hants is on record with wanting to ensure that “all” of its residents have access to high-speed internet access. Capital funding has been allocated, grants have been sought and steps taken in the last few years to extend the main backbone network via lateral through to Brooklyn. These actions and those involved are to be applauded for moving this initiative forward and beginning to push internet connectivity out to our region’s more rural residents.</p> <p>We are now however at the stage where a detailed business plan, option analysis and costing estimate is required to determine the depth, breadth and methodology (who we should partner / work with) for proceeding to deliver high-speed internet to our residents. We also need to determine if access is realistic for all residents or that alternative options need to also be considered.</p>
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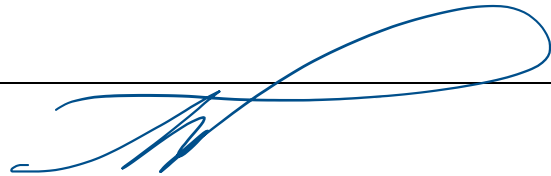
	<p>In this industry options in the market are continually changing and as recently as February 14, 2020 when the CRTC issued <b>Telecom Order CRTC 2020-60</b>.</p> <p>In its order the Commission directed Cogeco, Eastlink, RCCI, Shaw, and Videotron to make certain revisions to the terms and conditions of their aggregated wholesale <b>high-speed access (HSA)</b> services, also known as third-party Internet access (<b>TPIA</b>) services, reflecting the Commission’s determinations set out in Telecom Decision 2018-458 and in this order. The Commission considers that, in accordance with the 2019 Policy Direction, its determinations in this order can promote <b>increased competition, affordability, consumer interests, and innovation in the HSA service market</b>.</p> <p>The above noted CRTC order creates a potentially valuable shift in the market and we should review it as part of our analysis.</p> <p>In keeping this brief and to the point, we’ve collectively identified that we want to provide our residents with high-speed access. We’ve told our residents we will deliver on getting them access to the internet. Now that we are committed, we have a need and an obligation to ensure the success of our region and its residents which requires the expertise and development of a professional business plan. Seeding our region with high speed access (in what will likely be a hybrid of varied transport options) will drive economic development and increased accessibility in our region. I would encourage us to take this important step with the development of a proper strategic and tactical business plan towards this end to move forward with a business plan for success.</p> <p>It is important to further note that with the shift in the focus of the VCFN, we and they need to know if and how our plans align with its refocused plans and objectives. As part of this process we want to ensure our plans including the identification of options, costs, deployment methods and timelines are in synch.</p>
<p>Decision Requested:</p>	<p>Council provide direction to our CAO to initiate the process for the development of business plan to be presented back to Council, which may require consultation with market / industry experts for the delivery of high-speed internet access for the benefit of the residents of Windsor West Hants.</p>

Require	Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input checked="" type="checkbox"/>
Strategic Implication: with Dashboard	Current <input checked="" type="checkbox"/>		Short Term <input checked="" type="checkbox"/>		Long Term <input checked="" type="checkbox"/>
Budget:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Budget implications yes – available not sure)	Policy: MGA section		Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly – depending on means of deployment (utility / coop / partners)?	
Desired Outcome:	That we have a plan to move forward with the deployment of expanded access to internet services in our communities, that we know if we can afford it or if not; how we can achieve it; that we know if we are aligned with the VCFN or if we need to incorporate alternative options for consideration or some combination thereof.				
Recommendation:	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>				

**Request for Decision – CAO Initial Review**

Detail	Synopsis
Department: select all that apply	<p>Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/></p> <p>Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/></p> <p>Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/></p>
Decision Requested:	<p>Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/></p> <p>Policy Change <input type="checkbox"/> Other <input type="checkbox"/></p>
Background:	Adequate background has been provided for the purpose of discussion. Additional information will be collected and included in a report and update to Council.
Budget:	Unknown at this time. Provincial Department of Business has been leading this file and provided financial supports to projects. Formerly WH had earmarked funding pending NSB announcements.
Staff Workload:	Under current Covid-19 staff are working under a modified environment and reduced capacity. However, there is capacity to prioritize the efforts on this file and provide an updated report to Council.
Policy:	No reference at this time.
Response Options:	1. For Council to direct staff to provide an update on this file.
Preferred Strategy:	To be determined

CAO Comments:	<p>The spirit of this agenda item and request for action is supported. At the current time we have not had the opportunity to participate in a strategic session with the New Council but the topic of regional internet accessibility for all residents has been a past priority and a topic a majority of new Council members have identified. Pending Council support, I am pleased to dedicate staff resources to supporting this file.</p>
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## REGION OF WINDSOR AND WEST HANTS MUNICIPALITY INFORMATION REPORT

**To:** Committee of the Whole (“COTW”)  
**Submitted by:** Jim Ivey, Councilor District 11  
**Date:** April 8, 2020  
**Subject:** Internet Access

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### LEGISLATIVE AUTHORITY

The Regional Municipality of Windsor and West Hants

### BACKGROUND

In 2006 Windsor and West became partners in the Valley Community Fiber Network (“VCFN”). The original participation by the municipal partners was to provide in-house high-speed internet access through the fiber asset they collectively owned as well as the potential for benefits related to economic development.

Changes in market conditions have driven the VCFN to review and refocus its business plan for longer term sustainability, taking diminished demand for dark fiber sales into account as well as increasing municipal demand by our residential and business clients for high-speed access in our rural communities of Windsor West Hants.

While some residents have internet access whose quality scale ranges from high to middle to low, others in our communities do not have internet access at all. Costs of services relative to quality is another matter altogether however highly connected to the issue of access in our communities.

Windsor West Hants is on record 2019 with initial funding allocation of \$3 million to ensure that its residents have access to high-speed internet access. Capital funding has been allocated, grants have been sought and steps taken in the last few years to extend the main backbone network via lateral through to Brooklyn. These actions have served to move the initiative forward and begin the journey to provision internet connectivity out to our region’s more rural residents.

### DISCUSSION

Windsor West Hants are at the stage where a detailed business plan, option analysis and costing estimate is required to determine the depth, breadth and methodology (who we should partner / work with) for proceeding to deliver high-speed internet to our residents. We also need to determine if access is realistic for all residents or that alternative options need to also be considered.

In this industry options in the market are continually changing and as recently as February 14, 2020 when the CRTC issued **Telecom Order CRTC 2020-60**.

In its order the Commission directed Cogeco, Eastlink, RCCI, Shaw, and Videotron to make certain revisions to the terms and conditions of their aggregated wholesale **high-speed access (HSA)** services, also known as third-party Internet access (**TPIA**) services, reflecting the Commission’s determinations set out in Telecom Decision 2018-458 and in this order. The Commission considers that, in accordance with the 2019 Policy Direction, its determinations in this order can promote **increased competition, affordability, consumer interests, and innovation in the HSA service market**.

The above noted CRTC order creates a potentially valuable shift in the market and we should review it as part of our analysis.

We have collectively identified that we want to provide our residents with high-speed access, we now have a need to undertake the development of a business plan for the initiative. Seeding our region with high speed access (in what will likely be a hybrid of varied transport options) will drive economic development and increased accessibility (in many ways) throughout our region.

The development of a plan including identification of options, costs, deployment methods and timelines would serve us well in continuing the work that has already been started. It is also important to note the ever-changing market shifts that occur as well as the focus of the VCFN be considered such that our plans are aligned in the best interests of our region.

## **NEXT STEPS**

Business Plan / Staff Report identifying delivery options, timeframes costs and funding.

## **FINANCIAL IMPLICATIONS**

To be determined as part of the business plan analysis

## **ATTACHMENTS**

None

Report Prepared by: Jim Ivey, Councilor District 11

Report Reviewed by: \_\_\_\_\_  
(Name and Title)

Report Approved by: \_\_\_\_\_  
(Name and Title)