WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda AMENDED
October 13, 2020, 6:00 p.m.
In-Person Sanford Council Chambers, 76 Morison Drive, Windsor, NS
(also via Zoom & FB Livestream)

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

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1. Call to Order
2. Roll Call
3. Approval of the Agenda, including additions or deletions
   a) Dashboard Action Items – Information Log
4. Declaration(s) of Conflict of Interest
5. Announcements
   a) Carnegie Medal Presentation to Mr. Mike Barkhouse
6. Approval of Previous Meeting Minutes
   a) 2020-09-08 Committee of the Whole minutes
   b) 2020-09-23 Special Committee of the Whole minutes
7. Presentations
   a) Matt Delorme, HATCH – Asset Management Plan
8. Unfinished Business/Postponed Motions
   a) Rural Internet
      I. Internet for NS Initiative Update – (Standing Item)
      II. West Hants Internet Access Business Plan (Standing Item)
   b) Avon River Causeway / Community Liaison Committee – Verbal Update
   c) Sidewalks/Paths Infrastructure (Active Transportation Capacity Overview) – Information Report
   d) Septic/Water Infrastructure Replacement Funding Program (Private) – Information Report
   e) J-Class Roads Update – Verbal Update
9. Reports
   a) CAO Activity Update – Information Report
10. Correspondence
    a) Avon River Causeway Related Log
       I. Brad Carrigan (Sept. 23, 2020)
       II. Dr. A Kirumira (Sept. 24, 2020)
       III. Elaine Morehouse (Sept. 24, 2020)
       IV. Gary Morehouse (Sept. 24, 2020)
       V. Karen Carrigan (Sept. 23, 2020)
       VI. Blake Sarsfield (Undated)
       VII. Greg Webster (Oct. 1, 2020)
       VIII. Bobby Kidston (Oct. 2, 2020)

b) Steve and Beverly Boyd (Sept. 23, 2020) – Stop Aerial Glyphosate-based Herbicide Spraying
c) Belinda Bezanson (Sept. 28, 2020) – Panuke Road Traffic

11. New Business
a) Meeting and Committee Procedural Policy Amendment(s) – Recommendation Report
b) Fire Rescue Truck Tender Award – Recommendation Report
c) Waste Collection Contract Extension Agreement – Recommendation Report
d) COVID-19 Property Tax Financing Program – Information Report
e) Easement Lease Agreement with Rogers Wireless
f) Debt Refinancing – Recommendation Report
g) Temporary Borrowing Resolution – Recommendation Report
h) MFC Fall Debenture Report – Recommendation Report
i) Rezoning Application, 20 Main St., Hantsport (PIDs 45043312 & 45043304)
j) Waste Contract Tender – Request for Decision Form
k) Highland Avenue Project Update – Request for Decision Form
l) Financial Status Updates – Request for Decision Form
m) Dangerous or Unsightly – Request for Decision Form
n) Accessibility Audit – Request for Decision Form

12. Public Participation Period

13. In-Camera - None

14. Next Meeting Date / Adjournment

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List) 2020/21

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

Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
Land Matter	COTW (IC)	D	2020-04-14			CAO
Internet Access Business Plan - CAO to initiate process for dev of a business plan to present to Council (may req. consultation with market/industry experts for the delivery of high-speed internet acess for WHRM residents. (Cross-ref with 2020-09-08 COTW direction)	Council	M	2020-04-28			CAO
Naming of Regional Municipality - name change	Council	M	2020-04-28		Done effective Oct. 6	CAO/Fin
Sewer Billing Review - Staff explore what the sewer rates would be if sewer util. fees were put back on the taxes. (Tabled until after budget) (Also at 2020-04-14 COTW mtg)	COTW	M	2020-05-12	2020-12		CAO/Fin
Asset Mgmt (Strategic Sustainability) - Strategic Sustainability Plan is needed	COTW	D	2020-05-12	2020-12		PW
Avon River Causeway (Aboiteau/Hwy. 101 Twinning) - CAO to initiate process for financial evaluation which may include feasibility study on potential economic opportunities that exist with each of the causeway/aboiteau options being considered with Hwy. 101 twinning proj. (Table motion until after Community Liaison Committee (CLC) meets)	COTW	M	2020-05-12	2020-10 COTW		CAO
Branding for Region - proceed with Branding project	Council	M	2020-05-26	2021-01		CAO

Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
RCMP (Policing) - Staff explore other policing models to determine best cost per officer including all overhead costs. A review will be needed and if changing models, one-year notice would need to be given	COTW	D	2020-06-01	2021-02		CAO
Blended Rates (restructuring of existing tax rate) - Staff and council to review over the next year.	COTW	D	2020-06-01	2020-12		CAO/Fin
PID 45245578 and portions of 45182797, 45245560, 45245552, 45184025, and 45182904 (Cogmagun Lands) - purchase as per Letter of Offer presented at 2020-06-09 COTW in-camera	Council	M	2020-06-23			CAO
Avon River Causeway (Aboiteau/Hwy. 101 Twinning) - CLC plans to hold another meeting after aboiteau design is drafted; Municipal staff will request a meeting sooner	COTW	D	2020-07-14	2020-09	CLC Mtg was held Oct. 7, 2020	CAO
Reallocation of Hantsport Post-Transitional Funds - Staff to write letter to Minister of Mun. Affairs requesting reallocation	COTW	M	2020-07-14	2020-09		Fin
Avon River Causeway (Aboiteau/Hwy. 101 Twinning) - Invite NSTIR, Dept. Fisheries & Oceans, Dept. of Agr. To make presentation at Sept. COTW on project status	Council	M	2020-07-28	2020-10	presented to CLC Oct. 7, 2020	CAO
Hantsport Fire Station Design - staff explore a space in Hantsport for a community space and warming centre	Council	M	2020-07-28			PW
Diversity & Inclusion Committee - establish committee and policy for consideration	Council	M	2020-07-28	2020-10		CAO

Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
J-Class Roads - how was list determined and what was decided/confirmed?	COTW	D	2020-09-08	2020-10-13 COTW		CAO
Rural Internet - CAO to remain informed on Develop NS projects and keep council advised	COTW	D	2020-09-08	On-going		CAO
Rural Internet - Send 'heatmap' survey to WHRM residents asking if they have internet	COTW	D	2020-09-08	2020-11		CAO
Internet Access Business Plan - Keep as standing COTW agenda item and monitor Develop NS projects to see if WHRM needs to establish its own strategy/plan (Also see 2020-04-28 Council motion)	COTW	D	2020-09-08	On-going		CAO
Marc Almon/Alexis Cormier - Avondale Artist Village Project - Write a letter supporting the project in-principle	Council	M	2020-09-22			CAO
Hantsport Fire Station Design Services Tender Award - Explore relocation of Hantsport Foodbank to 10 Foundry Rd.	Council	M	2020-09-22			CAO/PW
Hantsport Fire Station Design Services Tender Award - Proceed with award	Council	M	2020-09-22			CAO/PW
Post-consolidation Funding - CAO to write Prov. With captial proj. list totaling $12,842,922.00 (which incl $3 million for rural internet)	Council	M	2020-09-22	2020-09		CAO
Windsor Curling Club (Funding Req) - (Council didn't proceed with anything but it was a request; staff should reply with letter)	Council		2020-09-22			CAO

Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
James Salter (Funding Req) - Resurrection of wooden statue. Staff to meet with Mr. Salter re proposed project cost(s) and meet with Hantsport Fire Dept. to discuss potential preservation options & report back.	Council	M	2020-09-22	2020-11-10 COTW		CAO
Sidewalk/Paths Infrastructure - Saff to review existing AT studies/plans/policies to see about potential projects and report back.	Council	M	2020-09-22	2020-10-13 COTW		Comm. Dev
Septic Systems (replace/install) - Staff reach out to DMA and other muns as to feasibility and include water along with septic. Report back.	Council	M	2020-09-22	2020-10-13 COTW		Fin
Restaurants/Mobile Canteens - Staff review existing by-laws/policies/fees (incl sidewalk cafes and mobile vending units). Report to include info on location permissions as well as comparable fees in our region for similar services along with any recommended changes.	Council	M	2020-09-22	2020-12		CAO
Racial Profiling Assertion - Staff write letter to local RCMP re recent assertion of racial profiling in our community (see motion)	Council	M	2020-09-22	2020-10		CAO
Racial Profiling Assertion - Refer complainant to RCMP Complaint Form.	Council	M	2020-09-22	2020-10		CAO

Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
Pedestrian Signage and Barriers - Have consistent and align with Branding outcomes. Staff prepare report for 2021/22 Capital & Operating budgets. (These items should be incorporated into our growth centres). Staff report back.	Council	M	2020-09-22	2021-01-12 COTW		PW/Comm. Dev
Sam Slick Monikors - Staff write a letter of apology (see motion)	Council	M	2020-09-22	2020-10		CAO
Falmouth Community Hall - Financial support request response	Council		2020-09-22	2020-10		
Speed Radar Signs - staff let RCMP know concerns re speeding enforcement (see motion)	Council	M	2020-09-22	2020-09		CAO
Speed Radar Signs - Write NSTIR to review speeding in densely populated communities (see motion)	Council	M	2020-09-22	2020-09		CAO
Comms Plan/Process for Staff-Council	Council	D	2020-09-22	2020-10		CAO
Property Owners Assoc - Fees Review (if requested by POA)	Sp COTW	D	2020-09-23	2020-12		Fin

WWH

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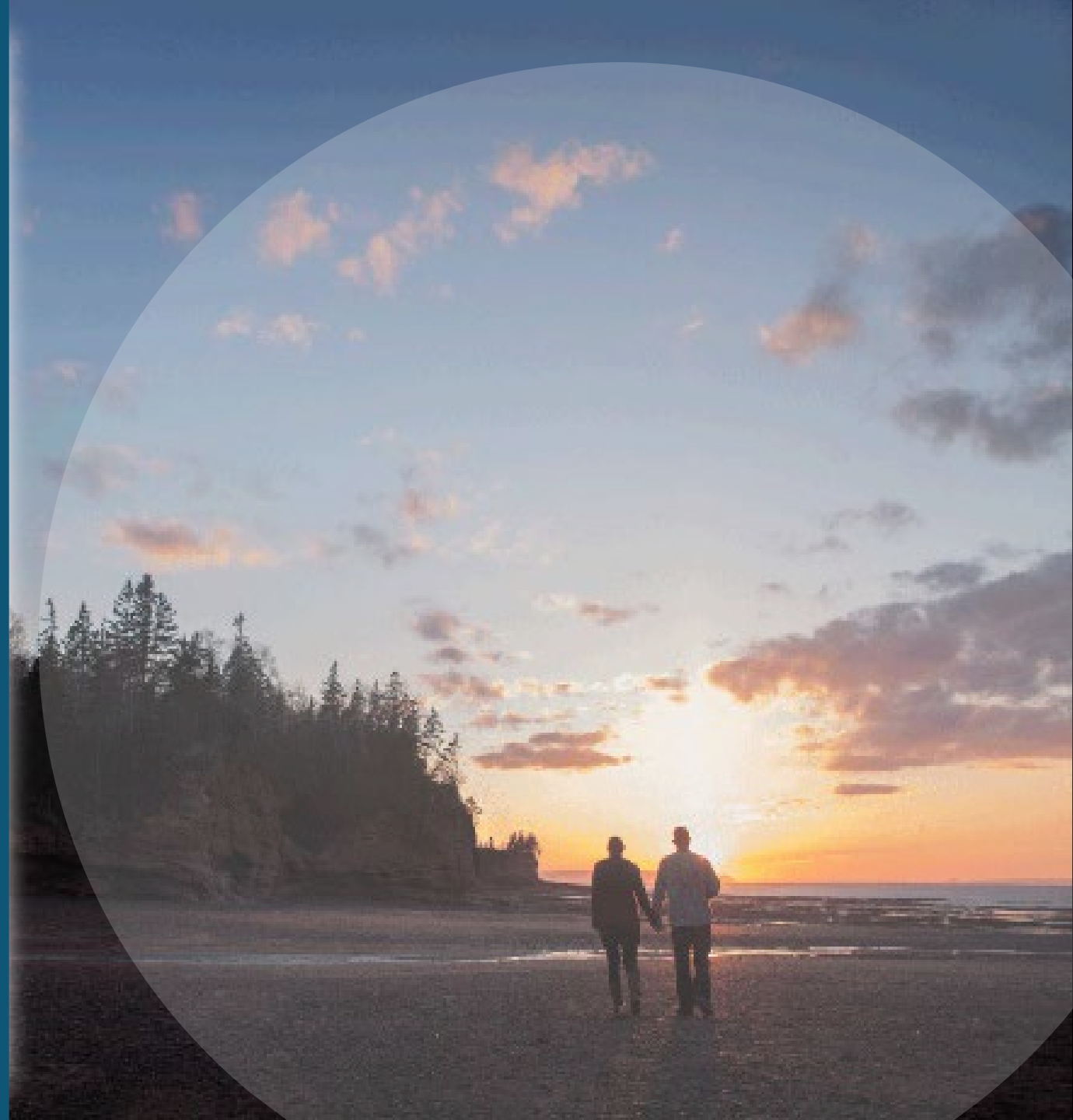
Asset Management Roadmap

HATCH

Land·Info

Technologies Inc



Asset Roadmap – Goals Identified

PROJECT GOALS

- Develop an Asset Management Policy;
- Form Asset Management Committee;
- Produce a Roadmap to grow asset management capacity;
- Collect an Inventory of all Region assets;
- Conduct a Facility Environmental Risk Assessment;
- Prioritize asset renewal projects by Risk;
- Generate Mapping for infrastructure planning;
- Select asset management software to build on work in 2019 / 2020;
- Generate a 5-year Capital Program

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Policy and Terms of Reference

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Asset Management Policy

Policy Name:	**Asset Management Policy**	**Policy No.:** XXX-XXXX-XXXX
Effective: 2020 04 06	Amended:	Renewal date: 2022 04 04

1. PURPOSE:

This asset management policy provides the Regional Municipality with a framework for consistent for transparent decision making which considers strategic plans, budgets, service levels and risks.

2. STRATEGIC ALIGNMENT:

The principles in this asset management policy and our asset management planning will align with the vision and values our community has been built on and the strategic direction we have planned for our community's future as outlined in:

Municipal Planning Strategy (Windsor)
Municipal Planning Strategy (District of West Hants)
Integrated Community Sustainability Plan (Windsor)
Integrated Community Sustainability Plan (District of West Hants)

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Region of Windsor West Hants

Terms of Reference

Asset Management (Staff) Committee

Purpose: To monitor progress on our Municipality's Asset Management Roadmap/Workplan, which includes but is not limited to:

- Promoting awareness of the Region's commitment to asset management.
- Promoting awareness of the workplan activities among departmental staff.
- Recommending (or assigning) responsibilities and timelines for Workplan activities.
- Making recommendations on allocation of resources (eg. staff and budget) to implement the workplan.
- Monitoring and reporting progress on activities and timelines.
- Recommending amendments to the Workplan or additional activities to support integration to good asset management practices for the municipality.

Committee Composition: The Committee Chair shall be the Manager of Capital Projects. Other Committee members will include the director (or designate) from any Department directly responsible for managing tangible assets, Finance and other municipal staff as designated by the Committee.

Asset Management Roadmap

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Asset Management Roadmap - Sorted By Year

This Asset Management Roadmap/Workplan has resulted from an assessment of our municipality's capacity to integrate asset management planning activities. The assessment was undertaken on November 18, 2019 . Cross department staff and council members participated in the assessment and developing the resulting workplan. The activities and priorities identifed in the plan are circulated for review by and endorsed by the CAO each year prior to issuing a capital budget.

By Year	Category	Activity
2019-2020	Core Asset Data Facilities: Building Architectural and Structural	Complete facility inventory and condition assessment / prioritization
2019-2020	Core Asset Data Facilities: Building Architectural and Structural	Investigate software (complete needs asessment)
2019-2020	Core Asset Data Facilities: Building Architectural and Structural	Complete Level of Service assessment
2019-2020	Core Asset Data Facilities: Electrical and SCADA	Integrate Risk Assessment into prioritization
2019-2020	Core Asset Data Facilities: Electrical and SCADA	Review building inventory replacement demands to see
2019-2020	Core Asset Data Facilities: Mechanical, Plumbing and HVAC	Integrate Risk Assessment into prioritization
2019-2020	Core Asset Data Potable Water Supply (PWS) and Distribution Network	Convert all data to a consistent format in GIS
2019-2020	Core Asset Data Potable Water Supply (PWS) and Distribution Network	Complete Level of Service Assessment & Risk Assessment

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Asset Management Roadmap - Sorted By Functional Group

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By Category	Year	Activity
Core Asset Data Facilities: Building Architectural and Structural	2019-2020	Complete facility inventory and condition assessment / prioritization
Core Asset Data Facilities: Building Architectural and Structural	2019-2020	Investigate software (complete needs asessment)
Core Asset Data Facilities: Building Architectural and Structural	2019-2020	Complete Level of Service assessment
Core Asset Data Facilities: Building Architectural and Structural	2020-2021	Purchase and implement new software package
Core Asset Data Facilities: Building Architectural	2020-2021	Define a work plan for code compliance investigations
Core Asset Data Facilities: Electrical and SCADA	2019-2020	Integrate Risk Assessment into prioritization
Core Asset Data Facilities: Electrical and SCADA	2019-2020	if there are clear "low hanging fruit" targets for efficiency improvments

Asset Inventory

$85.1 MILLION IN TRANSPORTATION ASSETS

$13.4 MILLION IN STORMWATER ASSETS

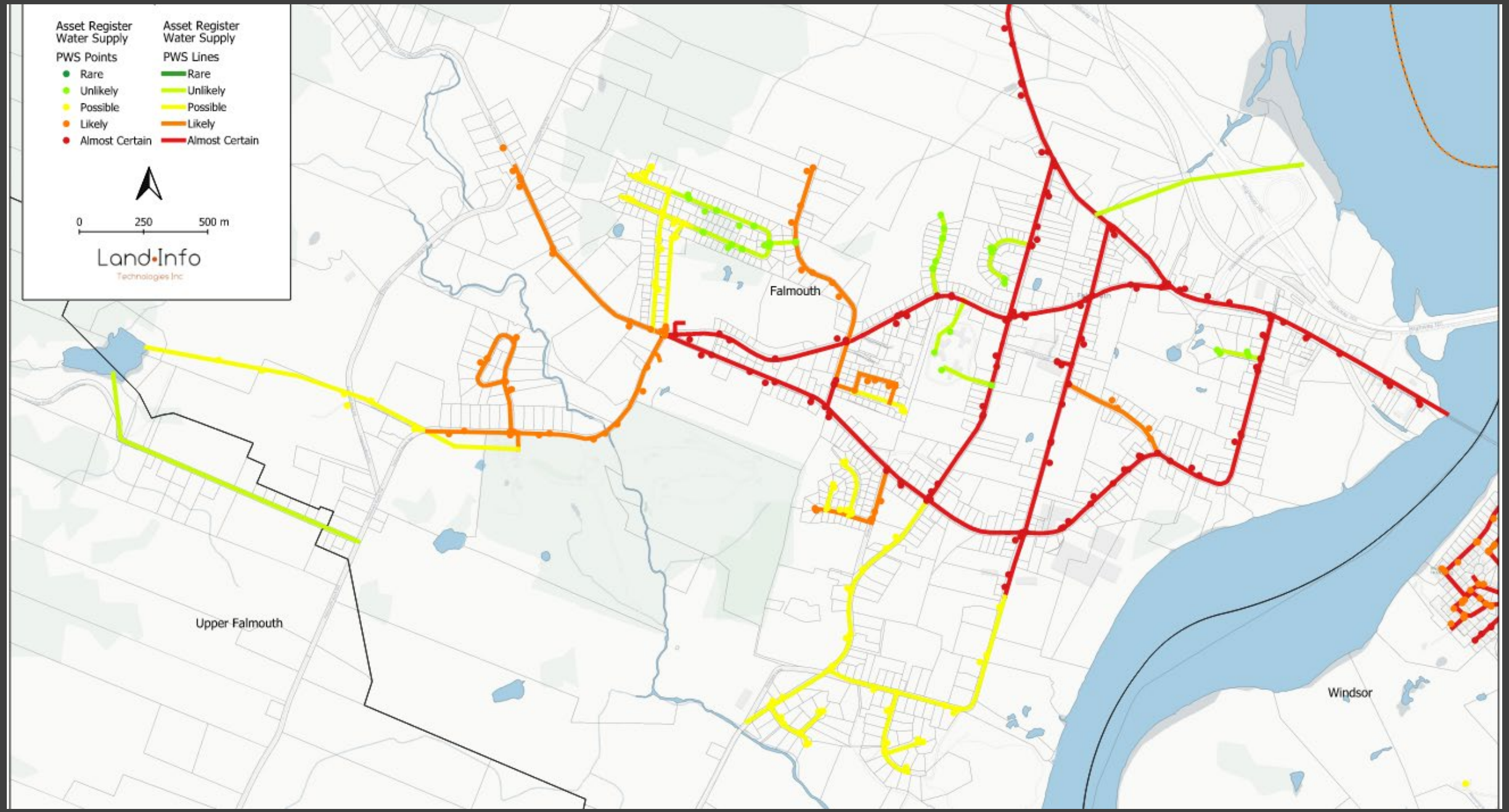
$96.2 MILLION IN WASTEWATER ASSETS

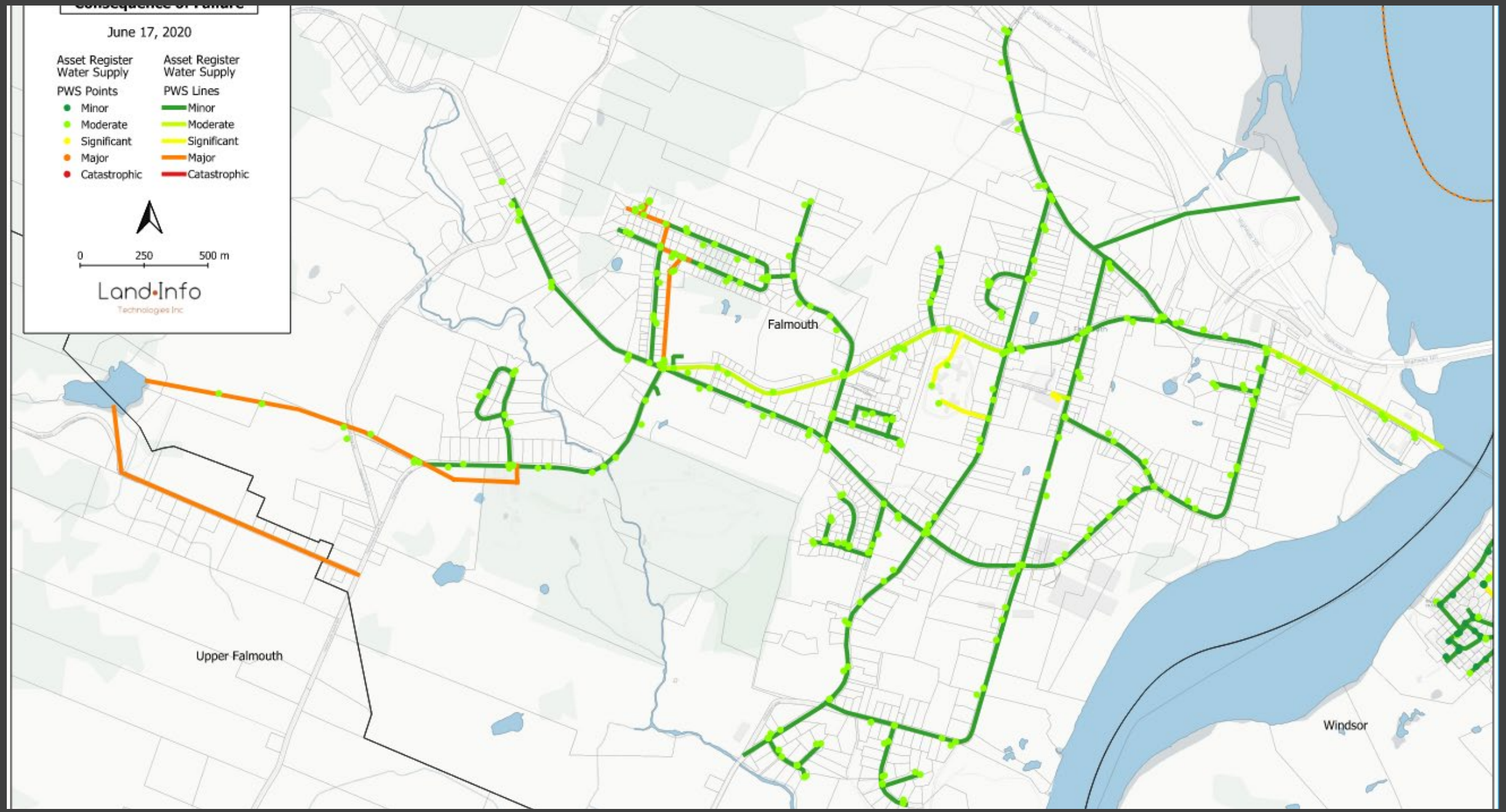
$81.7 MILLION IN POTABLE WATER ASSETS

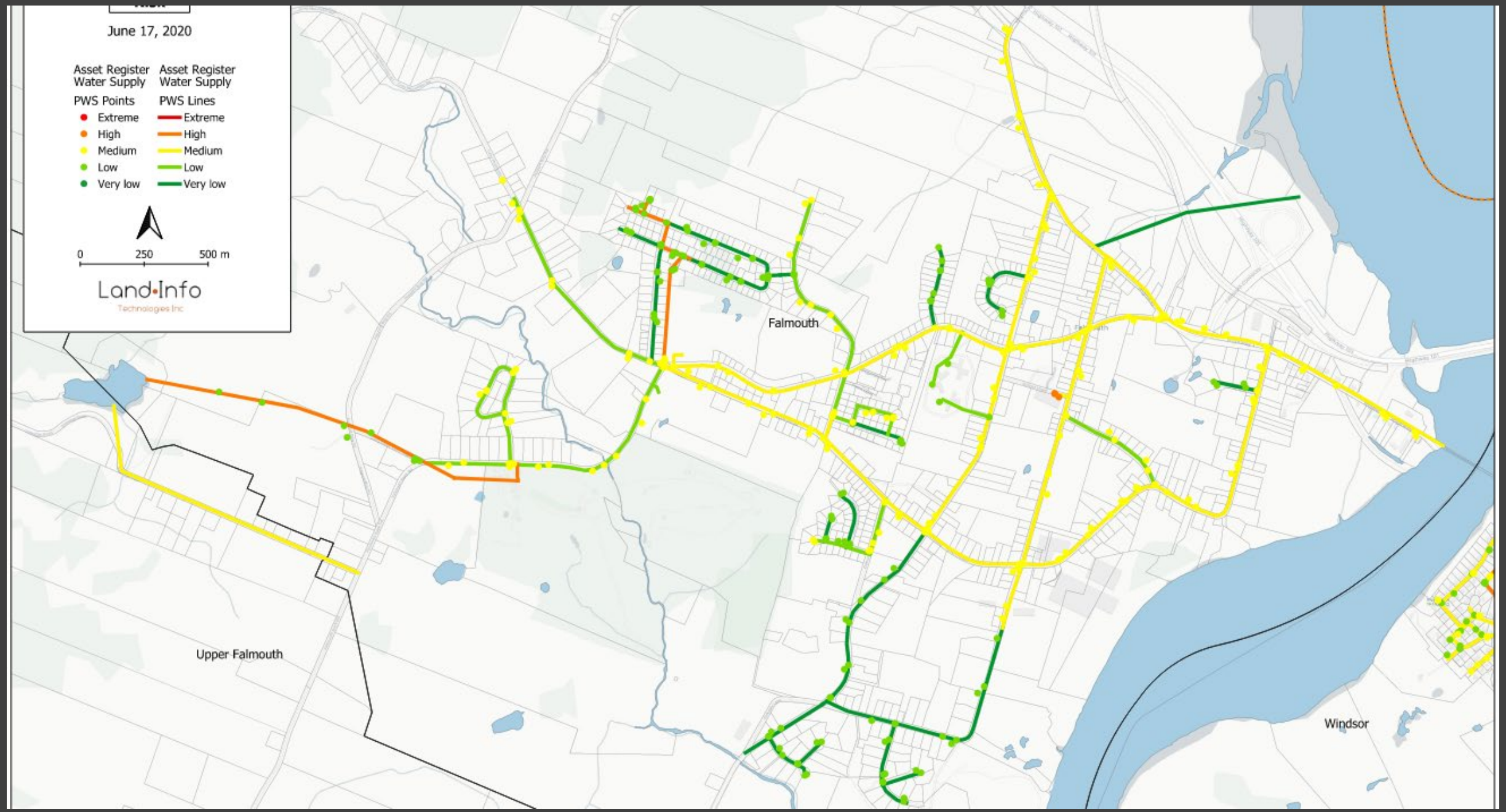
$38.5 MILLION IN FACILITY ASSETS

$4.1 MILLION IN FLEET ASSETS

TOTAL OF $319.0 MILLION IN ASSETS


Asset Register
Water Supply
PWS Points
Rare
Unlikely
Possible
Likely
Almost Certain
Asset Register
Water Supply
PWS Lines
Rare
Unlikely
Possible
Likely
Almost Certain
0
250
500 m
Land·Info
Technologies Inc
Falmouth
Upper Falmouth
Windsor


Consequence of Failure
June 17, 2020
Asset Register Water Supply
PWS Points
Minor
Moderate
Significant
Major
Catastrophic
Asset Register Water Supply
PWS Lines
Minor
Moderate
Significant
Major
Catastrophic
0
250
500 m
Land·Info
Technologies Inc
Falmouth
Upper Falmouth
Windsor


June 17, 2020
Asset Register Water Supply
PWS Points
Extreme
High
Medium
Low
Very low
Asset Register Water Supply
PWS Lines
Extreme
High
Medium
Low
Very low
0
250
500 m
Land•Info
Technologies Inc
Falmouth
Upper Falmouth
Windsor

Projected Expenditures

$4.6 MILLION
ANNUAL RESERVE

$177 THOUSAND
ANNUAL RESERVE

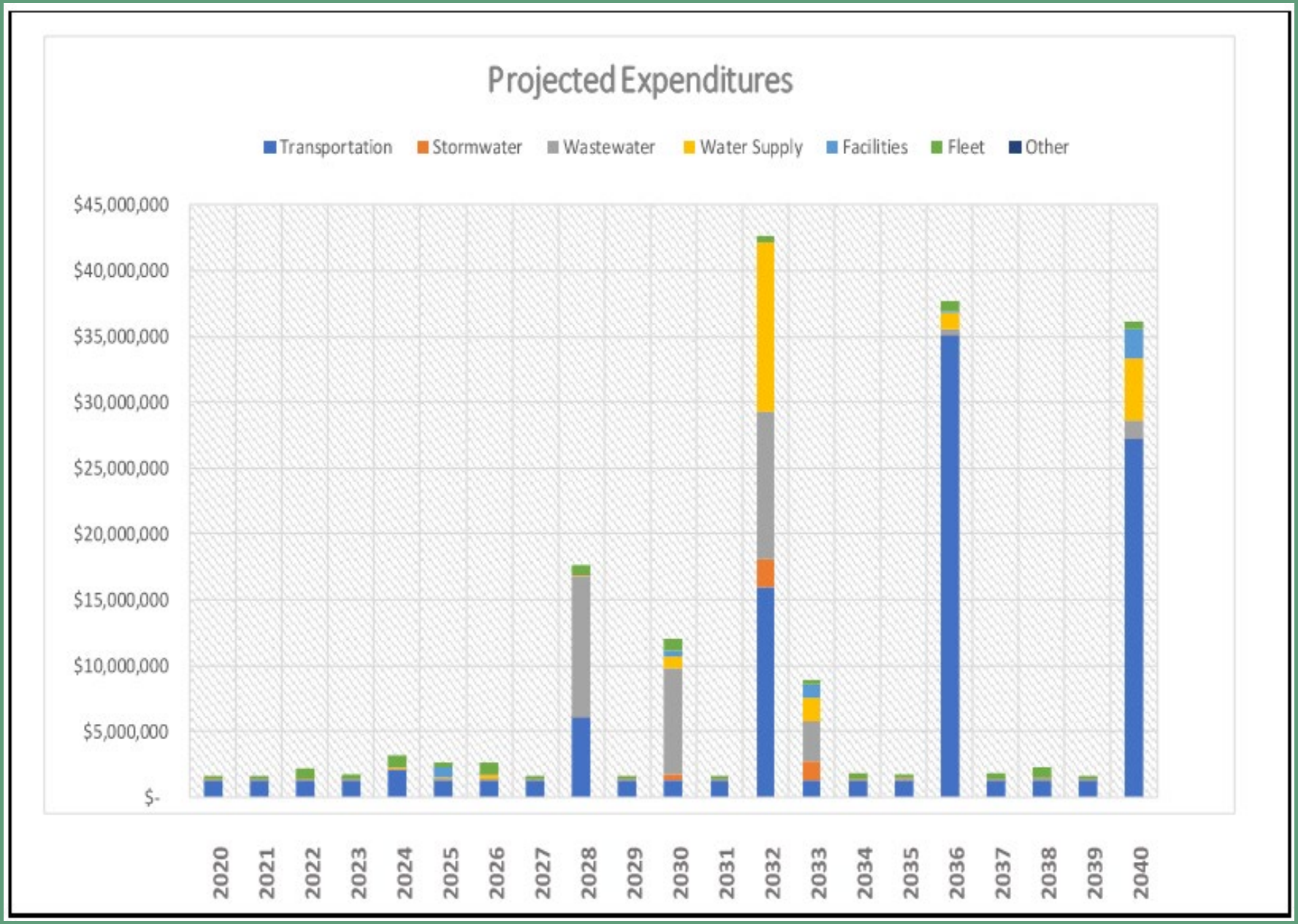
$1.7 MILLION
ANNUAL RESERVE

$1.2 MILLION
ANNUAL RESERVE

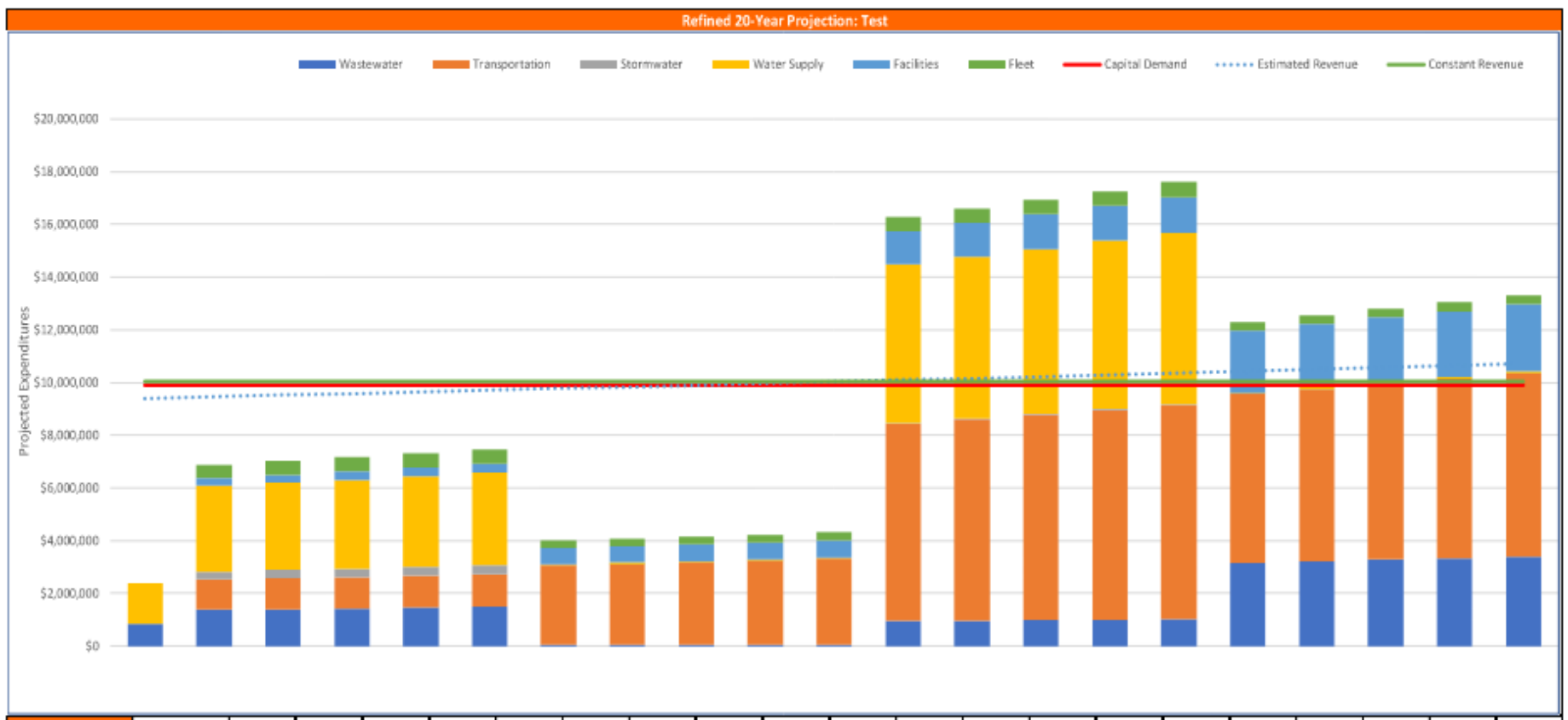
$320 THOUSAND
ANNUAL RESERVE

$450 THOUSAND
ANNUAL RESERVE

TOTAL OF $8.45 MILLION YEARLY
DEMAND



Preliminary State of Infrastructure Report



Wastewater	$ 860.4 K	$ 1.4 M	$ 1.4 M	$ 1.4 M	$ 1.5 M	$ 1.5 M	$ 42.1 K	$ 43.0 K	$ 43.8 K	$ 44.7 K	$ 45.6 K	$ 949.5 K	$ 968.5 K	$ 987.9 K	$ 1.0 M	$ 1.0 M	$ 3.1 M	$ 3.2 M	$ 3.3 M	$ 3.3 M	$ 3.4 M
Transportation	$ 0.0 K	$ 1.1 M	$ 1.2 M	$ 1.2 M	$ 1.2 M	$ 1.2 M	$ 3.0 M	$ 3.1 M	$ 3.1 M	$ 3.2 M	$ 3.3 M	$ 7.5 M	$ 7.6 M	$ 7.8 M	$ 7.9 M	$ 8.1 M	$ 6.4 M	$ 6.5 M	$ 6.7 M	$ 6.8 M	$ 6.9 M
Stormwater	$ 0.0 K	$ 308.7 K	$ 314.9 K	$ 321.2 K	$ 327.6 K	$ 334.1 K	$ 1.8 K	$ 1.9 K	$ 1.9 K	$ 1.9 K	$ 2.0 K	$ 33.0 K	$ 33.7 K	$ 34.3 K	$ 35.0 K	$ 35.7 K	$ 0.4 K	$ 0.4 K	$ 0.4 K	$ 0.4 K	$ 0.5 K
Water Supply	$ 1.5 M	$ 3.2 M	$ 3.3 M	$ 3.4 M	$ 3.4 M	$ 3.5 M	$ 42.1 K	$ 43.0 K	$ 43.8 K	$ 44.7 K	$ 45.6 K	$ 6.0 M	$ 6.1 M	$ 6.3 M	$ 6.4 M	$ 6.5 M	$ 62.0 K	$ 63.3 K	$ 64.5 K	$ 65.8 K	$ 67.1 K
Facilities	$ 0.0 K	$ 299.0 K	$ 305.0 K	$ 311.1 K	$ 317.3 K	$ 323.7 K	$ 607.4 K	$ 619.5 K	$ 631.9 K	$ 644.6 K	$ 657.5 K	$ 1.3 M	$ 1.3 M	$ 1.3 M	$ 1.3 M	$ 1.4 M	$ 2.4 M	$ 2.4 M	$ 2.5 M	$ 2.5 M	$ 2.5 M
Fleet	$ 0.0 K	$ 514.2 K	$ 524.5 K	$ 535.0 K	$ 545.7 K	$ 556.6 K	$ 282.8 K	$ 288.5 K	$ 294.3 K	$ 300.1 K	$ 306.1 K	$ 527.9 K	$ 538.4 K	$ 549.2 K	$ 560.2 K	$ 571.4 K	$ 324.2 K	$ 330.7 K	$ 337.3 K	$ 344.1 K	$ 351.0 K
Total	$ 2.4 M	$ 6.9 M	$ 7.0 M	$ 7.2 M	$ 7.3 M	$ 7.5 M	$ 4.0 M	$ 4.1 M	$ 4.2 M	$ 4.2 M	$ 4.3 M	$ 16.3 M	$ 16.6 M	$ 16.9 M	$ 17.3 M	$ 17.6 M	$ 12.3 M	$ 12.5 M	$ 12.8 M	$ 13.1 M	$ 13.3 M
Year	Immediate	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Now	Year 1 - 5					Year 6 - 10					Year 11 - 15					Year 16 - 20				
Capital Demand	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M	$ 9.9 M
Estimated Revenue	$ 9.4 M	$ 9.5 M	$ 9.5 M	$ 9.6 M	$ 9.6 M	$ 9.7 M	$ 9.8 M	$ 9.8 M	$ 9.9 M	$ 10.0 M	$ 10.0 M	$ 10.1 M	$ 10.2 M	$ 10.2 M	$ 10.3 M	$ 10.4 M	$ 10.4 M	$ 10.5 M	$ 10.6 M	$ 10.6 M	$ 10.7 M
Constant Revenue	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M	$ 10.0 M

Refined State of Infrastructure Report

WINDSOR / WEST HANTS TOGETHER

2021/22 to 2025/26 Five-Year Capital Program

- Introduction
- Policy and Governance
- Current Revenue Structures
- Regulatory Environment
- Risk and Level of Service Considerations
- Financial Programs and Pro-Forma Budgets
- Energy Management and Climate Change
- Continuous Improvement

6.9 Capital Works Summary

REGION OF WINDSOR WEST HANTS
5-YEAR CAPITAL BUDGET PLAN
PROJECT SUMMARY INFORMATION

Sum of Budgeted Cost	Column Labels					
Row Labels	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	5-YR Total
Facilities	$ 368,630.00	$ 1,216,830.00	$ 367,500.00	$ 728,500.00	$ 67,500.00	$ 2,748,960.00
Fire	$ 1,046,930.00		$ 187,990.00			$ 1,234,920.00
Fleet	$ 479,230.00	$ 1,061,990.00	$ 776,120.00	$ 432,720.00	$ 890,000.00	$ 3,640,060.00
Stormwater	$ 17,500.00	$ 190,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 237,500.00
Transportation	$ 1,472,700.00	$ 1,080,500.00	$ 1,441,290.00	$ 3,722,500.00	$ 6,302,382.00	$ 14,019,372.00
Wastewater	$ 1,266,440.00	$ 3,806,302.00	$ 1,817,570.00	$ 944,000.00		$ 7,834,312.00
Water	$ 4,754,790.00	$ 1,931,000.00	$ 5,588,640.00	$ 4,635,753.02	$ 1,320,000.00	$ 18,230,183.02
5-YR Total	$ 9,406,220.00	$ 9,286,622.00	$ 10,189,110.00	$ 10,473,473.02	$ 8,589,882.00	$ 47,945,307.02

5-Year Projects and Pro-Forma Budget

6.10 Capital Works Detailed Breakdown

REGION OF WINDSOR WEST HANTS
5-YEAR CAPITAL BUDGET PLAN
PROJECT SUMMARY INFORMATION

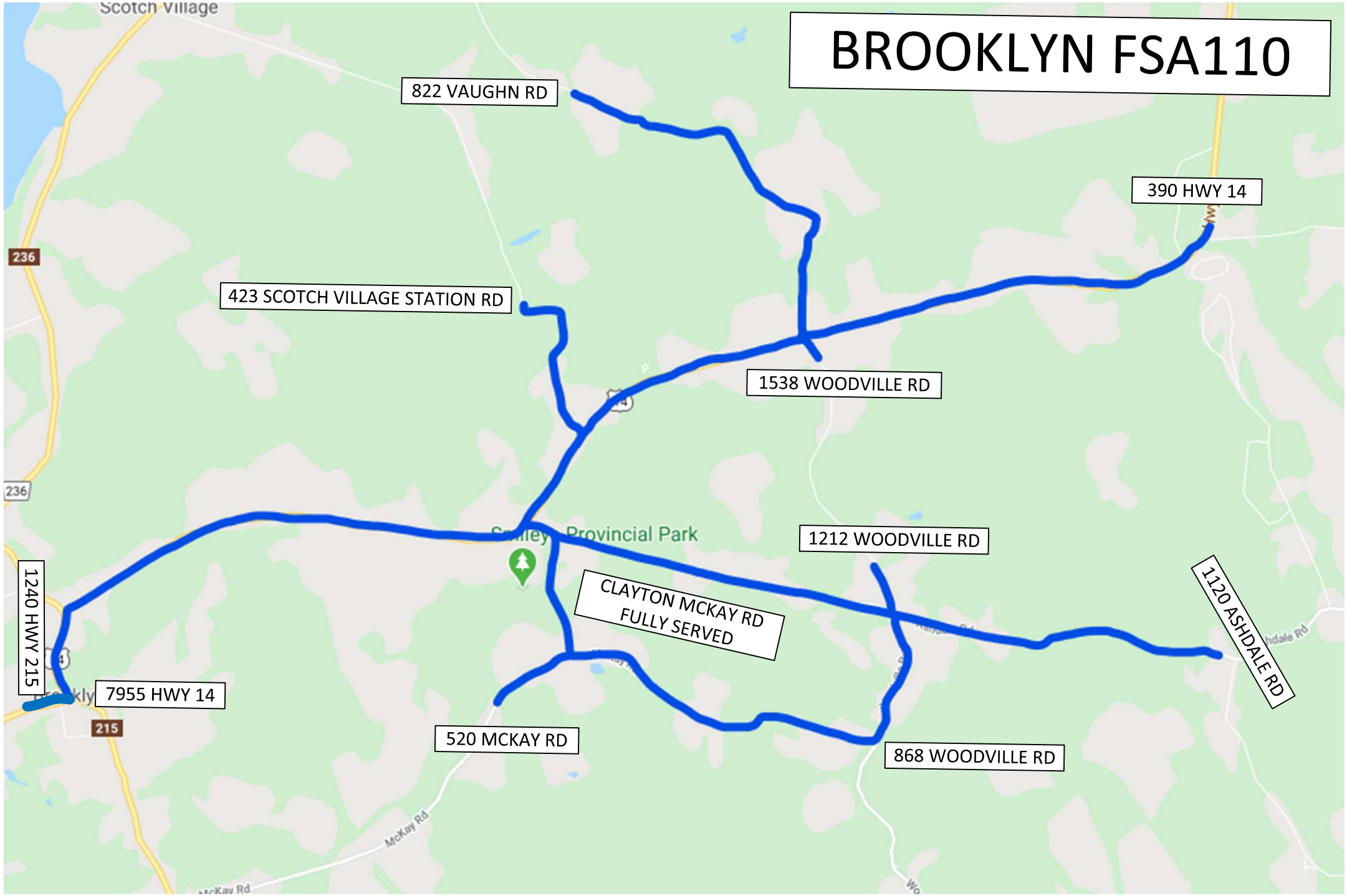
Sum of Budgeted Cost	Column Labels					
Row Labels	**2021-2022**	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**5-YR Total**
Facilities	**$ 368,630.00**	**$ 1,216,830.00**	**$ 367,500.00**	**$ 728,500.00**	**$ 67,500.00**	**$ 2,748,960.00**
Hantsport	**$ 56,080.00**	**$ 259,400.00**	**$ 7,500.00**	**$ 7,500.00**	**$ 7,500.00**	**$ 337,980.00**
Garage Upgrades	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 25,000.00
Office Renovations	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 12,500.00
Hantsport Fire Station - Assess fire protecion and emergenecy lights	$ 10,000.00					$ 10,000.00
Hantsport Food Bank - Stair Rehabilitation	$ 2,280.00					$ 2,280.00
Hants Aqautic Centre - Main Circulation Pump and sewage pump	$ 6,300.00					$ 6,300.00
Hantsport Fire Station - Roof Repairs		$ 207,900.00				$ 207,900.00
Hantsport Food Bank Roof		$ 19,500.00				$ 19,500.00
Hantsport Court House		$ 24,500.00				$ 24,500.00
Hants County Courthouse Floor Finishings	$ 20,000.00					$ 20,000.00
Hantsport Standpipe Station Exterior Walls	$ 10,000.00					$ 10,000.00
Public Works Compound (Multiple Buildings) Roof Repairs				$ 231,000.00		$ 231,000.00
Regional Office Renewal			$ 300,000.00			$ 300,000.00
Public Works Compound (Multiple Buildings) Exterior Wall Repairs				$ 430,000.00		$ 430,000.00
Miscellaneous Facility Upgrades	$ 40,000.00	$ 40,000.00	$ 40,000.00	$ 40,000.00	$ 40,000.00	$ 200,000.00
Public Works Maintenance Facility Heat Systems	$ 20,000.00					$ 20,000.00
Public Works Storage Facility Floor Finishes	$ 15,000.00					$ 15,000.00
Public Works Building 3 Doors	$ 15,000.00					$ 15,000.00
Public Works Sanitary Waste System	$ 13,000.00					$ 13,000.00
Miscellaneous Building Upgrades	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 100,000.00
St. Croix	**$ 20,000.00**					**$ 20,000.00**
St Croix Recreational Site	$ 20,000.00					$ 20,000.00
TMP	**$ 10,000.00**	**$ 180,000.00**				**$ 190,000.00**
Brooklyn Fire Station - Assess Electrical System Condition (Generator, alarms, Co2, entry keys, kitchen equipment, computers, tables and chairs)						
Brooklyn Fire Station - Furnishings Upgrade						$ 50,000.00
Brooklyn Fire Station Electrical Services Upgrade		$ 130,000.00				$ 130,000.00
Windsor	**$ 159,550.00**	**$ 717,430.00**				**$ 876,980.00**
Cemetery Columbarium	$ 95,950.00					$ 95,950.00
Coach House Roof	$ 48,500.00					$ 48,500.00
Stephenson Building - Stair Refinishing	$ 3,650.00					$ 3,650.00
Library - Monitors and Printers Upgrade	$ 11,450.00					$ 11,450.00

Detailed Project View

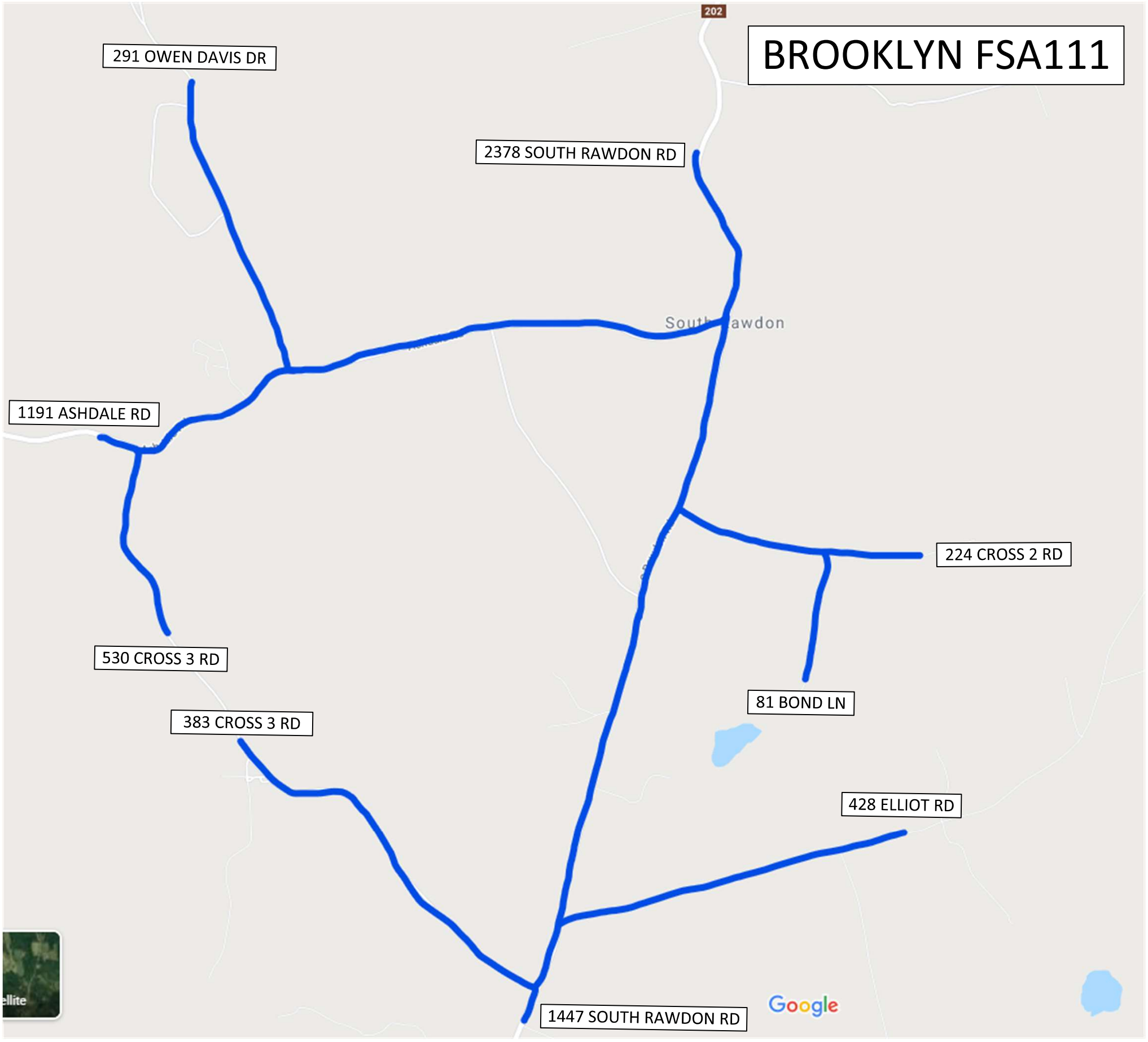
Task	Responsible	Frequency	Last Completed	Year Due	Complete (Initial)
Renew Asset Management Roadmap		Annual	April 2020	April 2021	
Renew Asset Management Policy		2 Years	June 2019	June 2021	
Renew Asset Management Committee Terms of Reference		2 Years	June 2019	June 2021	
Renew Level of Service Assessment		Annual	November 2019	November 2020	

Continuous Improvement

Questions?


BROOKLYN FSA110
822 VAUGHN RD
390 HWY 14
423 SCOTCH VILLAGE STATION RD
1538 WOODVILLE RD
1212 WOODVILLE RD
1120 ASHDALE RD
1240 HWY 215
7955 HWY 14
CLAYTON MCKAY RD
FULLY SERVED
520 MCKAY RD
868 WOODVILLE RD
Scotch Village
Provincial Park
McKay Rd
236
215

BROOKLYN FSA111



FSA	Central Office	House #	Street Name	Street Suffix - NEW	Community	Building Type
111	Brooklyn	1191	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1219	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1232	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1233	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1236	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1241	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1289	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1303	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1319	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1320	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1321	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1339	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1340	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1341	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1375	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1397	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1419	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1467	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1479	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1495	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1509	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1571	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1584	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1609	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1610	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1632	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1633	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1661	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1696	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1715	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1716	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1728	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1741	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1812	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1843	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	1860	ASHDALE	RD	South Rawdon	SDU
111	Brooklyn	81	BOND	LN	South Rawdon	SDU
111	Brooklyn	3	CROSS 2	RD	South Rawdon	SDU
111	Brooklyn	4	CROSS 2	RD	South Rawdon	SDU
111	Brooklyn	8	CROSS 2	RD	South Rawdon	SDU
111	Brooklyn	17	CROSS 2	RD	South Rawdon	SDU

FSA	Central Office	House #	Street Name	Street Suffix - NEW	Community	Building Type
111	Brooklyn	25	CROSS 2	RD	South Rawdon	SDU
111	Brooklyn	44	CROSS 2	RD	South Rawdon	SDU
111	Brooklyn	123	CROSS 2	RD	South Rawdon	SDU
111	Brooklyn	141	CROSS 2	RD	South Rawdon	SDU
111	Brooklyn	148	CROSS 2	RD	South Rawdon	SDU
111	Brooklyn	151	CROSS 2	RD	South Rawdon	SDU
111	Brooklyn	181	CROSS 2	RD	South Rawdon	SDU
111	Brooklyn	200	CROSS 2	RD	South Rawdon	SDU
111	Brooklyn	224	CROSS 2	RD	South Rawdon	SDU
111	Brooklyn	17	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	22	CROSS 3	RD	South Rawdon	COMMERCIAL
111	Brooklyn	27	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	50	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	63	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	64	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	162	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	191	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	279	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	340	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	381	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	383	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	530	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	539	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	554	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	557	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	563	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	577	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	592	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	606	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	640	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	679	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	682	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	699	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	704	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	721	CROSS 3	RD	South Rawdon	COMMERCIAL
111	Brooklyn	724	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	740	CROSS 3	RD	South Rawdon	SDU
111	Brooklyn	18	ELLIOTT	RD	South Rawdon	SDU
111	Brooklyn	70	ELLIOTT	RD	South Rawdon	COMMERCIAL
111	Brooklyn	237	ELLIOTT	RD	South Rawdon	SDU
111	Brooklyn	273	ELLIOTT	RD	South Rawdon	SDU

FSA	Central Office	House #	Street Name	Street Suffix - NEW	Community	Building Type
111	Brooklyn	281	ELLIOTT	RD	South Rawdon	SDU
111	Brooklyn	301	ELLIOTT	RD	South Rawdon	SDU
111	Brooklyn	321	ELLIOTT	RD	South Rawdon	SDU
111	Brooklyn	361	ELLIOTT	RD	South Rawdon	SDU
111	Brooklyn	14	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	32	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	55	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	100	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	109	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	121	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	139	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	158	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	165	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	179	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	184	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	200	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	203	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	210	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	213	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	220	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	234	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	240	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	259	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	264	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	280	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	281	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	291	OWEN DAVIS	DR	South Rawdon	SDU
111	Brooklyn	1447	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1459	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1469	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1479	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1502	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1540	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1560	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1621	SOUTH RAWDON	RD	South Rawdon	COMMERCIAL
111	Brooklyn	1621	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1634	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1641	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1655	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1671	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1687	SOUTH RAWDON	RD	South Rawdon	SDU

FSA	Central Office	House #	Street Name	Street Suffix - NEW	Community	Building Type
111	Brooklyn	1704	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1720	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1734	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1735	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1750	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1751	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1760	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1761	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1767	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1770	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1810	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1815	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1817	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1823	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1872	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1891	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1917	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1940	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1941	SOUTH RAWDON	RD	South Rawdon	COMMERCIAL
111	Brooklyn	1942	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1943	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1953	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1971	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1983	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1992	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	1998	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2011	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2050	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2060	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2102	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2115	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2162	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2163	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2195	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2210	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2323	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2352	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2353	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2356	SOUTH RAWDON	RD	South Rawdon	SDU
111	Brooklyn	2378	SOUTH RAWDON	RD	South Rawdon	SDU

FSA	Central Office - N	House #	Street Name	Street Suffix	Community	Building Type
110	BROOKLYN	14	CLAYTON MCKAY	RD		SDU
110	BROOKLYN	30	CLAYTON MCKAY	RD		SDU
110	BROOKLYN	48	CLAYTON MCKAY	RD		SDU
110	BROOKLYN	63	CLAYTON MCKAY	RD		SDU
110	BROOKLYN	64	CLAYTON MCKAY	RD		SDU
110	BROOKLYN	520	MCKAY	RD		SDU
110	BROOKLYN	542	MCKAY	RD		SDU
110	BROOKLYN	568	MCKAY	RD		SDU
110	BROOKLYN	721	MCKAY	RD		SDU
110	BROOKLYN	741	MCKAY	RD		SDU
110	BROOKLYN	759	MCKAY	RD		SDU
110	BROOKLYN	762	MCKAY	RD		SDU
110	BROOKLYN	765	MCKAY	RD		SDU
110	BROOKLYN	770	MCKAY	RD		SDU
110	BROOKLYN	820	MCKAY	RD		SDU
110	BROOKLYN	861	MCKAY	RD		SDU
110	BROOKLYN	869	MCKAY	RD		SDU
110	BROOKLYN	880	MCKAY	RD		SDU
110	BROOKLYN	915	MCKAY	RD		SDU
110	BROOKLYN	915	MCKAY	RD		SDU
110	BROOKLYN	985	MCKAY	RD		SDU
110	BROOKLYN	999	MCKAY	RD		SDU
110	BROOKLYN	1015	MCKAY	RD		SDU
110	BROOKLYN	1050	MCKAY	RD		SDU
110	BROOKLYN	1059	MCKAY	RD		SDU
110	BROOKLYN	1072	MCKAY	RD		SDU
110	BROOKLYN	1098	MCKAY	RD		SDU
110	BROOKLYN	1115	MCKAY	RD		SDU
110	BROOKLYN	1130	MCKAY	RD		SDU
110	BROOKLYN	1137	MCKAY	RD		SDU
110	BROOKLYN	1221	MCKAY	RD		SDU
110	BROOKLYN	1232	MCKAY	RD		SDU
110	BROOKLYN	1246	MCKAY	RD		SDU
110	BROOKLYN	1280	MCKAY	RD		SDU

110	BROOKLYN	1295	MCKAY	RD		SDU
110	BROOKLYN	1320	MCKAY	RD		SDU
110	BROOKLYN	1324	MCKAY	RD		SDU
110	BROOKLYN	1336	MCKAY	RD		SDU
110	BROOKLYN	1344	MCKAY	RD		SDU
110	BROOKLYN	1347	MCKAY	RD		SDU
110	BROOKLYN	1352	MCKAY	RD		SDU
110	BROOKLYN	541	MURDOCK HARVEY	RD		SDU
110	BROOKLYN	545	MURDOCK HARVEY	RD		SDU
110	BROOKLYN	868	WOODVILLE	RD		SDU
110	BROOKLYN	888	WOODVILLE	RD		SDU
110	BROOKLYN	906	WOODVILLE	RD		SDU
110	BROOKLYN	935	WOODVILLE	RD		SDU
110	BROOKLYN	949	WOODVILLE	RD		SDU
110	BROOKLYN	956	WOODVILLE	RD		COMMERCIAL
110	BROOKLYN	975	WOODVILLE	RD		SDU
110	BROOKLYN	979	WOODVILLE	RD		SDU
110	BROOKLYN	981	WOODVILLE	RD		SDU
110	BROOKLYN	988	WOODVILLE	RD		SDU
110	BROOKLYN	993	WOODVILLE	RD		SDU
110	BROOKLYN	1008	WOODVILLE	RD		SDU
110	BROOKLYN	1030	WOODVILLE	RD		SDU
110	BROOKLYN	1031	WOODVILLE	RD		SDU
110	BROOKLYN	1050	WOODVILLE	RD		SDU
110	BROOKLYN	1069	WOODVILLE	RD		SDU

WEST HANTS REGIONAL MUNICIPALITY
INFORMATION REPORT

To: Committee of the Whole
Submitted by: Bekah Craik, Active Living Coordinator
Date: October 5, 2020
Subject: Active Transportation in the Avon Region

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA)

PART III
POWERS
Resolutions, policies, by-laws
47 (1) The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

PART IV
FINANCE
65 (ag) playgrounds, trails[,] including trails developed, operated or maintained pursuant to an agreement made under clause 59(c), bicycle paths, swimming pools, ice arenas and other recreational facilities;

BACKGROUND

In 2015, the Active Avon Active Transportation Plan was adopted by the region's former three municipal units: Town of Windsor, the Municipality of the District of West Hants, and the Town of Hantsport. It was the first time that urban and rural municipalities came together to forge an active transportation strategy spanning beyond the boundaries of individual municipalities.

Since 2015, the Active Avon Working Group has taken a project-based focus through dedicated task teams to develop policy, partnerships, education, and infrastructure. To date the following recommended active transportation implementation goals have been accomplished and/or undertaken:

- Formal adoption of the AT Plan by all three municipal units *(completed in 2015)*
- Official Launch of the AT Plan *(completed in 2015/2016)*
- Adoption of AT Policy *(completed in 2016 – former Town of Windsor – and 2017 – former Municipality of the District of West Hants.)*
- Pursue financial support for the AT Plan *(ongoing)*
- Develop and maintain strategic partnerships *(ongoing)*
    - Stakeholder partners include: RCMP, community members, the region's business communities, AT user groups, Bicycle Nova Scotia, Ecology Action Centre, Community Health Board, Department of Transportation and Infrastructure Renewal, West Hants Trails Association, Castle Frederick Farms Ltd, Provincial Government.

    - Active Alliance: a network for community members and practitioners working on AT projects across NS. Allows for better collaboration and knowledge sharing.
- Continue public outreach *(ongoing)*
- Seize every opportunity to implement AT infrastructure – pick the lowest hanging fruit first *(ongoing)*
    - Tregothic Trail *(2015/2016 – funded by Connect2)*
    - Holmes Hill roadwork renovation to include bike lane *(2016)*
    - Riverview Trail to Waterfront Connector *(2016/2017 – funded by Connect2)*
    - Paved Shoulders on Trunk #1 between Windsor & Hantsport *(2017/2018)*
        - Anticipated to be part of Blue Route
    - Windsor Waterfront Connector – Water Street to Waterfront *(2018/2019 – funded by Connect2)*
    - Accessible ramp between Water Street to Waterfront *(2019)*
    - Purchase, installation, and education of bike racks and bike maintenance stands *(2016-2020)*
    - Irishmans Road Recreation Site trail network *(2014-present)*
    - Kempt Quarry Recreation Site trail loop upgrades *(2017)*
    - Active Avon Signage throughout Region *(2015-present)*
- Embark on regular evaluation (ongoing)
- Encourage grassroots activism (ongoing)

Other regional, municipal, and provincial and federal policies, plans, and strategies which support Active Transportation include:

- Windsor Sub-division By-Law
    - Clause 29(f) Where continuous street frontage exceeds 300 metres (984.25 feet), a pedestrian walkway in accordance with the Municipal Specifications shall be provided through and near the centre of the block to give access to adjacent streets.
- Windsor Municipal Specifications: Part 5
    - Sidewalks shall be incorporated into the construction of all roadways as follows: Local or Collector streets shall have sidewalk on one side, Arterial roadways shall have sidewalk on both sides
    - The minimum width of all sidewalks shall be 1.7m unless otherwise approved by the Engineer
    - Sidewalk shall be separated from the back of the street curb by a minimum of 1.2m median, and have a minimum of 900mm median between the back of the sidewalk and the edge of the right-of-way
    - Pedestrian ramps shall be installed at all intersections, having a minimum of 1200mm low back curb and a 300mm taper on each end
    - Gravel base shall be 150mm Class A or Class B gravel
    - Sidewalks shall be constructed of 30mPa concrete with 6.5% air entrainment
    - Concrete sidewalk shall be minimum 100mm thickness, and shall be minimum 150mm thickness at driveway locations and in commercial zones
    - Refer to "Town of Windsor Standard Drawings" SD-25, SD-26, and SD-27
- Municipalities for Green Mobility: Town of Windsor (2009)
- Integrated Community Sustainability Plan
    - (Municipality of the District of West Hants – 2010; Town of Windsor – 2010)
- Active Transportation 101 (2012)
- Municipal Trails Plan (2013)
- Garlands Crossing/Windsor Border Area Transportation Study (2013)

- Active Living Strategy (2013 and 2018-2022)
- Climate-Wise & Weather Prepared (2013)
- Irishmans Road Recreation Site: Multi-Use Trails Plan (2015)
- West Hants Parks and Open Space Plan (2016-2026)
- Vital Signs Report (2016)
- Municipal Planning Strategy (2016)
- West Hants Strategic Plan (2017)
- Municipal Council Procedural Policy (2017)
- A Common Vision for Increasing Physical Activity and Reducing Sedentary Living in Canada: Let's Get Moving (2018
    - "Municipalities, engineers and community planners can use Geographic Information System (GIS) tools to reveal trends and detect weaknesses in walkability and access to recreation facilities and the use of green spaces in communities."
- Let's Get Moving Nova Scotia (2018)
    - "Increase opportunities for adolescent students to commute to and from school by walking and cycling."
- Shared Strategy for Trails in Nova Scotia (2019)
- 2019 Community Health Plan (2019)
- NS Department of Transportation and Infrastructure Renewal: Five Year Highway Improvement Plan 2020-2021 Edition (2019)
- West Hants GHG Emissions Background Study (2020)
- Federal Active Transportation Strategy (currently being developed)

DISCUSSION

Active transportation benefits our:

- health
- society
- transportation system
- environment
- economy

This is because active transportation:

- gives us an opportunity to be physically active on a regular basis
- is accessible to Canadians and increases social exchanges
- provides more efficient, affordable, and flexible travel options
- supports tourism in our region
- reduces road congestion and increases property values along quieter streets and trail networks
- contributes to reducing greenhouse gas emissions
- reduces costs associated with road construction, repair, and maintenance

Delivery Systems for Active Transportation as described in the Active Avon Active Transportation Plan include:

- Utilitarian Active Transportation: includes active destination-oriented trips (e.g.: commuting to work or school) and active workplace travel (e.g.: delivering materials or attending meetings).

- Recreational Active Transportation: includes leisure, recreational pursuits, and fitness (e.g.: dog walking, hiking, paddling, etc.) and often takes place in off-road locations.

- Regional Routes: e.g. Blue Route, abandoned railway corridor, paved shoulders along roads, etc.
    - connecting communities to each other and to neighbouring municipalities. These routes extend over long distances and will encourage recreational cycling and promote tourism development opportunities.

- Local Routes: e.g. sidewalks, linking cul-de-sac subdivisions with pathways/trails, etc.
    - primarily intended for utilitarian and destination oriented self-propelled travel within a few denser communities.

- Trails: e.g. existing or new trails
    - primarily intended for recreational opportunities but may be integrated into the Local Routes network for walking or cycling between utilitarian destinations.

NEXT STEPS

There is a wonderful opportunity within the Avon Region – especially in growth centres – to enhance safe active transportation routes. Specific opportunities that Council may support include:

1. Collaborate with local school communities, RCMP, Department of Transportation and Infrastructure Renewal, and the Ecology Action Centre to develop safe Active Routes to Schools.
2. Continue to meet with the Department of Transportation and Infrastructure Renewal to ensure Active Transportation opportunities are a consideration in ongoing road maintenance and paving projects.
3. Work closely with all municipal departments to provide infrastructure, facilities and programs which support and encourage increased walking and cycling in the region.
4. Conduct community consultations with stakeholders, developers, and the public to assess what successful AT supports are currently in place and what gaps need to be addressed to create safe opportunities for active transportation in our region. Integrate the findings from these consultation sessions into budget considerations in 2021/22 and during the 2023 Active Transportation Plan update.
5. Create an education and marketing program (maps and signage) for the existing Active Transportation network for both utilitarian and recreational means for consideration in the 2021/22 Operational Budget.
6. Further implement the existing recommendations associated with regional plans and prepare Active Transportation projects for consideration in the 2021/22 Capital Budget. In addition to this, staff will take advantage of funding opportunities that support AT projects.

FINANCIAL IMPLICATIONS

For Councils consideration, rough estimate costs are included of various types of active transportation opportunities. These financial figures are based off recommendations from Department of Transportation and Infrastructure Renewal, the Public Works Department, and past trail building project quotes. Note, these figures only show construction costs; ongoing financial implications for staff, maintenance, programming, and snow removal financial implications need to be considered if council chooses to move forward with any active transportation initiatives.

Paved shoulders without widening subgrade:
- approx. $60,000.00 per kilometer
-

Paved shoulders with widened subgrade:
- approx. $200,000.00-$300,000.00 per kilometer

Installing new concrete sidewalk:
- approx. $100.00-$150.00 per meter for 1.5-meter width

New recreational trail development:
- $4.75/meter (rustic construction)
- $8.50/meter (semi-rustic construction)
- $13.00/meter (intermediate/advanced bench cut)
- $20.00/meter (smooth/beginner or difficult bench cutting)
- $26.00/meter (crushed stone trails)

Plan & Strategy Development
- Regional active transportation audit and plan renewal
- Waterways Plan

Additional financial implications for the municipal budget may include:
- Infrastructure development, maintenance, ongoing staff, marketing, and programming costs.

ATTACHMENTS

Windsor Subdivision By-law:
- Part 5: Public Streets (clause 29(f))

Windsor Municipal Specifications: Part 5

Integrated Community Sustainability Plan (Windsor and West Hants)

Garlands Crossing/Windsor Border Area Transportation Study

Previously circulated documents which are relevant to the report are listed below:
- Active Avon Active Transportation Plan, 2015
- Active Transportation Policy (Windsor and West Hants), 2016/2017
- West Hants Active Living Strategy 2018-2022, 2018
- Windsor "Municipalities for Green Mobility", 2009
- Municipal Planning Strategy and Land Use Bylaw

Report Prepared by: _____
(Bekah Craik, Active Living Coordinator)

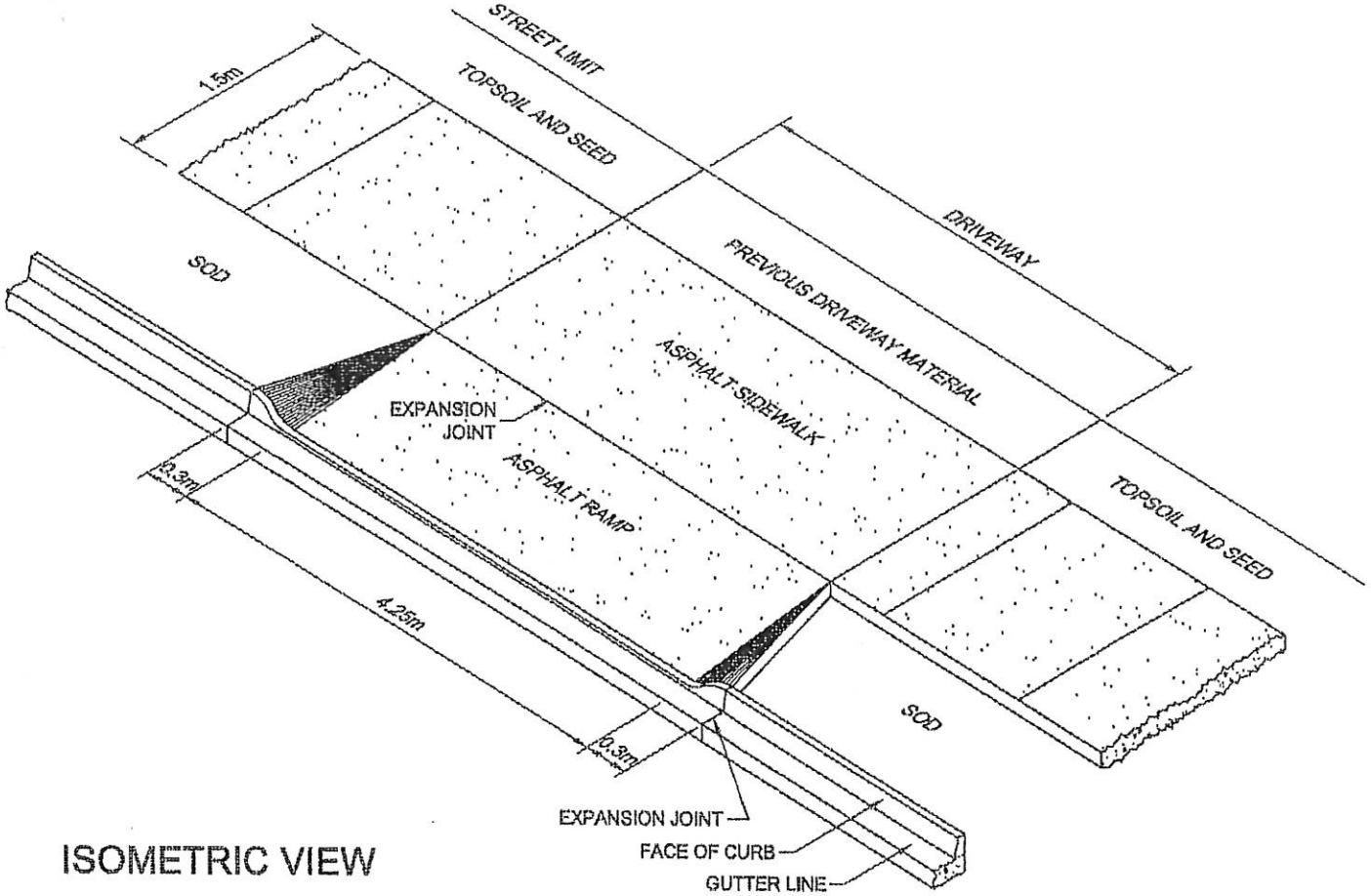
Report Reviewed by: _____
(Kathy Kehoe, Director of Community Development)

Report Approved by: _____
(Mark Phillips, Chief Administrative Officer)

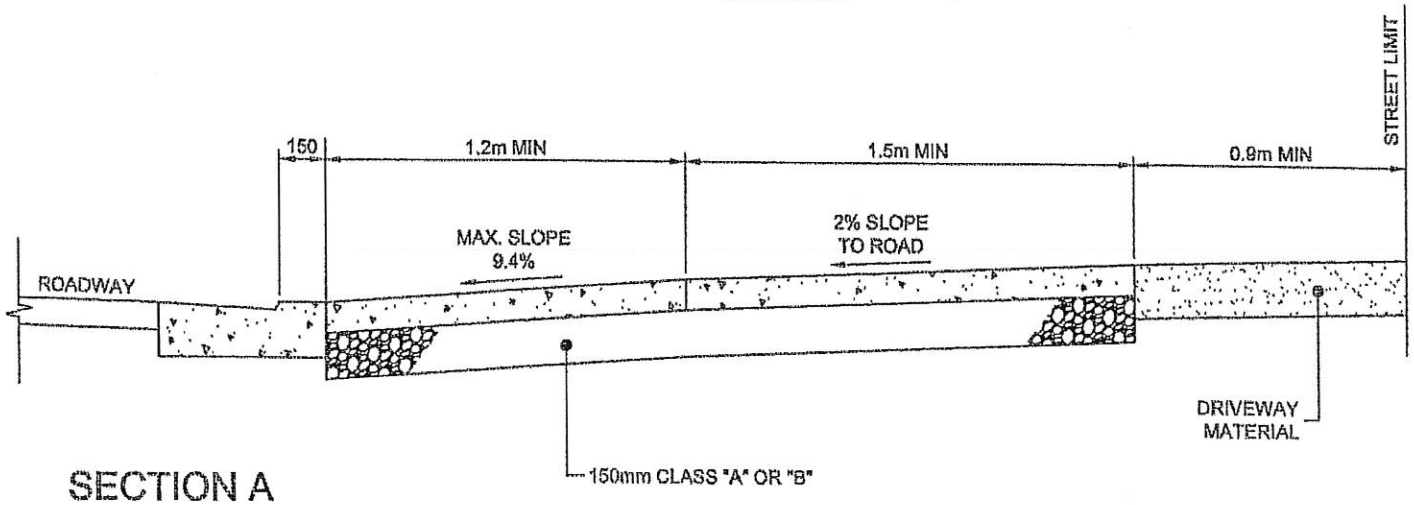
Windsor Subdivision By-law - Part 5: Public Streets, clause 29 (f)

29. …..

(f) Where continuous street frontage exceeds 300 metres (984.25 feet), a pedestrian walkway in accordance with the Municipal Specifications shall be provided through and near the centre of the block to give access to adjacent streets.



ISOMETRIC VIEW



SECTION A

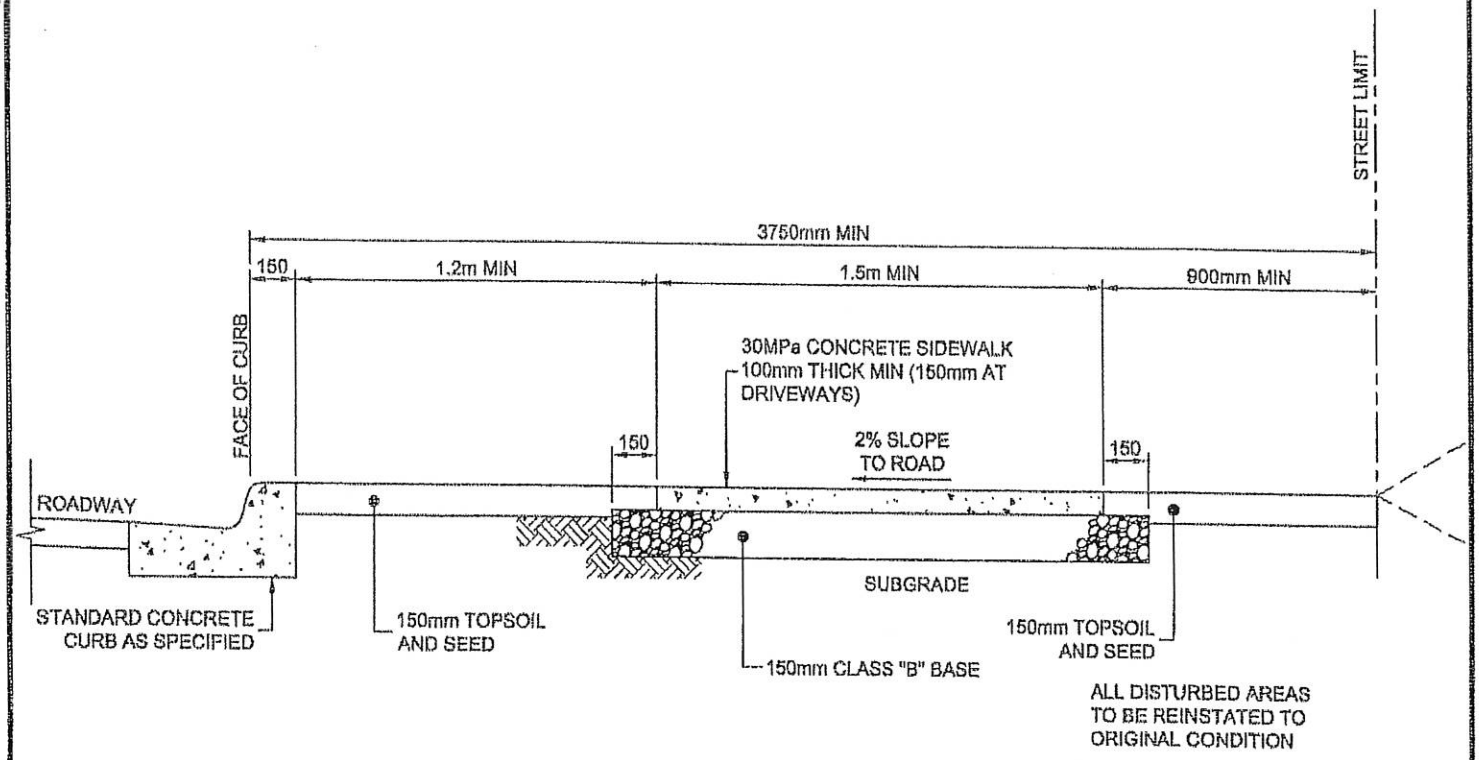
NOTES:

1. CATCHBASIN CAPPING RINGS TO MEET 110 SERIES LOADING REQUIREMENTS.

2. BACKFILL MATERIAL AROUND CATCHBASIN TO BE SELECT BACKFILL MATERIAL COMPACTED TO 95% STANDARD PROCTOR DENSITY.

3. IN AREAS WHERE SIDEWALK CROSSES DRIVEWAY, BASE COURSE SHOULD EXTEND 300mm.

TOWN OF WINDSOR LOGO	STANDARD DRAWINGS PUBLIC WORKS AND WATER UTILITY	REVISION DATE FEB. 16/09
		SCALE N.T.S.
	DRIVEWAY RAMP DETAILS - TYPICAL	APPROVED
		DRAWING No. SD-25



NOTES:

1. NORMAL THICKNESS OF CONCRETE SIDEWALK TO BE 100mm.

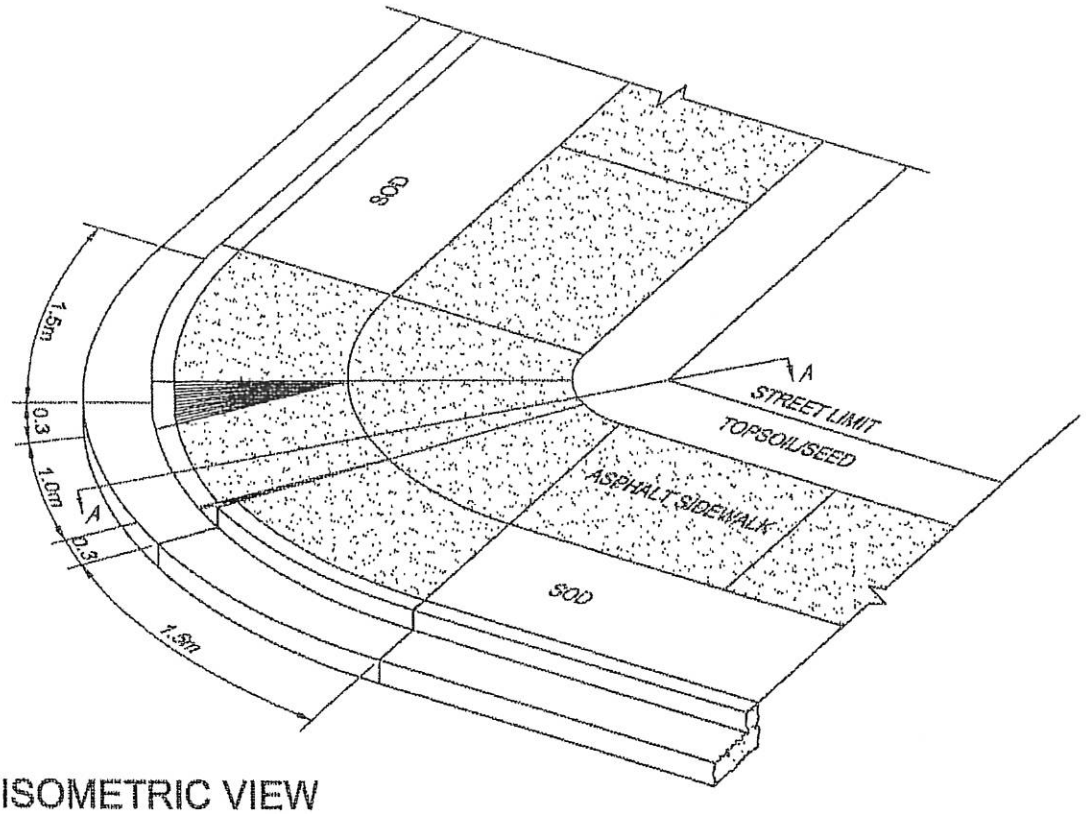
2. THICKNESS OF CONCRETE SIDEWALK THROUGH DRIVEWAY AREAS TO BE 150mm.

3. WIRE MESH (150mm x 150mm G.A.W.W.A.) TO BE USED IN ALL COMMERCIAL TYPE DRIVEWAYS.

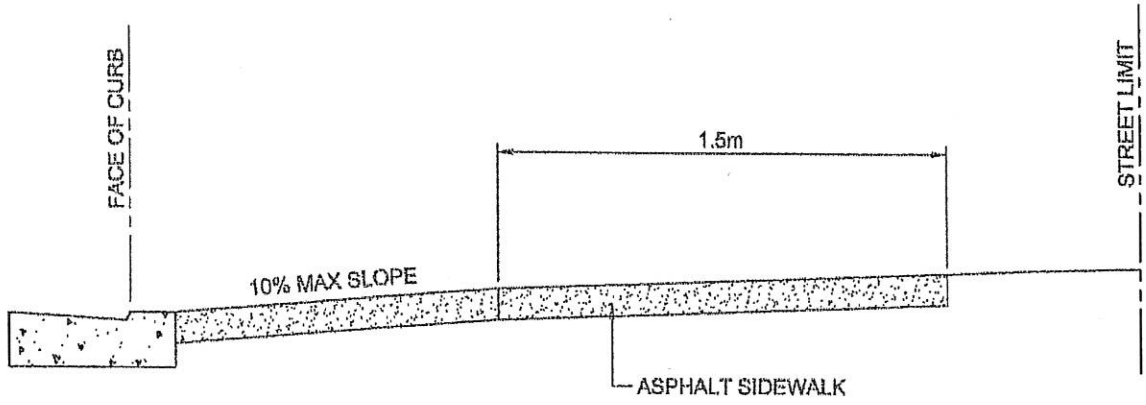
4. THE BASE COURSE SHALL EXTEND 150mm MIN ON EACH EDGE OF THE SIDEWALK STRUCTURE.

5. BASE COURSE GRAVEL TO BE COMPACTED TO 98% STANDARD PROCTOR DENSITY.

TOWN OF WINDSOR LOGO	STANDARD DRAWINGS PUBLIC WORKS AND WATER UTILITY	REVISION DATE FEB. 16/09
		SCALE 1:25
	CONCRETE SIDEWALK DETAILS - TYPICAL	APPROVED DRAWING No. SD-26



ISOMETRIC VIEW



SECTION A - A

TOWN OF WINDSOR LOGO	STANDARD DRAWINGS PUBLIC WORKS AND WATER UTILITY	REVISION DATE FEB. 16/09
		SCALE N.T.S.
	SIDEWALK PEDESTRIAN RAMP DETAILS - TYPICAL	APPROVED DRAWING No. SD-27

In association with:

Garlands Crossing / Windsor Border Area

District of West Hants, Town of Windsor & NSTIR

Transportation Study

Draft Final Report

Prepared by:
GRIFFIN transportation group inc.
30 Bonny View Drive
Fall River, NS
B2T 1R2
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Prepared for:
District of West Hants, Town of Windsor, and NSTIR

June 2013

June 10, 2013

Mr. Richard Sherrard
Director of Public Works
Municipality of the District of West Hants
76 Morison Drive, P.O. Box 3000
Windsor, NS B0N 2T0

RE: Garlands Crossing / Windsor Border Area Transportation Study

Dear Mr. Sherrard:

The GRIFFIN transportation group inc., in association with the McCormick Rankin Corporation are pleased to present the results of the enclosed long-term transportation planning study carried out in support of the future development expected to occur on the Garlands Crossing / Windsor Border Area lands.

The findings flowing from the study analyses provide a long term strategy to establish a system of roadways and active transportation trails to accommodate the travel demand associated with the expected development that is to occur on the study area lands. The successful implementation of this strategy can only be accomplished through the coordinated actions and guidance from the Municipal Councils, staff and the NSTIR. As such, it will be necessary for the three stakeholder road agencies to enter into discussions with respect to cost sharing agreements to support this strategy.

It has been a pleasure working with the project steering committee in completing this study. Feel free to contact the undersigned anytime to further discuss the details of this project.

Yours truly,

James J. Copeland, P.Eng.
Principal
GRIFFIN transportation group inc.

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1. INTRODUCTION

1.1 Background

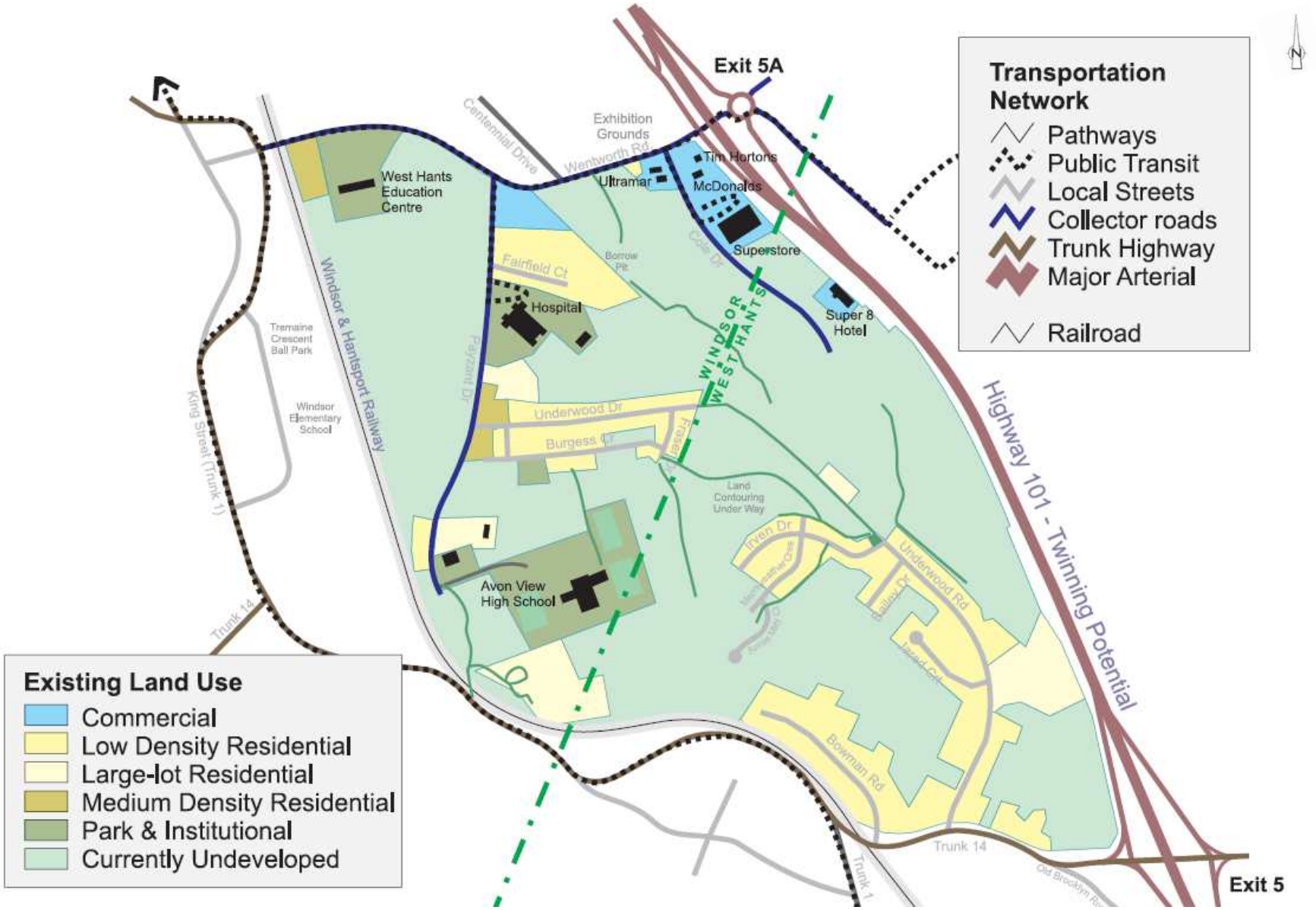
The GRIFFIN transportation group, in association with the McCormick Rankin Corporation, has been retained by the Municipality of the District of West Hants, the Town of Windsor, and the Nova Scotia Department of Transportation and Infrastructure Renewal (NSTIR) to carry out a traffic planning and engineering study to provide future direction with respect to needed transportation infrastructure in the Garlands Crossing / Windsor Border area lands. The subject lands measure about 600 acres and are generally illustrated in *Figure 1*. These lands are bounded by Wentworth Road to the north, Highway 101 to the east, Trunk Highway 14 to the south and the railway right-of-way to the south and west.

The subject lands have been studied in the recent past. A 2007 study, referred to as the Isenor Study, was undertaken on behalf of the Town of Windsor to carry out a sanitary sewer, stormwater and water distribution system needs assessment to accommodate future development. It was estimated at the time that there was potential for more than 1,600 residential units as well as substantial commercial development on the subject lands. Although the topography, location of existing roads, and forecast population were generally taken into account, a travel demand and roadway capacity needs assessment was not considered.

Since the Isenor Study was completed, new and more detailed information is now available for such developments as the on-going Brison residential development and the commercial retail area adjacent to Exit 5A. Therefore, it is prudent for the District of West Hants, the Town of Windsor and the NSTIR to re-assess the road network layout contemplated in the Isenor Study and identify areas of improvement from a transportation planning/traffic engineering perspective.

1.2 The Study Area

As illustrated in *Figure 1*, the subject lands span the boundary between the District of West Hants and the Town of Windsor. A portion of this area has already been developed particularly along Payzant Drive and Cole Drive in the vicinity of Wentworth Road, as well as a growing residential area served by Underwood Road South. Developments include the Hants Regional Hospital, a high school, the Superstore, Tim Hortons and a Super 8 Hotel. Planned or active developments currently underway include The Crossing, a manufactured home community being developed by Brison Developments. Another notable growth node adjacent to the study area is a planned retail development located in the northeast quadrant of the Exit 5A interchange along Wentworth Road.



Source: MRC

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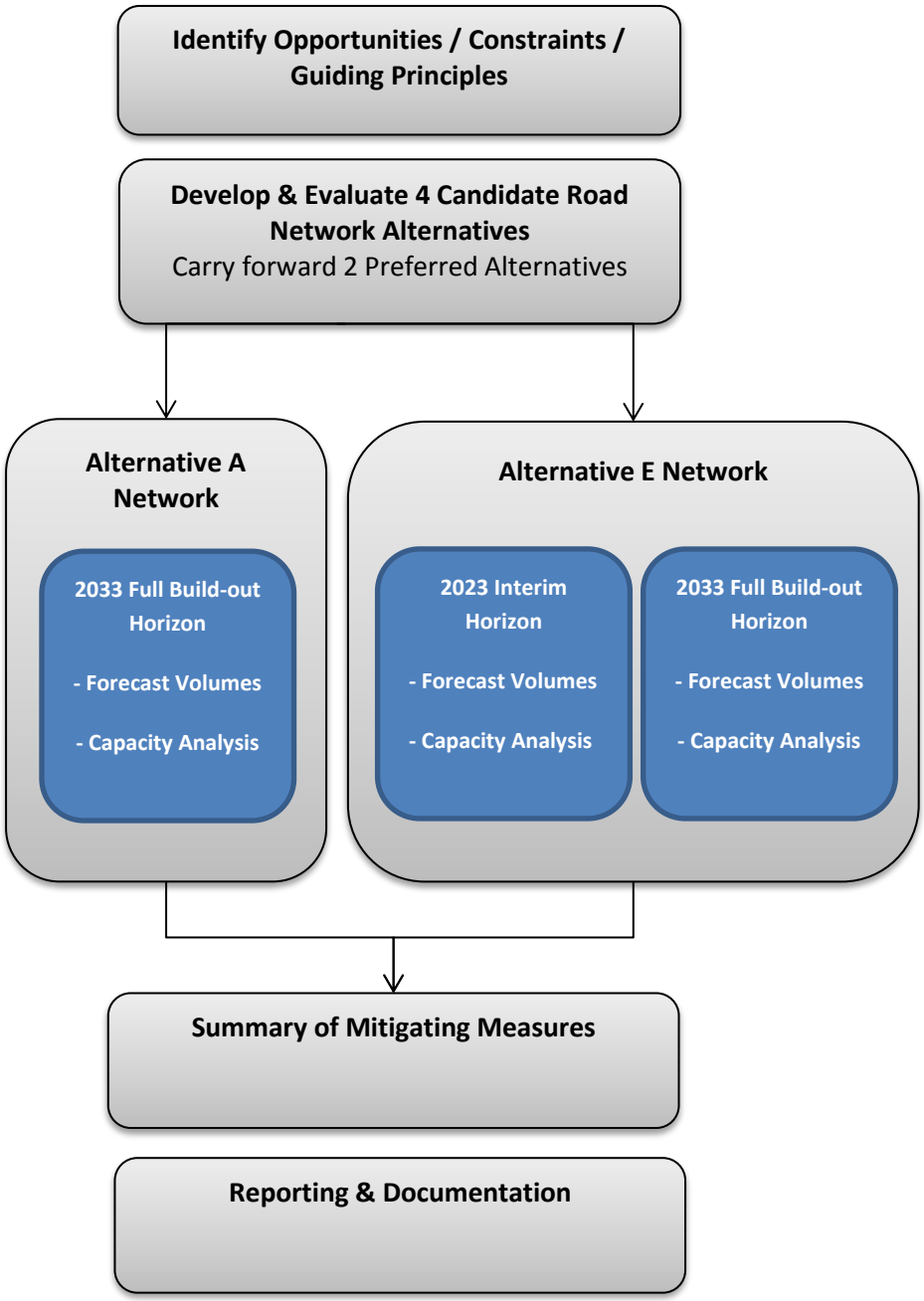
Land Use and Transportation Facilities

Figure 1

1.2 Study Approach

The effort carried out as part of this study involved the collection and review of available transportation and traffic data, identification of a preferred roadway network for the Garlands Crossing / Windsor Border Area lands, a forecasting and analysis process of future travel demands, and the development of an implementation strategy of the recommended infrastructure improvements. This process is generally illustrated in *Figure 2* below.

Figure 2: Study Approach



2. TRANSPORTATION OPPORTUNITIES AND CONSTRAINTS

2.1 Overview

The first phase of the study process required an evaluation of current conditions and through this effort, identified the transportation opportunities and constraints within the study area. Each of these elements is discussed in the following Sections, and illustrated in *Figure 3*.

2.2 Opportunities

The following transportation opportunities were identified based on the review of relevant background documents as well as the study area field review:

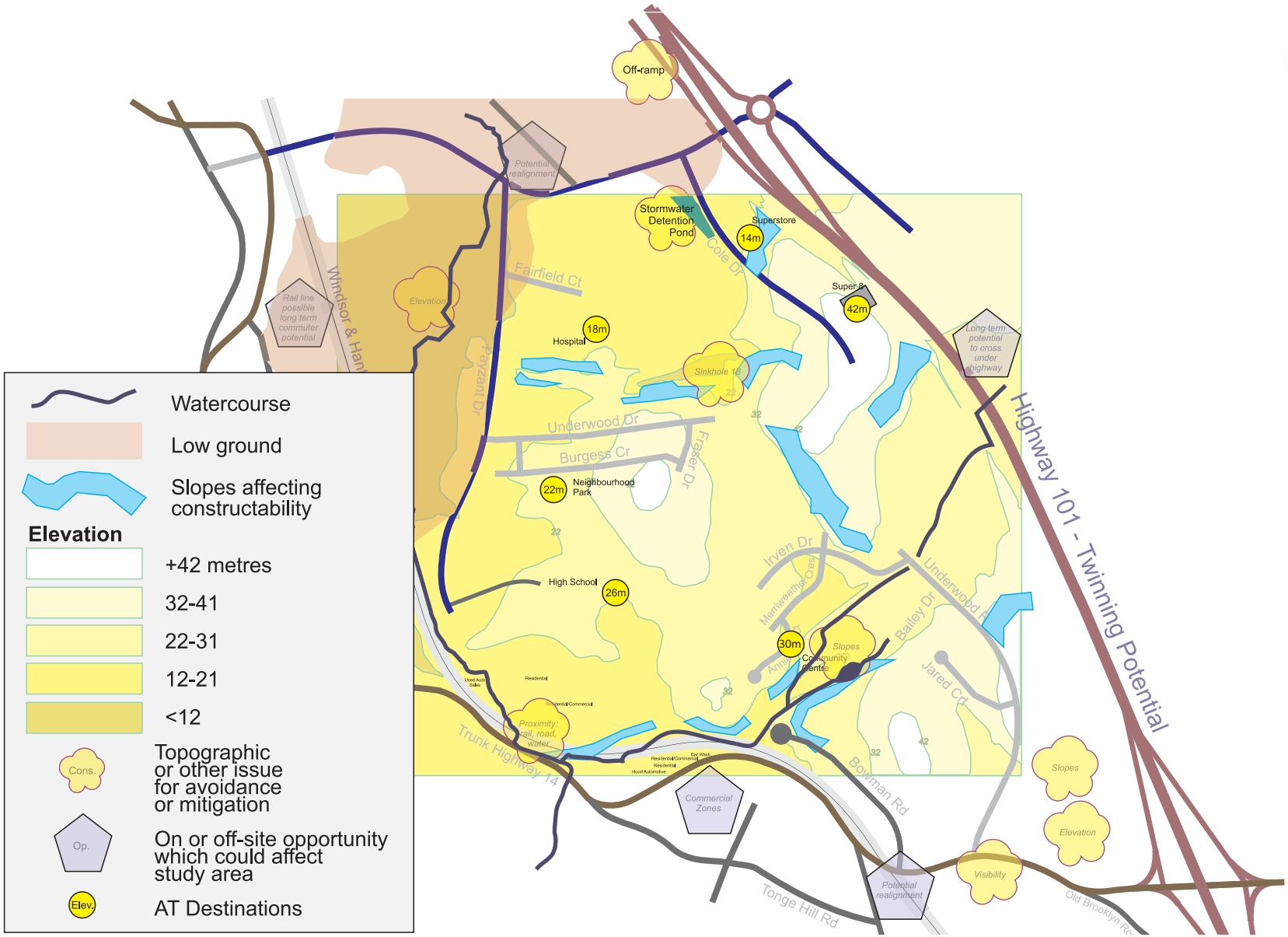
- Potential to utilize the railway corridor as either a main active transportation link and/or a future public transit corridor.
- Potential to expand the commercial land use area along King Street/Trunk 14 as identified in the West Hants Generalized Future Land Use Map (GFLUM).
- Potential to improve the intersection of Trunk 14 / Trunk 1 in the vicinity of Bowman Road.
- Potential to realign Centennial Drive to create an intersection opposite Payzant Drive at Wentworth Road to reduce the number of intersections along the Wentworth Road corridor.

2.3 Constraints

The following constraints were identified based on the review of relevant background documents, as well as the study area field review:

- The Exit 5A eastbound off-ramp and Industrial Drive connection with Wentworth Road has been identified in past studies as having limited capacity.
- The lands in the northwest quadrant of the study area have a low elevation creating a zone of undevelopable land.
- The sink hole area located between Underwood Drive North and Cole Drive raises constructability concerns for roadway connections.
- There are several steep slopes in the study area due to the varied topography raising concerns with respect to constructability of transportation infrastructure and limiting future development opportunities.
- Sightline issues along Trunk 14 between Bowman Road and Underwood Road South.
- The large wetland in the northwest quadrant of the Exit 5 interchange.
- The existing stormwater detention pond west of Cole Drive limits the available connection opportunities in this area.

Each of the opportunities and constraints presented above are illustrated in *Figure 3*.



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Study Area Opportunities and Constraints

Figure 3

3. EVALUATING THE FUTURE ROADWAY CONCEPTS

3.1 Guiding Principles

3.1.1 Study Purpose and Objectives

The purpose of this study was to identify a preferred future roadway network layout for the Garlands Crossing / Windsor Border Area lands - including future street connections, collector road corridors, and active transportation opportunities - that can accommodate future travel demand under a full build-out planning scenario. The required objectives of the future roadway network, as stated in the study terms of reference, include the following:

- Minimize the impact of through traffic on local residential streets;
- Provide reasonable and affordable access options for future development sites;
- Ensure the street layout and connectivity are consistent with the surrounding land use.

Considering these objectives a set of guiding principles was assembled through a focused literature review process using relevant transportation planning documentation. These guiding principles, developed by others, provided support to the consultant team in developing the three new roadway concepts.

3.1.2 Guiding Principles

The Institute of Transportation Engineers (ITE) offers guidance with respect to the planning and design of livable residential neighbourhoods. This guidance expands upon the study objectives identified above and suggests the following guiding principles be used:

- Create a street system that discourages through traffic, improving the environmental quality of the neighbourhood.
- Low speeds and low traffic volumes are essential to the creation and preservation of a high-quality neighbourhood.
- Extensive active transportation connectivity offers improvements for pedestrians and bicyclists.
- Traffic generators such as parks, commercial developments, schools and churches, located within or at the edge of a neighbourhood should be considered in the layout of neighbourhood streets.
- Minimizing the number of potential conflicts between pedestrians and vehicles improves the walkability of the neighbourhood.
- Minimizing the number of intersections – particularly 4-leg intersections – reduces road safety risk.
- A street layout that is responsive to topography, soil conditions and other natural features improves the visual quality of the neighbourhood.
- Lot size and arrangement need to provide economical and attractive building sites.

- The location of utilities must be given careful consideration in the selection of right-of-way width.
- Street pattern and design can enhance the visual quality of the neighbourhood and encourage neighbourhood identity and cohesion.

These guiding principles published by the ITE are consistent with the goals and objectives of this study.

3.1.3 Summary

The consultant team utilized information gleaned from the background document review, the ITE's guiding principles presented above and the study area opportunities and constraints to develop the new candidate roadway concepts. In order to develop the three new concepts an internal team workshop was held. The 2007 Isenor Study roadway layout formed the baseline conditions and from this concept three new alternatives were collaboratively developed. The four concepts that were identified included the following:

- *Alternative A – The 2007 Isenor Study Concept*
- *Alternative B – Modified Isenor Concept:* Builds upon the Alternative A concept with modifications to have some consistency with the guiding principles.
- *Alternative C – Dendritic Concept:* Attempts to provide a balance between vehicular and pedestrian/cycling travel modes by creating permeable neighbourhoods.
- *Alternative D – Blended Concept:* Builds upon the strengths of Alternatives B and C by integrating the collector streets concept with the dendritic concept.

As such, the development of the three new roadway concepts (i.e. Alternatives B to D) incorporated the following elements and goals:

- The contemplated roadway system should work with the challenging topography as much as possible.
- The concepts should utilize the potential that Payzant Drive offers as a key north-south collector street through the study area. It is therefore, important to preserve the long term functionality of this corridor through access management techniques. In addition, it was therefore considered important that a suitable connection point with King Street/Trunk 1 be selected given the challenges presented by the rail corridor as well as the watercourse.
- The concepts should establish a network of active transportation routes through the study area that link key land uses. This is consistent with the guiding principles and offers benefits for residents, presents opportunities to link to adjacent trail systems, and offers a sustainable mode of travel within the Municipalities of Windsor and West Hants.
- The concepts should preserve the existing local residential street environment by establishing a system of collector streets through the study area. This shifts traffic volumes off of the local streets to the collector streets.

3.2 A Comparative Review of the Alternatives

As discussed in the previous Section, a total of four future roadway network alternatives were initially identified as offering a transportation benefit to the future Garlands Crossing / Windsor Border Area lands. The following pages contain an illustration of each roadway Alternative followed by a comparative evaluation of their strengths and weaknesses.

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Source: MRC

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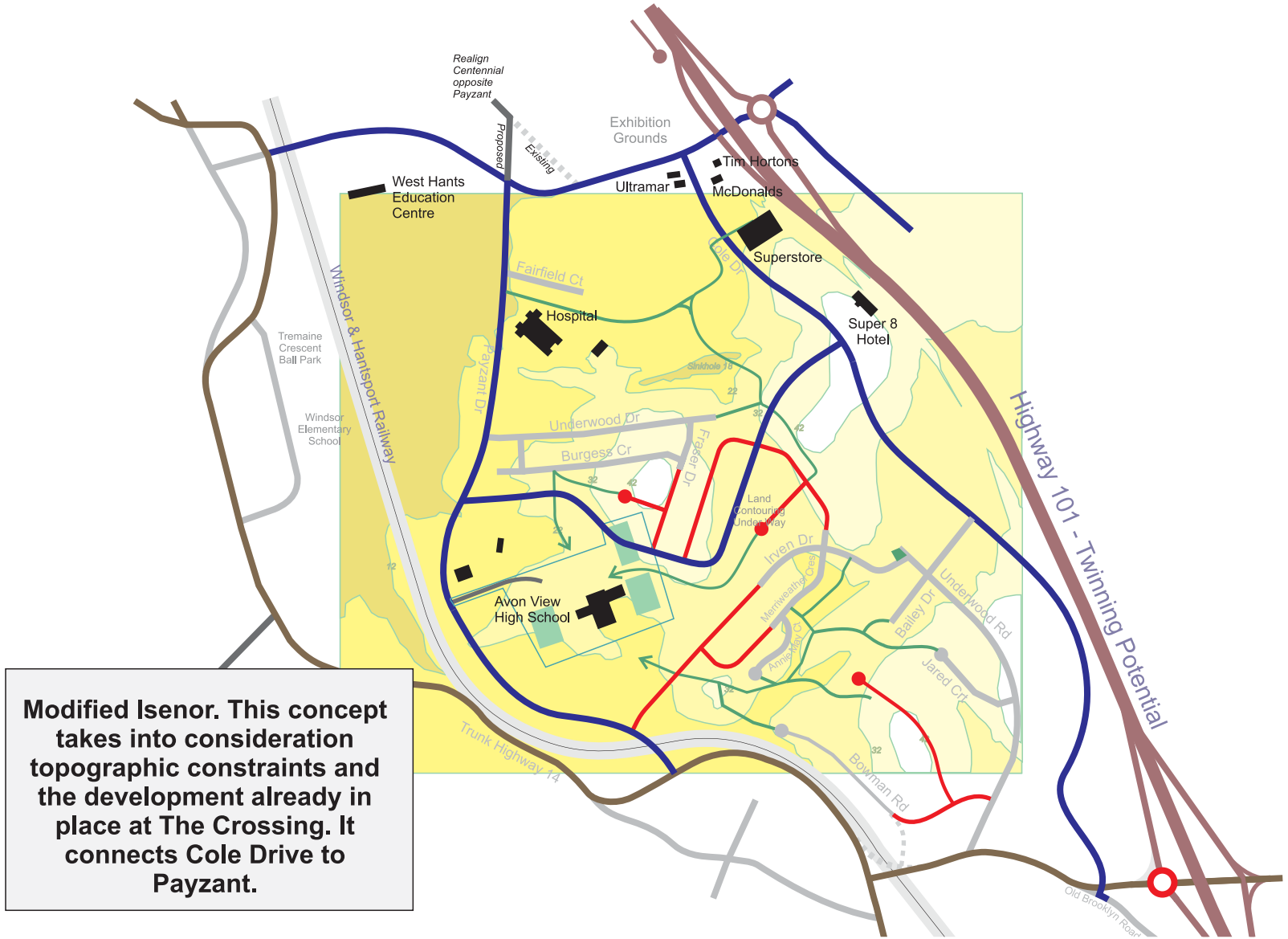
Alternative A
The 2007 Isenor Study Concept

Figure 4

Alternative A – The 2007 Isenor Study Concept

Description: Concept developed with a focus on stormwater and water service expansion.

Criteria	Strengths	Weaknesses
External Connections	• Several external connections are provided to the arterial roadway system offering efficient vehicle access to the neighbourhood.	• The new north-south collector street connects to Wentworth Road opposite Centennial Drive, creating a 4-leg intersection. This additional connection will detract from the long term intent and functionality of the Wentworth Road corridor. • The Payzant Dr. south connection to King St. is in an area of challenging topography. In addition, the railway and watercourse are in close proximity to King Street raising constructability concerns. • Sightline issues on Trunk 14 in vicinity of Bowman Road.
Internal Connectivity	• Good internal connectivity for vehicles due to the extensive collector street system.	• Shows a new north-south collector street located between Payzant Dr. and Cole Dr. From a capacity perspective, three north-south collector streets are likely not required. • The alignment the new north-south collector runs through the topographically constrained area in the vicinity of the sink hole, raising constructability concerns.
Active Transportation		• No specific active transportation infrastructure was identified beyond the existing trails.
Livable Local Streets		• Shows an extension of Underwood Dr. North which is inconsistent with the Town's intent of limiting through traffic on Underwood Dr. • The expansion of the future street network makes use of existing residential streets and will increase traffic in these locations.
Cole Drive Corridor	• Offers a south connection to Underwood Road South and will help reduce future traffic demand pressure at the Cole Drive/Wentworth Road intersection.	• Without the extension of Cole Drive to Trunk 14 there are few opportunities to develop highway commercial in the vicinity of the Exit 5 interchange.



Modified Isenor. This concept takes into consideration topographic constraints and the development already in place at The Crossing. It connects Cole Drive to Payzant.

Source: MRC

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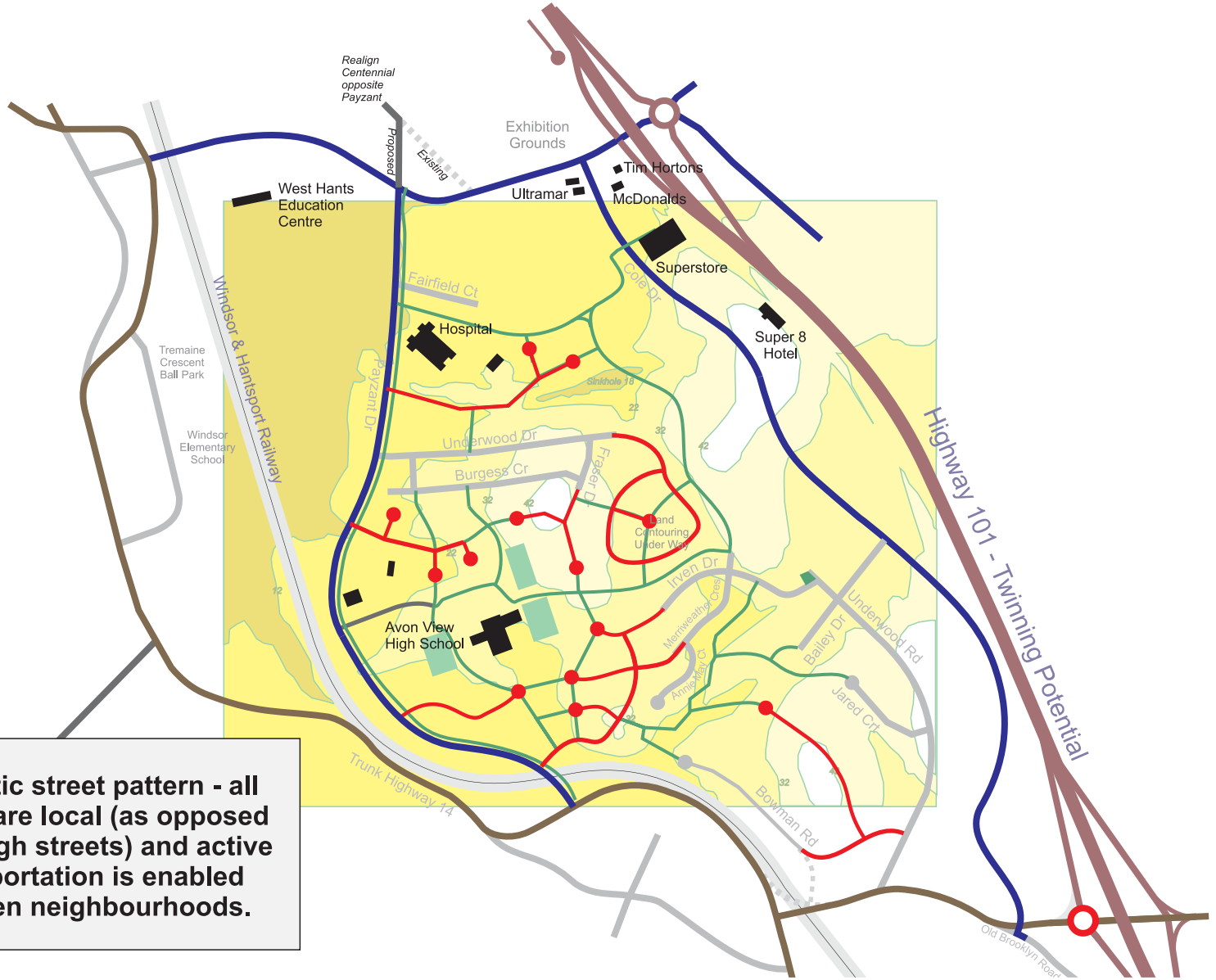
Alternative B
Modified Isenor Concept

Figure 5

Alternative B – Modified Isenor Concept

Description: Builds upon the Alternative A Concept with modifications to have some consistency with the guiding principles.

Criteria	Strengths	Weaknesses
External Connections	• The Payzant Dr. south connection to King St. is located further east in the vicinity of the Home Hardware. This major connection point is compatible with the GFLUM. • A realigned Trunk 1 / Trunk 14 intersection is consistent with NSTIR plans and mitigates the sightline issues along Trunk 14. • The closure of Bowman Road eliminates an arterial street connection. Bowman Road connects to Underwood Rd. South which is consistent with the livable streets concept.	
Internal Connectivity	• The collector street system was rationalized by removing and/or re-aligning major internal streets. This concept still offers good collector street connectivity.	• Although a new east-west collector street has been identified that works with the topography, its alignment goes through an existing sports field at the High School.
Active Transportation	• Establishes an internal network of active transportation trails that link residential streets with other land uses such as the High School, the Hospital and the grocery store. • A north-south "spine" route is established through the topographically challenged area in the vicinity of the sink hole.	• Although an active transportation network is identified, the alignment and connectivity of the roadway system favours automobile use and is less favourable than Alternatives C and D.
Livable Local Streets	• There is a mix of new collector and local streets that improve upon the Alternative A concept by minimizing the use of existing residential streets.	• The mix of new street classifications will create a less desirable environment for residents relative to Alternatives C and D.
Cole Drive Corridor	• Cole Dr extends south to Trunk 14 offering additional lands for development relative to Alternative A. Good collector street connectivity will help reduce future traffic demand pressure at the Cole Drive/Wentworth Road intersection.	• There is challenging topography and a wetland north of Trunk 14, opposite Old Brooklyn Rd, that may prevent a Cole Dr. connection in this area.



Dendritic street pattern - all streets are local (as opposed to through streets) and active transportation is enabled between neighbourhoods.

Source: MRC

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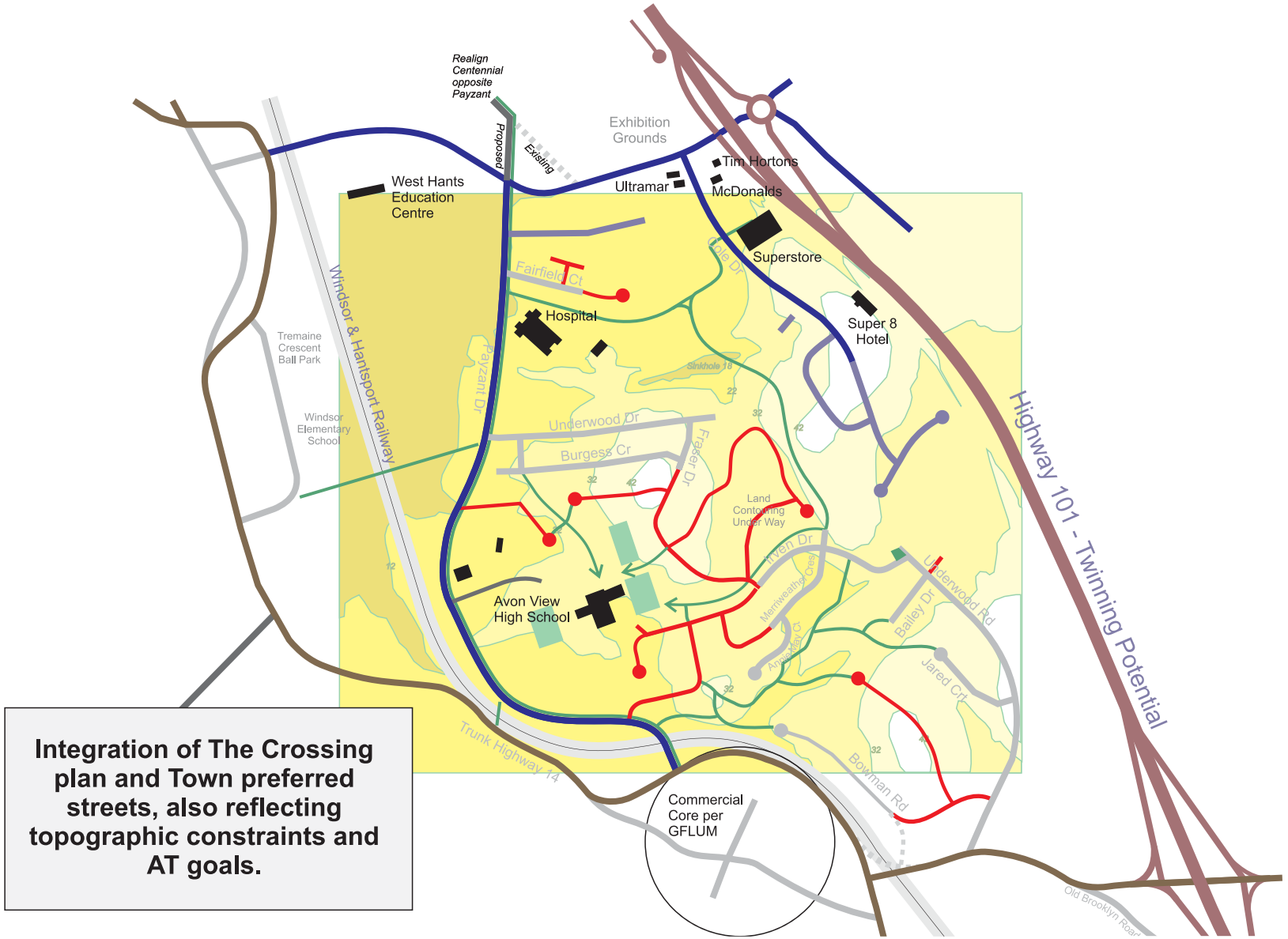
Alternative C Dendritic Concept

Figure 6

Alternative C – Dendritic Concept

Description: Concept balances vehicular and pedestrian travel modes with permeable neighbourhoods for active transportation mode.

Criteria	Strengths	Weaknesses
External Connections	• The Payzant Dr. south connection to King St. is in the same location as Alternatives B and D. This major connection point is compatible with the GFLUM. • A realigned Trunk 1 / Trunk 14 intersection is consistent with NSTIR plans and mitigates the sightline issues along Trunk 14. • The closure of Bowman Road eliminates an arterial street connection. Bowman Road connects to Underwood Dr. South which is consistent with the livable streets concept.	
Internal Connectivity	• The active transportation network provides more favourable connectivity than the vehicular network and supports active living initiatives and sustainable communities.	• The majority of new streets are classified as local and most are in the form of culs-de-sac. This results in less favourable vehicle connectivity relative to the other Alternatives.
Active Transportation	• Establishes an internal network of active transportation trails that link residential streets with other land uses such as the High School, the Hospital and the grocery store. • A north-south "spine" route is established through the topographically challenged area in the vicinity of the sink hole.	
Livable Local Streets	• The majority of new streets are classified as local and most are in the form of culs-de-sac. This results in an improved livable streets environment relative to the other Alternatives.	
Cole Drive Corridor	• Cole Dr extends south to Trunk 14 offering additional lands for development relative to Alternative A. Good collector street connectivity will help reduce future traffic demand pressure at the Cole Drive/Wentworth Road intersection.	• There is challenging topography and a wetland north of Trunk 14, opposite Old Brooklyn Rd, that may prevent a Cole Dr. connection in this area.



Source: MRC

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Alternative D Integrated Concept

Figure 7

Alternative D – Integrated Concept

Description: Builds upon Alternatives B and C by integrating the collector streets concept with the dendritic concept

Criteria	Strengths	Weaknesses
External Connections	• The Payzant Dr. south connection to King St. is in the same location as Alternatives B and C. This major connection point is compatible with the GFLUM. • A realigned Trunk 1 / Trunk 14 intersection is consistent with NSTIR plans and mitigates the sightline issues along Trunk 14. • The closure of Bowman Road eliminates an arterial street connection. Bowman Road connects to Underwood Rd. South which is consistent with the livable streets concept.	
Internal Connectivity	• The vehicular network provides similar levels of connectivity to the active transportation network and supports active living initiatives and sustainable communities.	• The majority of new streets are classified as local and some are in the form of culs-de-sac. This results in less favourable vehicle connectivity than Alternatives A and B but more favourable than Alternative C.
Active Transportation	• Establishes an internal network of active transportation trails that link residential streets with other land uses such as the High School, the Hospital and the grocery store. • A north-south "spine" route is established through the topographically challenged area in the vicinity of the sink hole.	• Although an extensive active transportation network has been identified, it is slightly less favourable than Alternative C.
Livable Local Streets	• The majority of new streets are classified as local and some are in the form of culs-de-sac. This results in an improved livable streets environment relative to Alternatives A and B.	• Although the local residential street system is consistent with the guiding principles, it is slightly less favourable than Alternative C.
Cole Drive Corridor		• In the short-term, Cole Dr. will not be a through street with no south connection. This concept assumes the challenging topography and wetland at Exit 5 limits a south extension of Cole Dr. • The lack of a south connection raises future traffic demand concerns at the Cole Drive/Wentworth Road intersection.

3.3 The Preferred Network Concepts

Following the comparative review process an interim report was prepared and submitted to the PSC for review and comment. The purpose of the interim report and subsequent discussions with the PSC included the following:

- Document the process that was undertaken to develop the four candidate roadway network alternatives; and
- Present the results of the comparative review process and identify two preferred network alternatives to carry forward for further evaluation.

A workshop meeting was held on April 16th, 2013 with members of the consultant team and the PSC to discuss the findings of the comparative review process. Each of the four roadway network alternatives were reviewed in detail. It was collectively decided the Alternative D concept appeared to offer the most benefit and best met the objectives of the study. However, based on information provided by the PSC, minor revisions were necessary. For consistency with past studies, Alternative A was also selected to be carried forward as a basis of comparison.

At the request of the PSC, the consultant team made the necessary revisions to Alternative D and created a new Alternative E. Therefore, the two Alternatives carried forward for further evaluation included:

- Alternative A – based on the 2007 Isenor Study roadway concept; and
- Alternative E – based on Alternative D with the necessary revisions.

The two preferred roadway concepts carried forward for further evaluation are illustrated in the Figures on the following pages.

Source: MRC

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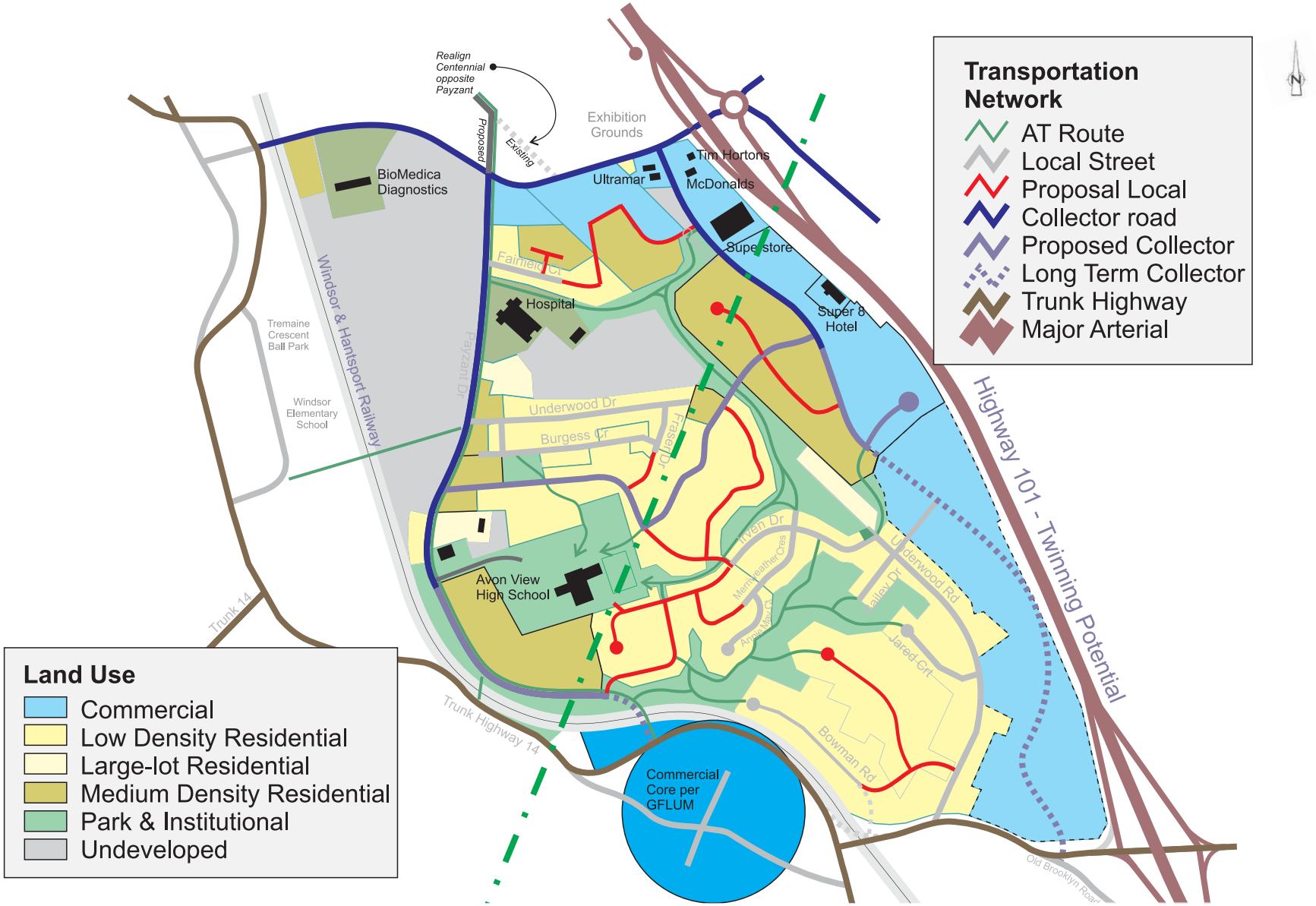
Alternative A
Preferred Future Concept #1

Figure 8



Source: MRC

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Alternative E
Preferred Future Concept #2

Figure 9

4. TRAFFIC IMPACT ASSESSMENT

4.1 Overview

Once the two roadway network alternatives were selected a traffic impact assessment process was carried out to identify the following:

- Forecast future traffic volumes on the study area roads and intersections; and
- Roadway mitigating measures required to accommodate the forecast traffic volumes.

The analysis process, assumptions and results are presented in the following Sections.

4.2 Existing Conditions

4.2.1 Peak Traffic Flow

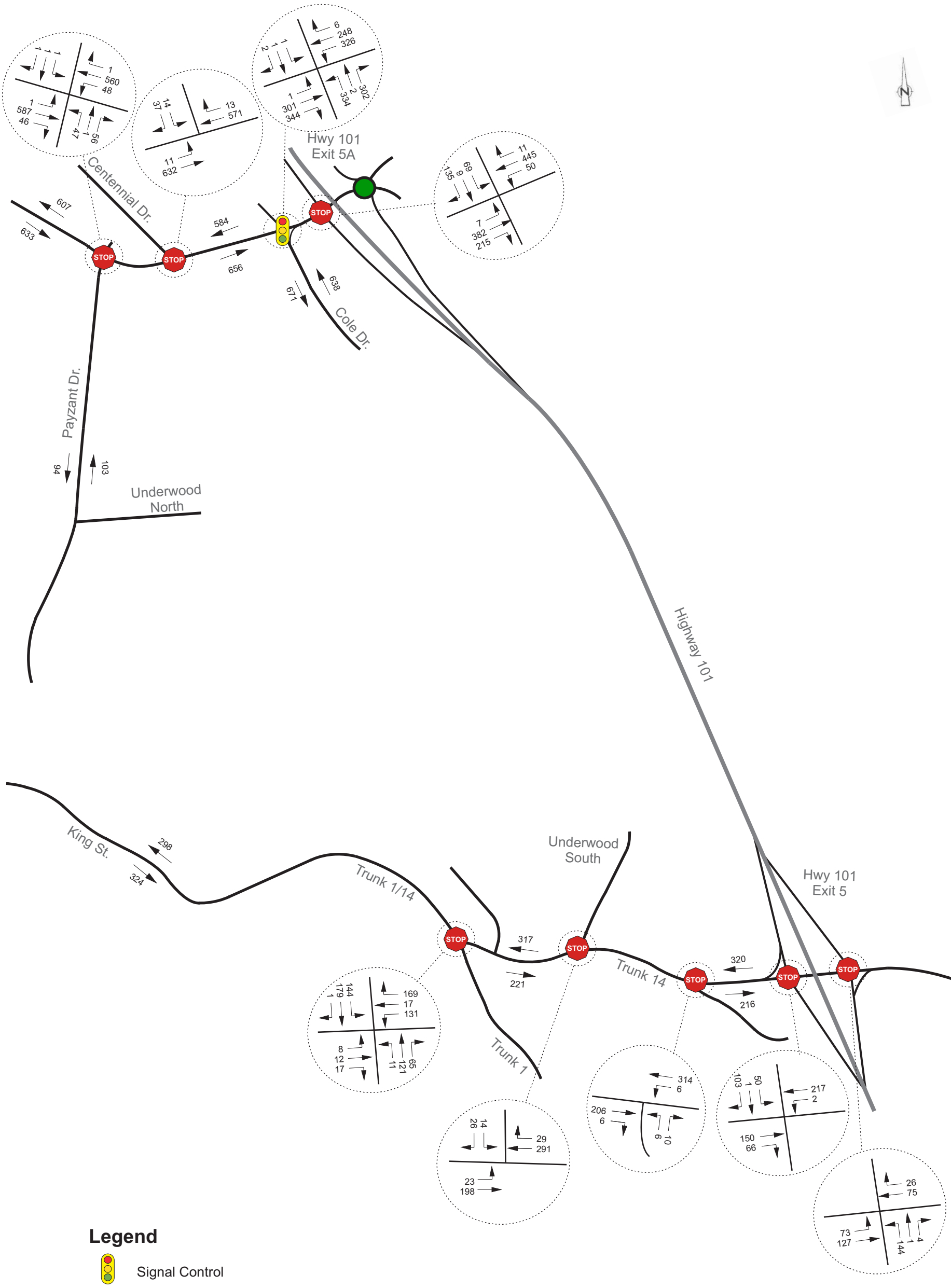
Typically, traffic operational analyses are carried out using representative volumes for a weekday peak period. Given the long term planning horizon used in this study it was decided that an evaluation of the peak hour of a typical weekday would provide reasonable results for making future planning decisions. As such, the weekday afternoon PM peak hour was selected as the design hourly volume (DHV) and applied to the analysis effort.

The specific peak hour was determined using historical hourly traffic counts provided by the NSTIR as well as the observed study area traffic volumes collected by the GRIFFIN transportation group. A summary of the Existing 2013 DHV's applied to the study analyses are illustrated in *Figure 10*.

4.2.2 Observed Traffic Data

In order to assess the existing traffic operations in the study area roadway corridors and intersections, a set of baseline traffic volumes were established to represent the 2013 planning horizon (i.e. existing conditions). The data sources used to develop this set of volumes included the following:

- A site visit and collection of observed traffic volume data for the weekday AM and PM peak periods at the following intersections:
  - Wentworth Road / Cole Drive
  - Wentworth Road / Centennial Drive
  - Wentworth Road / Payzant Drive
  - Trunk 1 / Trunk 14
  - Trunk 14 / Bowman Road
  - Trunk 14 / Underwood Road South
  - Trunk 14 / Old Brooklyn Road
  - Trunk 14 / Exit 5 EB & WB Ramps
- Historical traffic volume data recorded in the study area, provided by NSTIR.
- Historical traffic seasonal factors (2001to 2005), provided by NSTIR.



Legend

- Signal Control
- Stop Control
- Roundabout Control
- 123 Design Hourly Volume

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Existing 2013 Design Hourly Volumes

Figure 10

- A 2012 traffic impact study for a proposed retail development in the northeast quadrant of the Exit 5 Interchange.
- Past traffic impact study report completed as part of the Garlands Crossing residential development planning approval process.

Data from all of these sources were assembled and reviewed. It was determined that the 2013 data collected as part of this study were representative of average volumes over the course of a year and that it was not necessary to apply a seasonal adjustment factor.

4.2.3 Existing Operational Results

The quality of service and performance of the existing transportation infrastructure was assessed using a traffic operations analysis process of the study area corridors and intersections. This process was carried out using industry-accepted techniques and software tools approved by the NSTIR. The operational evaluation was carried out using the Existing 2013 DHV, lane configurations and traffic control. The analysis process used the methodologies contained in the Trafficware's Synchro 8 software tool.

The results of the operational analysis under Existing 2013 traffic conditions indicate that the critical movements at the study area intersections are operating at acceptable levels of service (LOS) and volume-to-capacity (v/c) ratios with the exception of the northbound left turns at the Wentworth / Payzant intersection. This movement operates at LOS E (46.6s of delay) and v/c of 0.28 under peak conditions. These delay times typically occur for stop-controlled movements along arterial streets and the v/c ratio of 0.28 indicates there is some residual capacity in this movement. A signal warrant calculation, following Transportation Association of Canada (TAC) guidelines, was carried out at this intersection using average intersection volumes from the six highest hours of the day. The results indicate that the signal warrant is not met under existing conditions despite the long delay times experienced during the peak hour of the day. The traffic operations at this intersection should be monitored in the short term given the planned development in the area.

Generally, the analysis results are consistent with the vehicle delays and queues observed during the field review. Detailed summaries of the Existing 2013 operational analysis results are provided in Appendix I.

4.3 Future Background Conditions

4.3.1 Overview

As part of a typical traffic engineering assessment, an evaluation is carried out to identify infrastructure impacts under a future status quo scenario. This is often referred to as a future background scenario and assumes the new development expected in the Garlands Crossing / Windsor Border Area does not occur, but traffic volumes continue to grow and increase following historical trends.

A key component to the development of the background traffic conditions is to identify a future planning horizon. The future planning horizon represents a milestone in the development process. Given the scale and magnitude of the proposed new development that is expected to occur on the Garlands Crossing / Windsor Border Area land, two planning horizons were selected to represent the medium-term and long-term conditions. It was assumed that a 10-year horizon at 2023 would provide a reasonable medium term condition and a 20-year horizon at 2033 would provide a reasonable long-term condition for full build-out.

Developing the future background traffic volumes typically consists of general traffic growth, any future planned developments, and any planned road network changes in the vicinity of the study area. For the purposes of this study, only the general traffic growth was applied in the development of the background traffic volumes. Other planned developments were assumed to be part of the background traffic growth and the planned road network changes were included in the analysis of the total traffic scenario discussed in Section 4.5.

4.3.2 Background Traffic Growth

Traffic growth assumptions were based on a review of currently available NSTIR data in the form of average annual daily traffic volumes (AADT). A request for data along the Highway 101 and Wentworth Road corridors was made. The only available historical data was along the Highway 101 corridor. The Highway 101 facility is considered to be an appropriate indicator of traffic volume growth due to its importance as an east-west arterial highway in the region.

In the study area, data was recorded by NSTIR for the years 1999 to 2008 (inclusive) on the following control sections:

- Section 60: between Exit 5 (Trunk 14) and Exit 5A (Wentworth Road)
- Section 65: between Exit 5A (Wentworth Road) and Exit 6 (Nesbitt Street)

The average yearly rate of traffic growth was determined to be 1.1% and 0.7% for Section 60 and 65, respectively. An average rate of growth for both of these roadway control sections was calculated to be 0.9%.

A review of the historical population growth between the census years 2006 and 2011 was carried out for the regional population in the vicinity of the Town of Windsor and West Hants. The yearly rate of population growth was also calculated to be 0.9% and corroborates the historical traffic volume growth. Therefore, a growth rate of 1.0% per year (compounding) appeared appropriate and was used to expand the Existing 2013 traffic volumes to the 2023 and 2033 planning horizons.

4.3.3 The 2023 Planning Horizon

The development of the 2023 future background DHV's is composed of the following:

- Expanding the Existing 2013 DHV's at 1.0% per year (compounding) over 10 years, plus

- Site-generated trips in the Wentworth Road corridor associated with the proposed retail development in the northeast quadrant of the Exit 5A interchange.

A summary of the future Background 2023 DHV's used in the analysis are illustrated in *Figure 11*.

4.3.4 The 2033 Planning Horizon

The development of the 2033 future background DHV's is composed of:

- Expanding the Existing 2013 DHV's at 1.0% per year (compounding) over 20 years, plus
- Site-generated trips in the Wentworth Road corridor associated with the proposed retail development in the northeast quadrant of the Exit 5A interchange.

A summary of the future Background 2033 DHV's used in the analysis are illustrated in *Figure 12*.

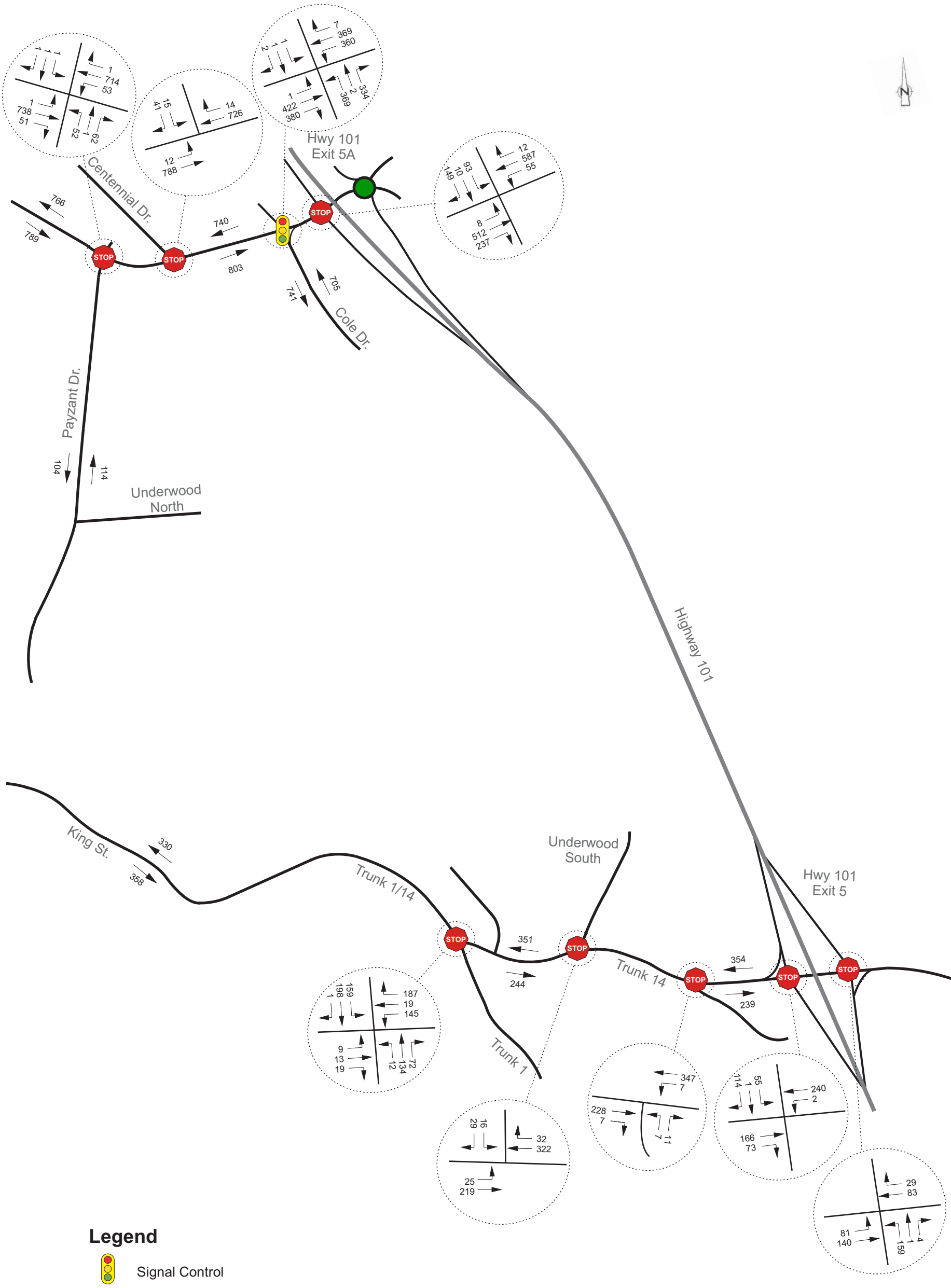
4.3.5 Future Background Operational Analysis

Capacity analyses were carried out for each of the study area intersections using the DHV's for both future Background planning horizons. The analysis process used Trafficware's *Synchro 8* software tool. The assessment of the unsignalized intersections followed the Transportation Research Board's *Highway Capacity Manual* (HCM) methodology while the *Synchro 8* methodology was applied to the signalized intersections. The results of this process are contained in Appendix I. A summary Table is provided that highlights the performance of the critical movements at the study area intersections followed by the detailed capacity reports.

The results of the operational analysis under future Background 2023 and 2033 traffic conditions indicate the critical movements at the study area intersections are operating at acceptable levels of service (LOS) and volume-to-capacity (v/c) ratios with the exception of the following:

- The northbound left at the unsignalized intersection of Wentworth / Payzant continues to deteriorate to a LOS F (175s) and v/c ratio of 0.75.
- The southbound left turn at the Wentworth / Industrial-Ramp intersection deteriorates to LOS F (92.2s) and v/c ratio of 0.68 under Background 2033 conditions.
- The westbound shared left-through turn at the Trunk 1 / Trunk 14 intersection deteriorates to LOS F (118.3s) and v/c ratio of 1.07 under Background 2033 conditions.

A signal warrant calculation was carried out at these locations given the lengthy vehicle delay times. However, the signal warrants were not met.



Legend

- Signal Control
- Stop Control
- Roundabout Control
- 123 Design Hourly Volume

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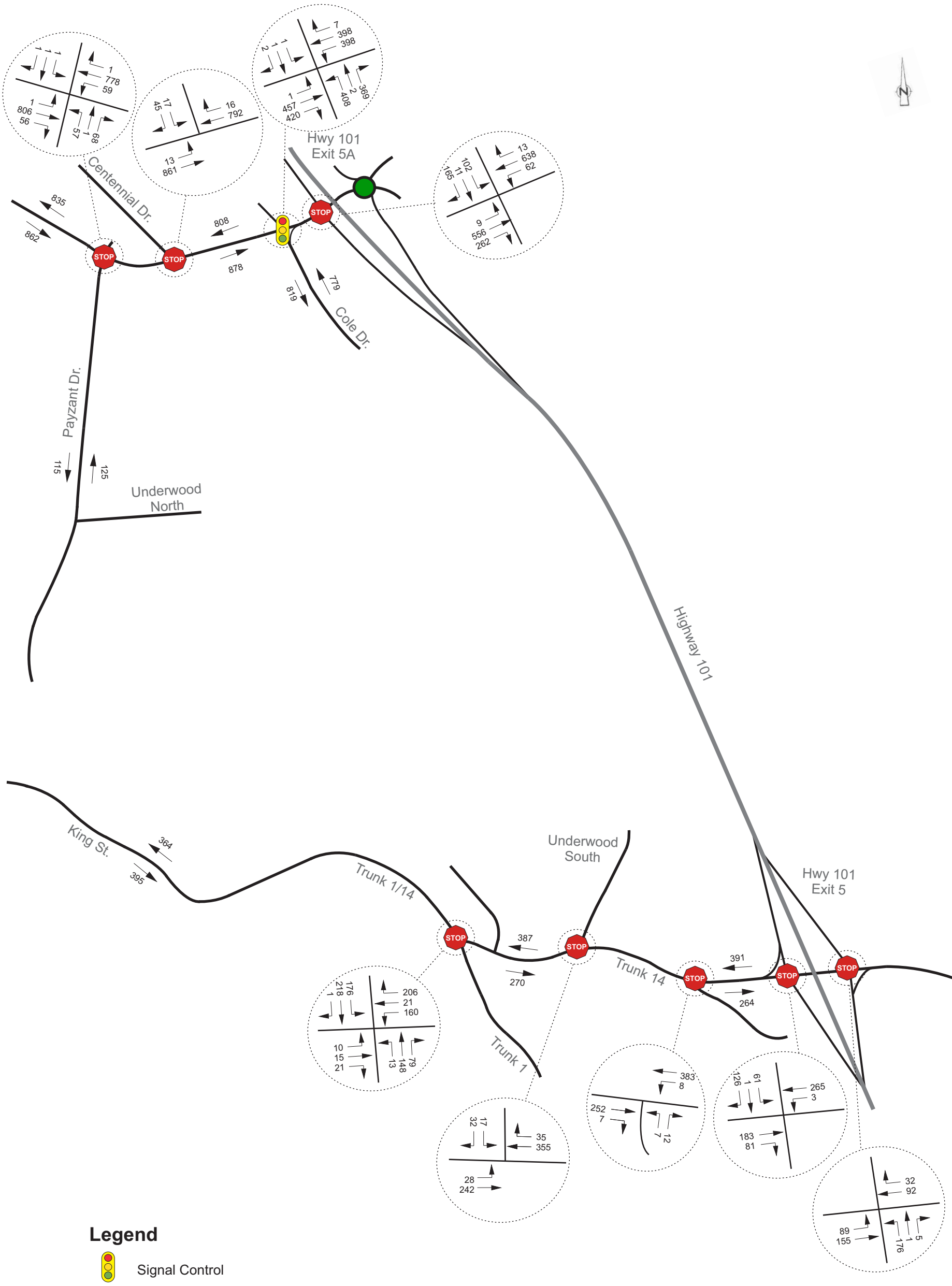
Background 2023 Design Hourly Volumes

Figure 11



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- Signal Control
- STOP Stop Control
- Roundabout Control
- 123 Design Hourly Volume

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Background 2033 Design Hourly Volumes

Figure 12

4.4 Future Development Traffic

4.4.1 Future Land Use and Settlement Patterns

The development of the future settlement pattern for the Garlands Crossing / Windsor Border Area lands formed the basis for the development of new traffic volumes. Therefore, a planning approach was taken that involved the following steps:

- Initial discussions with members of the PSC to gain an understanding of the individual Municipal perspectives on future growth areas.
- Identification of three future land use types that are expected to grow: low density residential, medium-density residential and commercial retail.
- Carry out a detailed assessment of each land use type to measure total land areas and the expected magnitude of new growth.

This process yielded a set of forecast growth by land use type, spatially allocated over the study area lands. These are illustrated in *Figure 13* and the details are contained in *Table 1* below.

Table 1: Expected New Development by Land Use

Development Areas By Land Use Type	Land Area (Acres)	2023 Forecast Development (units or ft^2)	2033 Forecast Development (units or ft^2)
Low Density Residential – Detached Single Family Dwellings			
LDR 1	9.9	12	12
LDR 2	59.3	64	64
LDR 3	7.4	14	14
LDR 4	86.5	*No development*	120
LDR 5	64.2	163	163
Sub-Total LDR	*227.3*	*253 units*	*373 units*
Medium Density Residential – Townhomes and Condominiums			
MDR 1	17.3	*No development*	156
MDR 2	4.9	44	44
MDR 3	7.4	67	67
MDR 4	27.2	245	245
MDR 5	14.8	65	65
MDR 6	7.4	67	67
Sub-Total MDR	*79.1*	*488 units*	*644 units*
Commercial – Retail Shopping Centre (assumed 20% building coverage)[A]			
C 1	4.9	43,060	43,060
C 2	9.9	86,110	86,110
C 3	2.5	21,530	21,530
C 4	7.4	64,580	64,580
C 5	27.2	236,810	236,810
C 6	56.8	*No development*	495,140
Sub-Total Commercial	*108.7*	*452,090 ft^2*	*947,230 ft^2*

A – A 20% building coverage on the commercial lands was assumed based on other retail developments in the area and the limitations of the challenging topography.

As discussed in Section 4.3.1, it was decided to introduce an interim development phase at the 2023 planning horizon. Under the 2023 settlement pattern conditions it was assumed the LDR 4, MDR 1 and C 6 zones would not be developed at this time. This interim settlement pattern is likely to occur at some point, although represents an aggressive development rate over a 10 year period. Rates of development are subject to economic conditions and other related factors; however, the interim settlement pattern represents a conservative assumption for the purposes of this study.

The full build-out scenario was assumed to occur by the 2033 planning horizon. It is understood that this is a significant amount of development for the region and represents a very aggressive development rate for a 20 year period. In addition, the amount of commercial space is assumed to be nearly 950,000 ft^2, and alone, will generate significant traffic volumes. Although this amount of development may not materialize until well beyond the 20-year planning horizon used in this study, the results flowing from this analysis will provide the stakeholder road agencies with a worst case scenario and will aid in the planning of future roadway improvements as this development occurs over time.

4.4.2 New Development Traffic Demand

Using the results of the settlement pattern presented in the previous Section, the scale and magnitude of development by planning horizon was used to calculate the number of new vehicle trips expected to occur on the study area roads. The source of the trip generation rates applied to this study were taken from the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 9th Edition* document and included the following:

- Low-density Residential: Detached Single-Family Dwelling Units (ITE land use code 210)
- Medium-density Residential: Residential Townhouse Units (ITE land use code 230)
- Commercial: Shopping Centre (ITE land use code 820)

The ITE trip rates identified above were applied to develop new traffic volumes generated within each land use and area identified in *Figure 13*. A summary of the forecast new trips generated by the two settlement patterns are contained in *Tables 2* and *3* for the 2023 and 2033 planning horizons, respectively.

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Future Development Location by Land Use Type

Figure 13

Table 2: Interim Forecast 2023 Site-Generated Vehicle Trips (vph)

	Low-Density Residential	Medium-Density Residential	Commercial	Total New Trips
Land Use/Source	ITE LU 210	ITE LU 230	ITE LU 820	
Units/Size	253 units	488 units	452,090 ft^2	
Inbound Trips	160	169	1,117	1,446
Outbound Trips	93	85	561	739
Total Trips	253	254	1,678	2,185

Table 3: Full Build-out 2033 Site-Generated Vehicle Trips (vph)

	Low-Density Residential	Medium-Density Residential	Commercial	Total New Trips
Land Use/Source	ITE LU 210	ITE LU 230	ITE LU 820	
Units/Size	373 units	644 units	947,230 ft^2	
Inbound Trips	236	223	2,348	**2,807**
Outbound Trips	137	112	1,167	**1,416**
Total Trips	373	335	3,515	**4,223**

4.4.3 A Word on the New Commercial Vehicle Trips

Large mixed-use neighbourhood developments, such as the proposed Garlands Crossing/Windsor Border Area lands, generate several vehicle trip types. Some of these trips will move to/from areas outside of the study area (i.e. external trips) and some trips will move exclusively within the study area (i.e. internal trips). To remain conservative in this study, all of the residential trips were assumed to have either an origin or destination external to the study area. Given the large volume of commercial-based vehicle trips it was appropriate to consider the impacts associated with internal/external trip making. As such, a more detailed approach to the distribution and assignment of the commercial-based trips was undertaken. Based on the nature of commercial developments, they are expected to attract the following general trip types:

- New trips from outside of the study area.
- Pass-by or diverted trips from the "background" traffic stream on adjacent external roadways. These trips can vary between 30% and 75% of all new trips, depending on the specific business type.
- Trips generated by patrons moving from adjacent businesses or other land use types. This is sometimes referred to as cross-shopping or linked trips.

These three general trip types were then further sub-divided into 5 categories and associated with either internal or external trip making. The results are contained in *Table 4*.

Table 4: Commercial Vehicle Trip Types

	Commercial Trip Type	Estimated Amount
External Trips	1. New external trips	60%
	2. Pass-by/diverted trips from external roads	
Internal Trips	3. Internal trips moving between new and existing businesses	40%
	4. Internal trips moving between new businesses	
	5. Internal trips moving between different internal land uses	

A review of *NCHRP Report 684: Enhancing Internal Trip Capture Estimation for Mixed-Use Developments* was carried out to provide guidance with respect to the assumptions made in this study. Based on past research, it has been determined that internal trip making within a mixed-use development can range between 10% and 53% during the afternoon peak period. Given these research results it was assumed that a 40% internal trip rate was appropriate for this study based on the following:

- This is a high-level planning assessment with a long-term planning horizon and a significant amount of planned commercial development.
- The exact commercial business types that eventually become established are unknown at this time and could vary, impacting the actual trip making characteristics.
- The extent of future active transportation facilities is unknown at this time and factors such as connectivity will impact the actual mode share.

As such, it was determined that the use of a 60% external trip rate for all vehicle trips generated by the commercial lands was a reasonable assumption for this study.

4.4.4 New Traffic Distribution

The next step in the analysis process was to assign the new traffic volumes to the study area road network. As people travel by car for various reasons, the source of their trip (i.e. home, work, etc.) and their destination (i.e. work, shopping, etc.) can impact their travel pattern and route choice. As such, two separate distribution patterns were used to assign the new traffic to the study area roads. The two distribution patterns are contained in *Table 5*.

Table 5: New Traffic Distribution Pattern

Direction	Via	Land Use	
		Residential	Commercial
North	Highway 101	15%	15%
South	Highway 101	35%	25%
	Trunk 1	10%	10%
East	Wentworth Road	10%	10%
	Trunk 14	5%	5%
West	Wentworth Road	20%	15%
	King Street	5%	20%
	Total	**100%**	**100%**

The distribution patterns were developed using a combination of observed traffic volumes and travel patterns at the study area intersections as well as existing population and employment areas. All of the forecast residential-based trips (i.e. low and medium density residential zones) contained in Tables 2 and 3 were assigned to the study area road network. As discussed in the previous Section, 40% of the commercial-based vehicle trips were assumed to be internal to the study area lands. Therefore, the remaining 60% of commercial trips were explicitly distributed to the study area roadway network.

4.5 Future Total Conditions

4.5.1 Overview

The future total traffic conditions represent a combination of the future background traffic and the new traffic associated with the development expected to occur on the Garlands Crossing / Windsor Border Area lands. An evaluation was carried out for both Alternative A and Alternative E roadway concepts for the full build-out 2033 planning horizon. As the Alternative E concept was identified as the preferred roadway network earlier in the study process, an assessment of the 2023 planning horizon was also carried out to identify infrastructure needs at this time. Each of these analysis scenarios is discussed in the Sections below.

4.5.2 Future Total 2023 Traffic – Alternative E Network

An assessment of the Alternative E roadway concept was carried out for the 2023 planning horizon, assuming the majority of the Garlands Crossing / Windsor Border Area lands are developed. The assembly of future Total 2023 DHV's for Alternative E include the following:

- Future Background 2023 DHV's, plus
- Closure of Industrial Drive at Wentworth Road and diversion of traffic via Centennial / Payzant intersection, plus
- Closure of Centennial Drive with a new connection opposite Payzant Drive, plus
- Diversion of the Bowman Road traffic to Underwood Road.

The resulting DHV's applied to the analysis process are illustrated in *Figure 14*.

4.5.3 *Future Total 2033 Traffic – Alternative E Network*

Building on the process described above, the Alternative E roadway network was assessed under a full build-out scenario. The assembly of future Total 2033 DHV's for Alternative E include the following:

- Future Background 2033 DHV's, plus
- Closure of Industrial Drive at Wentworth Road and diversion of traffic via Centennial / Payzant intersection.
- Closure of Centennial Drive with a new connection opposite Payzant Drive, plus
- Diversion of some traffic once the Payzant Drive south connection is made to King Street under the 2033 planning horizon, plus
- Diversion of some traffic once the Cole Drive south connection is made to Trunk 14 under the 2033 planning horizon, plus
- Diversion of the Bowman Road traffic to Underwood Road.

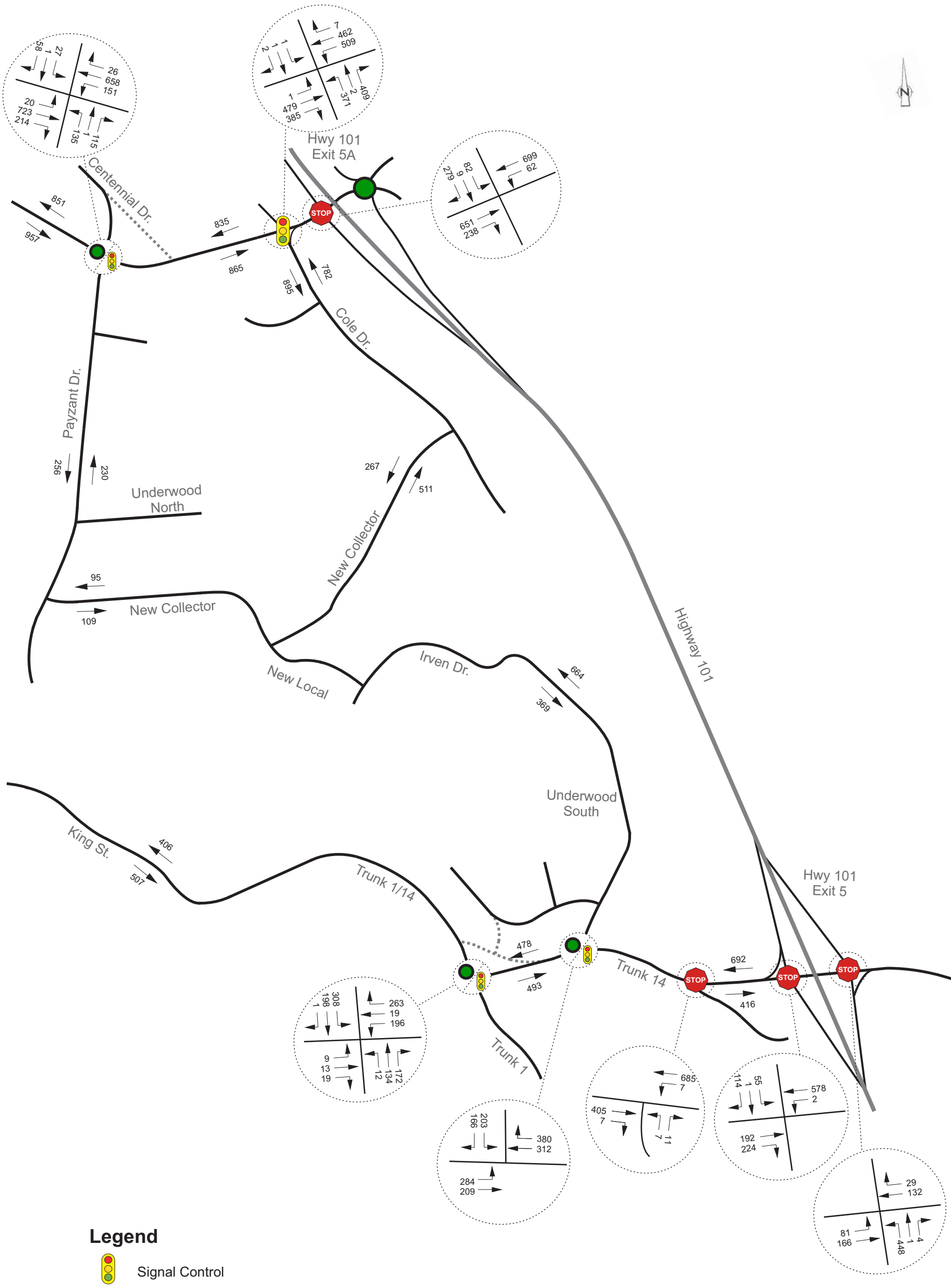
An illustration of the future Total 2033 DHV's applied to the analysis is illustrated in *Figure 15*.

4.5.4 *Future Total 2033 Traffic – Alternative A Network*

Internal to the Garlands Crossing / Windsor Border Area, the Alternative A roadway network is considerably different than Alternative E and therefore impacted the assignment of new trips. Given the differences in the two networks, the assembly of future Total 2033 DHV's for Alternative A was a distinct process that included the following:

- Future Background 2033 DHV's, plus
- Closure of Industrial Drive at Wentworth Road and diversion of traffic via Centennial / Payzant intersection, plus
- Diversion of some traffic once the Payzant Drive south connection is made to King Street under the 2033 planning horizon, plus
- Diversion of some traffic once the Cole Drive south connection is made to Trunk 14 under the 2033 planning horizon, plus
- Diversion of the Bowman Road traffic to Underwood Road.

An illustration of the future Total 2033 DHV's for Alternative A applied to the analysis is illustrated in *Figure 16*.



Legend

- Signal Control
- Stop Control
- Roundabout Control
- 123 Design Hourly Volume

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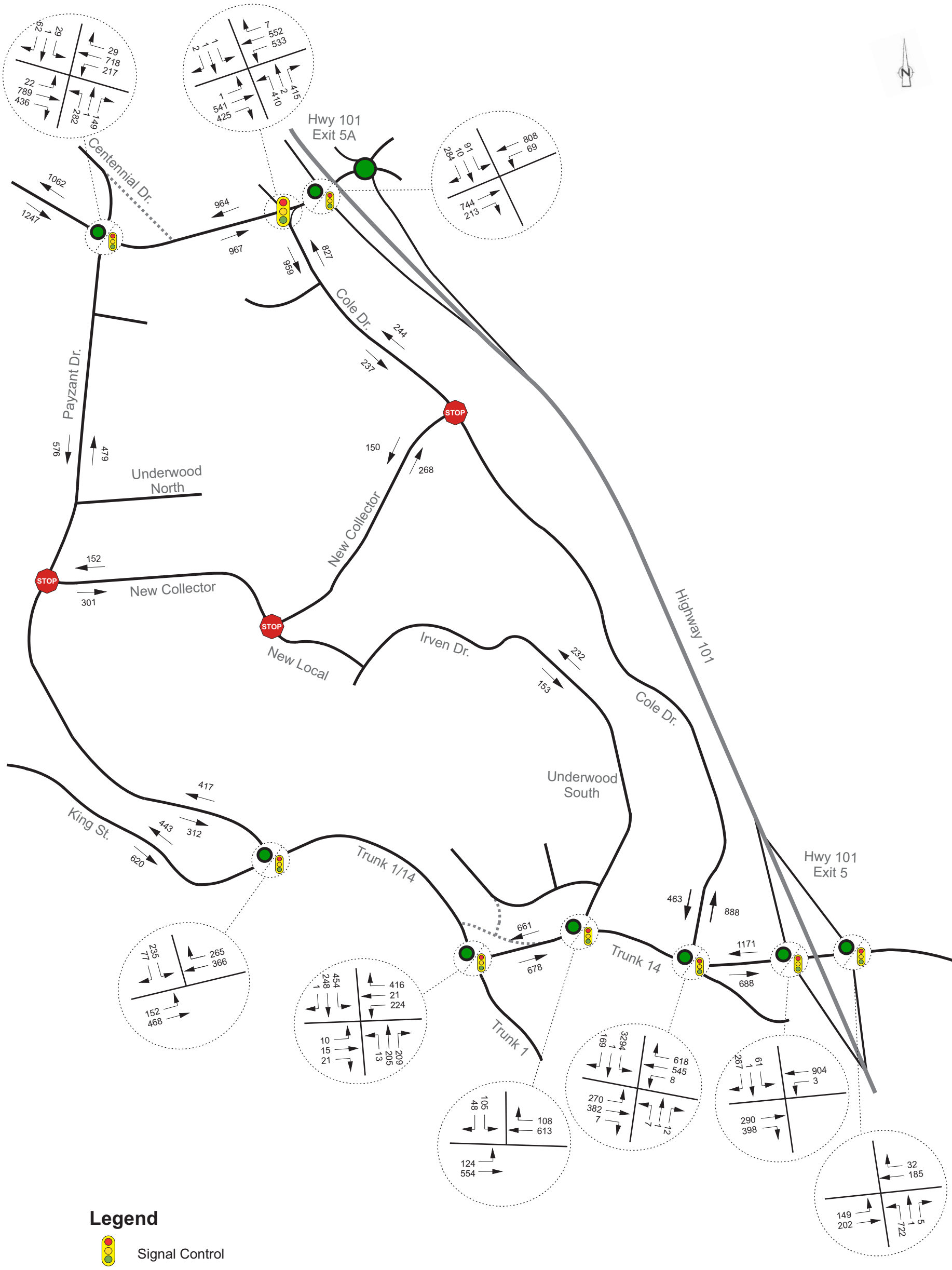
Total 2023 - Alternative E Network Design Hourly Volumes

Figure 14



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- Signal Control
- Stop Control
- Roundabout Control
- 123 Design Hourly Volume

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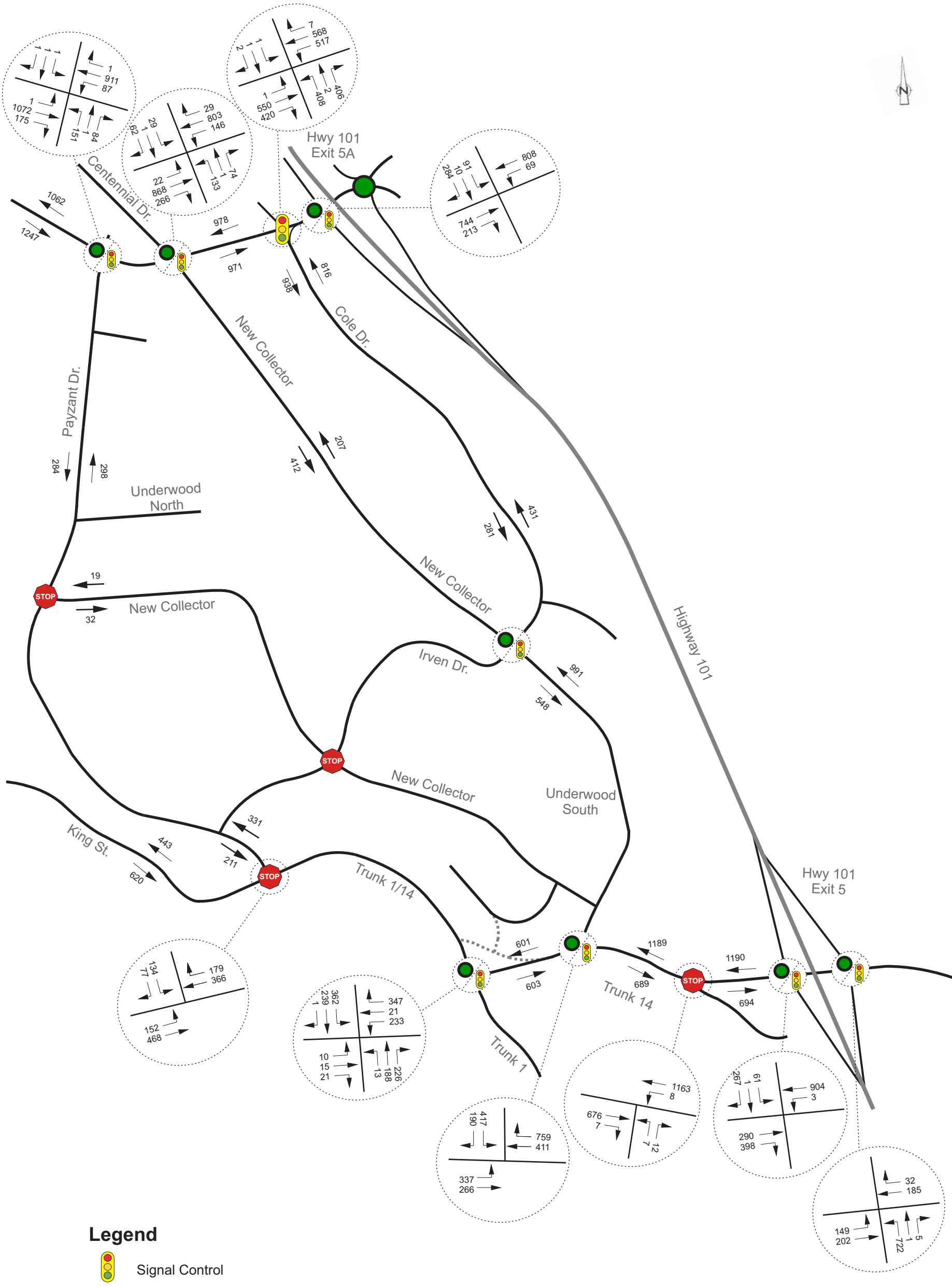
Total 2033 - Alternative E Network Design Hourly Volumes

Figure 15



Legend

- Signal Control
- Stop Control
- Roundabout Control
- 123 Design Hourly Volume

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Total 2033 - Alternative A Network Design Hourly Volumes

Figure 16

4.5.5 *Future Total Traffic Operations Results*

As part of the evaluation of the future traffic operating conditions the following analyses were carried out:

- Intersection capacity analyses at the study area intersections;
- A signal warrant procedure applied to the unsignalized stop-controlled intersections to identify the need for upgrades to either traffic signals or a roundabout; and
- Turning lane warrant analyses to identify the need for exclusive left or right turning lanes.

The intersection capacity analyses were carried out for each of the study area intersections using the DHV's for all three future Total traffic scenarios discussed in the previous Sections. The analysis process used Trafficware's *Synchro 8* software tool. The assessment of the unsignalized intersections followed the Transportation Research Board's *Highway Capacity Manual* (HCM) methodology while the *Synchro 8* methodology was applied to the signalized intersections. The results of this process are contained in *Appendix I*. A summary Table is provided that highlights the performance of the critical movements at the study area intersections followed by the detailed capacity reports.

4.5.6 *The Use of the Traffic Signal Warrant Analyses*

As identified earlier in this report, traffic signal warrant analyses were carried out at the unsignalized stop-controlled intersections to identify the need for traffic control upgrades to either traffic signal or roundabout control. The analysis procedure follows the guidelines established in the most recent Transportation Association of Canada (TAC) signal warrant procedure document and is a methodology widely used by road agencies across Canada and is recognized by the NSTIR. The TAC procedure uses a set of average intersection volumes measured over the six highest hours of a typical day. The results of this calculation process are given in the form of "priority points" to indicate whether a traffic signal is warranted. When the number of calculated priority points exceeds 100, the traffic signal warrant is met. For the purposes of this long-term planning study, the recommendation to consider either traffic signal or roundabout control was based on the number of priority points exceeding 100. The detailed signal warrant analyses reports are contained in *Appendix II*.

4.5.7 *The Need for Exclusive Turn Lanes*

The provision of exclusive left or right turning lanes at intersections can improve traffic operations and reduce road safety risk. These benefits can be measured in the form of reduced travel delay for drivers traversing the intersection or minimizing the potential for conflict between vehicles. The following turn lane warrant methodologies were applied to this study:

- *Left turn lanes:* the Ontario Ministry of Transportation's (MTO) procedure.
- *Right turn lanes:* the Ohio Department of Transportation's procedure.

5. FUTURE INFRASTRUCTURE NEEDS

5.1 Summary of Roadway Infrastructure Needs

Based on the operational analysis results for the study area intersections under each analysis scenario, a set of infrastructure needs was assembled. During the course of the analysis process locations with poor operating performance, long queue lengths, etc. were identified. At these locations mitigating measures were implemented to improve performance levels to the thresholds required by the NSTIR for traffic impact studies.

Although Alternative E was identified as the preferred roadway concept earlier in the study process, the roadway infrastructure needs for both Alternatives A and E have been identified for comparative purposes. All of the mitigating measures were assembled for each location. They have been illustrated in *Figures 17* to *22* for each combination of planning horizon and roadway network concept.

5.2 Alternative E – An Implementation Plan

The strategic roadway infrastructure needs presented in *Figures 17* to *22* were further evaluated in order to provide the stakeholder road agencies with a prioritized list of improvements. As Alternative E is the preferred network layout, the phased implementation plan focuses on this concept. Using the analysis results, the rate of new development, and the impacts to existing roadways as inputs to this process a set of prioritized improvements were identified. These are summarized in the Tables below.

Table 6: Short-Term Infrastructure Needs

	Location	Description	2013 Order of Magnitude Capital Cost
Short-Term Improvements (5-10 years)	Wentworth / Payzant	- Add an exclusive eastbound right turn lane on Wentworth Rd.	**$250,000**
	Wentworth / Industrial-Ramp	- Add an exclusive southbound left turn lane on Industrial Dr.	**$250,000**
	Trunk 1 / Trunk 14	- Add an exclusive southbound left turn lane on Trunk 1 (King St.)	**$250,000**
	Internal Roadways	- Implement Alternative E road network as development in Garlands Crossing / Windsor Border Area expands.	On-going
	Study Area	- Continue to expand off-street trail system for Active transportation.	On-going

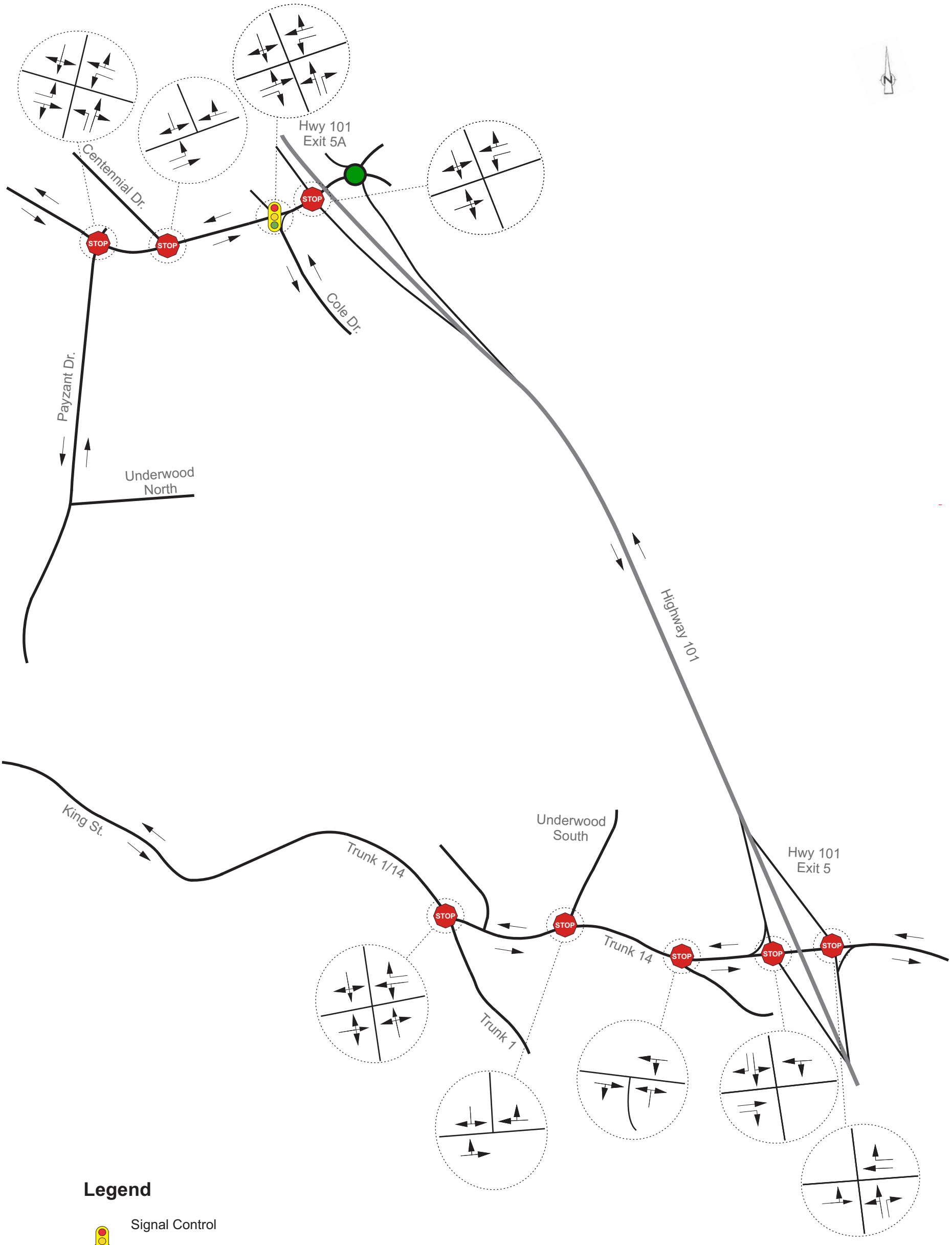
Table 7: Medium-Term Infrastructure Needs

	Location	Description	2013 Order of Magnitude Capital Cost
Medium-Term Improvements (10-15 years)	Wentworth Corridor	- Widen to a 5-lane cross-section with 2 through lanes in each direction.	**$2.205 million** (1.175km)
	Wentworth / Payzant	- Install either traffic signal or roundabout control.	**$250,000** or **$1.5 million**
	Wentworth / Centennial	- Close connection with Wentworth Road and realign opposite Payzant Drive.	**$375,000** (0.2km)
	Wentworth / Cole	- Install dual left turn lanes in the westbound direction on Wentworth. - Add an exclusive northbound left turn lane on Cole Drive. - Adjust signal timing and phasing.	**$250,000** **$312,500** **<$50,000**
	Wentworth / Industrial-Ramp	- Convert to one-way flow and re-route Industrial Drive traffic via Centennial.	**<$50,000**
	Trunk 1 / Payzant	- Extend Payzant Drive south to Trunk 1 (King St.) to offer improved connectivity to the study area lands. - Install either traffic signal or roundabout control.	**$1.6 million** (0.85km) **$250,000** or **$1.5 million**
	Trunk 1 / Trunk 14	- Realign intersection based on NSTIR concept. - Install either traffic signal or roundabout control.	**$375,000** (0.2km) **$250,000** or **$1.5 million**
	Trunk 14 / Bowman	- Close intersection with Trunk 14 and build new alignment to connect to Underwood Road South.	**$562,500** (0.3km)
	Trunk 14 / Underwood South	- Install either traffic signal or roundabout control.	**$250,000** or **$1.5 million**
	Internal Roadways	- Continue to implement Alternative E road network.	On-going
	Study Area	- Continue to expand off-street trail system for active transportation.	On-going

Table 8: Long-Term Infrastructure Needs

	Location	Description	2013 Order of Magnitude Capital Cost
Long-Term Improvements (15-20 years)	Wentworth / Industrial-Ramp	- Install either traffic signal or roundabout control.	**$250,000** or **$1.5 million**
	Trunk 14 / Brooklyn-Cole	- Install either traffic signal or roundabout control. - Extend Cole Drive south to Trunk 14.	**$250,000** or **$1.5 million** **$3.0 million** (1.6km)
	Trunk 14 / Exit 5 EB Ramp	- Install either traffic signal or roundabout control.	**$250,000** or **$1.5 million**
	Trunk 14 / Exit 5 WB Ramp	- Install either traffic signal or roundabout control.	**$250,000** or **$1.5 million**
	Trunk 14 corridor	- Widen to a 5-lane cross-section between Highway 101 and the Brooklyn-Cole intersection.	**$470,000** (0.25km)
	Internal Roadways	- Continue to implement Alternative E road network.	On-going
	Study Area	- Continue to expand off-street trail system for active transportation.	On-going

The 2013 order of magnitude cost estimates provided in *Tables 6, 7* and *8* are intended to provide a planning-level estimate of the capital costs only. Field-specific conditions have not been taken into account and these costs therefore need to be refined at the functional and detailed design stages. It should also be noted these costs include a 25% contingency and do not consider the cost of land acquisition.



Legend

- Signal Control
- Stop Control
- Roundabout Control
- Lane Configuration

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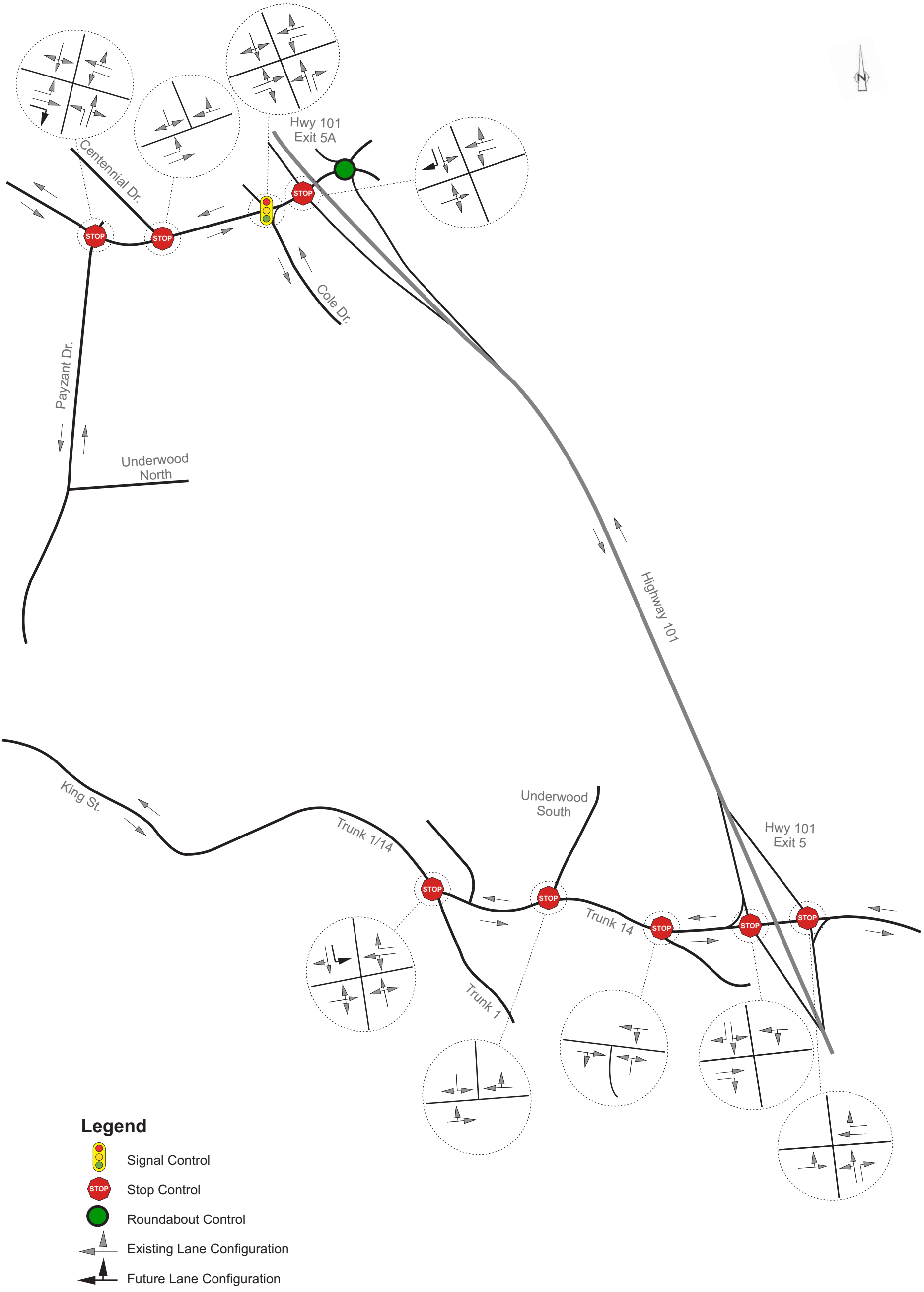
Existing 2013 Roadway Infrastructure

Figure 17



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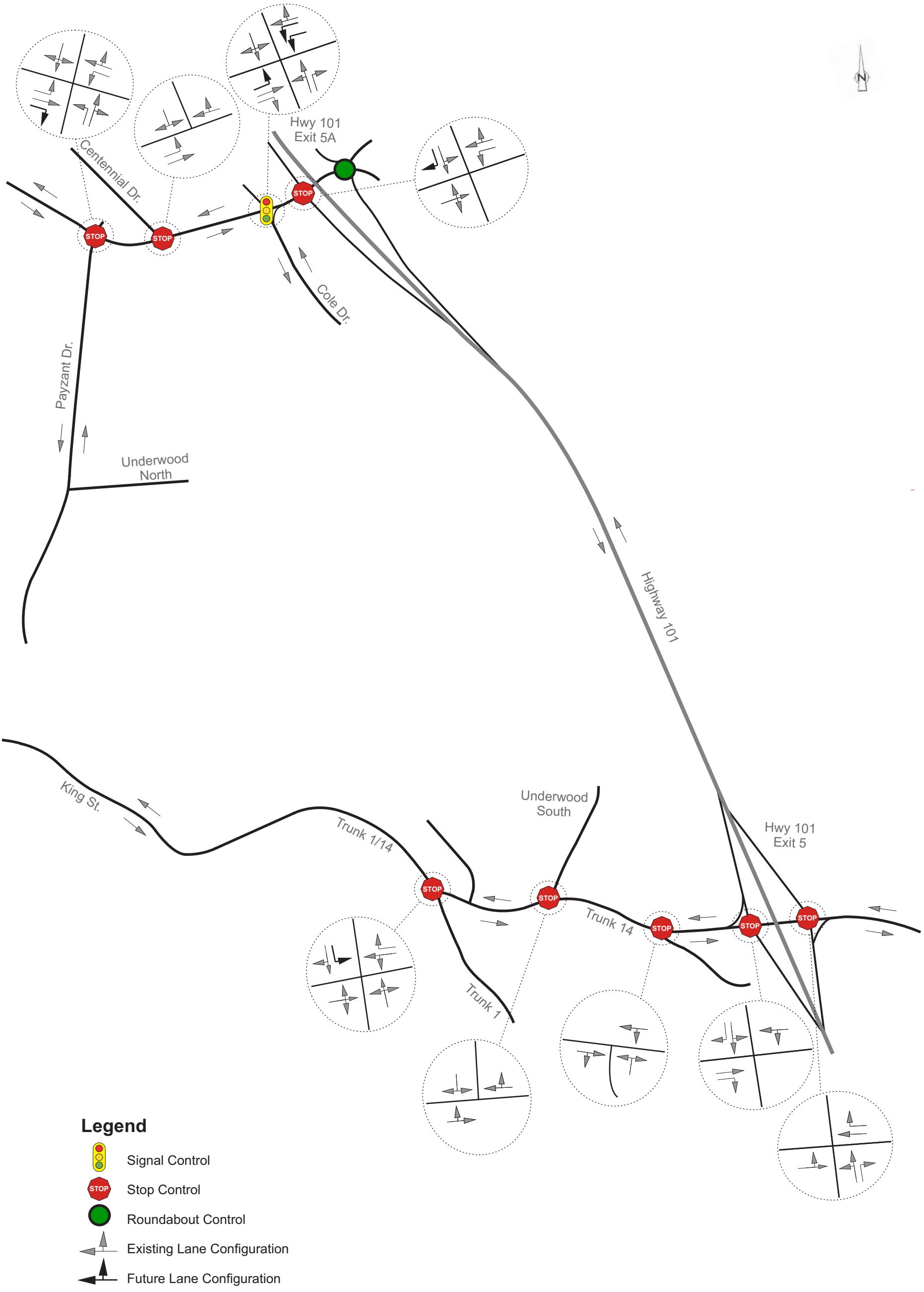
Background 2023 Roadway Infrastructure

Figure 18



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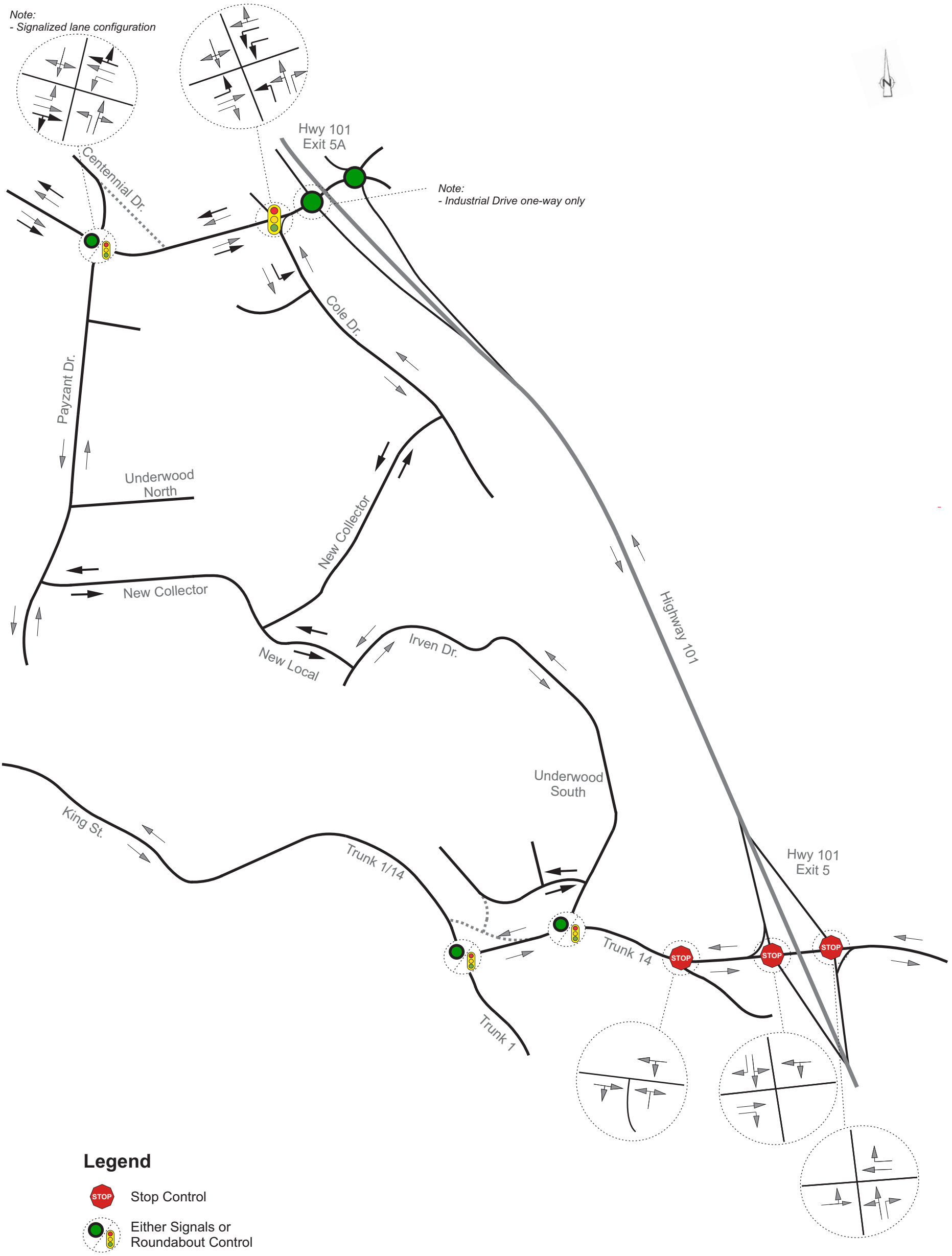
Background 2033 Roadway Infrastructure

Figure 19



Legend

- Stop Control
- Either Signals or Roundabout Control
- Existing Lane Configuration
- Future Lane Configuration

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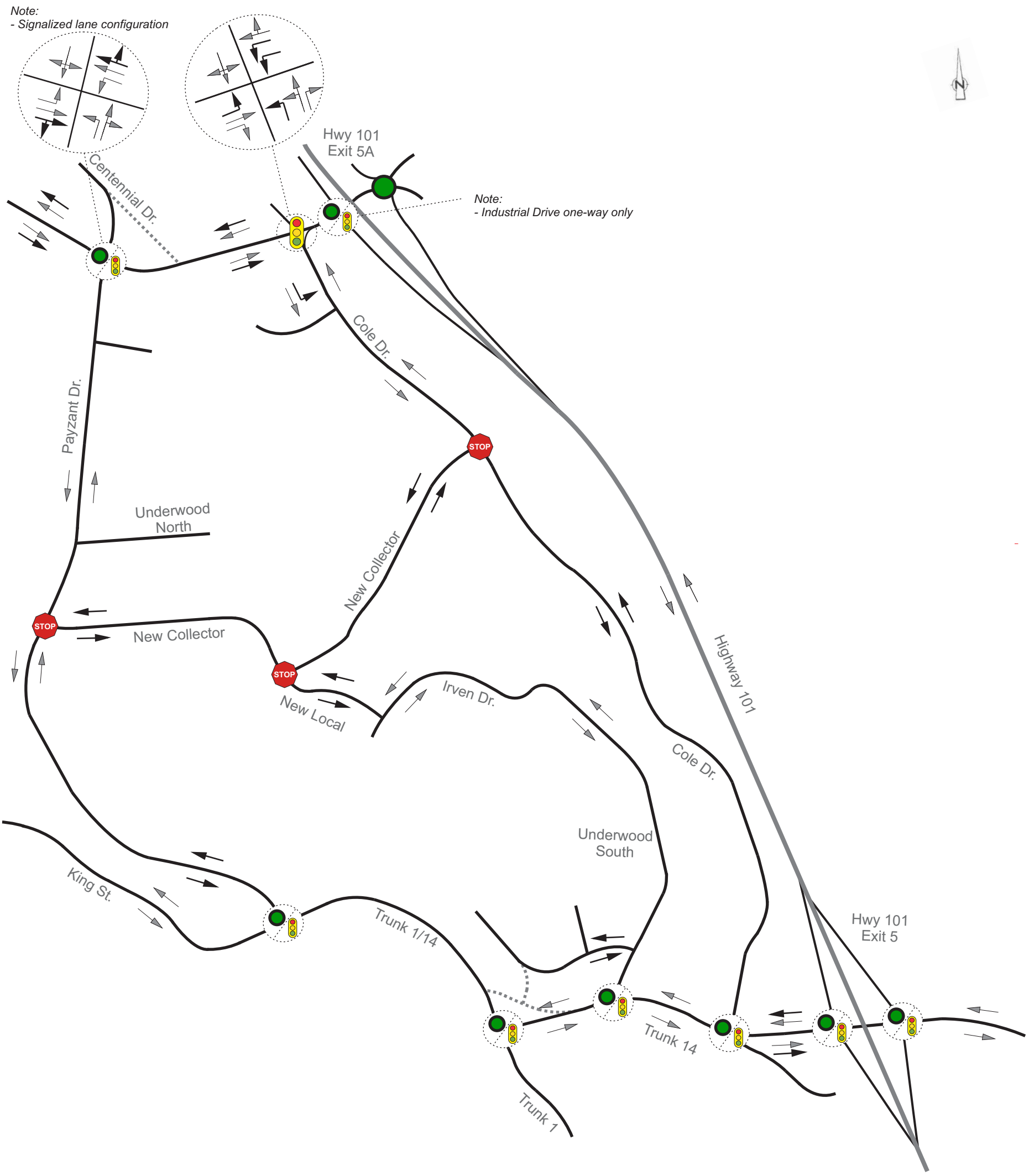
Total 2023 - Alternative E Network Roadway Infrastructure

Figure 20



Legend

- Stop Control
- Either Signals or Roundabout Control
- Existing Lane Configuration
- Future Lane Configuration

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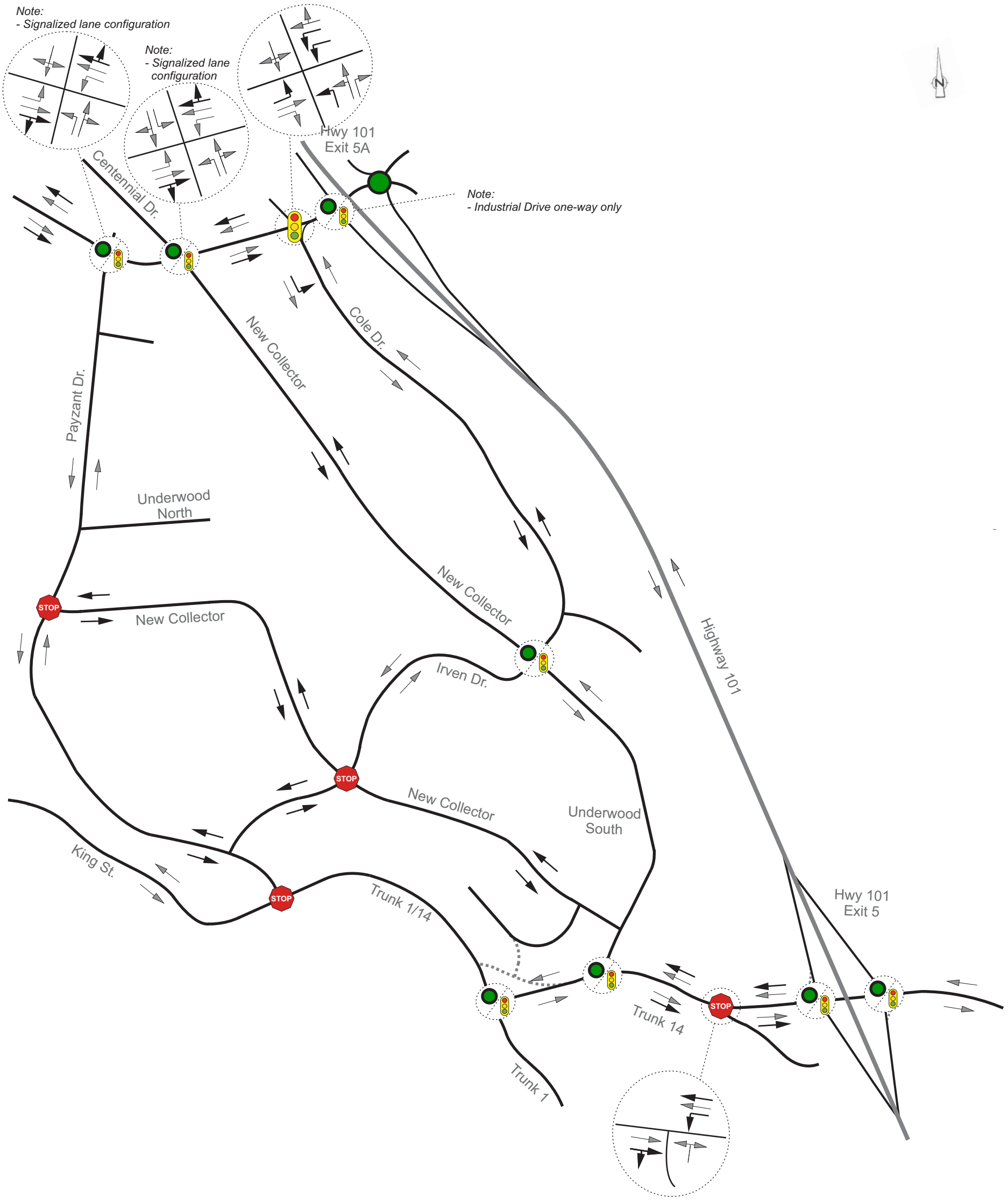
Total 2033 - Alternative E Network Roadway Infrastructure

Figure 21



Legend

- Stop Control
- Either Signals or Roundabout Control
- Existing Lane Configuration
- Future Lane Configuration

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Total 2033 - Alternative A Network Roadway Infrastructure

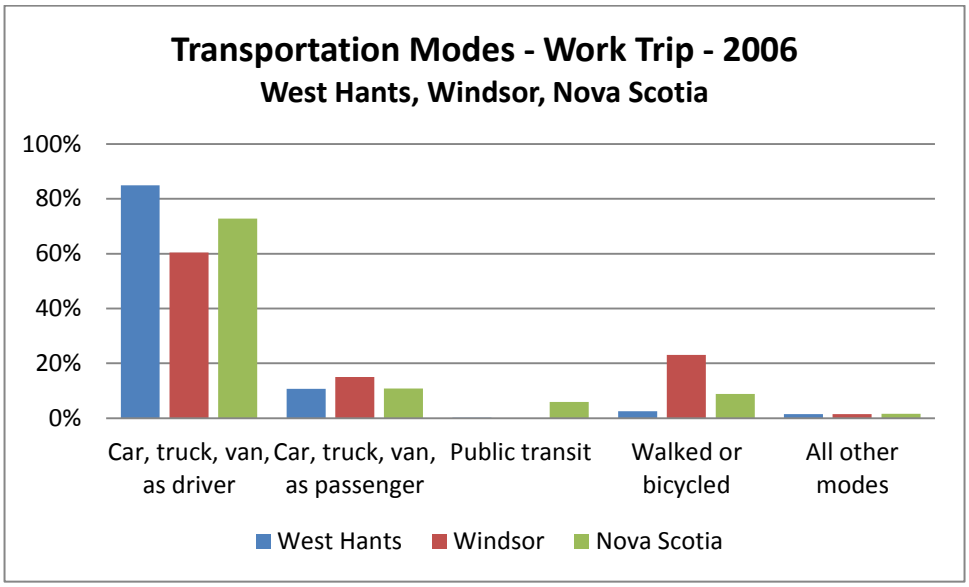
Figure 22

5.3 The Role of Active Transportation

5.3.1 An Historical Perspective

While there is emphasis in this report on the need for future roadway infrastructure, roads are not always sufficient to address the travel demands for alternative modes such as public transit, cycling and walking. The provision of facilities for these other modes support a community's overall travel needs and provides a balance between modes in order to encourage less reliance on travel via the private automobile. In an attempt to better understand the extent of active transportation trips in the vicinity of the study area a review of Statistics Canada data was undertaken. The results by travel mode and jurisdiction are illustrated in *Figure 23*.

Figure 23: Study Area Travel by Mode



The chart above compares the work trip mode for travel in West Hants, Windsor, and Nova Scotia. It shows that car/truck/van is the dominant mode in all three jurisdictions. When drivers and passengers are combined, nearly 96 percent of West Hants employees travel to and from work by this mode. However, in Windsor the experience has been different as 75% use a motor vehicle, while fully 23% either walk or use a bicycle. Nova Scotia as a whole lies in the middle of these two extremes. From these data, we can conclude that Windsor, with its compact form and accessible downtown, has a tradition of higher AT modal share for getting to and from work. As a predominantly rural municipality, West Hants is understandably more heavily reliant on vehicular modes.

Against this background, in 2009, the Cities and Environment Unit of Dalhousie University and Ecology Action Centre (TRAX) undertook a study on behalf of the Town of Windsor to look at mobility choices with the specific intent of incorporating sustainable transportation best practices into the town's Integrated Community Sustainability Plan. Based on public input, the report lists a number of "project ideas" within the study area:

- Sidewalks, bike lanes and new or improved crosswalks on Wentworth Road (specifically to improve the connectivity across the street to the adult and alternate schools and the Exhibition Grounds.
- Additional access points to Payzant Drive (at school and hospital).
- Improvements to Payzant Drive: repair potholes, introduce sidewalks to both sides.

These suggestions would improve pedestrian qualities of the area, which would be of even greater importance if a connection is made between King Street and Payzant Drive, at the south end of the study area. The improvements would also improve service to students attending the Avon View High School. Further, as the study area lands are located on the periphery of the Windsor Downtown area, it is likely that some residents would have a greater propensity to walk or cycle to work if better facilities were available to do so, safely and comfortably. This is mainly due to the fact that Windsor has a compact downtown area with many employment opportunities.

5.3.2 Active Transportation Opportunities – Alternative E Network

An attempt was made to maximize the AT potential of the Alternative E roadway network using industry guidelines. Each guideline category is identified below along with a description of how this guideline is met under Alternative E.

- **Diversity:** The hospital, church, school and employment areas on Wentworth Road offer some land use diversity and this would be improved by:
  - connecting the area to the south in the vicinity of King Street which adds more commercial and employment opportunities, and
  - encouraging additional employment and cultural amenities within the future Garlands Crossing / Windsor Border Area lands.
- **Density:** The area has a mix of housing densities and this mix should continue to be encouraged.
- **Design:** The street layout for Alternative E is mostly curvilinear, and is a function of the rolling topography. By adding trail connectivity between these curvilinear “blocks”, a grid-like functionality can be implemented and offer more efficient travel routes to AT users.
- **Distance to transit:** By providing access to King Street, there is opportunity for both ends of the development area to be served by transit. This connectivity may even allow transit to be routed through the site, though this has not been examined as part of this study.
- **Destination accessibility:** Distance from destinations and low density is one of the main weaknesses of the proposed settlement pattern and the addition of a multi-use AT connection through the site to Cole Road is viewed as the main opportunity to address this problem. Ideally this AT facility would have a 3m wide paved surface to accommodate bicycling, skateboarding / roller blades, pedestrians with wheeled totes for groceries, and mobility challenged individuals in wheelchairs.

6. CONCLUSIONS AND RECOMMENDATIONS

6.1 Concluding Thoughts

6.1.1 Overview

The Garlands Crossing / Windsor Border Area Transportation Study provides a long term strategy to establish an effective system of roadways and active transportation trails to accommodate the travel demand associated with the potential development that is expected to take place on these lands. The successful implementation of this strategy can only be accomplished through the coordinated actions and guidance from the Municipal Councils, Municipal staff and the Nova Scotia Department of Transportation and Infrastructure Renewal. This coordinated effort will clearly define planning, design and funding requirements over time.

It is understood that the transportation strategy presented in this report will evolve. Although a phased implementation has been identified, the exact timing and location of these transportation improvements will be better defined by the rate of future development, on-going community consultation, developer consultation and technical reviews. Ultimately, the future phasing of this strategy will be determined based on the important insights of staff with the three stakeholder road agencies and the Municipal Councils.

A summary of the salient findings flowing from the analyses carried out as part of this study are presented in the Sections below.

6.1.2 New Growth & Traffic Volumes

- Two settlement patterns were developed using information provided by members of the PSC combined with the background study reports. These included:
  - An interim 2023 estimate of development within the study area lands; and
  - A full build-out of the study area lands assumed to occur by the 2033 planning horizon.
- It was determined that the full build-out scenario represents a very aggressive development rate for a 20-year horizon yet presents a worst case scenario and is useful from a planning perspective. The magnitude of the potential development that could occur within the study area is likely to be realized well beyond a 20-year horizon. However, the assumptions made in this study will benefit the stakeholder agencies by providing them with the necessary information to ensure that appropriate rights-of-way and new corridors can be identified early in the planning process.
- The two settlement patterns were then used as the basis for forecasting future traffic volumes, which were then assigned to the future roadway network alternatives. The process undertaken to assign new traffic to the new internal street system followed the guiding principles and priority was given to the collector street system. This assumes that these collector streets will be planned and designed to be more convenient and

provide an improved level of service relative to local residential streets. This process followed the study guiding principles.

6.1.3 Future Infrastructure Needs

- The analysis results identify a number of infrastructure improvements under an aggressive full build-out scenario. These include:
  - Upgrades to a number of Town of Windsor, District of West Hants and NSTIR intersections to either traffic signal or roundabout control;
  - Widening of the Wentworth Road corridor through the study area to a 5-lane cross-section (i.e. two through lanes in each direction plus turn lanes) if traffic signals are implemented at the Payzant and/or Centennial intersections.
  - Widening of Trunk 14 to a 5-lane cross-section in the vicinity of Exit 5.
- The analysis of the Alternative E network identifies the importance of having south connections for Payzant Drive and Cole Drive in place under a full build-out scenario. These two connections are preferred to better accommodate future travel demand. It should be noted that having at least one of these connections in place by the 2023 planning horizon will likely defer the need for the following:
  - Widening of the Wentworth Road corridor to a 5-lane cross-section (assuming traffic signals are installed at the Payzant and/or Centennial intersections); and
  - Upgrades to Underwood Road South to a collector street design in order to accommodate the increase in volumes.

6.1.4 The Preferred Roadway Concept

- There are concerns with the Alternative A network including:
  - The need for two new sets of traffic signals or roundabouts along Wentworth Road at Payzant Drive and Centennial Drive.
  - Constructability issues associated with the new north-south collector road in the vicinity of the sink hole area, east of the hospital.
  - The need for either traffic signals or roundabout control at the main internal intersection at Irven Drive.
  - As there is no southern extension of Cole Drive to Trunk 14, all traffic accessing the commercial areas, such as zone C6, must use Underwood Road South. This roadway will require upgrades to a collector street classification to accommodate the forecast volumes. In addition, there is likely to be public opposition to the significant increase in volumes on Underwood Road.
- Alternative E is the preferred future network due to the following:
  - It offers a functional roadway network for the future Garlands Crossing / Windsor Border Area lands, while best achieving the study goals and objectives.
  - It minimizes the length of collector streets, and under full build-out, minimizes the amount of through traffic occurring on existing residential streets relative to the Alternative A network.

- It offers a reasonable level of service and connectivity for off-road active transportation facilities within the study area lands.
- It provides an extensive off-street trail system for the efficient movement of active transportation users and attempts to link destination land use types such as the commercial areas, the Hospital and the High School.

6.2 Recommendations

The following recommendations flowed from the study findings presented in the previous Section:

- That the development of the Garlands Crossing / Windsor Border Area can continue to develop with the implementation of the Alternative E roadway and active transportation system configuration.
- That a phased implementation strategy for the necessary transportation infrastructure be established, as detailed in Section 5.2 of this report. The successful implementation of this strategy can only be accomplished through the coordinated actions and guidance from the Municipal Councils, Municipal staff and the Nova Scotia Department of Transportation and Infrastructure Renewal. As such, it will be necessary for the three stakeholder road agencies to enter into discussions with respect to cost sharing agreements in support of this strategy.
- That the following policy initiatives be undertaken:
  - An update to the Municipal "Future Streets Map" and active transportation plans for both the Town of Windsor and the District of West Hants be undertaken to ensure that the relevant findings of this study are reflected in these important guiding documents.
  - Steps be taken to ensure, where appropriate, traffic impact studies be carried out for all residential and commercial developments in the Garlands Crossing / Windsor Border Area lands to identify specific roadway improvements as development proceeds over time.

APPENDIX I

Intersection operational analyses

Intersection Critical Movement Summary

Summary of Traffic Operational Results – Critical Intersection Movements

Wentworth Rd / Payzant Drive (unsignalized/signalized)				
	PM Peak Hour			
	Critical Movement	LOS (Avg. Delay)	V/C	Queue
Existing 2013	NB Left	**E** 46.6s	0.28	15m
Background 2023	NB Left	**F** 101.0s	0.52	20m
Background 2033	NB Left	**F** 175.3s	0.75	30m
Total 2023 – Alt. E[A]	WB Left	**C** 28.5s	0.72	45m
Total 2033 – Alt. E[A]	EB Through-Right	**C** 25.5s	0.88	120m
Total 2033 – Alt. A[A]	EB Through-Right	**B** 18.8s	0.81	120m

Wentworth Rd / Centennial Drive (unsignalized/signalized)				
	PM Peak Hour			
	Critical Movement	LOS (Avg. Delay)	V/C	Queue
Existing 2013	SB Left-Right	**C** 18.4s	0.17	<10m
Background 2023	SB Left-Right	**D** 26.4s	0.26	15m
Background 2033	SB Left-Right	**D** 33.5s	0.35	15m
Total 2023 – Alt. E	*n/a*	*n/a*	*n/a*	*n/a*
Total 2033 – Alt. E	*n/a*	*n/a*	*n/a*	*n/a*
Total 2033 – Alt. A[A]	WB Left	**D** 43.1s	0.79	50m

Wentworth Rd / Cole Drive (signalized)				
	PM Peak Hour			
	Critical Movement	LOS (Avg. Delay)	V/C	Queue
Existing 2013[A]	WB Left	**D** 38.4s	0.87	70m
Background 2023[A]	NB Left-Through	**D** 50.0s	0.89	110m
Background 2033[A]	NB Left-Through	**D** 50.1s	0.91	120m
Total 2023 – Alt. E[A]	EB Through	**D** 44.1s	0.88	120m
Total 2033 – Alt. E[A]	EB Through	**D** 39.7s	0.89	130m
Total 2033 – Alt. A[A]	EB Through	**D** 39.3s	0.89	130m

A – Evaluated as a signalized intersection.

B – Assumed to be under roundabout control due to signal warrant being met.

Wentworth Rd / Industrial Dr-Off-Ramp (unsignalized/roundabout)				
	PM Peak Hour			
	Critical Movement	LOS (Avg. Delay)	V/C	Queue
Existing 2013	SB L-T-R	**D** 32.7s	0.66	35m
Background 2023	SB Left	**D** 57.5s	0.50	20m
Background 2033	SB Left	**F** 92.2s	0.68	35m
Total 2023 – Alt. E[B]	Roundabout			
Total 2033 – Alt. E[B]	Roundabout			
Total 2033 – Alt. A[B]	Roundabout			

Trunk 14 / Trunk 1 (unsignalized/roundabout)				
	PM Peak Hour			
	Critical Movement	LOS (Avg. Delay)	V/C	Queue
Existing 2013	WB Left-Through	**D** 34.9s	0.67	35m
Background 2023	WB Left-Through	**F** 57.1s	0.84	50m
Background 2033	WB Left-Through	**F** 118.3s	1.07	80m
Total 2023 – Alt. E[B]	Roundabout			
Total 2033 – Alt. E[B]	Roundabout			
Total 2033 – Alt. A[B]	Roundabout			

Trunk 14 / Underwood Road South (unsignalized/roundabout)				
	PM Peak Hour			
	Critical Movement	LOS (Avg. Delay)	V/C	Queue
Existing 2013	SB Left-Right	**B** 11.7s	0.08	<10m
Background 2023	SB Left-Right	**B** 12.3s	0.09	<10m
Background 2033	SB Left-Right	**B** 13.0s	0.11	<10m
Total 2023 – Alt. E[B]	Roundabout			
Total 2033 – Alt. E[B]	Roundabout			
Total 2033 – Alt. A[B]	Roundabout			

A – Evaluated as a signalized intersection.

B – Assumed to be under roundabout control due to signal warrant being met.

Trunk 14 / Old Brooklyn Rd-Cole Dr (unsignalized/roundabout)				
	PM Peak Hour			
	Critical Movement	LOS (Avg. Delay)	V/C	Queue
Existing 2013	NB Left	**B** 10.9s	0.03	<10m
Background 2023	NB Left	**B** 11.4s	0.03	<10m
Background 2033	NB Left	**B** 11.8s	0.04	<10m
Total 2023 – Alt. E	NB Left	**C** 16.8s	0.06	<10m
Total 2033 – Alt. E[B]	Roundabout			
Total 2033 – Alt. A	NB Left	**C** 20.9s	0.09	<10m

Trunk 14 / Exit 5 EB Ramps (unsignalized/roundabout)				
	PM Peak Hour			
	Critical Movement	LOS (Avg. Delay)	V/C	Queue
Existing 2013	SB Left-Through	**B** 11.4s	0.14	<10m
Background 2023	SB Left-Through	**B** 11.9s	0.17	<10m
Background 2033	SB Left-Through	**B** 12.5s	0.19	15m
Total 2023 – Alt. E	SB Left-Through	**C** 18.5s	0.28	15m
Total 2033 – Alt. E[B]	Roundabout			
Total 2033 – Alt. A[B]	Roundabout			

Trunk 14 / Exit 5 WB Ramps (unsignalized/roundabout)				
	DHV Peak Hour			
	Critical Movement	LOS (Avg. Delay)	V/C	Queue
Existing 2013	NB Left	**B** 13.6s	0.28	15m
Background 2023	NB Left	**B** 14.9s	0.33	15m
Background 2033	NB Left	**C** 16.6s	0.39	15m
Total 2023 – Alt. E	NB Left	**F** 75.4s	1.02	105m
Total 2033 – Alt. E[B]	Roundabout			
Total 2033 – Alt. A[B]	Roundabout			

A – Evaluated as a signalized intersection.

B – Assumed to be under roundabout control due to signal warrant being met.

Trunk 1 (King St) / Payzant Dr South (unsignalized/roundabout)				
	PM Peak Hour			
	Critical Movement	LOS (Avg. Delay)	V/C	Queue
Existing 2013	*n/a*	*n/a*	*n/a*	*n/a*
Background 2023	*n/a*	*n/a*	*n/a*	*n/a*
Background 2033	*n/a*	*n/a*	*n/a*	*n/a*
Total 2023 – Alt. E	*n/a*	*n/a*	*n/a*	*n/a*
Total 2033 – Alt. E[B]	Roundabout			
Total 2033 – Alt. A[C]	SB Left	**F** 206.3s	1.18	65m

A – Evaluated as a signalized intersection.

B – Assumed to be under roundabout control due to signal warrant being met.

C - Assumed to be under stop-control due to signal warrant not being met.

Existing 2013 Analysis Results

Intersection	
Intersection Delay, s/veh	2.7

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	1	587	46	48	560	1	47	1	56	1	1	1
Conflicting Peds, #/hr	0	0	0	5	0	5	5	0	5	5	0	5
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	200	-	-	750	-	-	300	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	94	94	94	94	94	94	94	94	94	94	94	94
Heavy Vehicles, %	1	1	1	1	1	1	2	2	2	0	0	0
Mvmt Flow	1	624	49	51	596	1	50	1	60	1	1	1

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	602	0	0	678	0	0	1360	1360	659	1389	1384	601
Stage 1	-	-	-	-	-	-	656	656	-	703	703	-
Stage 2	-	-	-	-	-	-	704	704	-	686	681	-
Follow-up Headway	2	-	-	2	-	-	4	4	3	4	4	3
Pot Capacity-1 Maneuver	980	-	-	919	-	-	126	148	464	121	145	504
Stage 1	-	-	-	-	-	-	454	462	-	431	443	-
Stage 2	-	-	-	-	-	-	428	440	-	441	453	-
Time blocked-Platoon, %		-	-		-	-						
Mov Capacity-1 Maneuver	980	-	-	915	-	-	119	138	460	99	136	502
Mov Capacity-2 Maneuver	-	-	-	-	-	-	119	138	-	99	136	-
Stage 1	-	-	-	-	-	-	452	460	-	429	417	-
Stage 2	-	-	-	-	-	-	402	414	-	381	451	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	0	1	30	29

Minor Lane / Major Mvmt	NBLn1	NBLn2	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	119	279	980	-	-	915	-	-	154
HCM Lane V/C Ratio	0.28	0.277	0.001	-	-	0.056	-	-	0.021
HCM Control Delay (s)	46.6	22.8	8.677	-	-	9.167	-	-	28.9
HCM Lane LOS	E	C	A			A			D
HCM 95th %tile Q(veh)	1.062	1.102	0.003	-	-	0.177	-	-	0.063

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	0.8

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Vol, veh/h	11	632	571	13	14	37
Conflicting Peds, #/hr	0	0	0	0	5	5
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	300	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	94	94	94	94	94	94
Heavy Vehicles, %	1	1	1	1	2	2
Mvmt Flow	12	672	607	14	15	39

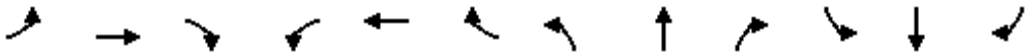
Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	626	0	-	0	1315	619
Stage 1	-	-	-	-	619	-
Stage 2	-	-	-	-	696	-
Follow-up Headway	2	-	-	-	4	3
Pot Capacity-1 Maneuver	960	-	-	-	174	489
Stage 1	-	-	-	-	537	-
Stage 2	-	-	-	-	495	-
Time blocked-Platoon, %		-	-	-		
Mov Capacity-1 Maneuver	960	-	-	-	170	487
Mov Capacity-2 Maneuver	-	-	-	-	170	-
Stage 1	-	-	-	-	535	-
Stage 2	-	-	-	-	487	-

Approach	EB	WB	SB
HCM Control Delay, s	0	0	18

Minor Lane / Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	960	-	-	-	322
HCM Lane V/C Ratio	0.012	-	-	-	0.168
HCM Control Delay (s)	8.796	-	-	-	18.4
HCM Lane LOS	A				C
HCM 95th %tile Q(veh)	0.037	-	-	-	0.597

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined



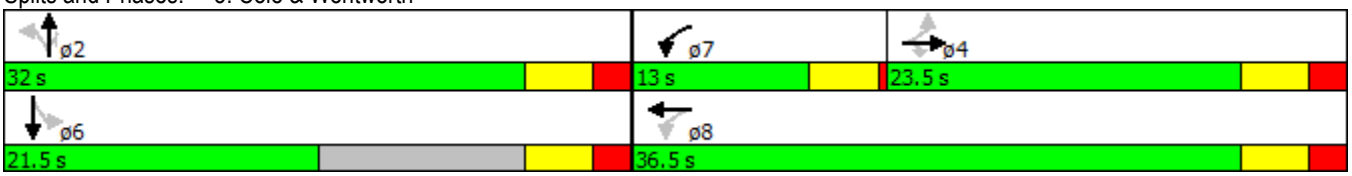
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Volume (vph)	1	301	344	326	248	6	334	2	302	1	1	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (m)	0.0		50.0	90.0		0.0	40.0		20.0	0.0		0.0
Storage Lanes	0		1	1		0	0		1	0		0
Taper Length (m)	7.5			7.5			7.5			7.5		
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ped Bike Factor		1.00	0.97	1.00	1.00			0.99	0.97		0.98	
Frt			0.850		0.997				0.850		0.932	
Flt Protected				0.950				0.953			0.988	
Satd. Flow (prot)	0	1881	1599	1787	1874	0	0	1793	1599	0	1706	0
Flt Permitted		0.999		0.265				0.725			0.946	
Satd. Flow (perm)	0	1879	1550	496	1874	0	0	1349	1550	0	1631	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)			366		2				270		2	
Link Speed (k/h)		50			50			50			50	
Link Distance (m)		300.8			113.0			169.2			50.1	
Travel Time (s)		21.7			8.1			12.2			3.6	
Confl. Peds. (#/hr)	5		5	5		5	5		5	5		5
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Heavy Vehicles (%)	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Adj. Flow (vph)	1	320	366	347	264	6	355	2	321	1	1	2
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	321	366	347	270	0	0	357	321	0	4	0
Turn Type	Perm	NA	Perm	pm+pt	NA		Perm	NA	Perm	Perm	NA	
Protected Phases		4		7	8			2			6	
Permitted Phases	4		4	8			2		2	6		
Detector Phase	4	4	4	7	8		2	2	2	6	6	
Switch Phase												
Minimum Initial (s)	1.5	1.5	1.5	3.0	1.5		1.5	1.5	1.5	1.5	1.5	
Minimum Split (s)	7.0	7.0	7.0	7.0	7.0		7.0	7.0	7.0	7.0	7.0	
Total Split (s)	23.5	23.5	23.5	13.0	36.5		32.0	32.0	32.0	21.5	21.5	
Total Split (%)	34.3%	34.3%	34.3%	19.0%	53.3%		46.7%	46.7%	46.7%	31.4%	31.4%	
Maximum Green (s)	18.0	18.0	18.0	9.0	31.0		26.5	26.5	26.5	16.0	16.0	
Yellow Time (s)	3.5	3.5	3.5	3.5	3.5		3.5	3.5	3.5	3.5	3.5	
All-Red Time (s)	2.0	2.0	2.0	0.5	2.0		2.0	2.0	2.0	2.0	2.0	
Lost Time Adjust (s)		0.0	0.0	0.0	0.0			0.0	0.0		0.0	
Total Lost Time (s)		5.5	5.5	4.0	5.5			5.5	5.5		5.5	
Lead/Lag	Lag	Lag	Lag	Lead								
Lead-Lag Optimize?	Yes	Yes	Yes	Yes								
Vehicle Extension (s)	1.0	1.0	1.0	3.0	1.0		1.0	1.0	1.0	1.0	1.0	
Recall Mode	None	None	None	None	None		Max	Max	Max	None	None	
Walk Time (s)	5.0	5.0	5.0		5.0		5.0	5.0	5.0	5.0	5.0	
Flash Dont Walk (s)	11.0	11.0	11.0		11.0		11.0	11.0	11.0	11.0	11.0	
Pedestrian Calls (#/hr)	0	0	0		0		0	0	0	0	0	
Act Effct Green (s)		13.8	13.8	28.3	26.8			26.6	26.6		26.6	
Actuated g/C Ratio		0.21	0.21	0.44	0.42			0.41	0.41		0.41	
v/c Ratio		0.80	0.59	0.87	0.35			0.64	0.40		0.01	
Control Delay		39.6	7.1	38.4	13.9			22.8	5.1		10.8	

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Queue Delay		0.0	0.0	0.0	0.0			0.0	0.0		0.0	
Total Delay		39.6	7.1	38.4	13.9			22.8	5.1		10.8	
LOS		D	A	D	B			C	A		B	
Approach Delay		22.3			27.7			14.4			10.8	
Approach LOS		C			C			B			B	
Queue Length 50th (m)		38.4	0.0	28.7	21.9			35.0	3.8		0.2	
Queue Length 95th (m)		64.2	18.8	#66.9	37.6			#69.0	19.7		1.9	
Internal Link Dist (m)		276.8			89.0			145.2			26.1	
Turn Bay Length (m)			50.0	90.0					20.0			
Base Capacity (vph)		526	698	398	905			556	798		674	
Starvation Cap Reductn		0	0	0	0			0	0		0	
Spillback Cap Reductn		0	0	0	0			0	0		0	
Storage Cap Reductn		0	0	0	0			0	0		0	
Reduced v/c Ratio		0.61	0.52	0.87	0.30			0.64	0.40		0.01	

Intersection Summary

Area Type: Other
Cycle Length: 68.5
Actuated Cycle Length: 64.4
Natural Cycle: 55
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.87
Intersection Signal Delay: 21.2 Intersection LOS: C
Intersection Capacity Utilization 73.0% ICU Level of Service C
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 3: Cole & Wentworth



Intersection	
Intersection Delay, s/veh	5.9

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	7	382	215	50	445	11	0	0	0	79	9	135
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	300	-	-	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	94	94	94	94	94	94	94	94	94	94	94	94
Heavy Vehicles, %	1	1	1	1	1	1	1	1	1	1	1	1
Mvmt Flow	7	406	229	53	473	12	0	0	0	84	10	144

Major/Minor	Major1			Major2						Minor2		
Conflicting Flow All	485	0	0	635	0	0				1122	1236	479
Stage 1	-	-	-	-	-	-				586	586	-
Stage 2	-	-	-	-	-	-				536	650	-
Follow-up Headway	2	-	-	2	-	-				4	4	3
Pot Capacity-1 Maneuver	1083	-	-	953	-	-				229	177	589
Stage 1	-	-	-	-	-	-				558	499	-
Stage 2	-	-	-	-	-	-				589	467	-
Time blocked-Platoon, %		-	-		-	-						
Mov Capacity-1 Maneuver	1083	-	-	953	-	-				214	# 0	589
Mov Capacity-2 Maneuver	-	-	-	-	-	-				214	# 0	-
Stage 1	-	-	-	-	-	-				527	# 0	-
Stage 2	-	-	-	-	-	-				583	# 0	-

Approach	EB	WB	SB
HCM Control Delay, s	0	1	33

Minor Lane / Major Mvmt	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	1083	-	-	953	-	-	358
HCM Lane V/C Ratio	0.007	-	-	0.056	-	-	0.663
HCM Control Delay (s)	8.347	0	-	9.001	-	-	32.7
HCM Lane LOS	A	A		A			D
HCM 95th %tile Q(veh)	0.021	-	-	0.177	-	-	4.532

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	5.7

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	73	127	0	0	75	26	144	0	4	0	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	Free	-	-	None	-	-	Free	-	-	None
Storage Length	-	-	-	-	-	300	-	-	600	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5	5	5	5	5	5	5
Mvmt Flow	81	141	0	0	83	29	160	0	4	0	0	0

Major/Minor	Major1			Major2			Minor1		
Conflicting Flow All	83	0	0	141	0	0	386	386	141
Stage 1	-	-	-	-	-	-	303	303	-
Stage 2	-	-	-	-	-	-	83	83	-
Follow-up Headway	2	-	-	2	-	-	4	4	3
Pot Capacity-1 Maneuver	1495	-	-	1424	-	-	611	543	899
Stage 1	-	-	-	-	-	-	742	658	-
Stage 2	-	-	-	-	-	-	933	820	-
Time blocked-Platoon, %		-	-		-	-			
Mov Capacity-1 Maneuver	1495	-	-	1424	-	-	575	0	899
Mov Capacity-2 Maneuver	-	-	-	-	-	-	575	0	-
Stage 1	-	-	-	-	-	-	698	0	-
Stage 2	-	-	-	-	-	-	933	0	-

Approach	EB	WB	NB
HCM Control Delay, s	3	0	14

Minor Lane / Major Mvmt	NBLn1	NBLn2	EBL	EBT	EBR	WBL	WBT	WBR
Capacity (veh/h)	577	899	1495	-	-	1424	-	-
HCM Lane V/C Ratio	0.28	0.003	0.054	-	-	-	-	-
HCM Control Delay (s)	13.6	9	7.546	0	-	0	-	-
HCM Lane LOS	B	A	A	A		A		
HCM 95th %tile Q(veh)	1.141	0.01	0.172	-	-	0	-	-

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	2.8

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	0	150	66	2	217	0	0	0	0	50	0	103
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	Yeild	-	-	None	-	-	None	-	-	Free
Storage Length	-	-	150	-	-	-	-	-	-	-	-	600
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5	5	5	5	5	5	5
Mvmt Flow	0	167	73	2	241	0	0	0	0	56	0	114

Major/Minor	Major1			Major2						Minor2		
Conflicting Flow All	241	0	0	167	0	0				413	413	241
Stage 1	-	-	-	-	-	-				246	246	-
Stage 2	-	-	-	-	-	-				167	167	-
Follow-up Headway	2	-	-	2	-	-				4	4	3
Pot Capacity-1 Maneuver	1308	-	-	1393	-	-				590	525	791
Stage 1	-	-	-	-	-	-				788	697	-
Stage 2	-	-	-	-	-	-				855	755	-
Time blocked-Platoon, %		-	-		-	-						
Mov Capacity-1 Maneuver	1308	-	-	1393	-	-				589	0	791
Mov Capacity-2 Maneuver	-	-	-	-	-	-				589	0	-
Stage 1	-	-	-	-	-	-				786	0	-
Stage 2	-	-	-	-	-	-				855	0	-

Approach	EB	WB	SB
HCM Control Delay, s	0	0	11

Minor Lane / Major Mvmt	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	1308	-	-	1393	-	-	657	791
HCM Lane V/C Ratio	-	-	-	0.002	-	-	0.143	0.096
HCM Control Delay (s)	0	-	-	7.588	0	-	11.4	10
HCM Lane LOS	A			A	A		B	B
HCM 95th %tile Q(veh)	0	-	-	0.005	-	-	0.496	0.319

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	0.4

Movement	EBT	EBR	WBL	WBT	NBL	NBR
Vol, veh/h	206	6	6	314	6	10
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5
Mvmt Flow	229	7	7	349	7	11

Major/Minor	Major1		Major2		Minor1	
Conflicting Flow All	0	0	236	0	594	232
Stage 1	-	-	-	-	232	-
Stage 2	-	-	-	-	362	-
Follow-up Headway	-	-	2	-	4	3
Pot Capacity-1 Maneuver	-	-	1314	-	463	800
Stage 1	-	-	-	-	799	-
Stage 2	-	-	-	-	698	-
Time blocked-Platoon, %	-	-		-		
Mov Capacity-1 Maneuver	-	-	1314	-	460	800
Mov Capacity-2 Maneuver	-	-	-	-	460	-
Stage 1	-	-	-	-	799	-
Stage 2	-	-	-	-	693	-

Approach	EB	WB	NB
HCM Control Delay, s	0	0	11

Minor Lane / Major Mvmt	NBLn1	EBT	EBR	WBL	WBT
Capacity (veh/h)	626	-	-	1314	-
HCM Lane V/C Ratio	0.028	-	-	0.005	-
HCM Control Delay (s)	10.9	-	-	7.754	0
HCM Lane LOS	B			A	A
HCM 95th %tile Q(veh)	0.088	-	-	0.015	-

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	1.1

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Vol, veh/h	23	198	291	29	14	26
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5
Mvmt Flow	26	220	323	32	16	29

Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	356	0	-	0	610	339
Stage 1	-	-	-	-	339	-
Stage 2	-	-	-	-	271	-
Follow-up Headway	2	-	-	-	4	3
Pot Capacity-1 Maneuver	1186	-	-	-	453	696
Stage 1	-	-	-	-	715	-
Stage 2	-	-	-	-	768	-
Time blocked-Platoon, %		-	-	-		
Mov Capacity-1 Maneuver	1186	-	-	-	442	696
Mov Capacity-2 Maneuver	-	-	-	-	442	-
Stage 1	-	-	-	-	715	-
Stage 2	-	-	-	-	749	-

Approach	EB	WB	SB
HCM Control Delay, s	1	0	12

Minor Lane / Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1186	-	-	-	579
HCM Lane V/C Ratio	0.022	-	-	-	0.077
HCM Control Delay (s)	8.102	0	-	-	11.7
HCM Lane LOS	A	A			B
HCM 95th %tile Q(veh)	0.066	-	-	-	0.249

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	11.6

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	8	12	17	131	17	169	11	121	65	144	179	1
Conflicting Peds, #/hr	5	0	5	5	0	5	5	0	5	5	0	5
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	100	-	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5	5	5	5	5	5	5
Mvmt Flow	9	13	19	146	19	188	12	134	72	160	199	1

Major/Minor	Minor2			Minor1			Major1			Major2		
Conflicting Flow All	733	760	209	741	725	181	205	0	0	212	0	0
Stage 1	524	524	-	200	200	-	-	-	-	-	-	-
Stage 2	209	236	-	541	525	-	-	-	-	-	-	-
Follow-up Headway	4	4	3	4	4	3	2	-	-	2	-	-
Pot Capacity-1 Maneuver	332	332	824	328	348	854	1349	-	-	1341	-	-
Stage 1	531	525	-	795	730	-	-	-	-	-	-	-
Stage 2	786	704	-	520	524	-	-	-	-	-	-	-
Time blocked-Platoon, %								-	-		-	-
Mov Capacity-1 Maneuver	217	282	817	273	295	847	1343	-	-	1335	-	-
Mov Capacity-2 Maneuver	217	282	-	273	295	-	-	-	-	-	-	-
Stage 1	523	452	-	784	720	-	-	-	-	-	-	-
Stage 2	587	694	-	425	451	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	16	26	0	4

Minor Lane / Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	WBLn2	SBL	SBT	SBR
Capacity (veh/h)	1343	-	-	369	338	847	1335	-	-
HCM Lane V/C Ratio	0.009	-	-	0.111	0.672	0.148	0.12	-	-
HCM Control Delay (s)	7.705	0	-	16	34.9	10	8.063	0	-
HCM Lane LOS	A	A		C	D	B	A	A	
HCM 95th %tile Q(veh)	0.028	-	-	0.373	4.608	0.517	0.407	-	-

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Background 2023 Analysis Results

Intersection	
Intersection Delay, s/veh	4.3

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	1	738	51	53	714	1	52	1	62	1	1	1
Conflicting Peds, #/hr	0	0	0	5	0	5	5	0	5	5	0	5
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	200	-	300	750	-	-	300	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	94	94	94	94	94	94	94	94	94	94	94	94
Heavy Vehicles, %	1	1	1	1	1	1	2	2	2	0	0	0
Mvmt Flow	1	785	54	56	760	1	55	1	66	1	1	1

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	766	0	0	790	0	0	1671	1670	795	1704	1670	765
Stage 1	-	-	-	-	-	-	792	792	-	878	878	-
Stage 2	-	-	-	-	-	-	879	878	-	826	792	-
Follow-up Headway	2	-	-	2	-	-	4	4	3	4	4	3
Pot Capacity-1 Maneuver	852	-	-	835	-	-	76	96	388	73	97	406
Stage 1	-	-	-	-	-	-	382	401	-	345	368	-
Stage 2	-	-	-	-	-	-	342	366	-	369	404	-
Time blocked-Platoon, %		-	-		-	-						
Mov Capacity-1 Maneuver	852	-	-	831	-	-	71	89	385	56	90	404
Mov Capacity-2 Maneuver	-	-	-	-	-	-	71	89	-	56	90	-
Stage 1	-	-	-	-	-	-	380	399	-	343	342	-
Stage 2	-	-	-	-	-	-	317	340	-	303	402	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	0	1	57	44

Minor Lane / Major Mvmt	NBLn1	NBLn2	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	71	193	852	-	-	831	-	-	95
HCM Lane V/C Ratio	0.519	0.443	0.001	-	-	0.068	-	-	0.034
HCM Control Delay (s)	101	37.7	9.231	-	-	9.647	-	-	44.2
HCM Lane LOS	F	E	A			A			E
HCM 95th %tile Q(veh)	2.154	2.066	0.004	-	-	0.218	-	-	0.103

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	1

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Vol, veh/h	12	788	726	14	15	41
Conflicting Peds, #/hr	0	0	0	0	5	5
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	300	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	94	94	94	94	94	94
Heavy Vehicles, %	1	1	1	1	2	2
Mvmt Flow	13	838	772	15	16	44

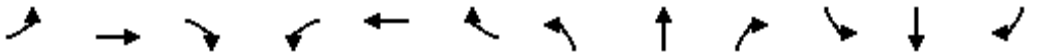
Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	792	0	-	0	1649	785
Stage 1	-	-	-	-	785	-
Stage 2	-	-	-	-	864	-
Follow-up Headway	2	-	-	-	4	3
Pot Capacity-1 Maneuver	833	-	-	-	109	393
Stage 1	-	-	-	-	449	-
Stage 2	-	-	-	-	413	-
Time blocked-Platoon, %		-	-	-		
Mov Capacity-1 Maneuver	833	-	-	-	106	391
Mov Capacity-2 Maneuver	-	-	-	-	106	-
Stage 1	-	-	-	-	447	-
Stage 2	-	-	-	-	405	-

Approach	EB	WB	SB
HCM Control Delay, s	0	0	26

Minor Lane / Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	833	-	-	-	227
HCM Lane V/C Ratio	0.015	-	-	-	0.262
HCM Control Delay (s)	9.389	-	-	-	26.4
HCM Lane LOS	A				D
HCM 95th %tile Q(veh)	0.047	-	-	-	1.018

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined



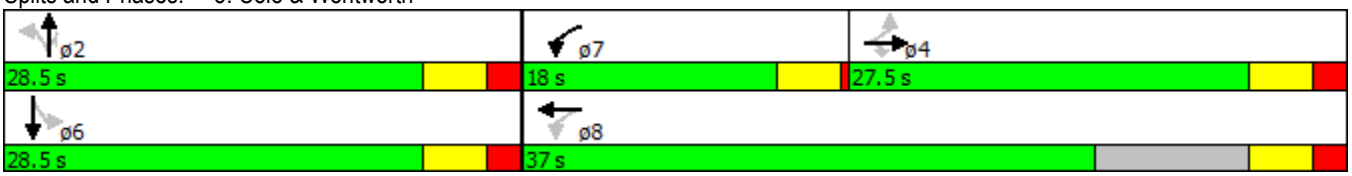
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Volume (vph)	1	422	380	360	369	7	369	2	334	1	1	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (m)	0.0		50.0	90.0		0.0	40.0		20.0	0.0		0.0
Storage Lanes	0		1	1		0	0		1	0		0
Taper Length (m)	7.5			7.5			7.5			7.5		
Lane Util. Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ped Bike Factor		1.00	0.97	1.00	1.00			0.99	0.97		0.98	
Frt			0.850		0.997				0.850		0.932	
Flt Protected				0.950				0.953			0.988	
Satd. Flow (prot)	0	1881	1599	1787	1875	0	0	1793	1599	0	1705	0
Flt Permitted		0.999		0.173				0.725			0.935	
Satd. Flow (perm)	0	1879	1549	324	1875	0	0	1348	1549	0	1612	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)			404		2				222		2	
Link Speed (k/h)		50			50			50			50	
Link Distance (m)		300.8			113.0			169.2			50.1	
Travel Time (s)		21.7			8.1			12.2			3.6	
Confl. Peds. (#/hr)	5		5	5		5	5		5	5		5
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Heavy Vehicles (%)	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Adj. Flow (vph)	1	449	404	383	393	7	393	2	355	1	1	2
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	450	404	383	400	0	0	395	355	0	4	0
Turn Type	Perm	NA	Perm	pm+pt	NA		Perm	NA	Perm	Perm	NA	
Protected Phases		4		7	8			2			6	
Permitted Phases	4		4	8			2		2	6		
Detector Phase	4	4	4	7	8		2	2	2	6	6	
Switch Phase												
Minimum Initial (s)	1.5	1.5	1.5	3.0	1.5		1.5	1.5	1.5	1.5	1.5	
Minimum Split (s)	7.0	7.0	7.0	7.0	7.0		7.0	7.0	7.0	7.0	7.0	
Total Split (s)	27.5	27.5	27.5	18.0	37.0		28.5	28.5	28.5	28.5	28.5	
Total Split (%)	37.2%	37.2%	37.2%	24.3%	50.0%		38.5%	38.5%	38.5%	38.5%	38.5%	
Maximum Green (s)	22.0	22.0	22.0	14.0	31.5		23.0	23.0	23.0	23.0	23.0	
Yellow Time (s)	3.5	3.5	3.5	3.5	3.5		3.5	3.5	3.5	3.5	3.5	
All-Red Time (s)	2.0	2.0	2.0	0.5	2.0		2.0	2.0	2.0	2.0	2.0	
Lost Time Adjust (s)		0.0	0.0	0.0	0.0			0.0	0.0		0.0	
Total Lost Time (s)		5.5	5.5	4.0	5.5			5.5	5.5		5.5	
Lead/Lag	Lag	Lag	Lag	Lead								
Lead-Lag Optimize?	Yes	Yes	Yes	Yes								
Vehicle Extension (s)	1.0	1.0	1.0	3.0	1.0		1.0	1.0	1.0	1.0	1.0	
Recall Mode	None	None	None	None	None		Max	Max	Max	None	None	
Walk Time (s)	5.0	5.0	5.0		5.0		5.0	5.0	5.0	5.0	5.0	
Flash Dont Walk (s)	11.0	11.0	11.0		11.0		11.0	11.0	11.0	11.0	11.0	
Pedestrian Calls (#/hr)	0	0	0		0		0	0	0	0	0	
Act Effct Green (s)		19.0	19.0	37.7	36.2			23.1	23.1		23.1	
Actuated g/C Ratio		0.27	0.27	0.54	0.51			0.33	0.33		0.33	
v/c Ratio		0.89	0.57	0.86	0.41			0.89	0.54		0.01	
Control Delay		45.9	5.9	34.4	11.8			50.0	11.5		15.0	

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Queue Delay		0.0	0.0	0.0	0.0			0.0	0.0		0.0	
Total Delay		45.9	5.9	34.4	11.8			50.0	11.5		15.0	
LOS		D	A	C	B			D	B		B	
Approach Delay		27.0			22.8			31.8			15.0	
Approach LOS		C			C			C			B	
Queue Length 50th (m)		60.5	0.0	33.3	31.4			55.6	14.5		0.2	
Queue Length 95th (m)		#107.3	19.3	#79.9	50.2			#109.5	39.2		2.2	
Internal Link Dist (m)		276.8			89.0			145.2			26.1	
Turn Bay Length (m)			50.0	90.0					20.0			
Base Capacity (vph)		589	763	466	1071			442	657		530	
Starvation Cap Reductn		0	0	0	0			0	0		0	
Spillback Cap Reductn		0	0	0	0			0	0		0	
Storage Cap Reductn		0	0	0	0			0	0		0	
Reduced v/c Ratio		0.76	0.53	0.82	0.37			0.89	0.54		0.01	

Intersection Summary

Area Type: Other
Cycle Length: 74
Actuated Cycle Length: 70.4
Natural Cycle: 70
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.89
Intersection Signal Delay: 27.1 Intersection LOS: C
Intersection Capacity Utilization 83.2% ICU Level of Service E
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 3: Cole & Wentworth



Intersection	
Intersection Delay, s/veh	6.1

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	8	512	237	62	587	12	0	0	0	93	10	149
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	300	-	-	-	-	-	0	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	94	94	94	94	94	94	94	94	94	94	94	94
Heavy Vehicles, %	1	1	1	1	1	1	1	1	1	1	1	1
Mvmt Flow	9	545	252	66	624	13	0	0	0	99	11	159

Major/Minor	Major1			Major2						Minor2		
Conflicting Flow All	637	0	0	797	0	0				1451	1577	631
Stage 1	-	-	-	-	-	-				763	763	-
Stage 2	-	-	-	-	-	-				688	814	-
Follow-up Headway	2	-	-	2	-	-				4	4	3
Pot Capacity-1 Maneuver	951	-	-	829	-	-				145	110	483
Stage 1	-	-	-	-	-	-				462	415	-
Stage 2	-	-	-	-	-	-				501	393	-
Time blocked-Platoon, %		-	-		-	-						
Mov Capacity-1 Maneuver	951	-	-	829	-	-				131	# 0	483
Mov Capacity-2 Maneuver	-	-	-	-	-	-				131	# 0	-
Stage 1	-	-	-	-	-	-				425	# 0	-
Stage 2	-	-	-	-	-	-				492	# 0	-

Approach	EB	WB	SB
HCM Control Delay, s	0	1	38

Minor Lane / Major Mvmt	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	951	-	-	829	-	-	131	330
HCM Lane V/C Ratio	0.009	-	-	0.08	-	-	0.503	0.613
HCM Control Delay (s)	8.82	0	-	9.718	-	-	57.5	31.7
HCM Lane LOS	A	A		A			F	D
HCM 95th %tile Q(veh)	0.027	-	-	0.259	-	-	2.358	3.826

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	6.1

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	81	140	0	0	83	29	159	0	4	0	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	Free	-	-	None	-	-	Free	-	-	None
Storage Length	-	-	-	-	-	300	-	-	600	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5	5	5	5	5	5	5
Mvmt Flow	90	156	0	0	92	32	177	0	4	0	0	0

Major/Minor	Major1			Major2			Minor1		
Conflicting Flow All	92	0	0	156	0	0	428	428	156
Stage 1	-	-	-	-	-	-	336	336	-
Stage 2	-	-	-	-	-	-	92	92	-
Follow-up Headway	2	-	-	2	-	-	4	4	3
Pot Capacity-1 Maneuver	1484	-	-	1406	-	-	578	515	882
Stage 1	-	-	-	-	-	-	717	637	-
Stage 2	-	-	-	-	-	-	924	813	-
Time blocked-Platoon, %		-	-		-	-			
Mov Capacity-1 Maneuver	1484	-	-	1406	-	-	540	0	882
Mov Capacity-2 Maneuver	-	-	-	-	-	-	540	0	-
Stage 1	-	-	-	-	-	-	670	0	-
Stage 2	-	-	-	-	-	-	924	0	-

Approach	EB	WB	NB
HCM Control Delay, s	3	0	15

Minor Lane / Major Mvmt	NBLn1	NBLn2	EBL	EBT	EBR	WBL	WBT	WBR
Capacity (veh/h)	542	882	1484	-	-	1406	-	-
HCM Lane V/C Ratio	0.329	0.003	0.061	-	-	-	-	-
HCM Control Delay (s)	14.9	9.1	7.582	0	-	0	-	-
HCM Lane LOS	B	A	A	A		A		
HCM 95th %tile Q(veh)	1.424	0.01	0.193	-	-	0	-	-

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	2.9

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	0	166	73	2	240	0	0	0	0	55	0	114
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	Yeild	-	-	None	-	-	None	-	-	Free
Storage Length	-	-	150	-	-	-	-	-	-	-	-	600
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5	5	5	5	5	5	5
Mvmt Flow	0	184	81	2	267	0	0	0	0	61	0	127

Major/Minor	Major1			Major2						Minor2		
Conflicting Flow All	267	0	0	184	0	0				455	455	267
Stage 1	-	-	-	-	-	-				271	271	-
Stage 2	-	-	-	-	-	-				184	184	-
Follow-up Headway	2	-	-	2	-	-				4	4	3
Pot Capacity-1 Maneuver	1280	-	-	1373	-	-				558	497	764
Stage 1	-	-	-	-	-	-				768	680	-
Stage 2	-	-	-	-	-	-				840	742	-
Time blocked-Platoon, %		-	-		-	-						
Mov Capacity-1 Maneuver	1280	-	-	1373	-	-				557	0	764
Mov Capacity-2 Maneuver	-	-	-	-	-	-				557	0	-
Stage 1	-	-	-	-	-	-				766	0	-
Stage 2	-	-	-	-	-	-				840	0	-

Approach	EB	WB	SB
HCM Control Delay, s	0	0	11

Minor Lane / Major Mvmt	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	1280	-	-	1373	-	-	626	764
HCM Lane V/C Ratio	-	-	-	0.002	-	-	0.165	0.111
HCM Control Delay (s)	0	-	-	7.626	0	-	11.9	10.3
HCM Lane LOS	A			A	A		B	B
HCM 95th %tile Q(veh)	0	-	-	0.005	-	-	0.588	0.371

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	0.5

Movement	EBT	EBR	WBL	WBT	NBL	NBR
Vol, veh/h	228	7	7	347	7	11
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5
Mvmt Flow	253	8	8	386	8	12

Major/Minor	Major1		Major2		Minor1	
Conflicting Flow All	0	0	261	0	658	257
Stage 1	-	-	-	-	257	-
Stage 2	-	-	-	-	401	-
Follow-up Headway	-	-	2	-	4	3
Pot Capacity-1 Maneuver	-	-	1286	-	424	774
Stage 1	-	-	-	-	779	-
Stage 2	-	-	-	-	670	-
Time blocked-Platoon, %	-	-		-		
Mov Capacity-1 Maneuver	-	-	1286	-	421	774
Mov Capacity-2 Maneuver	-	-	-	-	421	-
Stage 1	-	-	-	-	779	-
Stage 2	-	-	-	-	665	-

Approach	EB	WB	NB
HCM Control Delay, s	0	0	11

Minor Lane / Major Mvmt	NBLn1	EBT	EBR	WBL	WBT
Capacity (veh/h)	584	-	-	1286	-
HCM Lane V/C Ratio	0.034	-	-	0.006	-
HCM Control Delay (s)	11.4	-	-	7.816	0
HCM Lane LOS	B			A	A
HCM 95th %tile Q(veh)	0.106	-	-	0.018	-

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	1.2

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Vol, veh/h	25	219	322	29	16	29
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5
Mvmt Flow	28	243	358	32	18	32

Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	390	0	-	0	673	374
Stage 1	-	-	-	-	374	-
Stage 2	-	-	-	-	299	-
Follow-up Headway	2	-	-	-	4	3
Pot Capacity-1 Maneuver	1152	-	-	-	416	666
Stage 1	-	-	-	-	689	-
Stage 2	-	-	-	-	746	-
Time blocked-Platoon, %		-	-	-		
Mov Capacity-1 Maneuver	1152	-	-	-	404	666
Mov Capacity-2 Maneuver	-	-	-	-	404	-
Stage 1	-	-	-	-	689	-
Stage 2	-	-	-	-	725	-

Approach	EB	WB	SB
HCM Control Delay, s	1	0	12

Minor Lane / Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1152	-	-	-	541
HCM Lane V/C Ratio	0.024	-	-	-	0.092
HCM Control Delay (s)	8.202	0	-	-	12.3
HCM Lane LOS	A	A			B
HCM 95th %tile Q(veh)	0.074	-	-	-	0.304

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	16.8

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	9	13	19	145	19	187	12	134	72	159	198	1
Conflicting Peds, #/hr	5	0	5	5	0	5	5	0	5	5	0	5
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	300	-	-	-	200	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5	5	5	5	5	5	5
Mvmt Flow	10	14	21	161	21	208	13	149	80	177	220	1

Major/Minor	Minor2			Minor1			Major1			Major2		
Conflicting Flow All	810	840	231	818	800	199	226	0	0	234	0	0
Stage 1	579	579	-	221	221	-	-	-	-	-	-	-
Stage 2	231	261	-	597	579	-	-	-	-	-	-	-
Follow-up Headway	4	4	3	4	4	3	2	-	-	2	-	-
Pot Capacity-1 Maneuver	295	298	801	291	315	834	1325	-	-	1316	-	-
Stage 1	496	496	-	775	715	-	-	-	-	-	-	-
Stage 2	765	687	-	484	496	-	-	-	-	-	-	-
Time blocked-Platoon, %								-	-		-	-
Mov Capacity-1 Maneuver	183	253	794	239	267	827	1319	-	-	1310	-	-
Mov Capacity-2 Maneuver	183	253	-	239	267	-	-	-	-	-	-	-
Stage 1	488	427	-	763	704	-	-	-	-	-	-	-
Stage 2	547	677	-	392	427	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	18	40	0	4

Minor Lane / Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	WBLn2	SBL	SBT	SBR
Capacity (veh/h)	1319	-	-	329	300	827	1310	-	-
HCM Lane V/C Ratio	0.01	-	-	0.138	0.838	0.167	0.135	-	-
HCM Control Delay (s)	7.757	0	-	17.7	57.1	10.2	8.176	-	-
HCM Lane LOS	A	A		C	F	B	A		
HCM 95th %tile Q(veh)	0.031	-	-	0.476	7.141	0.599	0.466	-	-

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Background 2033 Analysis Results

Intersection	
Intersection Delay, s/veh	6.8

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	1	806	56	59	778	1	57	1	68	1	1	1
Conflicting Peds, #/hr	0	0	0	5	0	5	5	0	5	5	0	5
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	200	-	300	750	-	-	300	-	-	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	94	94	94	94	94	94	94	94	94	94	94	94
Heavy Vehicles, %	1	1	1	1	1	1	2	2	2	0	0	0
Mvmt Flow	1	857	60	63	828	1	61	1	72	1	1	1

Major/Minor	Major1			Major2			Minor1			Minor2		
Conflicting Flow All	834	0	0	862	0	0	1825	1824	867	1860	1824	833
Stage 1	-	-	-	-	-	-	865	865	-	959	959	-
Stage 2	-	-	-	-	-	-	960	959	-	901	865	-
Follow-up Headway	2	-	-	2	-	-	4	4	3	4	4	3
Pot Capacity-1 Maneuver	804	-	-	784	-	-	# 59	77	352	57	78	372
Stage 1	-	-	-	-	-	-	348	371	-	311	338	-
Stage 2	-	-	-	-	-	-	308	335	-	335	374	-
Time blocked-Platoon, %		-	-		-	-						
Mov Capacity-1 Maneuver	804	-	-	781	-	-	# 54	70	349	42	71	370
Mov Capacity-2 Maneuver	-	-	-	-	-	-	# 54	70	-	42	71	-
Stage 1	-	-	-	-	-	-	346	369	-	309	309	-
Stage 2	-	-	-	-	-	-	281	307	-	263	372	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	0	1	93	56

Minor Lane / Major Mvmt	NBLn1	NBLn2	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1
Capacity (veh/h)	54	157	804	-	-	781	-	-	74
HCM Lane V/C Ratio	0.749	0.596	0.001	-	-	0.08	-	-	0.043
HCM Control Delay (s)	175.3	57.1	9.484	-	-	10.012	-	-	55.8
HCM Lane LOS	F	F	A			B			F
HCM 95th %tile Q(veh)	3.136	3.166	0.004	-	-	0.261	-	-	0.133

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	1.2

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Vol, veh/h	13	861	792	16	17	45
Conflicting Peds, #/hr	0	0	0	0	5	5
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	300	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	94	94	94	94	94	94
Heavy Vehicles, %	1	1	1	1	2	2
Mvmt Flow	14	916	843	17	18	48

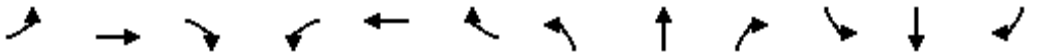
Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	865	0	-	0	1800	856
Stage 1	-	-	-	-	856	-
Stage 2	-	-	-	-	944	-
Follow-up Headway	2	-	-	-	4	3
Pot Capacity-1 Maneuver	782	-	-	-	88	357
Stage 1	-	-	-	-	416	-
Stage 2	-	-	-	-	378	-
Time blocked-Platoon, %		-	-	-		
Mov Capacity-1 Maneuver	782	-	-	-	86	355
Mov Capacity-2 Maneuver	-	-	-	-	86	-
Stage 1	-	-	-	-	414	-
Stage 2	-	-	-	-	370	-

Approach	EB	WB	SB
HCM Control Delay, s	0	0	34

Minor Lane / Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	782	-	-	-	191
HCM Lane V/C Ratio	0.018	-	-	-	0.345
HCM Control Delay (s)	9.686	-	-	-	33.5
HCM Lane LOS	A				D
HCM 95th %tile Q(veh)	0.054	-	-	-	1.448

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined



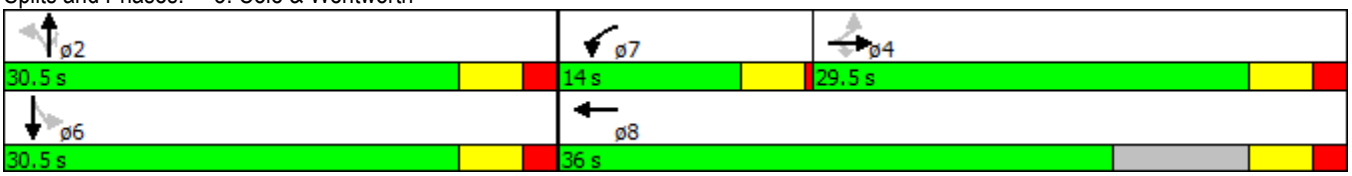
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Volume (vph)	1	457	420	398	398	7	408	2	369	1	1	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (m)	30.0		50.0	80.0		0.0	40.0		20.0	0.0		0.0
Storage Lanes	1		1	2		0	0		1	0		0
Taper Length (m)	7.5			7.5			7.5			7.5		
Lane Util. Factor	1.00	1.00	1.00	0.97	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ped Bike Factor	0.99		0.98	0.99	1.00			0.99	0.97		0.98	
Frt			0.850		0.998				0.850		0.932	
Flt Protected	0.950			0.950				0.953			0.988	
Satd. Flow (prot)	1787	1881	1599	3467	1876	0	0	1793	1599	0	1705	0
Flt Permitted	0.512			0.950				0.725			0.935	
Satd. Flow (perm)	957	1881	1569	3447	1876	0	0	1348	1549	0	1612	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)			447		2				232		2	
Link Speed (k/h)		50			50			50			50	
Link Distance (m)		300.8			113.0			169.2			50.1	
Travel Time (s)		21.7			8.1			12.2			3.6	
Confl. Peds. (#/hr)	5		5	5		5	5		5	5		5
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Heavy Vehicles (%)	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Adj. Flow (vph)	1	486	447	423	423	7	434	2	393	1	1	2
Shared Lane Traffic (%)												
Lane Group Flow (vph)	1	486	447	423	430	0	0	436	393	0	4	0
Turn Type	Perm	NA	Perm	Prot	NA		Perm	NA	Perm	Perm	NA	
Protected Phases		4		7	8			2			6	
Permitted Phases	4		4				2		2	6		
Detector Phase	4	4	4	7	8		2	2	2	6	6	
Switch Phase												
Minimum Initial (s)	1.5	1.5	1.5	3.0	1.5		1.5	1.5	1.5	1.5	1.5	
Minimum Split (s)	7.0	7.0	7.0	7.0	7.0		7.0	7.0	7.0	7.0	7.0	
Total Split (s)	29.5	29.5	29.5	14.0	36.0		30.5	30.5	30.5	30.5	30.5	
Total Split (%)	39.9%	39.9%	39.9%	18.9%	48.6%		41.2%	41.2%	41.2%	41.2%	41.2%	
Maximum Green (s)	24.0	24.0	24.0	10.0	30.5		25.0	25.0	25.0	25.0	25.0	
Yellow Time (s)	3.5	3.5	3.5	3.5	3.5		3.5	3.5	3.5	3.5	3.5	
All-Red Time (s)	2.0	2.0	2.0	0.5	2.0		2.0	2.0	2.0	2.0	2.0	
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0			0.0	0.0		0.0	
Total Lost Time (s)	5.5	5.5	5.5	4.0	5.5			5.5	5.5		5.5	
Lead/Lag	Lag	Lag	Lag	Lead								
Lead-Lag Optimize?	Yes	Yes	Yes	Yes								
Vehicle Extension (s)	1.0	1.0	1.0	3.0	1.0		1.0	1.0	1.0	1.0	1.0	
Recall Mode	None	None	None	None	None		Max	Max	Max	None	None	
Walk Time (s)	5.0	5.0	5.0		5.0		5.0	5.0	5.0	5.0	5.0	
Flash Dont Walk (s)	11.0	11.0	11.0		11.0		11.0	11.0	11.0	11.0	11.0	
Pedestrian Calls (#/hr)	0	0	0		0		0	0	0	0	0	
Act Effct Green (s)	20.5	20.5	20.5	10.0	34.6			25.1	25.1		25.1	
Actuated g/C Ratio	0.29	0.29	0.29	0.14	0.49			0.36	0.36		0.36	
v/c Ratio	0.00	0.89	0.58	0.86	0.47			0.91	0.56		0.01	
Control Delay	17.0	44.3	5.5	50.1	13.7			50.1	11.5		13.8	

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Queue Delay	0.0	0.0	0.0	0.0	0.0			0.0	0.0		0.0	
Total Delay	17.0	44.3	5.5	50.1	13.7			50.1	11.5		13.8	
LOS	B	D	A	D	B			D	B		B	
Approach Delay		25.7			31.8			31.8			13.8	
Approach LOS		C			C			C			B	
Queue Length 50th (m)	0.1	64.1	0.0	31.3	37.0			59.7	16.7		0.2	
Queue Length 95th (m)	1.1	#112.1	19.2	#57.5	58.8			#118.4	43.9		2.1	
Internal Link Dist (m)		276.8			89.0			145.2			26.1	
Turn Bay Length (m)	30.0		50.0	80.0					20.0			
Base Capacity (vph)	326	641	829	492	1013			478	699		573	
Starvation Cap Reductn	0	0	0	0	0			0	0		0	
Spillback Cap Reductn	0	0	0	0	0			0	0		0	
Storage Cap Reductn	0	0	0	0	0			0	0		0	
Reduced v/c Ratio	0.00	0.76	0.54	0.86	0.42			0.91	0.56		0.01	

Intersection Summary

Area Type: Other
Cycle Length: 74
Actuated Cycle Length: 70.7
Natural Cycle: 75
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.91
Intersection Signal Delay: 29.6 Intersection LOS: C
Intersection Capacity Utilization 77.3% ICU Level of Service D
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 3: Cole & Wentworth



Intersection	
Intersection Delay, s/veh	9.6

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	9	556	262	69	638	13	0	0	0	102	11	165
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	300	-	-	-	-	-	0	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	94	94	94	94	94	94	94	94	94	94	94	94
Heavy Vehicles, %	1	1	1	1	1	1	1	1	1	1	1	1
Mvmt Flow	10	591	279	73	679	14	0	0	0	109	12	176

Major/Minor	Major1			Major2						Minor2		
Conflicting Flow All	693	0	0	870	0	0				1582	1721	686
Stage 1	-	-	-	-	-	-				832	832	-
Stage 2	-	-	-	-	-	-				750	889	-
Follow-up Headway	2	-	-	2	-	-				4	4	3
Pot Capacity-1 Maneuver	907	-	-	779	-	-				120	90	449
Stage 1	-	-	-	-	-	-				429	385	-
Stage 2	-	-	-	-	-	-				469	363	-
Time blocked-Platoon, %		-	-		-	-						
Mov Capacity-1 Maneuver	907	-	-	779	-	-				# 106	# 0	449
Mov Capacity-2 Maneuver	-	-	-	-	-	-				# 106	# 0	-
Stage 1	-	-	-	-	-	-				389	# 0	-
Stage 2	-	-	-	-	-	-				458	# 0	-

Approach	EB	WB	SB
HCM Control Delay, s	0	1	60

Minor Lane / Major Mvmt	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	907	-	-	779	-	-	106	289
HCM Lane V/C Ratio	0.011	-	-	0.094	-	-	0.682	0.773
HCM Control Delay (s)	9.011	0	-	10.102	-	-	92.2	49.7
HCM Lane LOS	A	A		B			F	E
HCM 95th %tile Q(veh)	0.032	-	-	0.311	-	-	3.514	5.929

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	6.7

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	89	155	0	0	92	32	176	0	5	0	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	Free	-	-	None	-	-	Free	-	-	None
Storage Length	-	-	-	-	-	300	-	-	600	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5	5	5	5	5	5	5
Mvmt Flow	99	172	0	0	102	36	196	0	6	0	0	0

Major/Minor	Major1			Major2			Minor1		
Conflicting Flow All	102	0	0	172	0	0	472	472	172
Stage 1	-	-	-	-	-	-	370	370	-
Stage 2	-	-	-	-	-	-	102	102	-
Follow-up Headway	2	-	-	2	-	-	4	4	3
Pot Capacity-1 Maneuver	1471	-	-	1387	-	-	545	486	864
Stage 1	-	-	-	-	-	-	692	615	-
Stage 2	-	-	-	-	-	-	915	805	-
Time blocked-Platoon, %		-	-		-	-			
Mov Capacity-1 Maneuver	1471	-	-	1387	-	-	505	0	864
Mov Capacity-2 Maneuver	-	-	-	-	-	-	505	0	-
Stage 1	-	-	-	-	-	-	641	0	-
Stage 2	-	-	-	-	-	-	915	0	-

Approach	EB	WB	NB
HCM Control Delay, s	3	0	16

Minor Lane / Major Mvmt	NBLn1	NBLn2	EBL	EBT	EBR	WBL	WBT	WBR
Capacity (veh/h)	507	864	1471	-	-	1387	-	-
HCM Lane V/C Ratio	0.389	0.004	0.067	-	-	-	-	-
HCM Control Delay (s)	16.6	9.2	7.624	0	-	0	-	-
HCM Lane LOS	C	A	A	A		A		
HCM 95th %tile Q(veh)	1.827	0.013	0.216	-	-	0	-	-

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	3.1

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	0	183	81	3	265	0	0	0	0	61	0	126
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	Yeild	-	-	None	-	-	None	-	-	Free
Storage Length	-	-	150	-	-	-	-	-	-	-	-	600
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5	5	5	5	5	5	5
Mvmt Flow	0	203	90	3	294	0	0	0	0	68	0	140

Major/Minor	Major1			Major2						Minor2		
Conflicting Flow All	294	0	0	203	0	0				504	504	294
Stage 1	-	-	-	-	-	-				301	301	-
Stage 2	-	-	-	-	-	-				203	203	-
Follow-up Headway	2	-	-	2	-	-				4	4	3
Pot Capacity-1 Maneuver	1251	-	-	1351	-	-				522	466	738
Stage 1	-	-	-	-	-	-				744	660	-
Stage 2	-	-	-	-	-	-				824	728	-
Time blocked-Platoon, %		-	-		-	-						
Mov Capacity-1 Maneuver	1251	-	-	1351	-	-				520	0	738
Mov Capacity-2 Maneuver	-	-	-	-	-	-				520	0	-
Stage 1	-	-	-	-	-	-				742	0	-
Stage 2	-	-	-	-	-	-				824	0	-

Approach	EB	WB	SB
HCM Control Delay, s	0	0	12

Minor Lane / Major Mvmt	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	1251	-	-	1351	-	-	591	738
HCM Lane V/C Ratio	-	-	-	0.002	-	-	0.194	0.126
HCM Control Delay (s)	0	-	-	7.671	0	-	12.5	10.6
HCM Lane LOS	A			A	A		B	B
HCM 95th %tile Q(veh)	0	-	-	0.007	-	-	0.712	0.432

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	0.5

Movement	EBT	EBR	WBL	WBT	NBL	NBR
Vol, veh/h	252	7	8	383	7	12
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5
Mvmt Flow	280	8	9	426	8	13

Major/Minor	Major1		Major2		Minor1	
Conflicting Flow All	0	0	288	0	727	284
Stage 1	-	-	-	-	284	-
Stage 2	-	-	-	-	443	-
Follow-up Headway	-	-	2	-	4	3
Pot Capacity-1 Maneuver	-	-	1257	-	387	748
Stage 1	-	-	-	-	757	-
Stage 2	-	-	-	-	641	-
Time blocked-Platoon, %	-	-		-		
Mov Capacity-1 Maneuver	-	-	1257	-	384	748
Mov Capacity-2 Maneuver	-	-	-	-	384	-
Stage 1	-	-	-	-	757	-
Stage 2	-	-	-	-	635	-

Approach	EB	WB	NB
HCM Control Delay, s	0	0	12

Minor Lane / Major Mvmt	NBLn1	EBT	EBR	WBL	WBT
Capacity (veh/h)	554	-	-	1257	-
HCM Lane V/C Ratio	0.038	-	-	0.007	-
HCM Control Delay (s)	11.8	-	-	7.884	0
HCM Lane LOS	B			A	A
HCM 95th %tile Q(veh)	0.119	-	-	0.021	-

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	1.2

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Vol, veh/h	28	242	355	35	17	32
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5
Mvmt Flow	31	269	394	39	19	36

Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	433	0	-	0	745	414
Stage 1	-	-	-	-	414	-
Stage 2	-	-	-	-	331	-
Follow-up Headway	2	-	-	-	4	3
Pot Capacity-1 Maneuver	1111	-	-	-	377	632
Stage 1	-	-	-	-	661	-
Stage 2	-	-	-	-	721	-
Time blocked-Platoon, %		-	-	-		
Mov Capacity-1 Maneuver	1111	-	-	-	365	632
Mov Capacity-2 Maneuver	-	-	-	-	365	-
Stage 1	-	-	-	-	661	-
Stage 2	-	-	-	-	697	-

Approach	EB	WB	SB
HCM Control Delay, s	1	0	13

Minor Lane / Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	1111	-	-	-	504
HCM Lane V/C Ratio	0.028	-	-	-	0.108
HCM Control Delay (s)	8.334	0	-	-	13
HCM Lane LOS	A	A			B
HCM 95th %tile Q(veh)	0.086	-	-	-	0.361

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	31.3

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	10	15	21	160	21	206	13	148	79	176	218	1
Conflicting Peds, #/hr	5	0	5	5	0	5	5	0	5	5	0	5
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Free	Free	Free	Free	Free	Free
RT Channelized	-	-	None	-	-	None	-	-	None	-	-	None
Storage Length	-	-	-	-	-	300	-	-	-	200	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5	5	5	5	5	5	5
Mvmt Flow	11	17	23	178	23	229	14	164	88	196	242	1

Major/Minor	Minor2			Minor1			Major1			Major2		
Conflicting Flow All	893	925	253	901	881	218	248	0	0	257	0	0
Stage 1	639	639	-	242	242	-	-	-	-	-	-	-
Stage 2	254	286	-	659	639	-	-	-	-	-	-	-
Follow-up Headway	4	4	3	4	4	3	2	-	-	2	-	-
Pot Capacity-1 Maneuver	259	266	778	256	282	814	1300	-	-	1290	-	-
Stage 1	459	466	-	755	700	-	-	-	-	-	-	-
Stage 2	744	670	-	448	466	-	-	-	-	-	-	-
Time blocked-Platoon, %								-	-		-	-
Mov Capacity-1 Maneuver	149	221	771	203	234	807	1294	-	-	1285	-	-
Mov Capacity-2 Maneuver	149	221	-	203	234	-	-	-	-	-	-	-
Stage 1	451	393	-	742	688	-	-	-	-	-	-	-
Stage 2	506	658	-	351	393	-	-	-	-	-	-	-

Approach	EB	WB	NB	SB
HCM Control Delay, s	20	80	0	4

Minor Lane / Major Mvmt	NBL	NBT	NBR	EBLn1	WBLn1	WBLn2	SBL	SBT	SBR
Capacity (veh/h)	1294	-	-	284	259	807	1285	-	-
HCM Lane V/C Ratio	0.011	-	-	0.18	1.071	0.189	0.152	-	-
HCM Control Delay (s)	7.813	0	-	20.4	118.3	10.5	8.304	-	-
HCM Lane LOS	A	A		C	F	B	A		
HCM 95th %tile Q(veh)	0.034	-	-	0.644	11.415	0.694	0.536	-	-

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Total 2023 – Alternative E Analysis Results

Intersection	
Intersection Delay, s/veh	0

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Vol, veh/h	0	865	835	0	0	0
Conflicting Peds, #/hr	0	0	0	0	5	5
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	94	94	94	94	94	94
Heavy Vehicles, %	1	1	1	1	2	2
Mvmt Flow	0	920	888	0	0	0

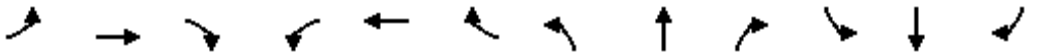
Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	893	0	-	0	1353	449
Stage 1	-	-	-	-	893	-
Stage 2	-	-	-	-	460	-
Follow-up Headway	2	-	-	-	4	3
Pot Capacity-1 Maneuver	762	-	-	-	141	557
Stage 1	-	-	-	-	360	-
Stage 2	-	-	-	-	602	-
Time blocked-Platoon, %		-	-	-		
Mov Capacity-1 Maneuver	762	-	-	-	140	555
Mov Capacity-2 Maneuver	-	-	-	-	140	-
Stage 1	-	-	-	-	358	-
Stage 2	-	-	-	-	599	-

Approach	EB	WB	SB
HCM Control Delay, s	0	0	0

Minor Lane / Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	762	-	-	-	0
HCM Lane V/C Ratio	-	-	-	-	Error
HCM Control Delay (s)	0	-	-	-	0
HCM Lane LOS	A				A
HCM 95th %tile Q(veh)	0	-	-	-	Error

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Volume (vph)	1	479	385	509	462	7	371	2	409	1	1	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (m)	30.0		0.0	80.0		0.0	40.0		20.0	0.0		0.0
Storage Lanes	1		1	2		0	1		1	0		0
Taper Length (m)	7.5			7.5			7.5			7.5		
Lane Util. Factor	1.00	1.00	1.00	0.97	1.00	1.00	0.95	0.95	1.00	1.00	1.00	1.00
Ped Bike Factor	0.99		0.98	0.99	1.00		0.99	0.99	0.97		0.99	
Frt			0.850		0.998				0.850		0.932	
Flt Protected	0.950			0.950			0.950	0.953			0.988	
Satd. Flow (prot)	1787	1881	1599	3467	1877	0	1698	1703	1599	0	1715	0
Flt Permitted	0.481			0.950			0.950	0.865				
Satd. Flow (perm)	898	1881	1567	3443	1877	0	1684	1535	1545	0	1731	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)			410		1				412		2	
Link Speed (k/h)		50			50			50			50	
Link Distance (m)		300.8			113.0			169.2			50.1	
Travel Time (s)		21.7			8.1			12.2			3.6	
Confl. Peds. (#/hr)	5		5	5		5	5		5	5		5
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Heavy Vehicles (%)	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Adj. Flow (vph)	1	510	410	541	491	7	395	2	435	1	1	2
Shared Lane Traffic (%)							50%					
Lane Group Flow (vph)	1	510	410	541	498	0	197	200	435	0	4	0
Turn Type	Perm	NA	Perm	Prot	NA		Prot	NA	Perm	Perm	NA	
Protected Phases		4		7	8		1	2			6	
Permitted Phases	4		4						2	6		
Detector Phase	4	4	4	7	8		1	2	2	6	6	
Switch Phase												
Minimum Initial (s)	1.5	1.5	1.5	3.0	1.5		4.0	1.5	1.5	1.5	1.5	
Minimum Split (s)	7.0	7.0	7.0	7.0	7.0		8.0	7.0	7.0	7.0	7.0	
Total Split (s)	38.0	38.0	38.0	23.0	61.0		20.0	29.0	29.0	9.0	9.0	
Total Split (%)	42.2%	42.2%	42.2%	25.6%	67.8%		22.2%	32.2%	32.2%	10.0%	10.0%	
Maximum Green (s)	32.5	32.5	32.5	19.0	55.5		16.0	23.5	23.5	3.5	3.5	
Yellow Time (s)	3.5	3.5	3.5	3.5	3.5		3.5	3.5	3.5	3.5	3.5	
All-Red Time (s)	2.0	2.0	2.0	0.5	2.0		0.5	2.0	2.0	2.0	2.0	
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0		0.0	
Total Lost Time (s)	5.5	5.5	5.5	4.0	5.5		4.0	5.5	5.5		5.5	
Lead/Lag	Lag	Lag	Lag	Lead			Lead			Lag	Lag	
Lead-Lag Optimize?	Yes	Yes	Yes	Yes			Yes			Yes	Yes	
Vehicle Extension (s)	1.0	1.0	1.0	3.0	1.0		3.0	1.0	1.0	1.0	1.0	
Recall Mode	None	None	None	None	None		None	Max	Max	None	None	
Walk Time (s)	5.0	5.0	5.0		5.0			5.0	5.0	5.0	5.0	
Flash Dont Walk (s)	11.0	11.0	11.0		11.0			11.0	11.0	11.0	11.0	
Pedestrian Calls (#/hr)	0	0	0		0			0	0	0	0	
Act Effct Green (s)	24.7	24.7	24.7	16.5	45.2		23.7	22.2	23.8		3.5	
Actuated g/C Ratio	0.31	0.31	0.31	0.21	0.56		0.30	0.28	0.30		0.04	
v/c Ratio	0.00	0.88	0.54	0.76	0.47		0.39	0.42	0.58		0.05	
Control Delay	19.0	44.1	5.1	38.6	11.6		29.4	31.6	7.3		35.5	

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Queue Delay	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0		0.0	
Total Delay	19.0	44.1	5.1	38.6	11.6		29.4	31.6	7.3		35.5	
LOS	B	D	A	D	B		C	C	A		D	
Approach Delay		26.7			25.6			18.4			35.5	
Approach LOS		C			C			B			D	
Queue Length 50th (m)	0.1	78.3	0.0	42.9	42.8		26.7	28.0	2.7		0.3	
Queue Length 95th (m)	1.2	119.4	18.9	65.9	63.9		#61.8	#70.4	29.2		3.8	
Internal Link Dist (m)		276.8			89.0			145.2			26.1	
Turn Bay Length (m)	30.0			80.0			40.0		20.0			
Base Capacity (vph)	368	772	885	832	1317		502	472	748		78	
Starvation Cap Reductn	0	0	0	0	0		0	0	0		0	
Spillback Cap Reductn	0	0	0	0	0		0	0	0		0	
Storage Cap Reductn	0	0	0	0	0		0	0	0		0	
Reduced v/c Ratio	0.00	0.66	0.46	0.65	0.38		0.39	0.42	0.58		0.05	

Intersection Summary

Area Type: Other
Cycle Length: 90
Actuated Cycle Length: 80.2
Natural Cycle: 60
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.88
Intersection Signal Delay: 23.8 Intersection LOS: C
Intersection Capacity Utilization 69.7% ICU Level of Service C
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 3: Cole & Wentworth

Intersection	
Intersection Delay, s/veh	40.6

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	81	156	0	0	132	29	448	0	4	0	0	0
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	Free	-	-	None	-	-	Free	-	-	None
Storage Length	-	-	-	-	-	300	-	-	600	-	-	-
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5	5	5	5	5	5	5
Mvmt Flow	90	173	0	0	147	32	498	0	4	0	0	0

Major/Minor	Major1			Major2			Minor1		
Conflicting Flow All	147	0	0	173	0	0	500	500	173
Stage 1	-	-	-	-	-	-	353	353	-
Stage 2	-	-	-	-	-	-	147	147	-
Follow-up Headway	2	-	-	2	-	-	4	4	3
Pot Capacity-1 Maneuver	1417	-	-	1386	-	-	525	468	863
Stage 1	-	-	-	-	-	-	705	626	-
Stage 2	-	-	-	-	-	-	873	770	-
Time blocked-Platoon, %		-	-		-	-			
Mov Capacity-1 Maneuver	1417	-	-	1386	-	-	# 488	0	863
Mov Capacity-2 Maneuver	-	-	-	-	-	-	# 488	0	-
Stage 1	-	-	-	-	-	-	656	0	-
Stage 2	-	-	-	-	-	-	873	0	-

Approach	EB	WB	NB
HCM Control Delay, s	3	0	75

Minor Lane / Major Mvmt	NBLn1	NBLn2	EBL	EBT	EBR	WBL	WBT	WBR
Capacity (veh/h)	489	863	1417	-	-	1386	-	-
HCM Lane V/C Ratio	1.021	0.003	0.064	-	-	-	-	-
HCM Control Delay (s)	75.4	9.2	7.713	0	-	0	-	-
HCM Lane LOS	F	A	A	A		A		
HCM 95th %tile Q(veh)	14.339	0.01	0.203	-	-	0	-	-

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	2.4

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Vol, veh/h	0	192	224	2	578	0	0	0	0	55	0	114
Conflicting Peds, #/hr	0	0	0	0	0	0	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Free	Free	Stop	Stop	Stop	Stop	Stop	Stop
RT Channelized	-	-	Yeild	-	-	None	-	-	None	-	-	Free
Storage Length	-	-	150	-	-	-	-	-	-	-	-	600
Veh in Median Storage, #	-	0	-	-	0	-	-	0	-	-	0	-
Grade, %	-	0	-	-	0	-	-	0	-	-	0	-
Peak Hour Factor	90	90	90	90	90	90	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5	5	5	5	5	5	5
Mvmt Flow	0	213	249	2	642	0	0	0	0	61	0	127

Major/Minor	Major1			Major2						Minor2		
Conflicting Flow All	642	0	0	213	0	0				860	860	642
Stage 1	-	-	-	-	-	-				647	647	-
Stage 2	-	-	-	-	-	-				213	213	-
Follow-up Headway	2	-	-	2	-	-				4	4	3
Pot Capacity-1 Maneuver	928	-	-	1340	-	-				322	290	469
Stage 1	-	-	-	-	-	-				516	462	-
Stage 2	-	-	-	-	-	-				815	721	-
Time blocked-Platoon, %		-	-		-	-						
Mov Capacity-1 Maneuver	928	-	-	1340	-	-				321	0	469
Mov Capacity-2 Maneuver	-	-	-	-	-	-				321	0	-
Stage 1	-	-	-	-	-	-				515	0	-
Stage 2	-	-	-	-	-	-				815	0	-

Approach	EB	WB	SB
HCM Control Delay, s	0	0	17

Minor Lane / Major Mvmt	EBL	EBT	EBR	WBL	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	928	-	-	1340	-	-	369	469
HCM Lane V/C Ratio	-	-	-	0.002	-	-	0.28	0.18
HCM Control Delay (s)	0	-	-	7.691	0	-	18.5	14.4
HCM Lane LOS	A			A	A		C	B
HCM 95th %tile Q(veh)	0	-	-	0.005	-	-	1.129	0.65

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	0.3

Movement	EBT	EBR	WBL	WBT	NBL	NBR
Vol, veh/h	405	7	7	685	7	11
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5
Mvmt Flow	450	8	8	761	8	12

Major/Minor	Major1		Major2		Minor1	
Conflicting Flow All	0	0	458	0	1231	454
Stage 1	-	-	-	-	454	-
Stage 2	-	-	-	-	777	-
Follow-up Headway	-	-	2	-	4	3
Pot Capacity-1 Maneuver	-	-	1087	-	193	600
Stage 1	-	-	-	-	633	-
Stage 2	-	-	-	-	448	-
Time blocked-Platoon, %	-	-		-		
Mov Capacity-1 Maneuver	-	-	1087	-	190	600
Mov Capacity-2 Maneuver	-	-	-	-	190	-
Stage 1	-	-	-	-	633	-
Stage 2	-	-	-	-	442	-

Approach	EB	WB	NB
HCM Control Delay, s	0	0	17

Minor Lane / Major Mvmt	NBLn1	EBT	EBR	WBL	WBT
Capacity (veh/h)	326	-	-	1087	-
HCM Lane V/C Ratio	0.061	-	-	0.007	-
HCM Control Delay (s)	16.8	-	-	8.336	0
HCM Lane LOS	C			A	A
HCM 95th %tile Q(veh)	0.195	-	-	0.022	-

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Total 2033 – Alternative E Analysis Results

Intersection	
Intersection Delay, s/veh	0

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Vol, veh/h	0	967	964	0	0	0
Conflicting Peds, #/hr	0	0	0	0	5	5
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	94	94	94	94	94	94
Heavy Vehicles, %	1	1	1	1	2	2
Mvmt Flow	0	1029	1026	0	0	0

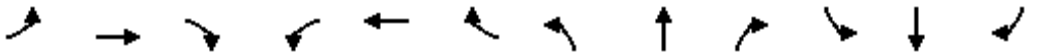
Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	1031	0	-	0	1545	518
Stage 1	-	-	-	-	1031	-
Stage 2	-	-	-	-	514	-
Follow-up Headway	2	-	-	-	4	3
Pot Capacity-1 Maneuver	676	-	-	-	105	502
Stage 1	-	-	-	-	305	-
Stage 2	-	-	-	-	565	-
Time blocked-Platoon, %		-	-	-		
Mov Capacity-1 Maneuver	676	-	-	-	104	500
Mov Capacity-2 Maneuver	-	-	-	-	104	-
Stage 1	-	-	-	-	304	-
Stage 2	-	-	-	-	563	-

Approach	EB	WB	SB
HCM Control Delay, s	0	0	0

Minor Lane / Major Mvmt	EBL	EBT	WBT	WBR	SBLn1
Capacity (veh/h)	676	-	-	-	0
HCM Lane V/C Ratio	-	-	-	-	Error
HCM Control Delay (s)	0	-	-	-	0
HCM Lane LOS	A				A
HCM 95th %tile Q(veh)	0	-	-	-	Error

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined



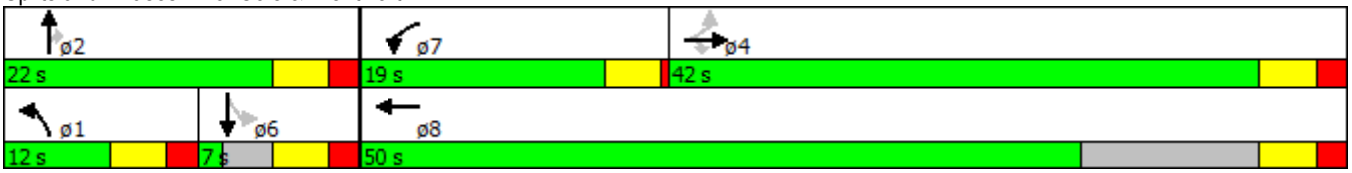
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Volume (vph)	1	541	425	533	552	7	410	2	415	1	1	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (m)	30.0		0.0	80.0		0.0	40.0		20.0	0.0		0.0
Storage Lanes	1		1	2		0	1		1	0		0
Taper Length (m)	7.5			7.5			7.5			7.5		
Lane Util. Factor	1.00	1.00	1.00	0.97	1.00	1.00	0.95	0.95	1.00	1.00	1.00	1.00
Ped Bike Factor	0.99		0.98	0.99	1.00		0.99	0.99	0.97		0.99	
Frt			0.850		0.998				0.850		0.932	
Flt Protected	0.950			0.950			0.950	0.953			0.988	
Satd. Flow (prot)	1787	1881	1599	3467	1877	0	1698	1703	1599	0	1715	0
Flt Permitted	0.440			0.950			0.950	0.699				
Satd. Flow (perm)	823	1881	1568	3447	1877	0	1685	1241	1547	0	1732	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)			427		2				380		2	
Link Speed (k/h)		50			50			50			50	
Link Distance (m)		300.8			113.0			169.2			50.1	
Travel Time (s)		21.7			8.1			12.2			3.6	
Confl. Peds. (#/hr)	5		5	5		5	5		5	5		5
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Heavy Vehicles (%)	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Adj. Flow (vph)	1	576	452	567	587	7	436	2	441	1	1	2
Shared Lane Traffic (%)							50%					
Lane Group Flow (vph)	1	576	452	567	594	0	218	220	441	0	4	0
Turn Type	Perm	NA	Perm	Prot	NA		Prot	NA	Perm	Perm	NA	
Protected Phases		4		7	8		1	2			6	
Permitted Phases	4		4					2	2	6		
Detector Phase	4	4	4	7	8		1	2	2	6	6	
Switch Phase												
Minimum Initial (s)	1.5	1.5	1.5	3.0	1.5		1.5	1.5	1.5	1.5	1.5	
Minimum Split (s)	7.0	7.0	7.0	7.0	7.0		7.0	7.0	7.0	7.0	7.0	
Total Split (s)	42.0	42.0	42.0	19.0	50.0		12.0	22.0	22.0	7.0	7.0	
Total Split (%)	50.6%	50.6%	50.6%	22.9%	60.2%		14.5%	26.5%	26.5%	8.4%	8.4%	
Maximum Green (s)	36.5	36.5	36.5	15.0	44.5		6.5	16.5	16.5	1.5	1.5	
Yellow Time (s)	3.5	3.5	3.5	3.5	3.5		3.5	3.5	3.5	3.5	3.5	
All-Red Time (s)	2.0	2.0	2.0	0.5	2.0		2.0	2.0	2.0	2.0	2.0	
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0		0.0	
Total Lost Time (s)	5.5	5.5	5.5	4.0	5.5		5.5	5.5	5.5		5.5	
Lead/Lag	Lag	Lag	Lag	Lead			Lead			Lag	Lag	
Lead-Lag Optimize?	Yes	Yes	Yes	Yes			Yes			Yes	Yes	
Vehicle Extension (s)	1.0	1.0	1.0	3.0	1.0		1.0	1.0	1.0	1.0	1.0	
Recall Mode	None	None	None	None	None		Max	Max	Max	None	None	
Walk Time (s)	5.0	5.0	5.0		5.0		5.0	5.0	5.0	5.0	5.0	
Flash Dont Walk (s)	11.0	11.0	11.0		11.0		11.0	11.0	11.0	11.0	11.0	
Pedestrian Calls (#/hr)	0	0	0		0		0	0	0	0	0	
Act Effct Green (s)	25.1	25.1	25.1	14.7	43.9		16.7	16.7	17.9		1.5	
Actuated g/C Ratio	0.34	0.34	0.34	0.20	0.60		0.23	0.23	0.25		0.02	
v/c Ratio	0.00	0.89	0.55	0.81	0.53		0.56	0.56	0.66		0.11	
Control Delay	15.0	39.7	5.3	40.5	10.4		34.7	34.8	10.8		39.5	

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Queue Delay	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0		0.0	
Total Delay	15.0	39.7	5.3	40.5	10.4		34.7	34.8	10.8		39.5	
LOS	B	D	A	D	B		C	C	B		D	
Approach Delay		24.6			25.1			22.7			39.5	
Approach LOS		C			C			C			D	
Queue Length 50th (m)	0.1	74.8	2.3	39.3	41.4		28.7	29.0	6.9		0.3	
Queue Length 95th (m)	1.1	128.4	21.4	#86.9	80.0		#73.3	#74.4	38.6		3.9	
Internal Link Dist (m)		276.8			89.0			145.2			26.1	
Turn Bay Length (m)	30.0			80.0			40.0		20.0			
Base Capacity (vph)	419	957	1008	725	1453		388	390	665		110	
Starvation Cap Reductn	0	0	0	0	0		0	0	0		0	
Spillback Cap Reductn	0	0	0	0	0		0	0	0		0	
Storage Cap Reductn	0	0	0	0	0		0	0	0		0	
Reduced v/c Ratio	0.00	0.60	0.45	0.78	0.41		0.56	0.56	0.66		0.04	

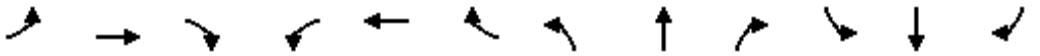
Intersection Summary

Area Type: Other
Cycle Length: 83
Actuated Cycle Length: 73
Natural Cycle: 70
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.89
Intersection Signal Delay: 24.3 Intersection LOS: C
Intersection Capacity Utilization 74.3% ICU Level of Service D
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 3: Cole & Wentworth



Total 2033 – Alternative A Analysis Results



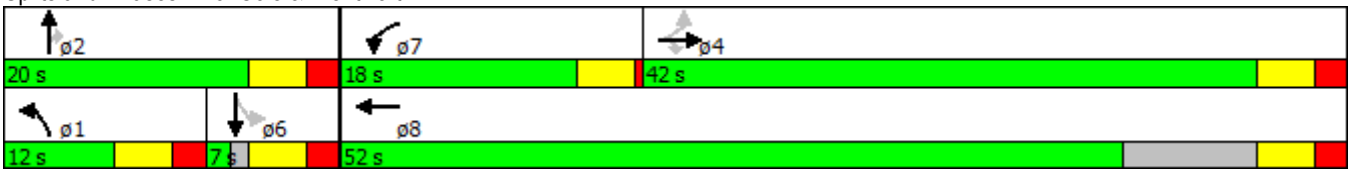
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Volume (vph)	1	550	420	517	568	7	408	2	406	1	1	2
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Storage Length (m)	30.0		0.0	80.0		0.0	40.0		20.0	0.0		0.0
Storage Lanes	1		1	2		0	1		1	0		0
Taper Length (m)	7.5			7.5			7.5			7.5		
Lane Util. Factor	1.00	1.00	1.00	0.97	1.00	1.00	0.95	0.95	1.00	1.00	1.00	1.00
Ped Bike Factor	0.99		0.98	0.99	1.00		0.99	0.99	0.97		0.99	
Frt			0.850		0.998				0.850		0.932	
Flt Protected	0.950			0.950			0.950	0.953			0.988	
Satd. Flow (prot)	1787	1881	1599	3467	1877	0	1698	1703	1599	0	1715	0
Flt Permitted	0.433			0.950			0.950	0.699				
Satd. Flow (perm)	810	1881	1568	3448	1877	0	1685	1242	1547	0	1732	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)			431		2				379		2	
Link Speed (k/h)		50			50			50			50	
Link Distance (m)		300.8			113.0			169.2			50.1	
Travel Time (s)		21.7			8.1			12.2			3.6	
Confl. Peds. (#/hr)	5		5	5		5	5		5	5		5
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Heavy Vehicles (%)	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Adj. Flow (vph)	1	585	447	550	604	7	434	2	432	1	1	2
Shared Lane Traffic (%)							50%					
Lane Group Flow (vph)	1	585	447	550	611	0	217	219	432	0	4	0
Turn Type	Perm	NA	Perm	Prot	NA		Prot	NA	Perm	Perm	NA	
Protected Phases		4		7	8		1	2			6	
Permitted Phases	4		4					2	2	6		
Detector Phase	4	4	4	7	8		1	2	2	6	6	
Switch Phase												
Minimum Initial (s)	1.5	1.5	1.5	3.0	1.5		1.5	1.5	1.5	1.5	1.5	
Minimum Split (s)	7.0	7.0	7.0	7.0	7.0		7.0	7.0	7.0	7.0	7.0	
Total Split (s)	42.0	42.0	42.0	18.0	52.0		12.0	20.0	20.0	7.0	7.0	
Total Split (%)	52.5%	52.5%	52.5%	22.5%	65.0%		15.0%	25.0%	25.0%	8.8%	8.8%	
Maximum Green (s)	36.5	36.5	36.5	14.0	46.5		6.5	14.5	14.5	1.5	1.5	
Yellow Time (s)	3.5	3.5	3.5	3.5	3.5		3.5	3.5	3.5	3.5	3.5	
All-Red Time (s)	2.0	2.0	2.0	0.5	2.0		2.0	2.0	2.0	2.0	2.0	
Lost Time Adjust (s)	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0		0.0	
Total Lost Time (s)	5.5	5.5	5.5	4.0	5.5		5.5	5.5	5.5		5.5	
Lead/Lag	Lag	Lag	Lag	Lead			Lead			Lag	Lag	
Lead-Lag Optimize?	Yes	Yes	Yes	Yes			Yes			Yes	Yes	
Vehicle Extension (s)	1.0	1.0	1.0	3.0	1.0		1.0	1.0	1.0	1.0	1.0	
Recall Mode	None	None	None	None	None		Max	Max	Max	None	None	
Walk Time (s)	5.0	5.0	5.0		5.0		5.0	5.0	5.0	5.0	5.0	
Flash Dont Walk (s)	11.0	11.0	11.0		11.0		11.0	11.0	11.0	11.0	11.0	
Pedestrian Calls (#/hr)	0	0	0		0		0	0	0	0	0	
Act Effct Green (s)	24.9	24.9	24.9	13.9	42.9		16.3	16.3	17.4		1.5	
Actuated g/C Ratio	0.35	0.35	0.35	0.19	0.60		0.23	0.23	0.24		0.02	
v/c Ratio	0.00	0.89	0.54	0.82	0.54		0.56	0.56	0.65		0.10	
Control Delay	15.0	39.3	4.8	41.3	10.6		34.2	34.3	10.2		38.8	

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Queue Delay	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0		0.0	
Total Delay	15.0	39.3	4.8	41.3	10.6		34.2	34.3	10.2		38.8	
LOS	B	D	A	D	B		C	C	B		D	
Approach Delay		24.4			25.2			22.3			38.8	
Approach LOS		C			C			C			D	
Queue Length 50th (m)	0.1	73.6	1.4	37.4	42.1		27.8	28.1	5.9		0.3	
Queue Length 95th (m)	1.0	128.9	19.6	#85.5	83.3		#71.7	#72.4	35.8		3.8	
Internal Link Dist (m)		276.8			89.0			145.2			26.1	
Turn Bay Length (m)	30.0			80.0			40.0		20.0			
Base Capacity (vph)	421	978	1022	691	1457		387	388	663		63	
Starvation Cap Reductn	0	0	0	0	0		0	0	0		0	
Spillback Cap Reductn	0	0	0	0	0		0	0	0		0	
Storage Cap Reductn	0	0	0	0	0		0	0	0		0	
Reduced v/c Ratio	0.00	0.60	0.44	0.80	0.42		0.56	0.56	0.65		0.06	

Intersection Summary			
Area Type:	Other		
Cycle Length: 80			
Actuated Cycle Length: 71.5			
Natural Cycle: 75			
Control Type: Actuated-Uncoordinated			
Maximum v/c Ratio: 0.89			
Intersection Signal Delay: 24.1		Intersection LOS: C	
Intersection Capacity Utilization 74.2%		ICU Level of Service D	
Analysis Period (min) 15			

\# 95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 3: Cole & Wentworth



Intersection	
Intersection Delay, s/veh	0.3

Movement	EBT	EBR	WBL	WBT	NBL	NBR
Vol, veh/h	676	7	8	1163	7	12
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	Yeild	-	None
Storage Length	-	-	300	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	90	90	90	90	90	90
Heavy Vehicles, %	5	5	5	5	5	5
Mvmt Flow	751	8	9	1292	8	13

Major/Minor	Major1		Major2		Minor1	
Conflicting Flow All	0	0	759	0	1419	379
Stage 1	-	-	-	-	755	-
Stage 2	-	-	-	-	664	-
Follow-up Headway	-	-	2	-	4	3
Pot Capacity-1 Maneuver	-	-	829	-	124	610
Stage 1	-	-	-	-	417	-
Stage 2	-	-	-	-	465	-
Time blocked-Platoon, %	-	-		-		
Mov Capacity-1 Maneuver	-	-	829	-	123	610
Mov Capacity-2 Maneuver	-	-	-	-	123	-
Stage 1	-	-	-	-	417	-
Stage 2	-	-	-	-	460	-

Approach	EB	WB	NB
HCM Control Delay, s	0	0	21

Minor Lane / Major Mvmt	NBLn1	EBT	EBR	WBL	WBT
Capacity (veh/h)	248	-	-	829	-
HCM Lane V/C Ratio	0.085	-	-	0.011	-
HCM Control Delay (s)	20.9	-	-	9.39	-
HCM Lane LOS	C			A	
HCM 95th %tile Q(veh)	0.276	-	-	0.033	-

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

Intersection	
Intersection Delay, s/veh	21.8

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Vol, veh/h	158	474	369	179	135	80
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	0
Veh in Median Storage, #	-	0	0	-	0	-
Grade, %	-	0	0	-	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	172	515	401	195	147	87

Major/Minor	Major1		Major2		Minor2	
Conflicting Flow All	596	0	-	0	1357	498
Stage 1	-	-	-	-	498	-
Stage 2	-	-	-	-	859	-
Follow-up Headway	2	-	-	-	4	3
Pot Capacity-1 Maneuver	980	-	-	-	164	572
Stage 1	-	-	-	-	611	-
Stage 2	-	-	-	-	415	-
Time blocked-Platoon, %		-	-	-		
Mov Capacity-1 Maneuver	980	-	-	-	# 124	572
Mov Capacity-2 Maneuver	-	-	-	-	# 124	-
Stage 1	-	-	-	-	611	-
Stage 2	-	-	-	-	313	-

Approach	EB	WB	SB
HCM Control Delay, s	2	0	134

Minor Lane / Major Mvmt	EBL	EBT	WBT	WBR	SBLn1	SBLn2
Capacity (veh/h)	980	-	-	-	124	572
HCM Lane V/C Ratio	0.175	-	-	-	1.183	0.152
HCM Control Delay (s)	9.452	0	-	-	206.3	12.4
HCM Lane LOS	A	A			F	B
HCM 95th %tile Q(veh)	0.633	-	-	-	8.974	0.533

Notes

~ : Volume Exceeds Capacity; $: Delay Exceeds 300 Seconds; Error : Computation Not Defined

APPENDIX II

Traffic Signal Warrant Results

Town of Windsor - Traffic Signal Warrant Analysis

Main Street (name)	Wentworth Rd.	Direction (EW or NS)	EW
Side Street (name)	Payzant Dr.	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Background 2023 Traffic
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	Town of Windsor
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Wentworth Rd.	WB	1				1		450	1
Wentworth Rd.	EB	1		1			1	600	1
Payzant Dr.	NB	1				1			
Payzant Dr.	SB				1				
Are the Payzant Dr. NB right turns significantly impeded by through movements? (y/n)							n		
Are the Payzant Dr. SB right turns significantly impeded by through movements? (y/n)							n		

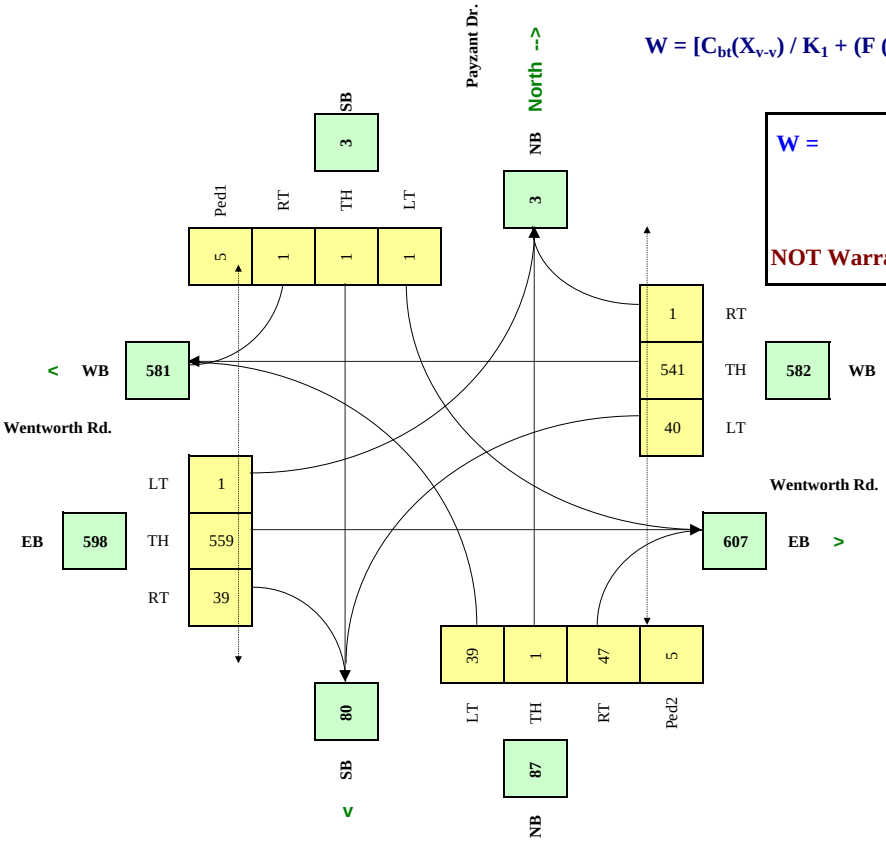
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Wentworth Rd.	EW	50	2.0%	n	0.0
Payzant Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	29	1	35	1	1	1	30	398	1	1	411	28	5	5	5	5
8:15 - 9:15	35	1	41	1	1	1	35	476	1	1	492	34	5	5	5	5
11:45 - 12:45	38	1	45	1	1	1	38	519	1	1	536	37	5	5	5	5
12:45 - 13:45	42	1	51	1	1	1	43	582	1	1	601	42	5	5	5	5
15:30 - 16:30	40	1	48	1	1	1	41	554	1	1	573	40	5	5	5	5
16:30 - 17:30	52	1	62	1	1	1	53	714	1	1	738	51	5	5	5	5
Total (6-hour peak)	**236**	**6**	**282**	**6**	**6**	**6**	**240**	**3,243**	**6**	**6**	**3,351**	**232**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**39**	**1**	**47**	**1**	**1**	**1**	**40**	**541**	**1**	**1**	**559**	**39**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	67	53	14
		Veh	*Ped*

NOT Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

Town of Windsor - Traffic Signal Warrant Analysis

Main Street (name)	Wentworth Rd.	Direction (EW or NS)	EW	Road Authority:	Town of Windsor
Side Street (name)	Payzant Dr.	Direction (EW or NS)	NS	City:	West Hants / Windsor
Quadrant / Int #		Comments	Background 2033 Traffic	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Wentworth Rd.	WB	1				1		450	1
Wentworth Rd.	EB	1		1			1	600	1
Payzant Dr.	NB	1				1			
Payzant Dr.	SB				1				
Are the Payzant Dr. NB right turns significantly impeded by through movements? (y/n)							n		
Are the Payzant Dr. SB right turns significantly impeded by through movements? (y/n)							n		

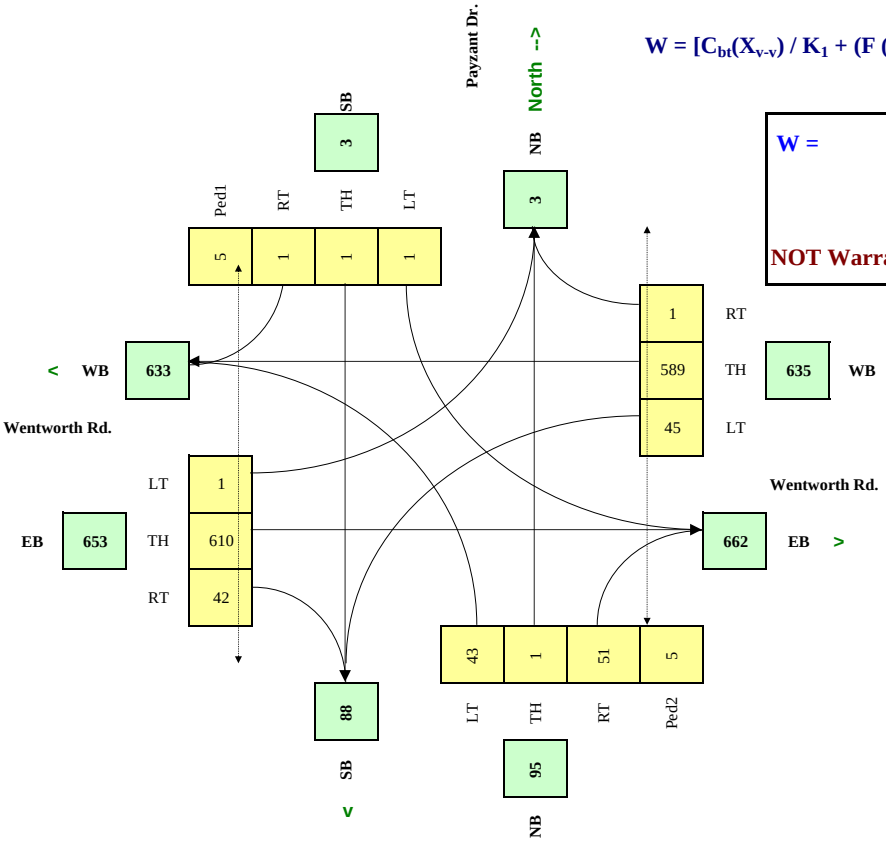
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Wentworth Rd.	EW	50	2.0%	n	0.0
Payzant Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	32	1	38	1	1	1	33	433	1	1	449	31	5	5	5	5
8:15 - 9:15	38	1	45	1	1	1	39	519	1	1	537	37	5	5	5	5
11:45 - 12:45	41	1	49	1	1	1	43	565	1	1	585	41	5	5	5	5
12:45 - 13:45	46	1	55	1	1	1	48	634	1	1	657	46	5	5	5	5
15:30 - 16:30	44	1	53	1	1	1	46	604	1	1	626	43	5	5	5	5
16:30 - 17:30	57	1	68	1	1	1	59	778	1	1	806	56	5	5	5	5
Total (6-hour peak)	**258**	**6**	**308**	**6**	**6**	**6**	**268**	**3,533**	**6**	**6**	**3,660**	**254**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**43**	**1**	**51**	**1**	**1**	**1**	**45**	**589**	**1**	**1**	**610**	**42**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	80	65	15
		Veh	*Ped*

NOT Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Wentworth Rd.	Direction (EW or NS)	EW
Side Street (name)	Industrial Dr.	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Background 2023 Traffic
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	NSTIR
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Wentworth Rd.	WB	1				1		1,000	1
Wentworth Rd.	EB				1			110	1
Industrial Dr.	NB								
Industrial Dr.	SB	1				1			
							n		
Are the Industrial Dr. SB right turns significantly impeded by through movements? (y/n)							n		

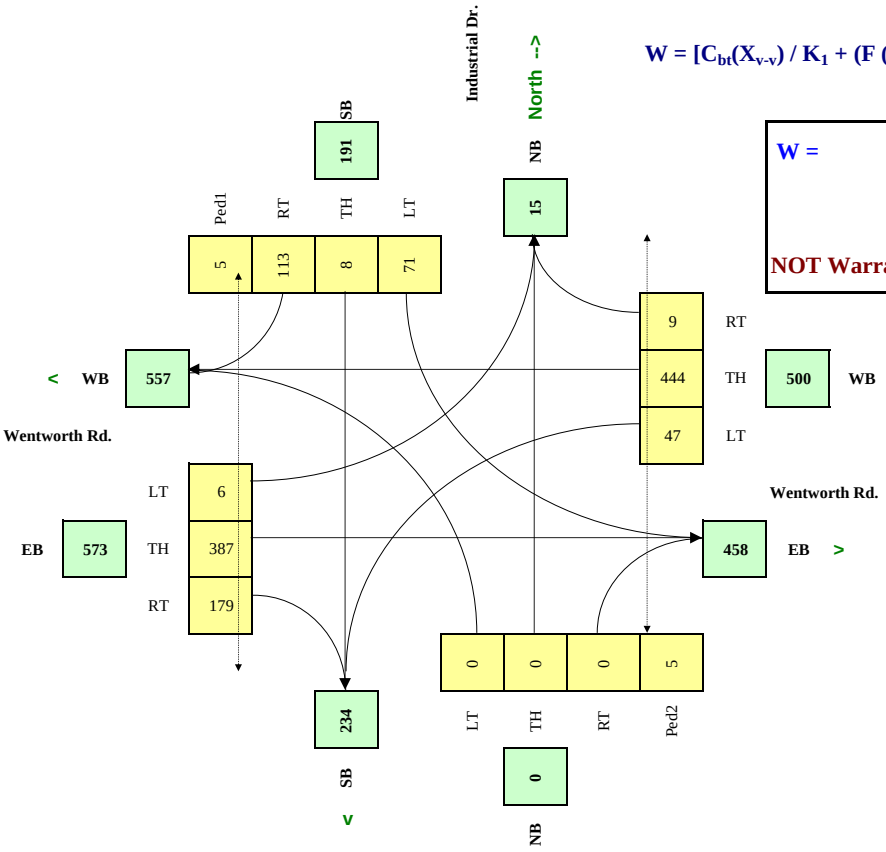
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Wentworth Rd.	EW	50	2.0%	n	0.0
Industrial Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	52	6	83	35	327	7	4	285	132	5	5	5	5
8:15 - 9:15	0	0	0	62	7	99	41	391	8	5	341	158	5	5	5	5
11:45 - 12:45	0	0	0	68	7	108	45	426	9	6	372	172	5	5	5	5
12:45 - 13:45	0	0	0	76	8	121	51	478	10	7	417	193	5	5	5	5
15:30 - 16:30	0	0	0	72	8	116	48	456	9	6	397	184	5	5	5	5
16:30 - 17:30	0	0	0	93	10	149	62	587	12	8	512	237	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**423**	**46**	**676**	**282**	**2,665**	**55**	**36**	**2,324**	**1,076**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**71**	**8**	**113**	**47**	**444**	**9**	**6**	**387**	**179**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	82	71	11
		Veh	*Ped*

NOT Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Wentworth Rd.	Direction (EW or NS)	EW	Road Authority:	NSTIR
Side Street (name)	Industrial Dr.	Direction (EW or NS)	NS	City:	West Hants / Windsor
Quadrant / Int #		Comments	Background 2033 Traffic	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Wentworth Rd.	WB	1				1		1,000	1
Wentworth Rd.	EB				1			110	1
Industrial Dr.	NB								
Industrial Dr.	SB	1				1			
							n		
Are the Industrial Dr. SB right turns significantly impeded by through movements? (y/n)							n		

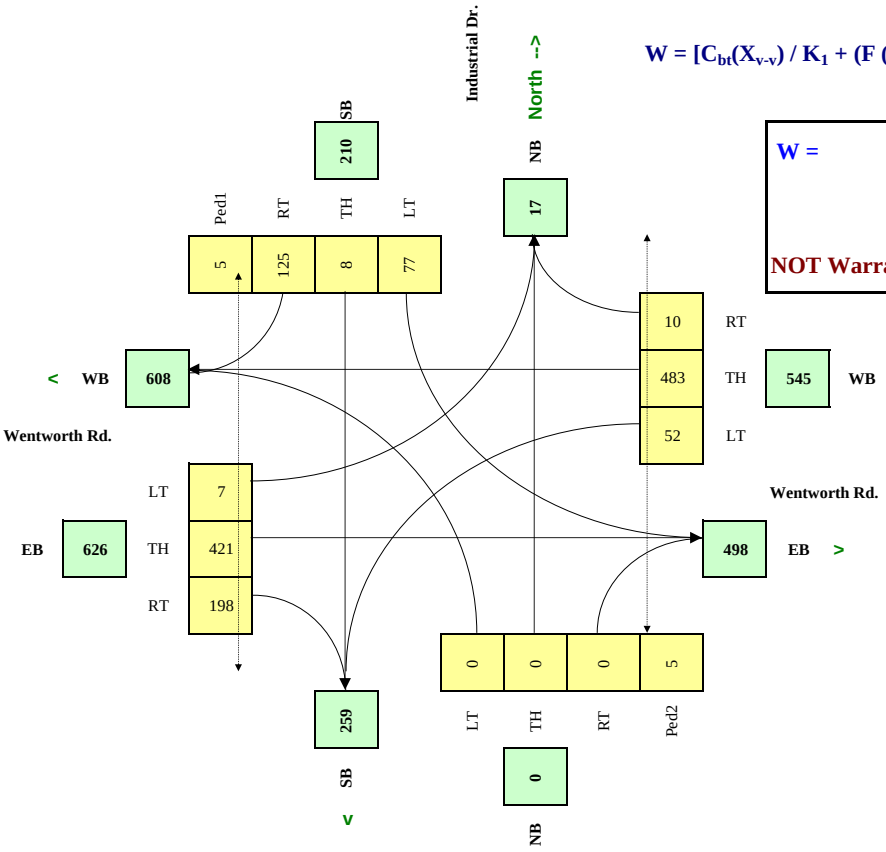
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Wentworth Rd.	EW	50	2.0%	n	0.0
Industrial Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1	Ped2	Ped3	Ped4
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	NS	NS	EW	EW
													W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	57	6	92	38	355	7	5	310	146	5	5	5	5
8:15 - 9:15	0	0	0	68	7	110	46	425	9	6	371	175	5	5	5	5
11:45 - 12:45	0	0	0	74	8	120	50	463	9	7	404	190	5	5	5	5
12:45 - 13:45	0	0	0	83	9	134	56	520	11	7	453	213	5	5	5	5
15:30 - 16:30	0	0	0	79	9	128	54	495	10	7	432	203	5	5	5	5
16:30 - 17:30	0	0	0	102	11	165	69	638	13	9	556	262	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**463**	**50**	**749**	**313**	**2,896**	**59**	**41**	**2,526**	**1,189**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**77**	**8**	**125**	**52**	**483**	**10**	**7**	**421**	**198**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	99	86	13
		Veh	*Ped*

NOT Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 1/King	Direction (EW or NS)	NS	Road Authority:	NSTIR
Side Street (name)	Trunk 14	Direction (EW or NS)	EW	City:	West Hants / Windsor
Quadrant / Int #		Comments	Background 2033 Traffic	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 1/King	NB				1			1,000	1
Trunk 1/King	SB	1				1		1,000	1
Trunk 14	WB	1				1			
Trunk 14	EB				1				
Are the Trunk 14 WB right turns significantly impeded by through movements? (y/n)							n		
Are the Trunk 14 EB right turns significantly impeded by through movements? (y/n)							n		

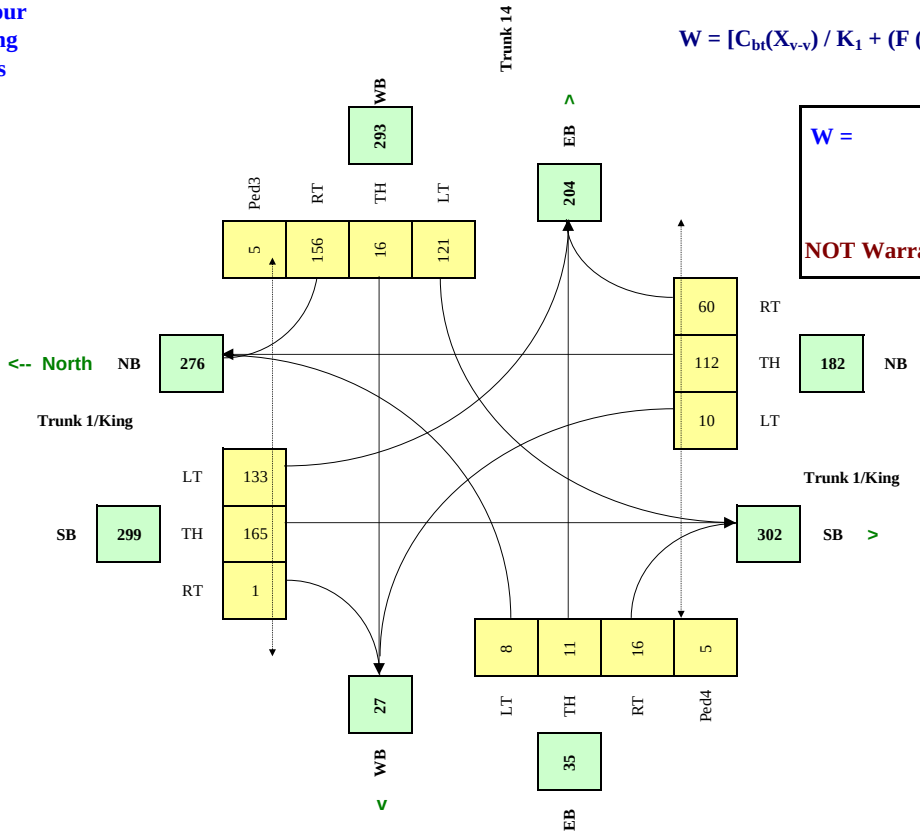
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 1/King	NS	70	5.0%	n	0.0
Trunk 14	EW		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	7	82	44	98	121	1	89	12	115	6	8	12	5	5	5	5
8:15 - 9:15	9	99	53	117	145	1	107	14	137	7	10	14	5	5	5	5
11:45 - 12:45	9	108	57	128	158	1	116	15	150	7	11	15	5	5	5	5
12:45 - 13:45	11	121	64	143	178	1	130	17	168	8	12	17	5	5	5	5
15:30 - 16:30	10	115	61	137	169	1	124	16	160	8	12	16	5	5	5	5
16:30 - 17:30	13	148	79	176	218	1	160	21	206	10	15	21	5	5	5	5
Total (6-hour peak)	**59**	**673**	**358**	**799**	**989**	**6**	**726**	**95**	**936**	**46**	**68**	**95**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**10**	**112**	**60**	**133**	**165**	**1**	**121**	**16**	**156**	**8**	**11**	**16**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	75	69	6
		Veh	*Ped*

NOT Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

Town of Windsor - Traffic Signal Warrant Analysis

Main Street (name)	Wentworth Rd.	Direction (EW or NS)	EW	Road Authority:	Town of Windsor
Side Street (name)	Payzant Dr.	Direction (EW or NS)	NS	City:	West Hants / Windsor
Quadrant / Int #		Comments	Total 2023 Traffic Alternative E Network	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Wentworth Rd.	WB	1				1		450	1
Wentworth Rd.	EB	1				1		600	1
Payzant Dr.	NB	1				1			
Payzant Dr.	SB	1				1			
Are the Payzant Dr. NB right turns significantly impeded by through movements? (y/n)							n		
Are the Payzant Dr. SB right turns significantly impeded by through movements? (y/n)							n		

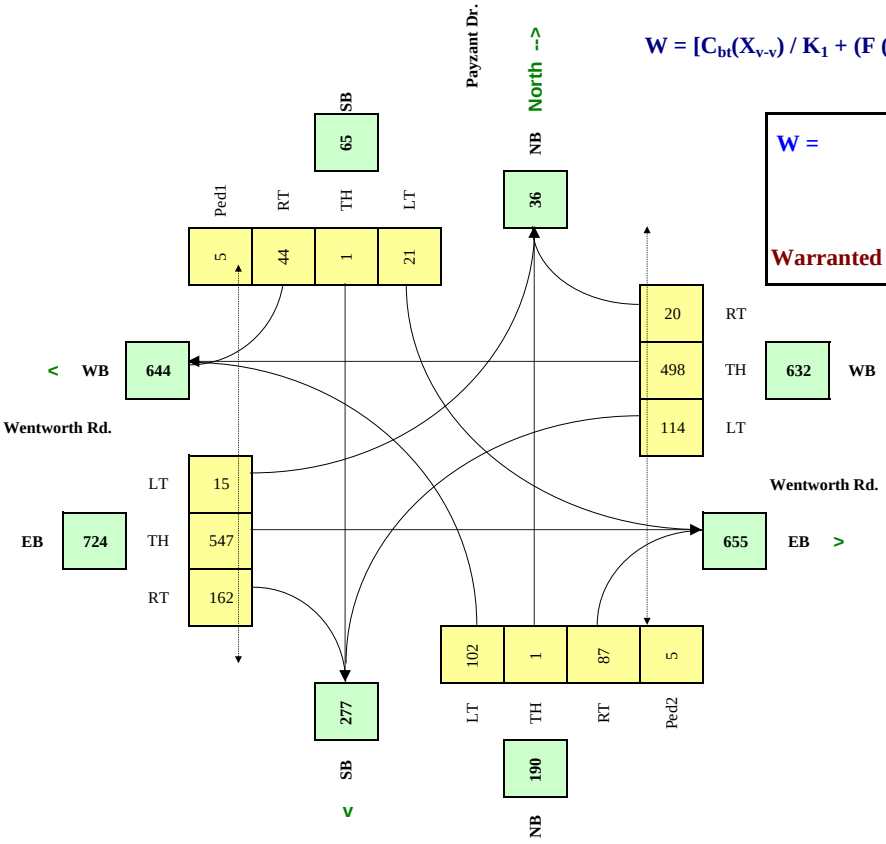
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Wentworth Rd.	EW	50	2.0%	n	0.0
Payzant Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	75	1	64	15	1	32	84	367	14	11	403	119	5	5	5	5
8:15 - 9:15	90	1	77	18	1	39	101	439	17	13	482	143	5	5	5	5
11:45 - 12:45	98	1	84	20	1	42	110	478	19	15	525	155	5	5	5	5
12:45 - 13:45	110	1	94	22	1	47	123	536	21	16	589	174	5	5	5	5
15:30 - 16:30	105	1	89	21	1	45	117	511	20	16	561	166	5	5	5	5
16:30 - 17:30	135	1	115	27	1	58	151	658	26	20	723	214	5	5	5	5
Total (6-hour peak)	**613**	**6**	**523**	**123**	**6**	**263**	**686**	**2,989**	**117**	**91**	**3,283**	**971**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**102**	**1**	**87**	**21**	**1**	**44**	**114**	**498**	**20**	**15**	**547**	**162**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	186	171	15
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Wentworth Rd.	Direction (EW or NS)	EW
Side Street (name)	Industrial Dr.	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Total 2023 Traffic Alternative E Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	NSTIR
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Wentworth Rd.	WB	1				1		1,000	1
Wentworth Rd.	EB				1			110	1
Industrial Dr.	NB								
Industrial Dr.	SB	1				1			
							n		
Are the Industrial Dr. SB right turns significantly impeded by through movements? (y/n)							n		

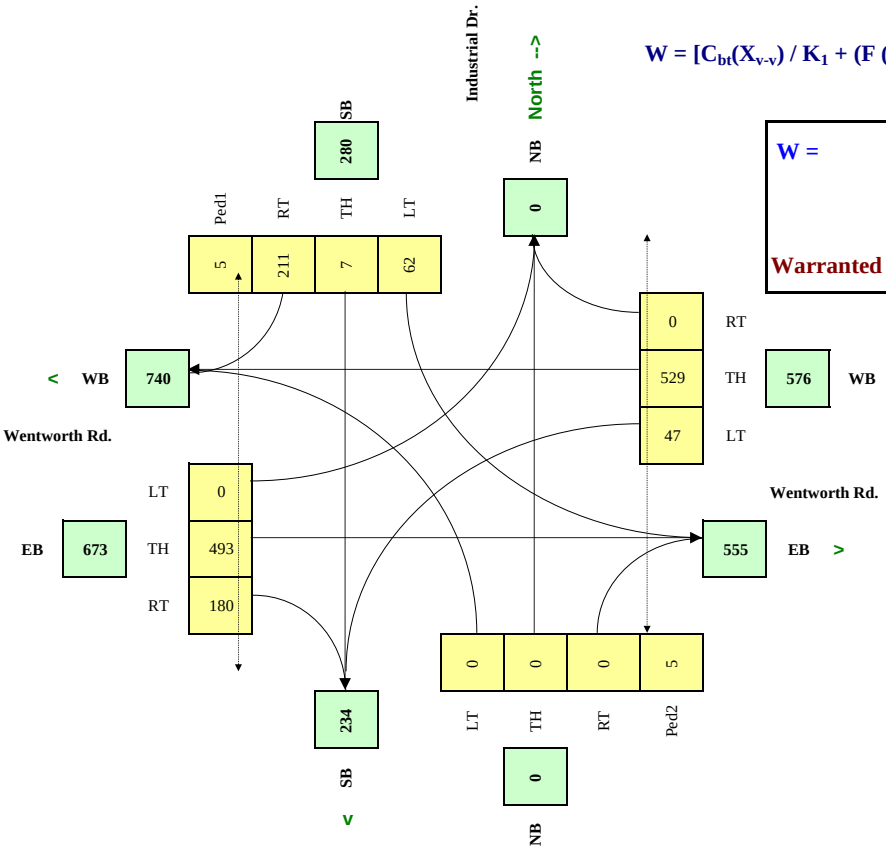
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Wentworth Rd.	EW	50	2.0%	n	0.0
Industrial Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	46	5	155	35	389	0	0	363	133	5	5	5	5
8:15 - 9:15	0	0	0	55	6	186	41	466	0	0	434	159	5	5	5	5
11:45 - 12:45	0	0	0	60	7	203	45	508	0	0	473	173	5	5	5	5
12:45 - 13:45	0	0	0	67	7	227	51	570	0	0	530	194	5	5	5	5
15:30 - 16:30	0	0	0	64	7	217	48	543	0	0	505	185	5	5	5	5
16:30 - 17:30	0	0	0	82	9	279	62	699	0	0	651	238	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**374**	**41**	**1,267**	**282**	**3,175**	**0**	**0**	**2,956**	**1,082**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**62**	**7**	**211**	**47**	**529**	**0**	**0**	**493**	**180**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	117	103	14
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 14	Direction (EW or NS)	EW
Side Street (name)	Exit 5 WB Ramps	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Total 2023 Traffic Alternative E Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	NSTIR
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 14	WB			1			1	1,000	1
Trunk 14	EB		1					1,000	1
Exit 5 WB Ramps	NB		1				1		
Exit 5 WB Ramps	SB								
							n		
							n		

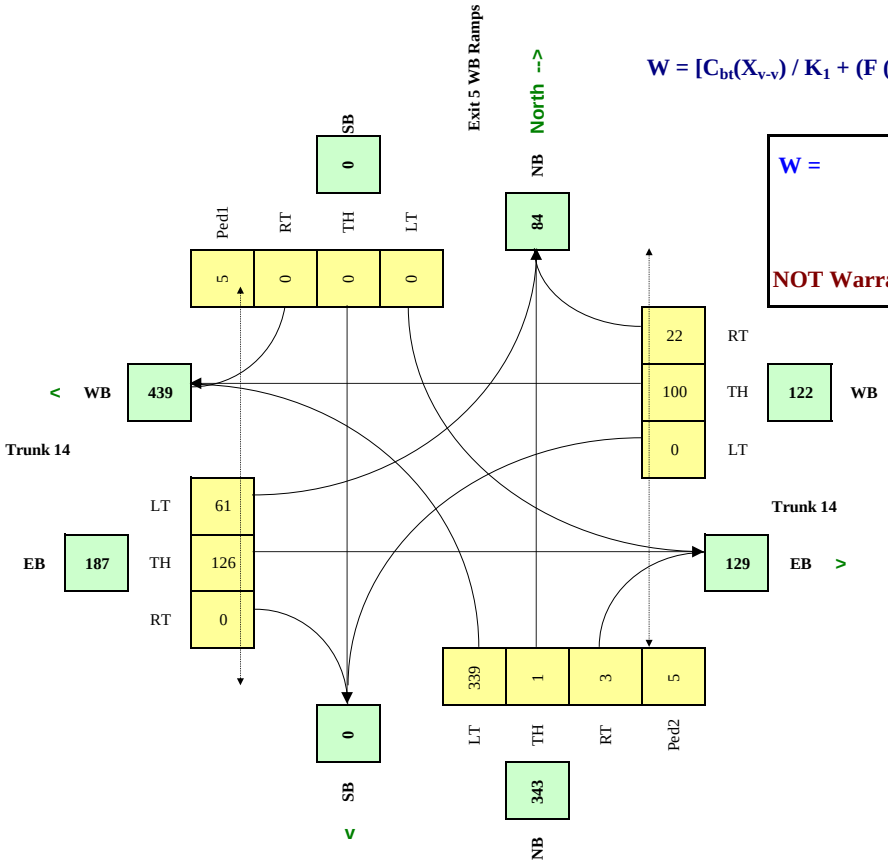
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 14	EW	70	5.0%	n	0.0
Exit 5 WB Ramps	NS		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	250	1	2	0	0	0	0	74	16	45	92	0	5	5	5	5
8:15 - 9:15	299	1	3	0	0	0	0	88	19	54	111	0	5	5	5	5
11:45 - 12:45	325	1	3	0	0	0	0	96	21	59	121	0	5	5	5	5
12:45 - 13:45	365	1	3	0	0	0	0	108	24	66	135	0	5	5	5	5
15:30 - 16:30	348	1	3	0	0	0	0	102	23	63	129	0	5	5	5	5
16:30 - 17:30	448	1	4	0	0	0	0	132	29	81	166	0	5	5	5	5
Total (6-hour peak)	**2,035**	**6**	**18**	**0**	**0**	**0**	**0**	**600**	**132**	**368**	**754**	**0**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**339**	**1**	**3**	**0**	**0**	**0**	**0**	**100**	**22**	**61**	**126**	**0**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	84	78	6
		Veh	*Ped*

NOT Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 14	Direction (EW or NS)	EW
Side Street (name)	Exit 5 EB Ramps	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Total 2023 Traffic Alternative E Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	NSTIR
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 14	WB		1					1,000	1
Trunk 14	EB			1			1	1,000	1
Exit 5 EB Ramps	NB								
Exit 5 EB Ramps	SB		1				1		
							n		
							n		

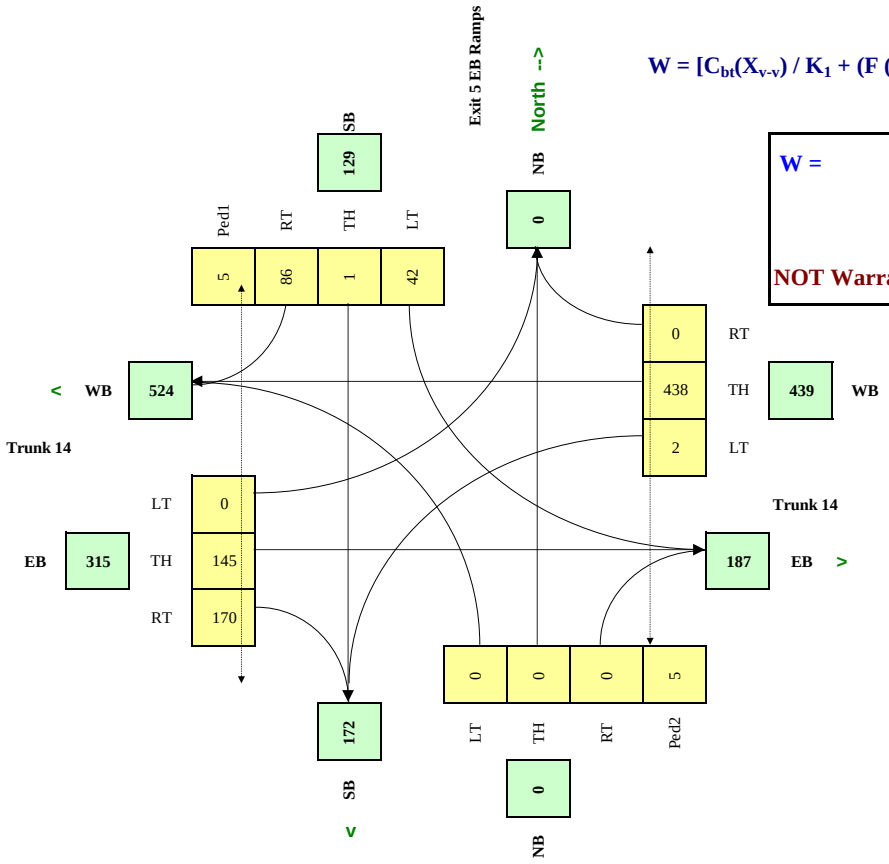
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 14	EW	70	5.0%	n	0.0
Exit 5 EB Ramps	NS		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	31	1	64	1	322	0	0	107	125	5	5	5	5
8:15 - 9:15	0	0	0	37	1	76	1	385	0	0	128	149	5	5	5	5
11:45 - 12:45	0	0	0	40	1	83	1	420	0	0	139	163	5	5	5	5
12:45 - 13:45	0	0	0	45	1	93	2	471	0	0	156	183	5	5	5	5
15:30 - 16:30	0	0	0	43	1	88	2	449	0	0	149	174	5	5	5	5
16:30 - 17:30	0	0	0	55	1	114	2	578	0	0	192	224	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**251**	**6**	**518**	**9**	**2,625**	**0**	**0**	**871**	**1,018**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**42**	**1**	**86**	**2**	**438**	**0**	**0**	**145**	**170**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	42	33	9
		Veh	*Ped*

NOT Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

West Hants - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 14	Direction (EW or NS)	EW	Road Authority:	West Hants
Side Street (name)	Underwood Dr. S.	Direction (EW or NS)	NS	City:	West Hants / Windsor
Quadrant / Int #		Comments	Total 2023 Traffic Alternative E Network	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 14	WB			1			1	1,000	1
Trunk 14	EB	1		1				1,000	1
Underwood Dr. S.	NB								
Underwood Dr. S.	SB	1					1		
							n		
							n		

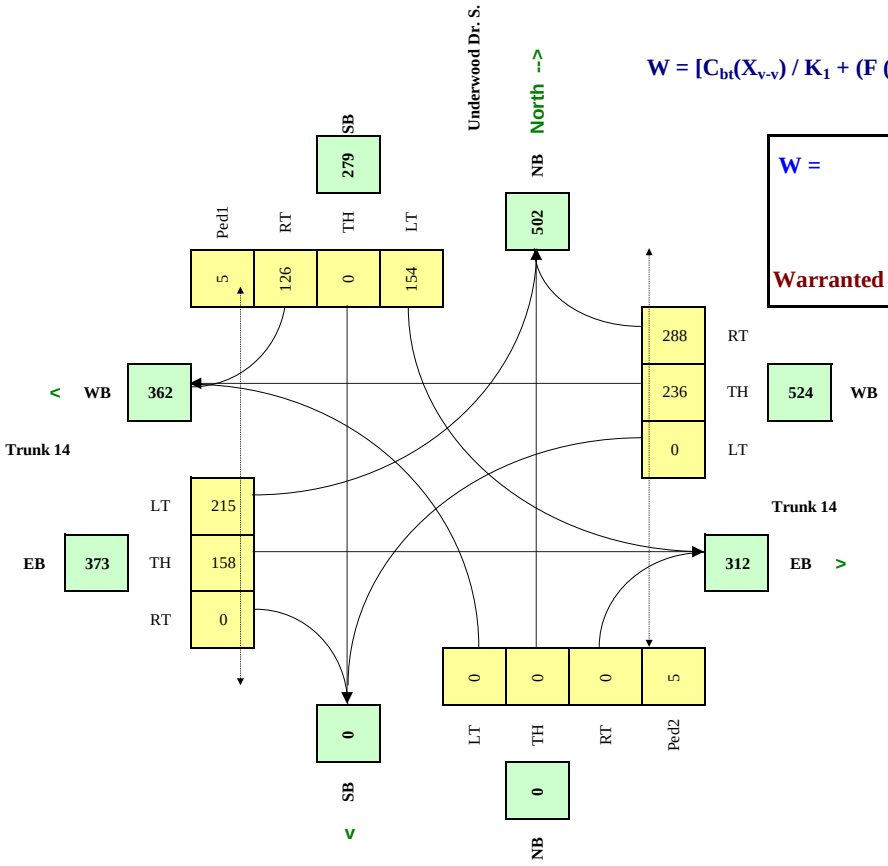
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 14	EW	70	5.0%	n	0.0
Underwood Dr. S.	NS		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	113	0	92	0	174	212	158	116	0	5	5	5	5
8:15 - 9:15	0	0	0	135	0	111	0	208	253	189	139	0	5	5	5	5
11:45 - 12:45	0	0	0	147	0	121	0	227	276	206	152	0	5	5	5	5
12:45 - 13:45	0	0	0	165	0	135	0	254	310	231	170	0	5	5	5	5
15:30 - 16:30	0	0	0	158	0	129	0	242	295	220	162	0	5	5	5	5
16:30 - 17:30	0	0	0	203	0	166	0	312	380	284	209	0	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**921**	**0**	**754**	**0**	**1,417**	**1,726**	**1,288**	**948**	**0**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**154**	**0**	**126**	**0**	**236**	**288**	**215**	**158**	**0**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	158	148	10
		Veh	*Ped*

Warranted

RESET SHEET

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 1/King	Direction (EW or NS)	NS	Road Authority:	NSTIR
Side Street (name)	Trunk 14	Direction (EW or NS)	EW	City:	West Hants / Windsor
Quadrant / Int #		Comments	Total 2023 Traffic Alternative E Network	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 1/King	NB	1				1		1,000	1
Trunk 1/King	SB	1				1		1,000	1
Trunk 14	WB		1				1		
Trunk 14	EB	1				1			
							n		
Are the Trunk 14 EB right turns significantly impeded by through movements? (y/n)							n		

Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

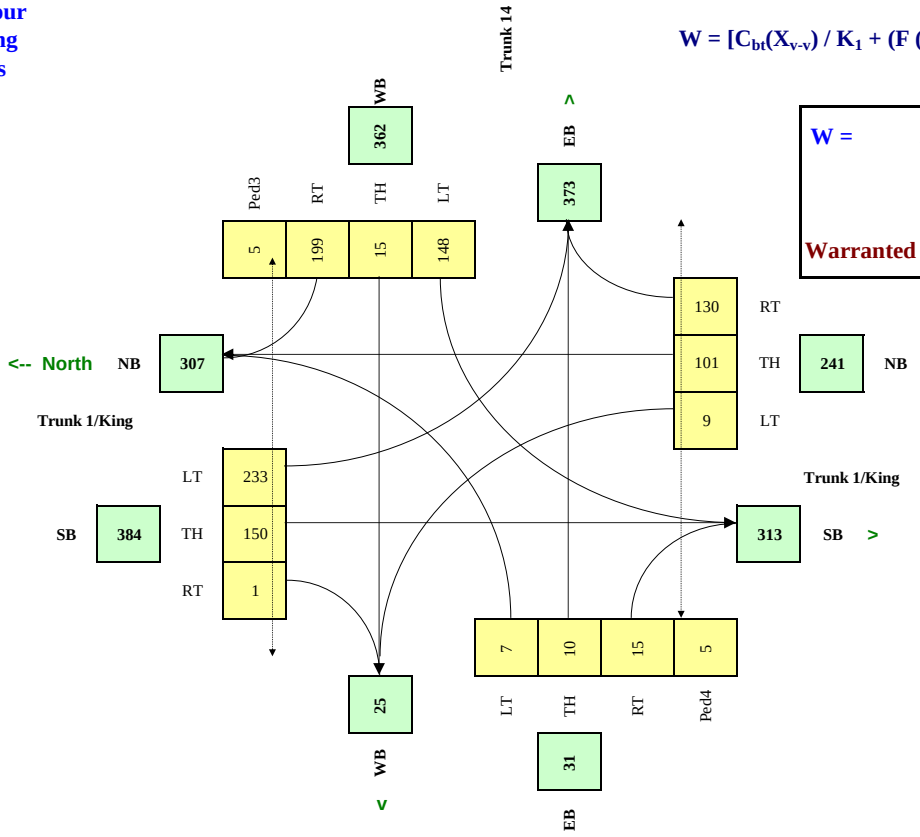
Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 1/King	NS	70	5.0%	n	0.0
Trunk 14	EW		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	7	75	96	172	110	1	109	11	147	5	7	11	5	5	5	5
8:15 - 9:15	8	89	115	205	132	1	131	13	175	6	9	13	5	5	5	5
11:45 - 12:45	9	97	125	224	144	1	142	14	191	7	9	14	5	5	5	5
12:45 - 13:45	10	109	140	251	161	1	160	15	214	7	11	15	5	5	5	5
15:30 - 16:30	9	104	134	239	154	1	152	15	204	7	10	15	5	5	5	5
16:30 - 17:30	12	134	172	308	198	1	196	19	263	9	13	19	5	5	5	5
Total (6-hour peak)	**55**	**608**	**782**	**1,399**	**899**	**6**	**890**	**87**	**1,194**	**41**	**59**	**87**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**9**	**101**	**130**	**233**	**150**	**1**	**148**	**15**	**199**	**7**	**10**	**15**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements

$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$



W =	115	107	8
		Veh	*Ped*

Warranted

RESET SHEET

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Town of Windsor - Traffic Signal Warrant Analysis

Main Street (name)	Wentworth Rd.	Direction (EW or NS)	EW
Side Street (name)	Payzant Dr.	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Total 2033 Traffic Alternative E Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	Town of Windsor
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Wentworth Rd.	WB	1		1		1		450	2
Wentworth Rd.	EB	1		1		1		600	2
Payzant Dr.	NB	1				1			
Payzant Dr.	SB	1				1			
Are the Payzant Dr. NB right turns significantly impeded by through movements? (y/n)							n		
Are the Payzant Dr. SB right turns significantly impeded by through movements? (y/n)							n		

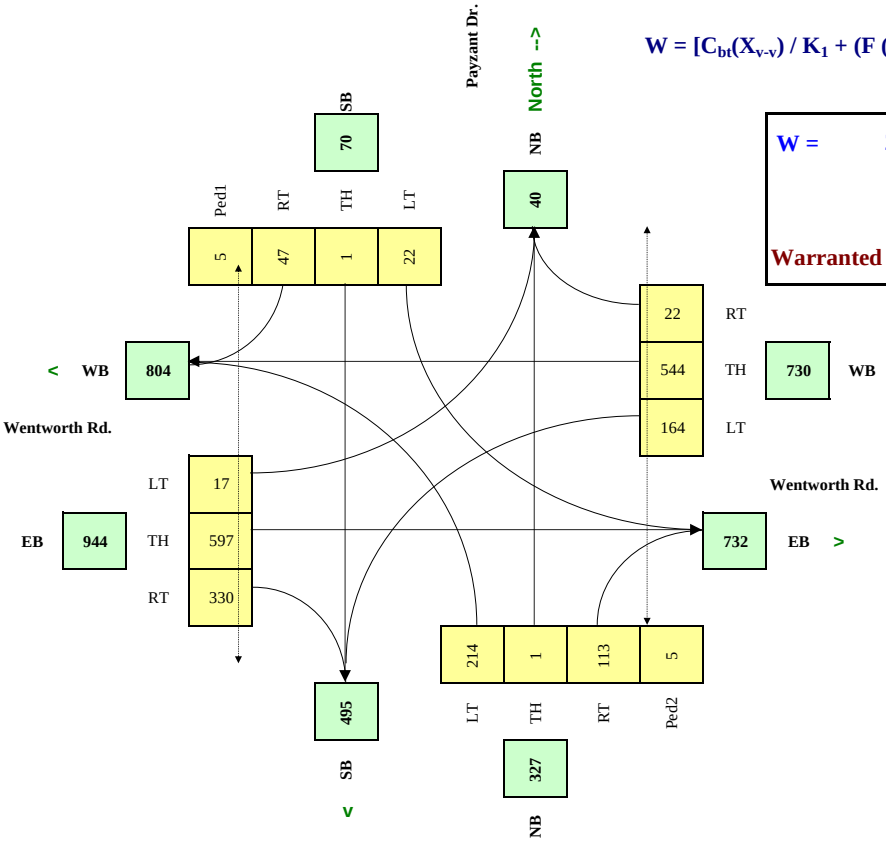
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Wentworth Rd.	EW	50	2.0%	n	0.0
Payzant Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	157	1	83	16	1	35	121	400	16	12	440	243	5	5	5	5
8:15 - 9:15	188	1	99	19	1	41	145	479	19	15	526	291	5	5	5	5
11:45 - 12:45	205	1	108	21	1	45	158	522	21	16	573	317	5	5	5	5
12:45 - 13:45	230	1	121	24	1	51	177	585	24	18	643	355	5	5	5	5
15:30 - 16:30	219	1	116	23	1	48	168	557	23	17	612	338	5	5	5	5
16:30 - 17:30	282	1	149	29	1	62	217	718	29	22	789	436	5	5	5	5
Total (6-hour peak)	**1,281**	**6**	**676**	**132**	**6**	**282**	**986**	**3,261**	**132**	**100**	**3,583**	**1,980**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**214**	**1**	**113**	**22**	**1**	**47**	**164**	**544**	**22**	**17**	**597**	**330**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	299	279	20
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Wentworth Rd.	Direction (EW or NS)	EW
Side Street (name)	Industrial Dr.	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Total 2033 Traffic Alternative E Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	NSTIR
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Wentworth Rd.	WB	1				1		1,000	1
Wentworth Rd.	EB				1			110	1
Industrial Dr.	NB								
Industrial Dr.	SB	1				1			
							n		
Are the Industrial Dr. SB right turns significantly impeded by through movements? (y/n)							n		

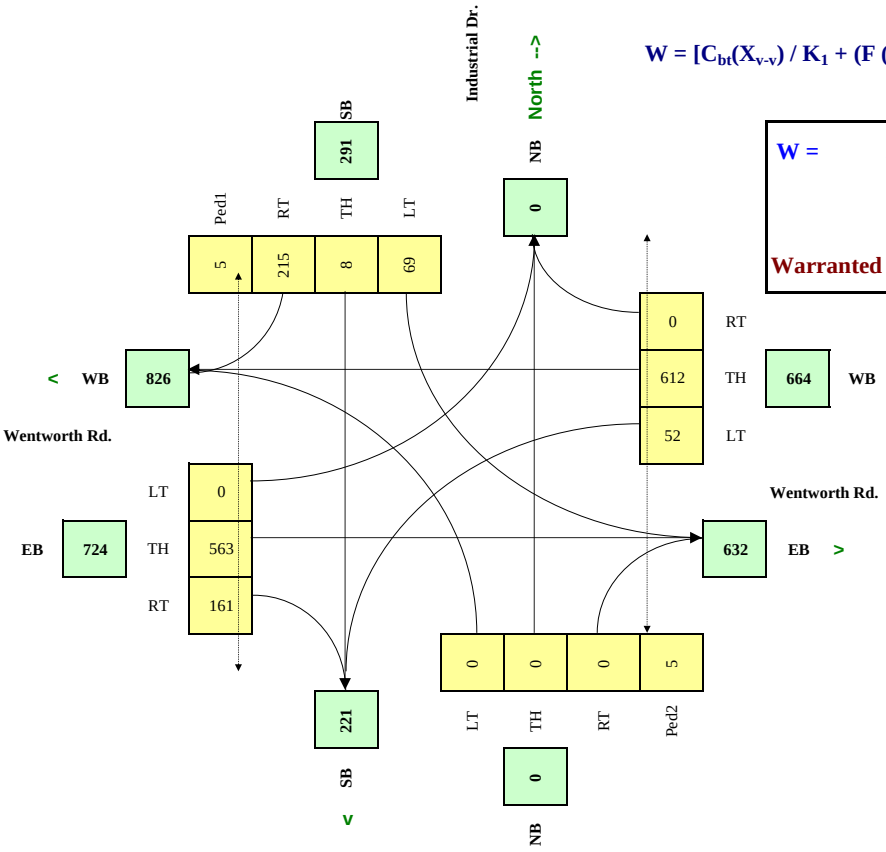
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Wentworth Rd.	EW	50	2.0%	n	0.0
Industrial Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	51	6	158	38	450	0	0	414	119	5	5	5	5
8:15 - 9:15	0	0	0	61	7	189	46	539	0	0	496	142	5	5	5	5
11:45 - 12:45	0	0	0	66	7	206	50	587	0	0	540	155	5	5	5	5
12:45 - 13:45	0	0	0	74	8	231	56	658	0	0	606	174	5	5	5	5
15:30 - 16:30	0	0	0	71	8	220	54	627	0	0	578	165	5	5	5	5
16:30 - 17:30	0	0	0	91	10	284	69	808	0	0	744	213	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**414**	**46**	**1,288**	**313**	**3,669**	**0**	**0**	**3,378**	**968**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**69**	**8**	**215**	**52**	**612**	**0**	**0**	**563**	**161**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	146	131	15
		Veh	*Ped*

Warranted

RESET SHEET

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NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 14	Direction (EW or NS)	EW
Side Street (name)	Exit 5 WB Ramps	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Total 2033 Traffic Alternative E Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	NSTIR
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 14	WB			1			1	1,000	1
Trunk 14	EB		1					1,000	1
Exit 5 WB Ramps	NB		1				1		
Exit 5 WB Ramps	SB								
							n		
							n		

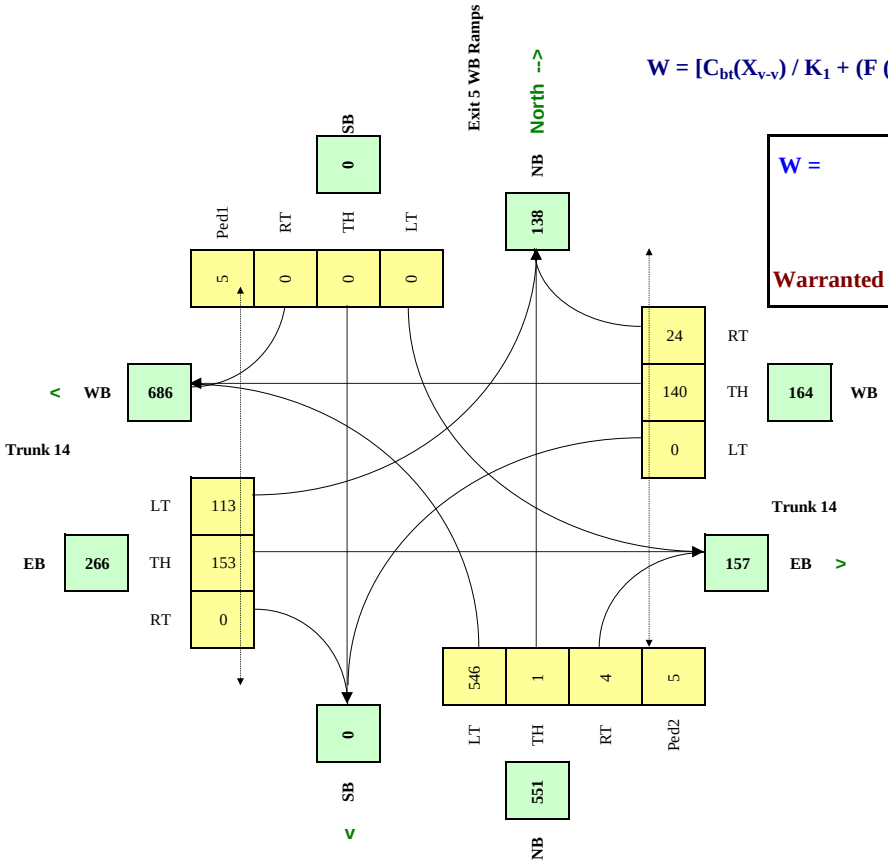
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 14	EW	70	5.0%	n	0.0
Exit 5 WB Ramps	NS		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	402	1	3	0	0	0	0	103	18	83	113	0	5	5	5	5
8:15 - 9:15	481	1	3	0	0	0	0	123	21	99	135	0	5	5	5	5
11:45 - 12:45	524	1	4	0	0	0	0	134	23	108	147	0	5	5	5	5
12:45 - 13:45	588	1	4	0	0	0	0	151	26	121	165	0	5	5	5	5
15:30 - 16:30	560	1	4	0	0	0	0	144	25	116	157	0	5	5	5	5
16:30 - 17:30	722	1	5	0	0	0	0	185	32	149	202	0	5	5	5	5
Total (6-hour peak)	**3,277**	**6**	**23**	**0**	**0**	**0**	**0**	**840**	**145**	**676**	**919**	**0**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**546**	**1**	**4**	**0**	**0**	**0**	**0**	**140**	**24**	**113**	**153**	**0**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	188	179	9
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H *© 2007 Transportation Association of Canada*

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 14	Direction (EW or NS)	EW	Road Authority:	NSTIR
Side Street (name)	Exit 5 EB Ramps	Direction (EW or NS)	NS	City:	West Hants / Windsor
Quadrant / Int #		Comments	Total 2033 Traffic Alternative E Network	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 14	WB		1					1,000	1
Trunk 14	EB			1			1	1,000	1
Exit 5 EB Ramps	NB								
Exit 5 EB Ramps	SB		1				1		
							n		
							n		

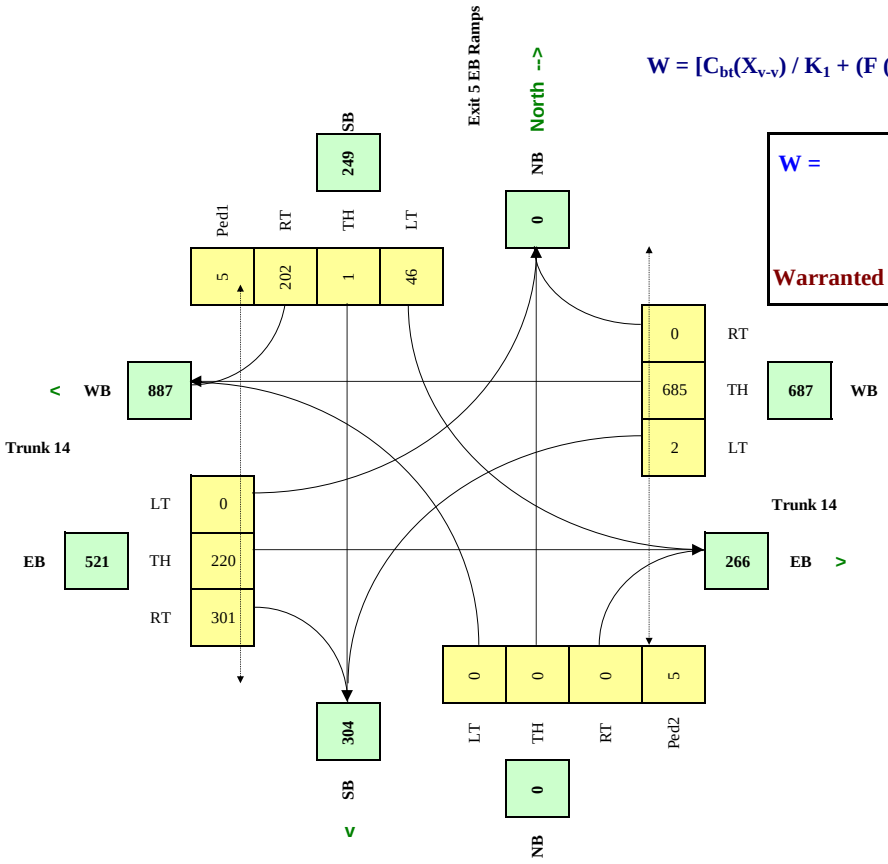
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 14	EW	70	5.0%	n	0.0
Exit 5 EB Ramps	NS		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	34	1	149	2	504	0	0	162	222	5	5	5	5
8:15 - 9:15	0	0	0	41	1	178	2	603	0	0	193	265	5	5	5	5
11:45 - 12:45	0	0	0	44	1	194	2	657	0	0	211	289	5	5	5	5
12:45 - 13:45	0	0	0	50	1	218	2	737	0	0	236	324	5	5	5	5
15:30 - 16:30	0	0	0	47	1	207	2	702	0	0	225	309	5	5	5	5
16:30 - 17:30	0	0	0	61	1	267	3	904	0	0	290	398	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**277**	**6**	**1,213**	**13**	**4,107**	**0**	**0**	**1,317**	**1,807**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**46**	**1**	**202**	**2**	**685**	**0**	**0**	**220**	**301**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	132	116	16
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

West Hants - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 14	Direction (EW or NS)	EW
Side Street (name)	Cole/Brooklyn	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Total 2033 Traffic Alternative E Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	West Hants
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 14	WB	1		1			1	1,000	1
Trunk 14	EB	1				1		1,000	1
Cole/Brooklyn	NB				1				
Cole/Brooklyn	SB	1				1			

Are the Cole/Brooklyn NB right turns significantly impeded by through movements?	(y/n)	n
Are the Cole/Brooklyn SB right turns significantly impeded by through movements?	(y/n)	n

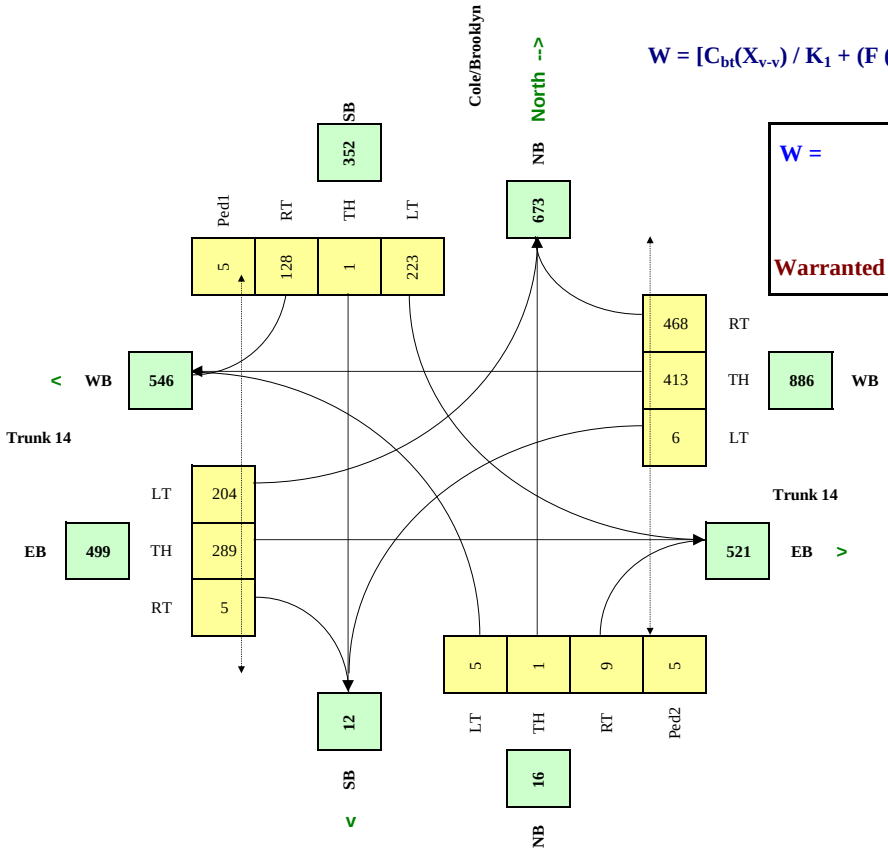
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 14	EW	70	5.0%	n	0.0
Cole/Brooklyn	NS		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	4	1	7	164	1	94	4	304	344	150	213	4	5	5	5	5
8:15 - 9:15	5	1	8	196	1	113	5	363	412	180	255	5	5	5	5	5
11:45 - 12:45	5	1	9	214	1	123	6	396	449	196	277	5	5	5	5	5
12:45 - 13:45	6	1	10	240	1	138	7	444	504	220	311	6	5	5	5	5
15:30 - 16:30	5	1	9	228	1	131	6	423	480	210	297	5	5	5	5	5
16:30 - 17:30	7	1	12	294	1	169	8	545	618	270	382	7	5	5	5	5
Total (6-hour peak)	**32**	**6**	**55**	**1,336**	**6**	**768**	**36**	**2,475**	**2,807**	**1,226**	**1,735**	**32**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**5**	**1**	**9**	**223**	**1**	**128**	**6**	**413**	**468**	**204**	**289**	**5**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	305	289	16
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

West Hants - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 14	Direction (EW or NS)	EW
Side Street (name)	Underwood Dr. S.	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Total 2033 Traffic Alternative E Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	West Hants
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 14	WB					1		1,000	1
Trunk 14	EB	1		1				1,000	1
Underwood Dr. S.	NB								
Underwood Dr. S.	SB				1				
							n		

Are the Underwood Dr. S. SB right turns significantly impeded by through movements? (y/n) n

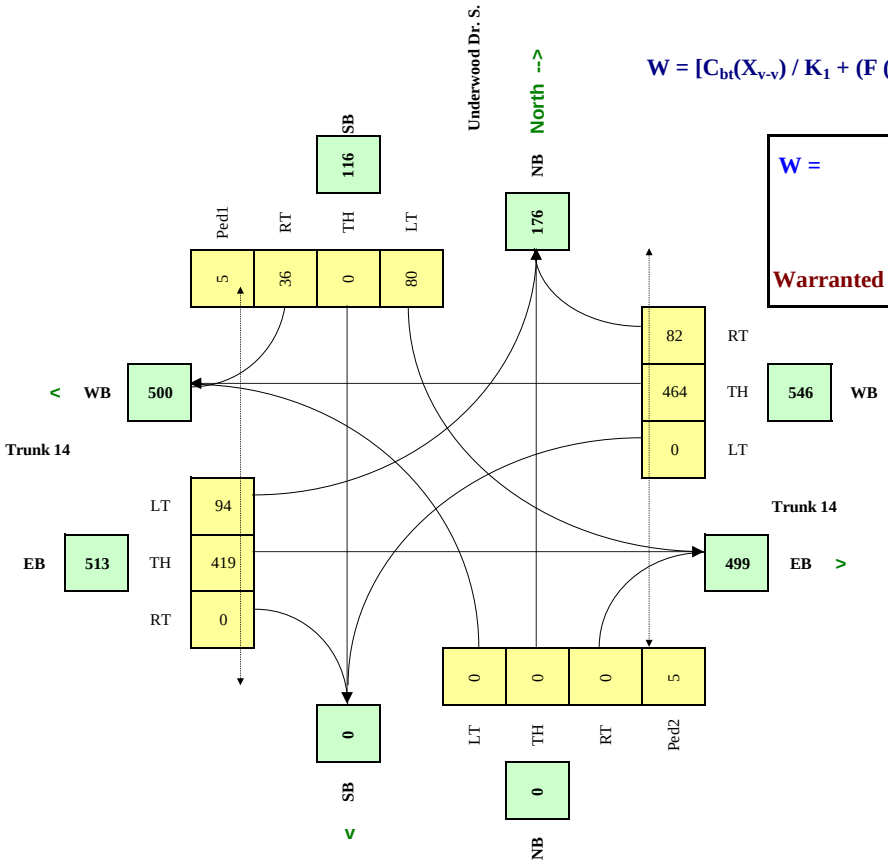
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 14	EW	70	5.0%	n	0.0
Underwood Dr. S.	NS		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	58	0	27	0	341	60	69	309	0	5	5	5	5
8:15 - 9:15	0	0	0	70	0	32	0	409	72	83	369	0	5	5	5	5
11:45 - 12:45	0	0	0	76	0	35	0	445	78	90	402	0	5	5	5	5
12:45 - 13:45	0	0	0	86	0	39	0	499	88	101	451	0	5	5	5	5
15:30 - 16:30	0	0	0	82	0	37	0	476	84	96	430	0	5	5	5	5
16:30 - 17:30	0	0	0	105	0	48	0	613	108	124	554	0	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**477**	**0**	**218**	**0**	**2,783**	**490**	**563**	**2,515**	**0**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**80**	**0**	**36**	**0**	**464**	**82**	**94**	**419**	**0**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	107	94	13
		Veh	Ped

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 1/King	Direction (EW or NS)	NS	Road Authority:	NSTIR
Side Street (name)	Trunk 14	Direction (EW or NS)	EW	City:	West Hants / Windsor
Quadrant / Int #		Comments	Total 2033 Traffic Alternative E Network	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 1/King	NB	1				1		1,000	1
Trunk 1/King	SB	1				1		1,000	1
Trunk 14	WB		1				1		
Trunk 14	EB	1				1			
							n		
Are the Trunk 14 EB right turns significantly impeded by through movements? (y/n)							n		

Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

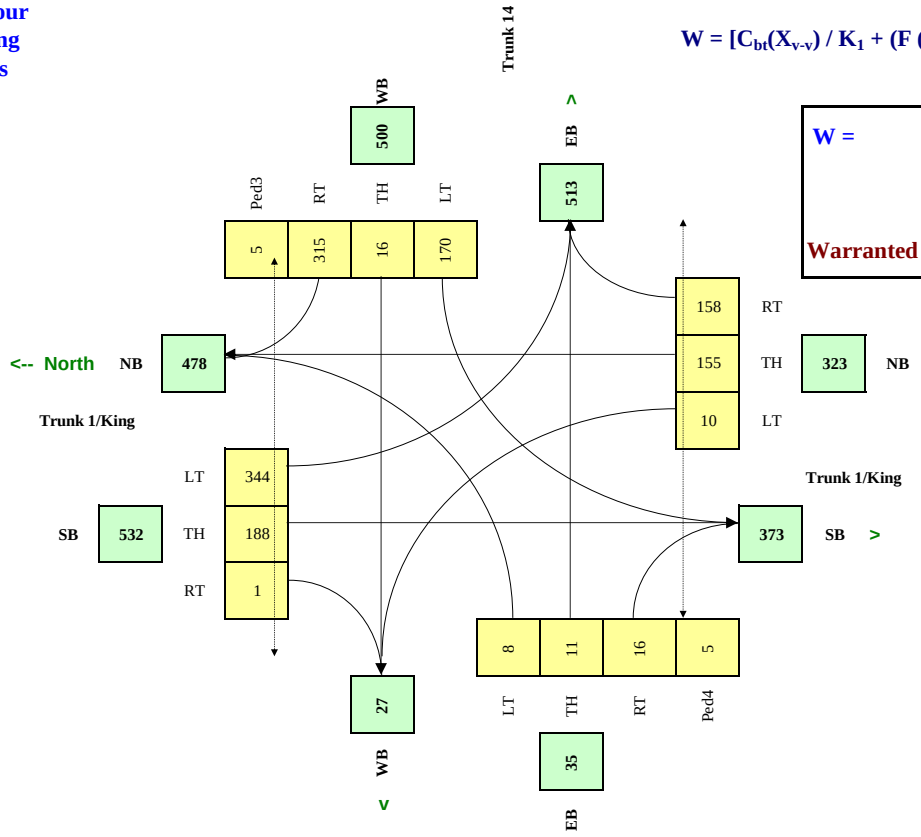
Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 1/King	NS	70	5.0%	n	0.0
Trunk 14	EW		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	7	114	116	253	138	1	125	12	232	6	8	12	5	5	5	5
8:15 - 9:15	9	137	139	303	165	1	149	14	277	7	10	14	5	5	5	5
11:45 - 12:45	9	149	152	330	180	1	163	15	302	7	11	15	5	5	5	5
12:45 - 13:45	11	167	170	370	202	1	183	17	339	8	12	17	5	5	5	5
15:30 - 16:30	10	159	162	352	193	1	174	16	323	8	12	16	5	5	5	5
16:30 - 17:30	13	205	209	454	248	1	224	21	416	10	15	21	5	5	5	5
Total (6-hour peak)	**59**	**931**	**948**	**2,062**	**1,126**	**6**	**1,018**	**95**	**1,889**	**46**	**68**	**95**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**10**	**155**	**158**	**344**	**188**	**1**	**170**	**16**	**315**	**8**	**11**	**16**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements

$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$



W =	205	194	11
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	King St/Trunk 14	Direction (EW or NS)	EW
Side Street (name)	Payzant Dr.	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Total 2033 Traffic Alternative E Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	NSTIR
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
King St/Trunk 14	WB	1				1		450	1
King St/Trunk 14	EB					1		600	1
Payzant Dr.	NB								
Payzant Dr.	SB	1					1		
							n		
							n		

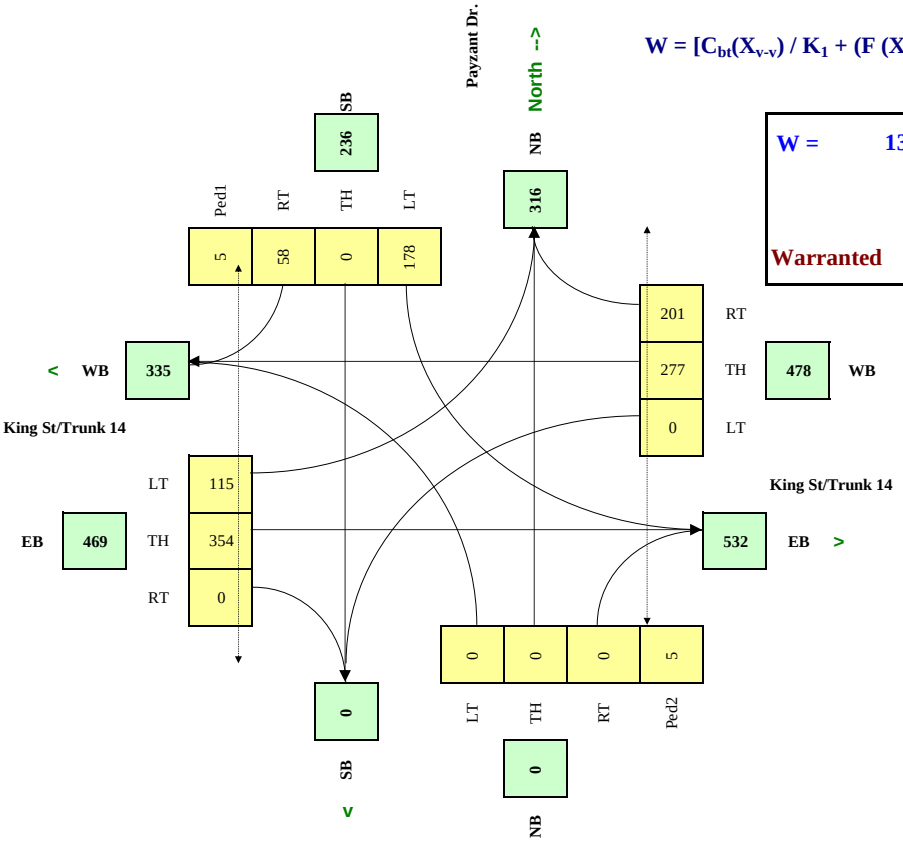
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
King St/Trunk 14	EW	50	2.0%	n	0.0
Payzant Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	131	0	43	0	204	148	85	261	0	5	5	5	5
8:15 - 9:15	0	0	0	157	0	51	0	244	177	101	312	0	5	5	5	5
11:45 - 12:45	0	0	0	171	0	56	0	266	192	110	340	0	5	5	5	5
12:45 - 13:45	0	0	0	191	0	63	0	298	216	124	381	0	5	5	5	5
15:30 - 16:30	0	0	0	182	0	60	0	284	206	118	363	0	5	5	5	5
16:30 - 17:30	0	0	0	235	0	77	0	366	265	152	468	0	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**1,067**	**0**	**350**	**0**	**1,662**	**1,204**	**690**	**2,125**	**0**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**178**	**0**	**58**	**0**	**277**	**201**	**115**	**354**	**0**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	130	119	11
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

West Hants - Traffic Signal Warrant Analysis

Main Street (name)	Cole Dr.	Direction (EW or NS)	NS
Side Street (name)	New Collector	Direction (EW or NS)	EW
Quadrant / Int #		Comments	Total 2033 Traffic Alternative E Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	West Hants
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Cole Dr.	NB	1				1		1,000	1
Cole Dr.	SB	1				1		1,000	1
New Collector	WB	1				1			
New Collector	EB	1				1			
Are the New Collector WB right turns significantly impeded by through movements? (y/n)							n		
Are the New Collector EB right turns significantly impeded by through movements? (y/n)							n		

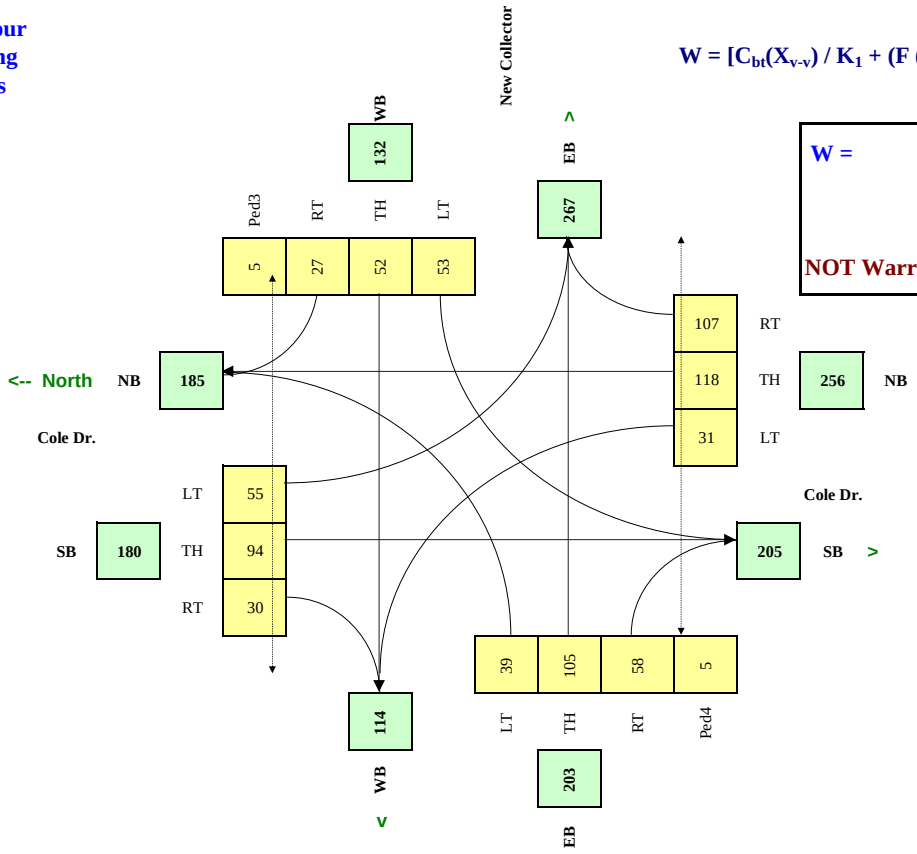
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Cole Dr.	NS	50	2.0%	n	0.0
New Collector	EW		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	23	87	79	41	69	22	39	38	20	29	77	43	5	5	5	5
8:15 - 9:15	27	104	94	49	83	27	47	46	24	35	93	51	5	5	5	5
11:45 - 12:45	30	113	102	53	90	29	51	50	26	38	101	56	5	5	5	5
12:45 - 13:45	33	127	115	59	101	33	57	56	29	42	113	63	5	5	5	5
15:30 - 16:30	32	121	109	57	96	31	54	54	28	40	108	60	5	5	5	5
16:30 - 17:30	41	156	141	73	124	40	70	69	36	52	139	77	5	5	5	5
Total (6-hour peak)	**186**	**708**	**640**	**332**	**563**	**182**	**318**	**313**	**163**	**236**	**631**	**350**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**31**	**118**	**107**	**55**	**94**	**30**	**53**	**52**	**27**	**39**	**105**	**58**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	81	76	5
		Veh	*Ped*

NOT Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

Town of Windsor - Traffic Signal Warrant Analysis

Main Street (name)	Wentworth Rd.	Direction (EW or NS)	EW	Road Authority:	Town of Windsor
Side Street (name)	Payzant Dr.	Direction (EW or NS)	NS	City:	West Hants / Windsor
Quadrant / Int #		Comments	Total 2033 Traffic Alternative A Network	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Wentworth Rd.	WB	1		1		1		450	2
Wentworth Rd.	EB	1		1		1		600	2
Payzant Dr.	NB	1				1			
Payzant Dr.	SB	1				1			
Are the Payzant Dr. NB right turns significantly impeded by through movements? (y/n)							n		
Are the Payzant Dr. SB right turns significantly impeded by through movements? (y/n)							n		

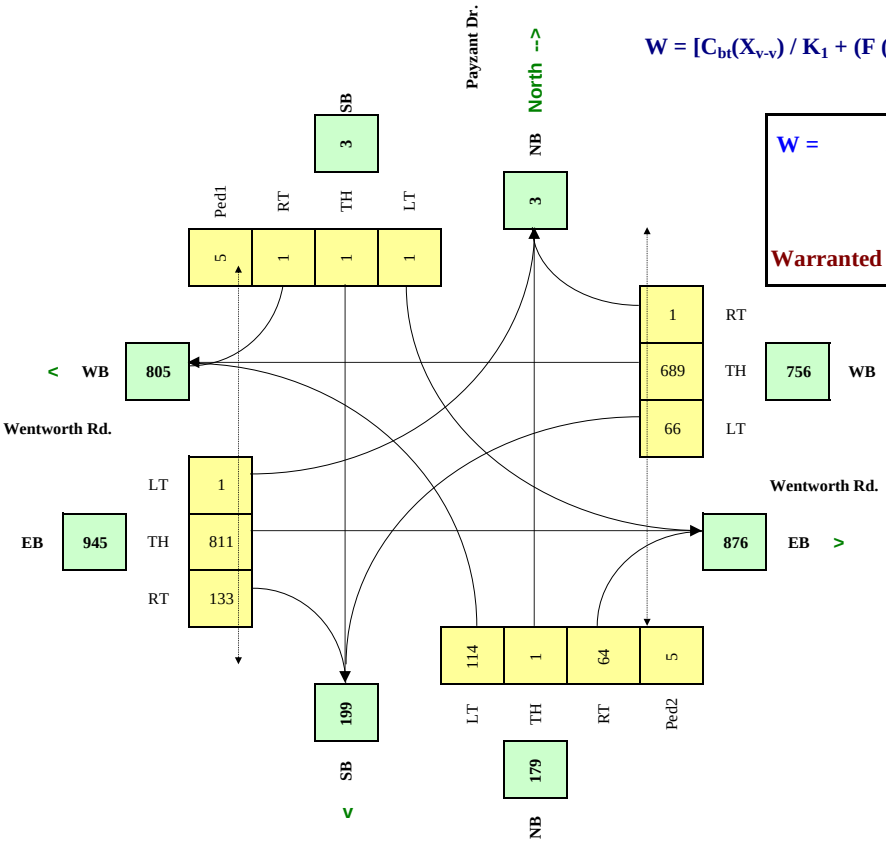
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Wentworth Rd.	EW	50	2.0%	n	0.0
Payzant Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	84	1	47	1	1	1	48	507	1	1	597	97	5	5	5	5
8:15 - 9:15	101	1	56	1	1	1	58	607	1	1	715	117	5	5	5	5
11:45 - 12:45	110	1	61	1	1	1	63	662	1	1	779	127	5	5	5	5
12:45 - 13:45	123	1	68	1	1	1	71	742	1	1	873	143	5	5	5	5
15:30 - 16:30	117	1	65	1	1	1	68	707	1	1	832	136	5	5	5	5
16:30 - 17:30	151	1	84	1	1	1	87	911	1	1	1072	175	5	5	5	5
Total (6-hour peak)	**686**	**6**	**381**	**6**	**6**	**6**	**395**	**4,136**	**6**	**6**	**4,868**	**795**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**114**	**1**	**64**	**1**	**1**	**1**	**66**	**689**	**1**	**1**	**811**	**133**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	166	145	21
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

Town of Windsor - Traffic Signal Warrant Analysis

Main Street (name)	Wentworth Rd.	Direction (EW or NS)	EW
Side Street (name)	Centennial Dr.	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Total 2033 Traffic Alternative A Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	Town of Windsor
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Wentworth Rd.	WB	1				1		280	1
Wentworth Rd.	EB	1				1		175	1
Centennial Dr.	NB	1				1			
Centennial Dr.	SB	1				1			
Are the Centennial Dr. NB right turns significantly impeded by through movements? (y/n)							n		
Are the Centennial Dr. SB right turns significantly impeded by through movements? (y/n)							n		

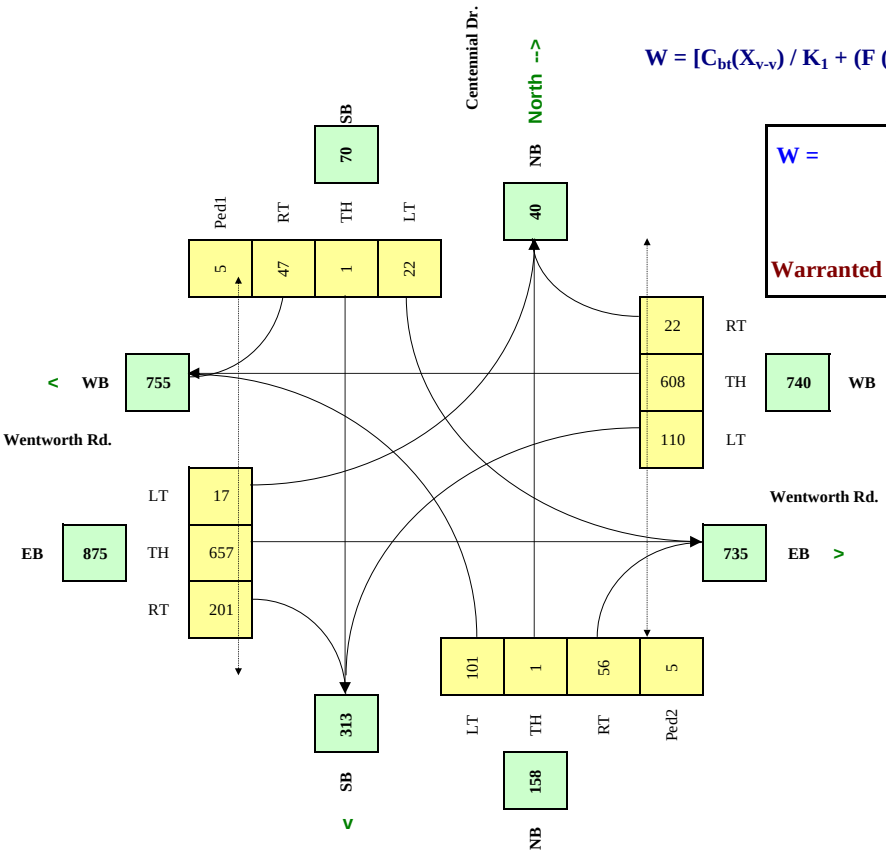
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Wentworth Rd.	EW	50	2.0%	n	0.0
Centennial Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	74	1	41	16	1	35	81	447	16	12	484	148	5	5	5	5
8:15 - 9:15	89	1	49	19	1	41	97	535	19	15	579	177	5	5	5	5
11:45 - 12:45	97	1	54	21	1	45	106	583	21	16	630	193	5	5	5	5
12:45 - 13:45	108	1	60	24	1	51	119	654	24	18	707	217	5	5	5	5
15:30 - 16:30	103	1	57	23	1	48	113	623	23	17	674	206	5	5	5	5
16:30 - 17:30	133	1	74	29	1	62	146	803	29	22	868	266	5	5	5	5
Total (6-hour peak)	**604**	**6**	**335**	**132**	**6**	**282**	**662**	**3,645**	**132**	**100**	**3,942**	**1,207**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**101**	**1**	**56**	**22**	**1**	**47**	**110**	**608**	**22**	**17**	**657**	**201**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	196	179	17
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Wentworth Rd.	Direction (EW or NS)	EW
Side Street (name)	Industrial Dr.	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Total 2033 Traffic Alternative A Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	NSTIR
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Wentworth Rd.	WB	1				1		1,000	1
Wentworth Rd.	EB				1			110	1
Industrial Dr.	NB								
Industrial Dr.	SB	1				1			
							n		
Are the Industrial Dr. SB right turns significantly impeded by through movements? (y/n)							n		

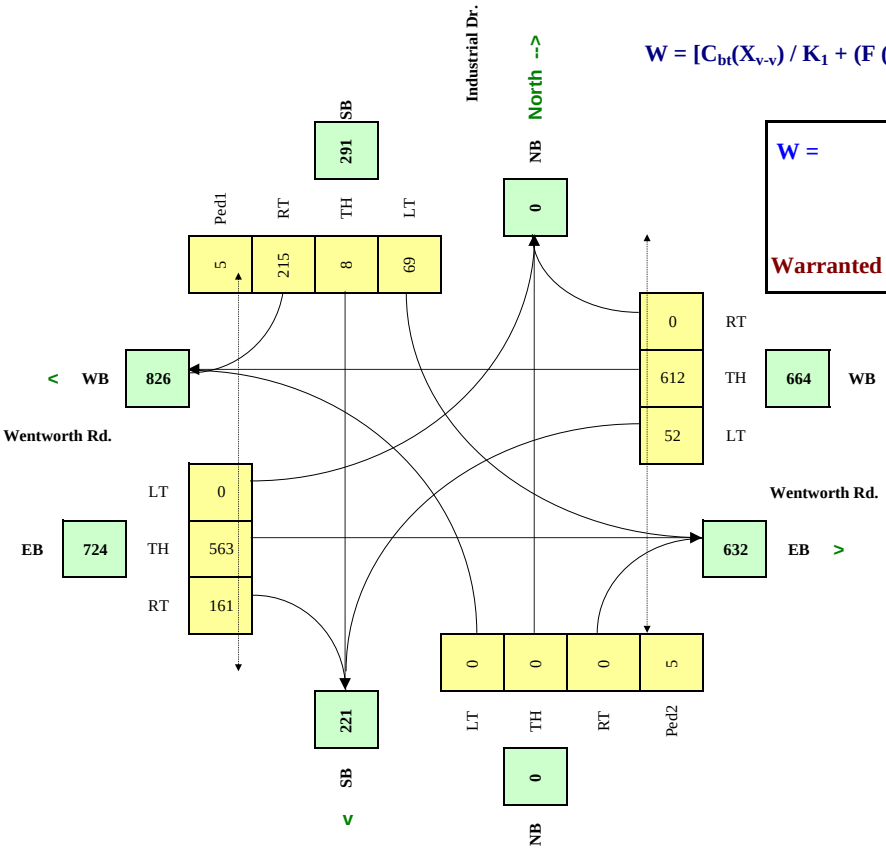
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Wentworth Rd.	EW	50	2.0%	n	0.0
Industrial Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	51	6	158	38	450	0	0	414	119	5	5	5	5
8:15 - 9:15	0	0	0	61	7	189	46	539	0	0	496	142	5	5	5	5
11:45 - 12:45	0	0	0	66	7	206	50	587	0	0	540	155	5	5	5	5
12:45 - 13:45	0	0	0	74	8	231	56	658	0	0	606	174	5	5	5	5
15:30 - 16:30	0	0	0	71	8	220	54	627	0	0	578	165	5	5	5	5
16:30 - 17:30	0	0	0	91	10	284	69	808	0	0	744	213	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**414**	**46**	**1,288**	**313**	**3,669**	**0**	**0**	**3,378**	**968**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**69**	**8**	**215**	**52**	**612**	**0**	**0**	**563**	**161**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	146	131	15
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 14	Direction (EW or NS)	EW	Road Authority:	NSTIR
Side Street (name)	Exit 5 WB Ramps	Direction (EW or NS)	NS	City:	West Hants / Windsor
Quadrant / Int #		Comments	Total 2033 Traffic Alternative A Network	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 14	WB			1			1	1,000	1
Trunk 14	EB		1					1,000	1
Exit 5 WB Ramps	NB		1				1		
Exit 5 WB Ramps	SB								
							n		
							n		

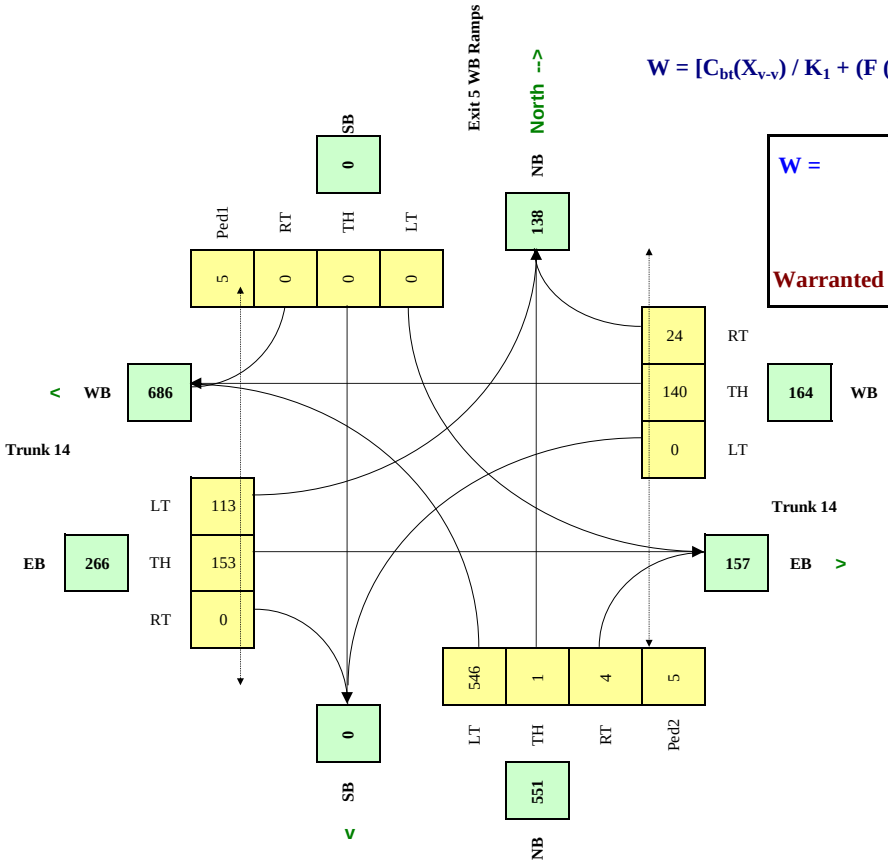
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 14	EW	70	5.0%	n	0.0
Exit 5 WB Ramps	NS		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	402	1	3	0	0	0	0	103	18	83	113	0	5	5	5	5
8:15 - 9:15	481	1	3	0	0	0	0	123	21	99	135	0	5	5	5	5
11:45 - 12:45	524	1	4	0	0	0	0	134	23	108	147	0	5	5	5	5
12:45 - 13:45	588	1	4	0	0	0	0	151	26	121	165	0	5	5	5	5
15:30 - 16:30	560	1	4	0	0	0	0	144	25	116	157	0	5	5	5	5
16:30 - 17:30	722	1	5	0	0	0	0	185	32	149	202	0	5	5	5	5
Total (6-hour peak)	**3,277**	**6**	**23**	**0**	**0**	**0**	**0**	**840**	**145**	**676**	**919**	**0**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**546**	**1**	**4**	**0**	**0**	**0**	**0**	**140**	**24**	**113**	**153**	**0**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	188	179	9
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 14	Direction (EW or NS)	EW	Road Authority:	NSTIR
Side Street (name)	Exit 5 EB Ramps	Direction (EW or NS)	NS	City:	West Hants / Windsor
Quadrant / Int #		Comments	Total 2033 Traffic Alternative A Network	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 14	WB		1					1,000	1
Trunk 14	EB			1			1	1,000	1
Exit 5 EB Ramps	NB								
Exit 5 EB Ramps	SB		1				1		
							n		
							n		

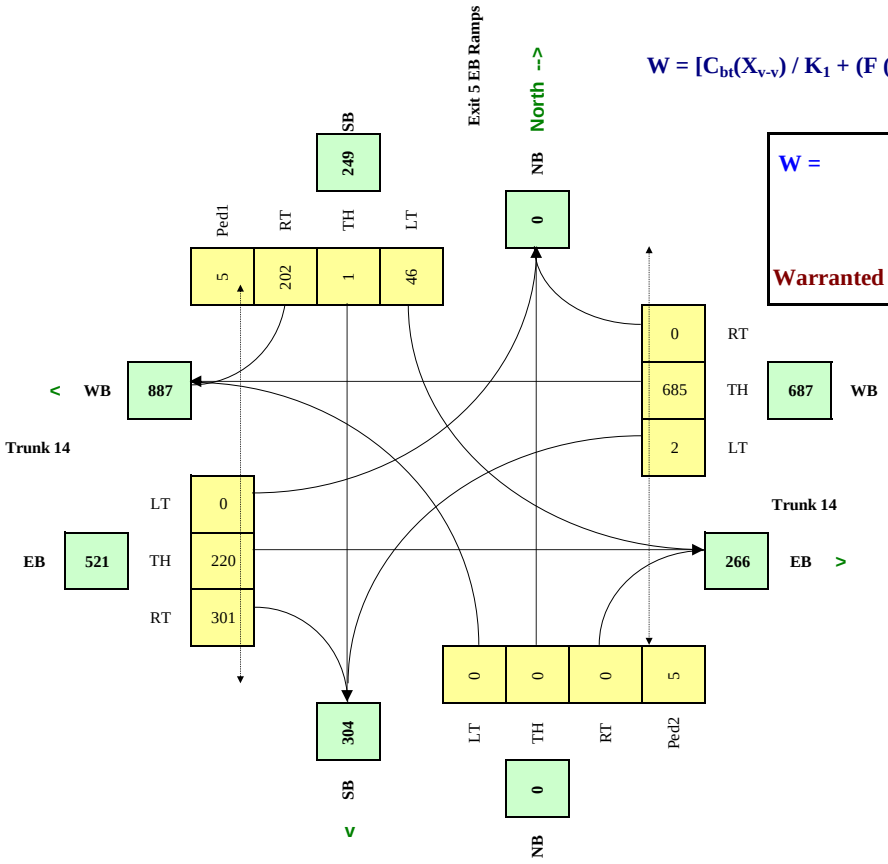
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 14	EW	70	5.0%	n	0.0
Exit 5 EB Ramps	NS		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	34	1	149	2	504	0	0	162	222	5	5	5	5
8:15 - 9:15	0	0	0	41	1	178	2	603	0	0	193	265	5	5	5	5
11:45 - 12:45	0	0	0	44	1	194	2	657	0	0	211	289	5	5	5	5
12:45 - 13:45	0	0	0	50	1	218	2	737	0	0	236	324	5	5	5	5
15:30 - 16:30	0	0	0	47	1	207	2	702	0	0	225	309	5	5	5	5
16:30 - 17:30	0	0	0	61	1	267	3	904	0	0	290	398	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**277**	**6**	**1,213**	**13**	**4,107**	**0**	**0**	**1,317**	**1,807**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**46**	**1**	**202**	**2**	**685**	**0**	**0**	**220**	**301**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	132	116	16
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

West Hants - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 14	Direction (EW or NS)	EW
Side Street (name)	Underwood Dr. S.	Direction (EW or NS)	NS
Quadrant / Int #		Comments	Total 2033 Traffic Alternative A Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	West Hants
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 14	WB					1		1,000	1
Trunk 14	EB	1		1				1,000	1
Underwood Dr. S.	NB								
Underwood Dr. S.	SB				1				
							n		

Are the Underwood Dr. S. SB right turns significantly impeded by through movements? (y/n) n

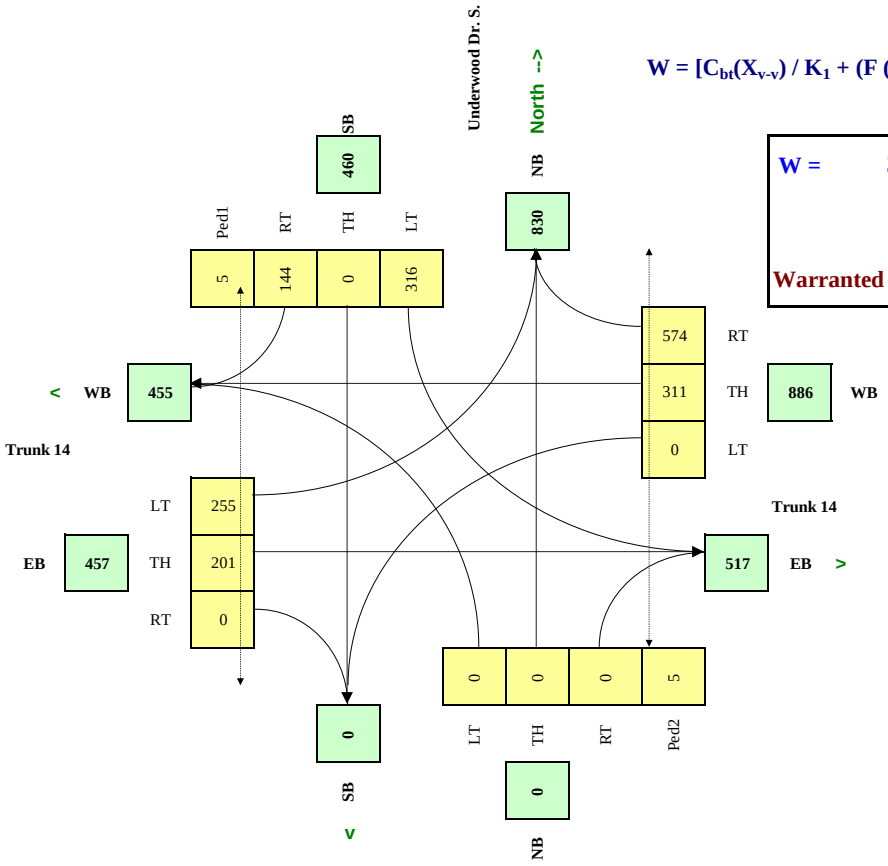
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 14	EW	70	5.0%	n	0.0
Underwood Dr. S.	NS		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	232	0	106	0	229	423	188	148	0	5	5	5	5
8:15 - 9:15	0	0	0	278	0	127	0	274	506	225	177	0	5	5	5	5
11:45 - 12:45	0	0	0	303	0	138	0	299	551	245	193	0	5	5	5	5
12:45 - 13:45	0	0	0	340	0	155	0	335	618	275	217	0	5	5	5	5
15:30 - 16:30	0	0	0	324	0	147	0	319	589	262	206	0	5	5	5	5
16:30 - 17:30	0	0	0	417	0	190	0	411	759	337	266	0	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**1,894**	**0**	**863**	**0**	**1,867**	**3,446**	**1,532**	**1,207**	**0**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**316**	**0**	**144**	**0**	**311**	**574**	**255**	**201**	**0**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	349	334	15
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	Trunk 1/King	Direction (EW or NS)	NS	Road Authority:	NSTIR
Side Street (name)	Trunk 14	Direction (EW or NS)	EW	City:	West Hants / Windsor
Quadrant / Int #		Comments	Total 2033 Traffic Alternative A Network	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Trunk 1/King	NB	1				1		1,000	1
Trunk 1/King	SB	1				1		1,000	1
Trunk 14	WB		1				1		
Trunk 14	EB	1				1			
							n		
Are the Trunk 14 EB right turns significantly impeded by through movements? (y/n)							n		

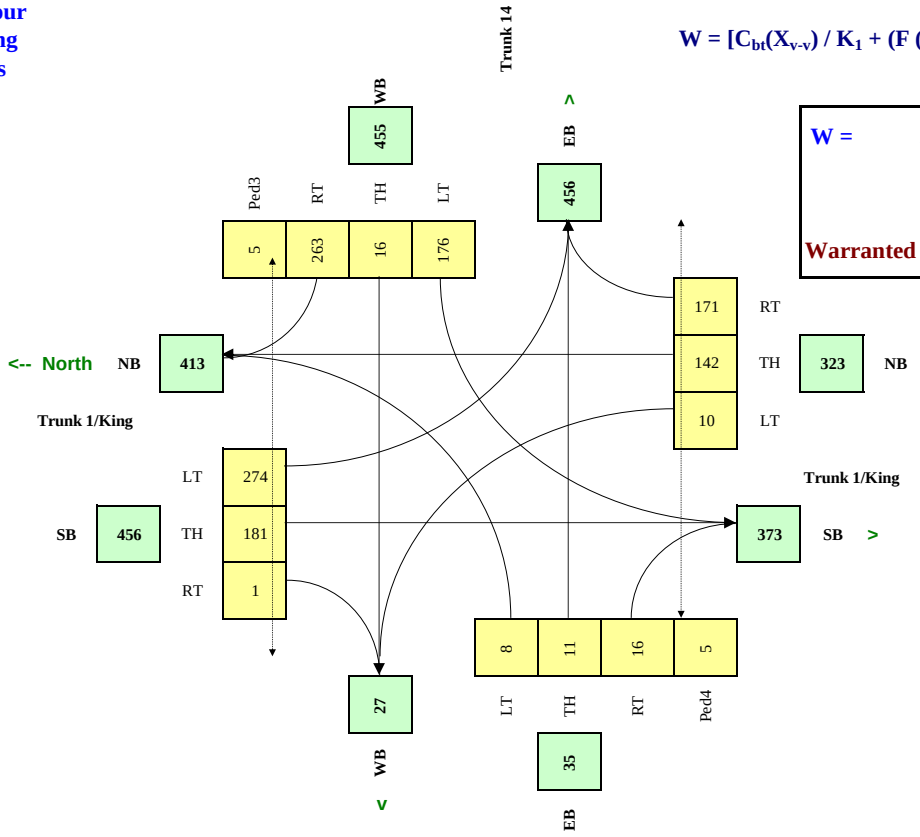
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Trunk 1/King	NS	70	5.0%	n	0.0
Trunk 14	EW		5.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	7	105	126	202	133	1	130	12	193	6	8	12	5	5	5	5
8:15 - 9:15	9	125	151	241	159	1	155	14	231	7	10	14	5	5	5	5
11:45 - 12:45	9	137	164	263	174	1	169	15	252	7	11	15	5	5	5	5
12:45 - 13:45	11	153	184	295	195	1	190	17	283	8	12	17	5	5	5	5
15:30 - 16:30	10	146	175	281	186	1	181	16	269	8	12	16	5	5	5	5
16:30 - 17:30	13	188	226	362	239	1	233	21	347	10	15	21	5	5	5	5
Total (6-hour peak)	**59**	**854**	**1,026**	**1,644**	**1,086**	**6**	**1,058**	**95**	**1,575**	**46**	**68**	**95**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**10**	**142**	**171**	**274**	**181**	**1**	**176**	**16**	**263**	**8**	**11**	**16**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	174	164	10
		Veh	*Ped*

Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

NSTIR - Traffic Signal Warrant Analysis

Main Street (name)	King St/Trunk 14	Direction (EW or NS)	EW	Road Authority:	NSTIR
Side Street (name)	Payzant Dr.	Direction (EW or NS)	NS	City:	West Hants / Windsor
Quadrant / Int #		Comments	Total 2033 Traffic Alternative A Network	Analysis Date:	2013 May 15, Wed
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET			Count Date:	2013 Apr 01, Mon
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
King St/Trunk 14	WB	1				1		450	1
King St/Trunk 14	EB					1		600	1
Payzant Dr.	NB								
Payzant Dr.	SB	1					1		
							n		
							n		

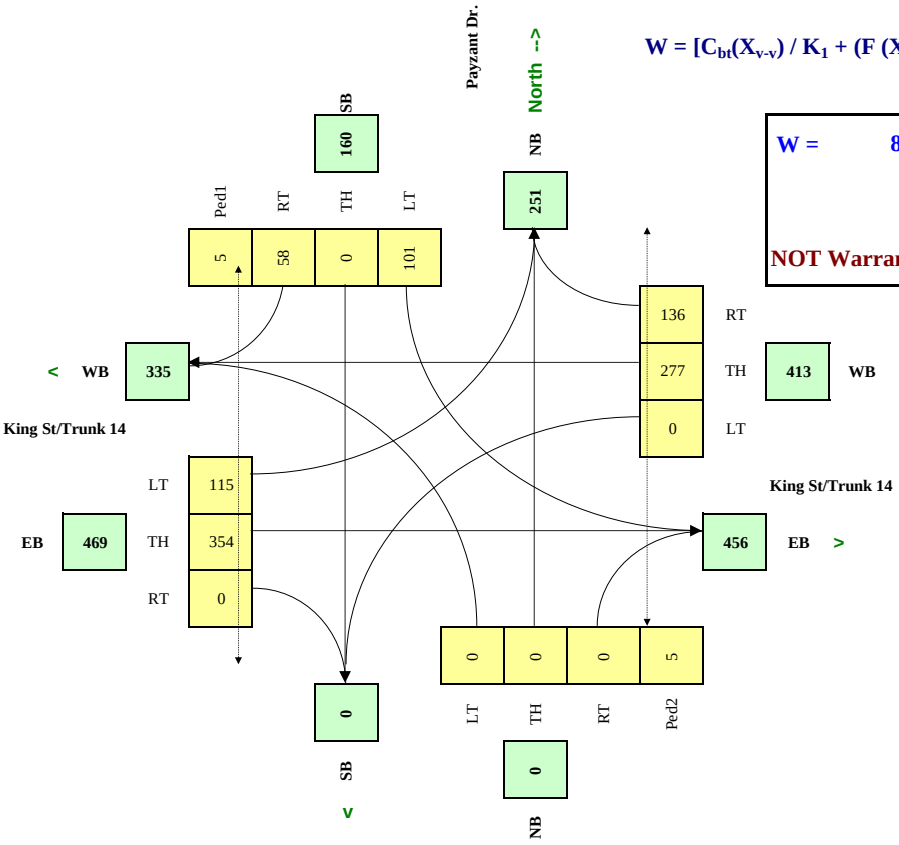
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
King St/Trunk 14	EW	50	2.0%	n	0.0
Payzant Dr.	NS		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	0	0	0	75	0	43	0	204	100	85	261	0	5	5	5	5
8:15 - 9:15	0	0	0	89	0	51	0	244	119	101	312	0	5	5	5	5
11:45 - 12:45	0	0	0	97	0	56	0	266	130	110	340	0	5	5	5	5
12:45 - 13:45	0	0	0	109	0	63	0	298	146	124	381	0	5	5	5	5
15:30 - 16:30	0	0	0	104	0	60	0	284	139	118	363	0	5	5	5	5
16:30 - 17:30	0	0	0	134	0	77	0	366	179	152	468	0	5	5	5	5
Total (6-hour peak)	**0**	**0**	**0**	**608**	**0**	**350**	**0**	**1,662**	**813**	**690**	**2,125**	**0**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**0**	**0**	**0**	**101**	**0**	**58**	**0**	**277**	**136**	**115**	**354**	**0**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	89	79	10
		Veh	*Ped*

NOT Warranted

RESET SHEET

Traffic Signal Warrant Spreadsheet - v3H © 2007 Transportation Association of Canada

West Hants - Traffic Signal Warrant Analysis

Main Street (name)	Underwood Dr.	Direction (EW or NS)	NS
Side Street (name)	Cole Dr.	Direction (EW or NS)	EW
Quadrant / Int #		Comments	Total 2033 Traffic Alternative A Network
for Warrant Calculation Results, please hit 'Page Down'	CHECK SHEET		

Road Authority:	West Hants
City:	West Hants / Windsor
Analysis Date:	2013 May 15, Wed
Count Date:	2013 Apr 01, Mon
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Underwood Dr.	NB	1				1		1,000	1
Underwood Dr.	SB	1				1		1,000	1
Cole Dr.	WB	1				1			
Cole Dr.	EB	1				1			
Are the Cole Dr. WB right turns significantly impeded by through movements? (y/n)							n		
Are the Cole Dr. EB right turns significantly impeded by through movements? (y/n)							n		

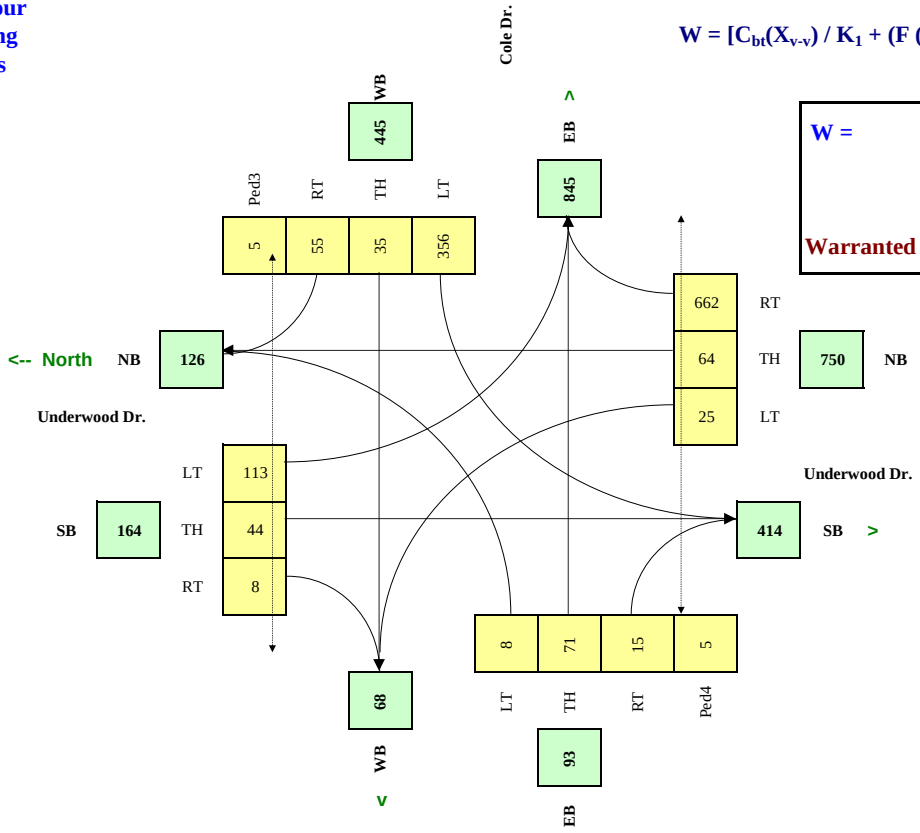
Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	5,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Underwood Dr.	NS	50	2.0%	n	0.0
Cole Dr.	EW		2.0%	n	

Set Peak Hours

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:15 - 8:15	18	47	487	83	32	6	262	26	40	6	52	11	5	5	5	5
8:15 - 9:15	22	56	583	99	39	7	313	31	48	7	63	13	5	5	5	5
11:45 - 12:45	24	61	635	108	42	7	341	33	52	7	68	14	5	5	5	5
12:45 - 13:45	27	68	712	121	47	8	383	37	59	8	77	15	5	5	5	5
15:30 - 16:30	26	65	678	116	45	8	365	36	56	8	73	15	5	5	5	5
16:30 - 17:30	33	84	874	149	58	10	470	46	72	10	94	19	5	5	5	5
Total (6-hour peak)	**150**	**381**	**3,969**	**676**	**263**	**46**	**2,134**	**209**	**327**	**46**	**427**	**87**	**30**	**30**	**30**	**30**
Average (6-hour peak)	**25**	**64**	**662**	**113**	**44**	**8**	**356**	**35**	**55**	**8**	**71**	**15**	**5**	**5**	**5**	**5**

Average 6-hour Peak Turning Movements



$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$

W =	190	181	9
		Veh	*Ped*

Warranted

RESET SHEET

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Municipality of West Hants

Integrated Community Sustainability Plan

Final Report – March 22, 2010

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Part 1 Introduction

1.1 Purpose

Sustainability is increasingly becoming the focus of municipal efforts in Nova Scotia as well as throughout the rest of Canada. There is a growing realization that we must change our ways if we are to address the critical issues of climate change, energy use, and environmental stewardship. By formulating and implementing innovative and beneficial sustainability plans, municipal leadership will not only make policy decisions to foster a prosperous and healthy community but will set an example for its residents to embrace sustainability principles and actions.

Municipal sustainability efforts are aided by encouragement and incentives from the provincial and federal governments. The Canada-Nova Scotia Gas Tax Agreement of 2005 provides for the transfer of revenues from the federal excise tax on gasoline to municipalities. These funds are intended to be directed towards environmentally sustainable municipal infrastructure projects. To participate in this funding program all municipalities are required to prepare an Integrated Community Sustainability Plan.

1.2 Background

In the spring of 2009 the Municipality of West Hants engaged the services of the 4Site Group to help Council prepare a stand-alone Integrated Community Sustainability Plan.

Council formed a Sustainability Committee to oversee the preparation of the ICSP. The first order of business for the Committee was to select the means of engaging the public in this important initiative. The Committee decided to prepare and circulate a brochure which provided a brief description of the ICSP

process and the ways in which all residents may get involved. The brochure was mailed to every household in July of 2009.

1.3 Public Engagement

The Committee also began to plan two community workshops which were held in September of 2009. In addition the Committee decided to partner with the Town of Windsor to seek the views of seniors and youth.

On September 14, 2009 a session to engage seniors was held at the Gladys Senior's Complex in Windsor. Most of the comments related to the Town. The results of the session are contained in an excerpt from the draft ICSP for the Town of Windsor. (Please see Schedule A). Although few seniors from the Municipality attended this workshop, a number of them attended workshops held in Summerville and Falmouth held later in September.

On September 18, 2009 a session to engage the students of King's Edgehill was held. The results of that session are attached as Schedule B.

Two public workshops were held, one on September 21, 2009 in Summerville and the other on September 28, 2009 in Falmouth. The comments received at the workshops are summarized in Schedule C.

The ICSP process was also posted on the Municipality's website and comments were invited to be submitted.

In 2008, the Municipality adopted a new Municipal Planning Strategy and Land Use By-law. These documents were the result of a major undertaking by the Municipality. The public consultation process for the preparation of these documents transpired over a seven year period. The documents address many of the sustainability goals and objectives raised by the public.

References to the Municipal Planning Strategy and Land Use By-law are frequently cited in this ICSP.

After the public workshops were held in September of 2009, a preliminary draft of the ICSP was prepared. Over the winter, the Committee met a number of times to review the draft. The review was quite extensive and resulted in a number of changes to the document.

In February of 2010, the Committee approved a final draft and held a public meeting to present the ICSP and to receive comments. The public meeting was held on March 3, 2010. The only change that was suggested by those who attended was the preparation of a "report card" as a tool to keep Council on track in fulfilling the goals of the ICSP. A Report Card was subsequently prepared and is included as a schedule.

Although formal adoption of an ICSP is necessary, Council considers it to be a "living document" and will welcome all further comments and suggestions from residents and groups. Council will also provide regular updates to its citizens on the steps being taken to implement the ICSP.

1.4 Community Profile

The Municipality of the District of West Hants, incorporated in 1879, is a primarily rural municipality bordered by the Municipalities of East Hants, Kings, Chester, Halifax Region and the Town of Hantsport. Development is concentrated around the Town of Windsor in Three Mile Plains and Falmouth, and in communities near Highway 101.

Overall, the population of West Hants has increased by 5,587 people between 1901 and 2006. The population has grown steadily since 1941 with the exception of slight decreases recorded in the 1981 (-1.5 %) and 2001 (-0.1%) censuses. The current population is 13,881 (Statistics Canada, 2006).

West Hants has an aging population. The baby boomers, born after World War II, are reaching their 40s and 50s and early retirement. Older people, especially women, are living longer. The lower populations in the 15-19 and 20-24 cohorts can be explained, in part, by young people leaving home for education and work.

In 2006, almost 45 percent of the population of West Hants was above the age of 44 with a fairly even distribution between men and women.

Part 2 Community Vision Statement

One of the first steps to be undertaken in the preparation of an ICSP is to think about the long term potential of the municipality and prepare a vision statement. It is important to have a sense of how citizens envision the future of their community so that the right steps can be taken to meet their aspirations.

The Municipal Planning Strategy went a long way toward fulfilling this function. As well, the two community workshops held in September of 2009 had a visioning exercise, where attendees were asked to give a one or two word description of their hopes for the Municipality in the decades to come. From these sources the Municipality prepared a Vision Statement.

Community Vision Statement

Looking at a horizon of 20 to 30 years the Municipality of the District of West Hants will strive to become more sustainable, a place where residents of all ages live active, healthy, vibrant lives and are highly engaged in their communities.

The factors which will contribute to this vision include:

- encourage most people to live in growth centres, villages, and hamlets;
- the preservation of a quiet, natural atmosphere in the rural areas;
- food security and safety;
- all citizens feel safe, engage in a healthy lifestyle, and participate in community life;
- there is little or no carbon footprint;
- affordable public transportation is available to all;
- locally owned firms and businesses play a major role in the economy
- the environment is healthy

The ICSP recognizes the four pillars of sustainability, Environmental, Economic, Social and Cultural (Social and Cultural have been combined in this document). It is important to note that issues/opportunities that fall under one pillar may also relate to one or more of the other pillars.

The following Parts contain the goals for each pillar, background information pertaining to each goal, and a response to address each goal. In some cases the response is an affirmation of the steps the Municipality has already taken; other responses call for action. The latter responses are expanded upon in Part 8: Implementation to address such matters as priority and timing and the identification of other stakeholders.

Part 3 Environmental

3.1 Goals

The environment has proven to be a key area of sustainability. There is an increasing realization that a healthy environment is paramount to a high quality of life. Environmental initiatives will also help in the battle against climate change.

Many of the environmental goals identified in this ICSP relate either directly or indirectly to water. The importance of water to Nova Scotians is aptly described in a provincial document entitled “Water for Life: Toward a Water Resources Management Strategy for Nova Scotia” which states

> *There are many reasons why we value water. It is essential for the health of people and communities. It is also the life-blood of the natural environment. Water has been fundamental to the heritage of our province, it is central to our daily quality of life, and it will sustain our future prosperity.*

Using the “Water for Life” discussion paper, the province has received valuable comments and advice from residents and groups about managing the water resources of the province. A Water Resources Management Strategy is scheduled to be released by the Department of Environment in 2010.

This ICSP mirrors many of the goals and objectives of the province. In particular, Council believes taking a holistic watershed approach will in the long term be the most effective in the management of our water resources.

The Municipal Planning Strategy and Land Use By-law already use watersheds for the protection of water supplies for public water systems. This approach also has many advantages for all watersheds as everyone who resides within a watershed shares in the responsibility of its management.

Creating a culture of stewardship will be instrumental for the protection of the water resources in the Municipality. This is a shared stewardship: Governments, communities, stakeholders, and the public will all take part in the protection and conservation of our water resources. Watershed-stewardship committees will play an important role.

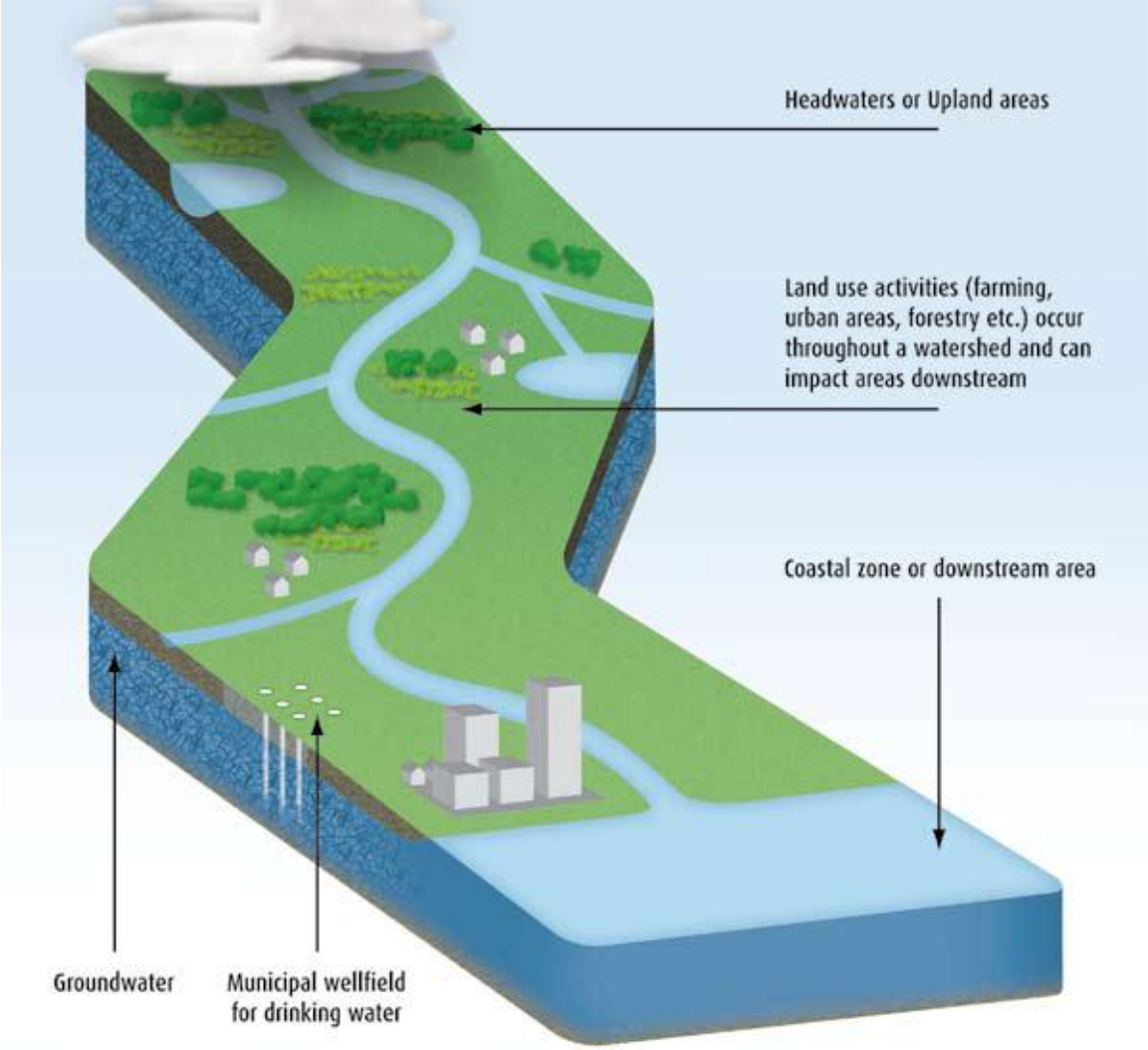
Excerpt from the “Water for Life” document:

> *Watersheds*
>
> *A watershed describes an area of land that drains down to the lowest point. A watershed acts like a funnel, guiding all water into a river system and finally to the ocean. Components of a watershed include streams, rivers, lakes, wetlands, estuaries, upland areas such as forests and meadows, and downstream areas such as shorelines.*
>
> *Activities in the upper parts of a watershed can be felt downstream. For example, oil and gasoline, dripped onto roadways from cars, can wash off into ditches, make its way into nearby streams and lakes, and eventually into the ocean. Managing our water resources is a complex task because although everyone lives, works and plays within one, a watershed’s boundaries are not the same as the boundaries of a municipality or county.*

An integrated long term water resource management approach that considers the health of the entire ecosystem and balances competing interests is an important objective. Land-use planning based on watershed capacity would be part of this initiative.

A graphic of a watershed from the “Water for Life” document is shown on the next page.

From “Water for Life”:



Embarking on a watershed focused approach will take time and public education. The key elements and the identification of responsibilities have been prepared by the Water Caucus – Nova Scotia Environment Network in a chart entitled “Blueprint for Water Management in Nova Scotia” (Please see Schedule D).

Of the 46 primary watersheds categorized by the Department of Environment in 1981, West Hants includes parts of the Kennetcook, St. Croix, Gaspereau, and East/Indian River watersheds. More detailed watershed mapping will be needed as watershed planning goes forward.

More specific water resource goals are contained in the following list, together with other environmental goals relating to energy, rural character, and public transportation. These goals are then addressed in detail.

Goal 1	Protection of watercourses, shorelines, and wetland
Goal 2	Provide good quality drinking water in the serviced areas
Goal 3	Protect the source of public water supplies
Goal 4	Encourage testing of private wells
Goal 5	Continue to effectively treat wastewater in the serviced areas
Goal 6	Encourage proper maintenance of on-site sewage disposal systems
Goal 7	Encourage responsible forest management
Goal 8	Preserve the rural character of the Municipality
Goal 9	Reduce the municipality's energy consumption
Goal 10	Support energy conservation
Goal 11	Encourage the use of renewable energy sources

Goal 12 Participate in a rural public transit system

Goal 13 Prepare for climate change

Goal 14 Consider preparation of a storm water management strategy

Goal 15 Continue to provide efficient solid waste services

3.2 Watercourses, Shorelines, and Wetlands

Goal: Protection of watercourses, shorelines, and wetlands

Watercourses and shorelines are important resources of the Municipality and need to be protected. The Nova Scotia Department of Environment has policies and regulations in place to protect watercourses and wetlands. The Municipality can also take steps to complement the efforts of the province and in some ways can more directly regulate land uses which may adversely affect wetlands and watercourses. The Municipal Planning Strategy and Land Use By-law have already taken steps in this regard. There are large lot size and frontage requirements in the resource zones which have the effect of limiting development. As well, a minimum setback from watercourses has been established for all zones.

Council would like to consider taking further steps to protect its water resources. These steps may include larger setback requirements, requiring studies prior to issuing development permits and requiring the retention of vegetation adjacent to watercourses. There have been discussions about undertaking a study to examine this issue and Council would like to include the study as a project in its ISCP.

With respect to the coastline, the Province has recently released the State of Nova Scotia's Coast Report. The Report is designed to communicate baseline information on Nova Scotia's priority coastal issues: coastal development, working waterfronts, public coastal access, sea-level rise and storm events, coastal water quality, and, sensitive coastal ecosystems and habitats.

The Report is intended to initiate a process by the Government of Nova Scotia to engage Nova Scotians in a dialogue about how to take action to address the priority coastal issues. Municipal input in this process will be critical in the development of a Coastal Strategy and West Hants will be part of the process.

There is an increasing recognition that protecting wetlands is critical to preserving the environment. The filling in of wetlands can seriously affected wildlife habitat and cause or worsen flooding problems.

Many of the wetlands in the province have been mapped by the Department of Natural Resources; but this mapping is not complete for West Hants. The Planning Department uses this information when processing land use by-law amendments and development agreements with the objective working with the Department of Environment to protect these areas. Better information as to the location and extent of the wetlands is needed. The Province is planning to take the necessary steps to address this issue. As well, in the summer of 2009, the Province released a Wetland Conservation Policy for public comment. The deadline for comment has recently expired. Council will review the formal Policy when it becomes effective and consider further municipal action at that time.

Response – Protection of Lakes and Rivers
Council will undertake a study to determine what further measures are necessary to protect these important resources.

Response – Coastline Protection

Council will participate in the process to be established by the Province following the recent release of the State of Nova Scotia's Coast Report to address key priority coastal issues.

Response – Wetland Conservation

Council will review the formal provincial Wetland Conservation Policy when it becomes effective with the objective of identifying and implementing any municipal action to conserve wetlands.

3.3 Public Water Systems

Goals: **Provide good quality drinking water in the serviced areas**

Protect the source of public water supplies

3.3.1 Water Systems

Three Mile Plains/Wentworth Utility

The Three Mile Plains Water Utility currently consists of approximately 28 kilometers of distribution main and 842 service connections. The Utility purchases wholesale water from the Town of Windsor and resells it to its customers.

Falmouth Utility

The Falmouth Water Utility operates a surface water treatment facility located at 238 Eldridge Road. The distribution system currently consists of approximately

22 kilometers of distribution main and a water storage standpipe. The system has approximately 722 service connections.

Recent studies have identified the upgrades necessary to continue to provide a high quality of potable water to Three Mile Plains and Falmouth.

Response:
Council will continue to take the steps necessary to provide water meeting municipal drinking water standards to residents of Three Mile Plains and Falmouth.

3.3.2 Sources of Public Water Supplies

There are three municipal water supply areas in West Hants: French Mill Brook which supplies the serviced area of Falmouth; Mill Lakes which supplies the Town of Windsor and the serviced area of Three Mile Plains; and Davidson Lake which serves the Town of Hantsport.

Council began working with these neighbouring municipalities years ago to protect all the watersheds in its Municipal Planning Strategy and Land Use By-law. French Mill Brook and Mill Lakes have been designated as protected water areas under the *Environment Act.* Davidson Lake is close to having this designation as well.

A Watershed Advisory Committee is in place for each of the water supply areas and West Hants is a member of all three committees. The Committees have been responsible for preparing Source Water Protection Plans for each water supply. The Source Water Protection Plan for Falmouth's Water Supply is complete; Windsor's (Mill Lakes) and Hantsport's (Davidson Lake) are still in progress.

West Hants has also been acquiring land in the French Mill Brook watershed. Council will continue with this practice as opportunities arise and any necessary funding is available.

Response

Council will continue to work with all stakeholders to protect the water supply areas located in West Hants.

3.4 Wells as Water Supply

Goal: Encourage testing of private wells

The majority of the residents of West Hants rely on individual wells to meet their domestic water needs. Although these wells are the responsibility of the home owner, Council would like to see that all residents have clean drinking water.

Council recognizes that a good supply of water from wells is not available in all areas of the Municipality. Also, in many areas the quality of well water is poor; anyone planning the construction of a new home or business should investigate the potential for getting a good quality and good quantity of water from the ground.

The Department of Environment recommends that people test their drinking water periodically. Many residents throughout the province including West Hants do not test their water as often as they should, often because it is not convenient to do so. Currently a company located in the Windsor/West Hants Industrial Park has water testing capability. Council would like to encourage its residents to test their well water more regularly.

In addition to encouraging more water testing, Council is concerned that investigating the potential for an on-site water supply (most often but not necessarily a well) should be done at the beginning of a construction project not at the end as is so often the case.

Response

Council will investigate ways of encouraging homeowners to test their drinking water on a more regular basis.

3.5 Wastewater Systems

3.5.1 Public Systems

Goal **Continue to effectively treat wastewater in the serviced areas**

Three Mile Plains

The Three Mile Plains Wastewater Collection System with 875 connections currently consists of approximately 20 kilometers of sanitary mains, 6.5 kilometers of force mains and 12 sewage lift stations transferring the sewage to the Town of Windsor where it is treated.

Falmouth

The Falmouth Wastewater collection System with 584 connections currently consists of 9 sewage lift stations transferring the sewage to the Falmouth Wastewater Treatment Plant where it is processed.

In the past year the plant received some upgrading but still requires major work in order to increase its capacity.

Council is aware of the importance of providing adequate treatment of wastewater and considers it to be a priority in service delivery.

Response

Council will upgrade the wastewater treatment plant in Falmouth and undertake other necessary works as funding becomes available.

3.5.2 Private Systems

Goal Encourage proper maintenance of on-site sewage disposal systems

Most development in West Hants utilizes an on-site sewage disposal system to treat wastewater. The regulations which govern the installation and maintenance of these systems are administered by the N.S. Department of Environment.

Maintaining on-site systems is the responsibility of the property owner and continues to be an issue throughout the province. Failing on-site systems cause pollution not only on the property on which they are located but neighbouring properties and watercourses. Regular pumping out of systems goes a long way toward their lifespan and reduces the likelihood of failure. Municipalities are empowered to adopt a by-law to require the pumping out of on-site systems but no municipality has done so.

Recognizing that on-site systems come under provincial jurisdiction, Council would nonetheless like to do its part to encourage the proper maintenance.

Response

Council will encourage the proper maintenance of on-site sewage disposal systems through education.

3.6 Rural Character

Goals: **Encourage responsible forest management**
Preserve the rural character of the Municipality

A number of comments received at the public meetings related to the importance of the rural character of the Municipality. Protecting farmland, the forestry resources and the scenic beauty of the area was emphasized in both meetings. Maintaining a "quiet, rural atmosphere" was also seen as important to the respondents of a survey conducted in 2002 as part of the review of the Municipal Planning Strategy.

With respect to protecting farmland, Council has already taken important steps in its planning documents. Part 8 of the Municipal Planning Strategy is devoted entirely to agriculture and includes methods of protecting it.

The management of forests is outside of municipal jurisdiction. A municipality can regulate development associated with forestry, such as sawmills, but cannot control logging. The Department of Natural Resources is responsible for forestry operations and administers regulations to control forestry practices.

Council is concerned about the level of clear cutting that is occurring in West Hants. Clear cutting has become an issue shared by other stakeholders throughout the province and has led the Department of Natural Resources to review its forestry regulations. Council supports this review and is hopeful it will lead to a resolution to this issue.

Council has also adopted policies which go a long way in helping to preserve the rural character of the Municipality by establishing a growth centre, a village, and a hamlet designation in the Municipal Planning Strategy.

These are areas which provide varying levels of services in which new development is encouraged to locate. In the growth centres, wastewater services are not permitted to extend into the adjacent rural area.

Not only do these MPS policies help preserve the rural character in the rest of the municipality but by directing growth in this compact way the Municipality will experience a more cost efficient way of delivering services. And reducing the need of residents to travel by car to receive services is good environmental stewardship.

Even with encouraging growth into the growth centres, village, and hamlets, a certain percentage of the population will opt to build homes in the rural areas. There are two basic ways this growth occurs.

The most common way takes place on the existing road network of the Municipality and is sometimes referred to as ribbon development. This option is attractive to landowners because there is no road cost associated with developing the land. However over time as more and more land becomes developed, a transition from rural countryside to an urban or semi-urban environment occurs. There is an increase of traffic on these roads and a loss of natural vegetation.

In addition to the loss of rural character, this type of growth has a negative effect on transportation. Roads which had the primary function of getting people from one part of the municipality to another relatively quickly and efficiently will become more like local streets.

The planning documents take some steps toward restricting this type of growth in agricultural areas but no such restrictions exist in the rest of rural West Hants.

As long as a property has a safe access point and is capable of supporting an on-site sewage disposal system, the subdivision and development of lots on rural roads will continue.

Council has been aware of this issue for some time and has considered taking further steps to restrict this type of development. But public opposition to take such measures has been difficult if not impossible to overcome. Rather than losing sight of the issue Council will monitor this growth and periodically review its options. Discussions with the N.S. Department of Transportation and Infrastructure Renewal should take place. The Department is the owner of these roads and still has an interest in providing an efficient transportation system throughout the province apart from the 100 series highways.

The second way growth occurs in rural areas is through the construction of new "subdivision" roads. In West Hants these roads have been private roads although there is nothing to prevent new municipal roads in all but the agricultural areas of the Municipality. The 16 municipal public roads totaling 4.2 kilometers happen to be located in the growth centres, no doubt due to market conditions and the much greater density that is possible in serviced areas.

This type of development is a major step up from ribbon development but still has its drawbacks. Traditionally the subdivision consists of large lots as each lot must be capable supporting an on-site sewage disposal system. Much more road is required as opposed to the small lots in a serviced area.

The Municipal Planning Strategy provides for an alternative to this method of rural development. Instead of each lot having an on-site system, grouped dwellings may be approved on what is called a cluster system.

Rather than an on-site system for each dwelling, the dwellings are clustered, with the sewage being piped from them to a common treatment area sometimes referred to as an in-ground communal system. As a result much less road is required. Also, maintaining the cluster system can be undertaken in a more efficient manner.

This development has the effect of leaving a greater part of the site, and ultimately the municipality, in a more natural state. If the development is on a new municipal street, the cost of providing services such as solid waste collection and road maintenance is significantly reduced.

The key to the cluster system approach is having a responsible entity owning and managing the treatment system. Condominiums fulfill this role. Municipalities may also do so through the formation of a “Wastewater Management District”.

To date no municipality has established a Wastewater Management District except for communities experiencing failing on-site systems. Municipalities have not used this approach for new development possibly because on-site systems, even communal ones, have solely been under provincial jurisdiction. With a Wastewater Management District the Province would still be responsible for approving the treatment system proposed for a development but on-going maintenance would be a municipal responsibility. The cost of the maintenance will be charged to the users to the system in much the same way an area rate is charged to those on a public wastewater system.

Having the Municipality responsible for maintaining a system serving a number of dwellings should be more efficient than having homeowners responsible for each individual system.

Response

Council supports a review of the provincial forestry regulations to address in particular a concern that an excessive amount of clear-cutting is taking place in the province, including West Hants.

Response

Council will continue to direct the majority of new growth to the growth centres, villages and hamlets as designated in the Municipal Planning Strategy.

Response

Recognizing that growth will occur outside of growth centres, villages, and hamlets, Council will

- **continue to encourage an alternative to traditional rural growth on new roads by providing for cluster development of grouped dwellings,**
- **consider amending the planning documents to provide for Wastewater Management Districts, and**
- **monitor growth on existing roads to determine the impact on the quiet, natural atmosphere of the rural areas.**

3.7 Energy

3.7.1 Municipality Energy Reduction

Goal **Reduce the municipality's energy consumption**

A first step to meet this goal Council has participated in a municipal program "Ecotrust for Clean Air and Climate Change". This program began in 2007, when the Province announced the Municipal Clean Air and Climate Change Program to assist municipalities in building capacity around energy and emissions management, and to achieve reductions in greenhouse gas and air pollutant emissions. The program will also help municipalities reduce their energy costs.

An inventory and audit has recently been completed and the Municipality has applied for funding for four projects. Project grant amounts will be limited by the ability of the Municipal Program to maximize the number of recipients and the environmental benefits. The program is structured into two pots of money – funding for corporate projects (those that focus on reducing greenhouse gas and air pollutant emissions from municipal operations only) and/or community projects (those that aim to reduce emissions from the community as a whole). The Municipality has not yet received word as to the status of their applications for funding.

While participation in this and possibly other programs is important, Council believes that there are many small steps that councilors and staff can take to conserve energy, from turning out the lights to using less paper. A focus on energy efficiency for new public buildings will not only conserve energy but will serve as an example for businesses and homeowners.

Response

Council will reduce its energy consumption by all means possible including participation in programs such as the EcoTrust for Clean Air and Climate Change.

3.7.2 Private Energy Reduction

Goal: Support energy conservation

Council realizes that it will take the efforts of all citizens to reduce the overall carbon footprint of the Municipality and many are rising to the challenge. The Province is encouraging these efforts. In 2006 the *Environmental Goals and Sustainable Prosperity Act* was adopted. The Act contains targets for new home construction and uses the federal EnerGuide system to measure these targets. The provincial *Building Code Regulations* have also been amended to require more energy efficient methods of home construction.

Financial incentives are also available from the senior levels of government to encourage energy efficient construction for residential as well as other uses.

Although the Municipality cannot dictate private methods to help in the fight against climate change, Council would like to encourage all residents to employ ways of reducing energy consumption.

Response

Council will encourage private energy reduction by providing information and by communicating to the community the steps the Municipality is taking to reduce energy consumption.

3.7.3 Wind Energy

Goal: Encourage the use of renewable energy sources

The largest sector of renewable energy in Nova Scotia is wind energy. There are two types of wind turbines, generally known as utility wind turbines and domestic

wind turbines. Utility wind turbines are big structure which tie into the grid while domestic one are much smaller and provide energy to individual homes and businesses.

Council supports wind energy and has taken the steps to encourage its use in West Hants. Domestic wind turbines are permitted throughout the Municipality subject to such restrictions as location and height. Because of their greater impact on residential uses, the location of utility turbines is subject to a more rigorous evaluation in a development agreement process.

Response

It shall be the policy of Council to permit wind turbines in the Municipality provided appropriate measures are taken to protect adjacent residential uses.

3.7.4 Tidal Energy

Goal: Encourage the use of renewable energy sources

Efforts are being undertaken to tap the energy potential of tidal power. Test turbines have recently been installed in nearby Minas Basin. Council would like to encourage these steps wherever it can.

Response

Council is supportive of the steps to harness the energy of tidal power.

3.8 Public Transit

Goal: Participate in a rural public transit system

West Hants is a participant in the Kings Transit Bus Service which operates through Annapolis Valley from Hants County to Digby County. The Municipality together with the Towns of Hantsport and Windsor, and the Municipality of the County of Kings is funding a route from Brooklyn to Wolfville. The cost of West Hant's contribution to this service is $155,000 for fiscal year 2009/2010.

The service provides an important transportation choice for many of West Hant's residents. The Town would like to encourage more people to take the bus and will therefore investigate ways of supporting the service. One idea that has generated preliminary discussion is to consider providing service from communities not on Highway #1 to feed into King's Transit.

Dial-A-Ride also operates in West Hants. Dial-A-Ride Nova Scotia is a support network of non-profit, community-based transportation systems located throughout Nova Scotia. The primary objective of the Dial-A-Ride program is to interconnect inclusive transportation services that are safe, affordable, and accessible to all members in a community including disabled, disadvantaged, elderly and any other person in need of transportation.

Response
Council will continue its participation in Kings Transit.

Response
Council will investigate ways of further supporting public transportation in West Hants.

3.9 Climate Change

Goal **Prepare for climate change**

Climate change is considered by many to be the most serious threat facing us today. The senior levels of government are taking steps to address this critical issue and municipalities are following suit.

The Town of Windsor and Municipality of West Hants are participating as municipal partners in the Nova Scotia portion of the Atlantic Regional Adaptation Collaborative (RAC) program. The program is a Natural Resources Canada (NRCan) initiative, the purpose of which is to get the regions working together to address common climate change adaptation goals. In Nova Scotia, the partners include various provincial government departments, academic researchers from COGS, St. Mary's, Dalhousie and St. FX, along with municipal partners in six pilot communities, one of which is the Minas Basin area. The workplan includes risk and vulnerability assessments for each area that will provide a basis for incorporating climate change adaptation into land use planning, infrastructure design and maintenance, and emergency planning at the provincial, municipal and professional levels. The project is expected to begin early in 2010 and be completed in March 2012.

In addition municipalities across Canada have formed an organization known as "Partners for Climate Change". From their website:

"The Partners for Climate Protection (PCP) program is a network of Canadian municipal governments that have committed to reducing greenhouse gases and acting on climate change.

PCP is the Canadian component of the International Council for Local Environmental Initiatives' Cities for Climate Protection (CCP) network, which involves more than 900 communities worldwide. PCP is a partnership between

the Federation of Canadian Municipalities (FCM) and ICLEI – Local Governments for Sustainability. PCP receives financial support from FCM's Green Municipal Fund.

Why act locally on climate change?

Municipal governments have an important contribution to make to climate protection. Up to half of Canada's greenhouse gas (GHG) emissions are under the direct or indirect control or influence of municipal governments. By 2012, communities could cut GHG emissions by 20 to 50 Mt from municipal operations and community-wide initiatives with investments in environmental infrastructure and sustainable transportation infrastructure."

In Nova Scotia, thirteen municipalities have formally joined the organization and many more are considering it. West Hants will investigate this resource as a way of complementing other efforts to reduce greenhouse gases.

Response
Council will actively participate in the Atlantic Regional Adaptation Collaborative (RAC) program.

Response
Council will consider joining Partners for Climate Protection.

3.10 Storm Water Management

Goal: Consider preparation of a storm water management strategy

The serviced areas of the Municipality do not have a piped storm water system. Storm water is accommodated by means of open ditches. Recently there have been a number of complaints about storm run-off in these areas.

Before committing resources to install a piped storm water system, Council believes the first step to be the preparation of a storm water management strategy.

Response

Council will consider the preparation of a storm water management strategy for the serviced areas of the Municipality.

3.11 Solid Waste

Goal Continue to provide efficient solid waste services

From the MPS:

"West Hants has a comprehensive recycling and composting program. Recycling is picked up every second week. All recycling goes to a collection contractor who is responsible for the sorting and sale of the recyclables. The Municipality does not receive payment for the recycling but has a reduced charge for collection. Residents are responsible for composting using backyard composters. The same contractor collects garbage on alternate weeks. The garbage goes to the West Hants Landfill Site on the Walton Woods Road in Cogmagun."

The landfill is a second generation constructed through a public/private partnership and is operating effectively. West Hants is a member of Region 6 Waste Management and has surpassed the provincial net target of 300 kilograms of waste per capita.

Response

Council will continue to provide efficient solid waste services in the Municipality.

Part 4 Economic

A strong economy is vital to the lives of all residents. Although there are limits to what a municipality can do to ensure a prosperous and growing economy, Council may take some actions to improve economic conditions

Several of the goals and objectives relating to economic development call for regional effort and partnership and are contained in Part 6 Regional Cooperation.

4.1 Goals

Goal 1	Support local resource industries
Goal 2	Protect farmland
Goal 3	Support the “Buy Local Food” movement
Goal 4	Encourage backyard and community gardens
Goal 5	Embrace new technology
Goal 6	Encourage home based businesses
Goal 7	Promote tourism

The following economic goals are addressed in Part 6.

Goal 8	Work with the neighbouring municipalities to foster economic opportunities
Goal 9	Retain and encourage new industries and businesses

4.2 Resource Industries

Goals: **Support local resource industries**

Protect Farmland

4.2.1 Agriculture

This topic was covered to some extent in Part 3, Environmental, as a way of preserving the rural character of the Municipality. There is also clearly an economic and a long term food security aspect to this important resource.

Council has taken steps in its planning documents to protect the agricultural lands of the Municipality from incompatible development but there are other aspects to this industry. In order to improve their economic viability, today many farmers sell their produce directly to the public through farm markets, establishing U-pick operations, and by establishing other businesses relating to agriculture. Although these activities could be considered commercial uses, Council believes they should be permitted and encouraged and has provided for them in its planning documents.

The Province has also recognized the importance of agriculture. The *Municipal Government Act* contains a Statement of Provincial Interest which calls for the protection of farmland. There is also right to farm legislation which protects farmers from nuisance court actions from adjacent residents.

These actions also support the “Buy Local Food” movement but much more needs to be done. Other initiatives are contained in Section 4.4.

Response

Council will continue to support the agricultural industry by protecting farmland and by providing for commercial uses related to the industry.

4.2.2 Forestry and Mining

Council's concern about clear-cutting is contained in Part 3, Environmental. Even with this concern Council recognized that forestry is important to the economy of West Hants. The Municipal Planning Strategy has established a Resource Designation which applies to land used for forestry and mining. Other uses are also permitted in this designation but the intent of the Strategy is "to minimize potential conflicts and to treat resource activity as paramount in these areas."

The Municipal Planning Strategy has the following to say about mining:

> *"West Hants has significant gypsum deposits which have supplied mining operations for over 200 years. Fundy Gypsum Company operates two extraction sites and owns large tracts of land. The gypsum industry plays an important role in the economy of the area; however, it not only consumes a large amount of land, but also involves significant changes to the topography. It is important to West Hants to work with Fundy Gypsum and other mining companies to promote the reclamation of closed mine sites and to reduce land use conflicts between mining operations and adjacent uses."*

Any new mining activity or expansion of existing operations is regulated by the Province and not the Municipality.

Natural gas exploration is also taking place in the Municipality. If this exploration leads to the production of natural gas, Council would like to see a priority placed on the local use of this resource.

Response

Council will provide for the resource industries in the municipal planning documents.

4.3 Growing and Selling Food Locally

Goals: **Encourage backyard and community gardens**
Support the "Buy Local Food" movement

Support for the "Buy Local Food" movement was clearly evident at the public workshops held by the Municipality. Most of the discussion related to the food industry and concern about food security and safety was expressed.

The N.S. Food Security Network and Steering Committee describes food security as a situation that exists when all people, at all time, have access to sufficient, nutritious, safe, personally acceptable and culturally appropriate foods that are produced, procured and distributed in ways that are environmentally sound, socially just and sustainable.

"A sustainable food system "means that food [in Canada] must be harvested, produced, processed, distributed and consumed in a manner which maintains and enhances the quality of land, air and water for future generations, and in which people are able to earn a living wage in a safe and healthy working environment by harvesting, growing, producing, processing, handling, retailing and serving food" (Food Secure Canada 2006).

Healthy and safe food ties into a sustainable food system, one does not work without the other. A sustainable and whole food system also includes processing, transportation, and restaurants. Courses on food safety have been held and will continue to be important.

In addition to the Municipality's agricultural policies, Council would like to consider other steps to advance the "Buy Local Food" initiative. The farmer's market in Windsor is supported. Local farm markets are encouraged in the planning documents. Home based businesses include the growing and selling of produce.

Other possibilities include the holding of special events to highlight the importance of buying local food and the establishment and/or promotion of community gardens. For new subdivisions, five percent of the land being subdivided is required to be conveyed to the Municipality as open space. There may be an opportunity for the residents of the subdivision to establish a community garden or orchard in this space. The municipal website could have an inventory of places where local food is available.

An opportunity related to the growing and selling food locally is to encourage backyard gardens in the growth centres, villages and hamlets. The produce is not only used by the resident but is often sold to other people in the community.

Council is supportive of this movement. There is a concern that the selling of the produce is a commercial use not suitable in residential areas. But as long as the commercial aspect is small, Council would like to encourage this activity.

Response

Council will consider sponsoring or holding events to promote the "Buy Local Food" movement in the Region.

Response

Council will encourage the establishment of community gardens in the more urban areas of the Municipality.

Response

Council will support backyard gardens and the selling of locally grown produce throughout of the Municipality.

4.4 New Technology

Goal Embrace new technology

Council believes that it is important to keep up with technological advances. High speed internet is now available throughout most of the Municipality and enables residents to work from their home.

The Valley Community Fibre Network (VCFN) network is up and running. Internetworking Atlantic Incorporated (IAI), the company responsible for managing the network, is offering ultra high speed internet and networking services to local businesses on the VCFN network. The VCFN provides tremendous capacity for data transfer and telecommunications that can be used to attract large scale businesses, especially those in the field of high technology, to the area.

As well, municipal operations are progressing towards completion to have all of network connections via the VCFN.

New technology is also happening in other sectors including energy and communications. It is a key element of new economies that municipalities must embrace in order to promote employment and a high quality of life for their residents.

Response

Council will embrace technological advances which are crucial to a strong local economy.

4.5 Home Based Businesses

Goal: Encourage home based businesses

There are many home based businesses throughout the Municipality. This type of business will continue to grow especially as high speed internet is made available throughout the municipality.

Council would like to encourage further development of this kind but will limit these businesses to those which do not create an unreasonable adverse affect on adjacent residential uses.

Home based businesses not only contribute to the economy but are also good for the environment. The businesses are conducted in a building which is already heated and travel by automobile is significantly reduced.

Response

Council will continue to encourage home based businesses subject to conditions designed to mitigate their impact on adjacent residential uses.

4.6 Tourism

Goal: Promote Tourism

There are many scenic areas and attractions in West Hants which draw tourists to the area. The tidal bore brings visitors to various locations in the Municipality.

There are areas where the Ram's Head Lady Slipper, which is the official emblem of West Hants, may be sighted. The Avon Peninsula is an area of great diversity.

West Hants Council supports the Windsor-West Hants Visitor Centre Information Centre. The Avon River Heritage Museum has a tourism component and will be promoting a celebration of the New England Planters in 2010. Many people come to West Hants because of genealogy, which is discussed in more detail in the Festivals and Heritage section. An inventory of historical sites could be developed and displayed on the municipal website.

The Hants Regional Development Authority promotes the region as a destination for tourists. Tourism is a thread that runs through many of the Authority's projects to foster economic growth. For example the Authority has prepared a Hants County Lifestyle document which extols the advantages of a rural lifestyle and provides information about the amenities and festivals of the area.

Council would like to explore additional opportunities to increase tourism. Better signage, interpretive centres, bicycle routes, salt marshes are a number of areas that may warrant further investigation to attract visitors.

Response

Council will investigate opportunities to attract more tourists to the Municipality.

Part 5 Social and Cultural

In many ways the social and cultural aspects of a community are valued the most. Communion with fellow citizens and having a sense of a shared history and heritage are often the mainstays of a society.

As with the economic pillar, several of the social/cultural goals call for regional co-operation and are addressed in Part 6.

5.1 Goals

Goal 1 Provide recreational programs and opportunities for all residents

Goal 2 Support community groups

Goal 3 Promote and participate in festivals

Goal 4 Explore opportunities to celebrate heritage

Goal 5 Encourage volunteerism

Goal 6 Promote active transportation

Goal 7 Provide for the safety of all citizens

The following social/cultural goals are addressed in Part 6.

Goal 8 Support the volunteer fire departments

Goal 9 Provide library services

Goal 10 Provide emergency measures services

5.2 Recreation

Goal: Provide recreational programs and opportunities for all residents

Recreation forms an important part of a high quality of life. The Municipality has a robust Recreation Department. The services it provides include the following:

- administers the West Hants Recreation Grant Program that supports over thirty five volunteer community groups
- assists volunteer groups with completing various grant applications and leadership development
- assists volunteer groups with special events when requested
- actively involved with the organization and implementation of the annual Hants Senior Games event
- organizes and implements the annual Volunteer Awards Banquet
- offers direct programming during the summer months
- organizes and implements the West Hants After School Program that is offered in our six rural elementary schools
- is responsible for the maintenance of: Kempt Quarry Recreation Site, Hobarts Beach Recreation Site, Ste. Croix Recreation Site, Eldridge Road Recreation Site, Falmouth Mini Park, Halewood Drive parkland and the Irishman's Road Recreation Site
- jointly with the Town of Windsor form a Pool Governance Committee for the Hants Aquatic Centre & cost shares in the operating deficit for the facility
- recently formed a committee of Council to look into the construction/upgrading of trails in West Hants

One of the current focuses of the Recreation Department is the development and maintenance of trails. Another project to consider is the development of a parks and open space plan to identify future needs of recreation facilities and open space in our communities.

Response
Council will continue to provide a high level of recreation services to the residents of West Hants.

Response
Council will consider the preparation of a Parks and Open Space Strategy for the Municipality.

Response
Council will continue to support volunteers and the groups they represent.

Response
Council will consider entering into partnership in the provision of recreational services.

5.3 Community Groups and Organizations

Goal: Support Community Groups

In addition to the recreation groups referred to in the previous section, there are other groups and organizations which form the backbone of many communities in West Hants. They are non profit and are kept functioning only through the dedicated efforts of volunteers.

The challenges facing many of these groups today are not easily resolved. Liability insurance is increasing. Volunteerism is down. Young people are not becoming involved.

The Municipality provides grants to a number of community groups. These grants total over $100,000 per year. A significant amount of staff time was also devoted to assisting these groups.

Council is aware of many of the issues community groups must address in order to continue to be a strong community presence and would like to do more to provide assistance to them.

Response

Council will explore ways in which the Municipality can be of further assistance to community groups and organizations in the Municipality.

5.4 Festivals and Heritage

Goals: **Promote and participate in festivals**
Explore opportunities to enhance heritage

Festivals were cited as a way of celebrating the social and cultural heritage of the Municipality. Festivals are also important to tourism. There are a number of festivals such as the Teddy Bear Jamboree held by various groups taking place every year in West Hants. Music events are held every year and are also well attended by residents and visitors alike. Interest has been expressed about holding a regular bluegrass festival. A list of festivals and events may be found on the Hants Regional Development Authority's website.

As stated in the Tourism section the Avon River Heritage Museum is taking the lead on the Planters 2010 celebration and provides assistance to anyone

interested in pursuing other historical endeavours such as genealogy. The West Hants Historical Society Museum has an extensive genealogy collection and provides research assistance to those interested in finding their roots. The Municipality would like to consider providing more support for festivals and heritage pursuits.

Response
Council will consider ways of providing more assistance to festivals and heritage projects.

5.5 Volunteerism

Goal: Encourage volunteerism

Volunteers play a vital role in our communities and will be needed even more as we face the challenges of tomorrow. Although volunteerism has been declining in some respects, there are encouraging signs more recently particularly with respect to the youth. Schools are promoting volunteerism to a greater extent than in the past. Employers are recognizing that those who take part in their community make better employees.

The Municipality supports programs such as Volunteer Leadership Development and Volunteer Banquet Awards. Council intends to continue and to look for new ways to encourage more people to take up this very worthwhile pursuit. Possibilities include the development of a “Resource Bank”. A Resource Bank is essentially a list of people who are willing to volunteer their help to community groups and organizations. To encourage people to put their names forward information as to the area of expertise that is needed and details on what is expected could be prepared.

As well, the Hants Regional Development Authority has prepared a “Volunteer Resource Guide” which contains great information about many aspects of volunteerism.

Liability is an area of concern for volunteers. There may be steps the Municipality can take to address this issue.

Response
Council will continue its support of volunteerism and will investigate new ways to encourage people to volunteer.

5.6 Active Transportation

Goal: Promote active transportation

Active transportation is environmental and economic as well as contributing to a healthy lifestyle. The Municipality owns and maintains a number of trails in West Hants as do other organizations. Expanding the number of walking trails may well be an objective in a parks and open space strategy. Indoor walking trails are also important; one has been incorporated in a recently constructed civic centre.

One of the long term municipal plans is to provide a full range of services in the growth centres. Encouraging new residential growth in these centres will make it much easier for residents to access these services by foot and not have to depend on the automobile to do everyday chores.

In addition to walking, bicycling is another form of active transportation. It is done mostly for recreation but could also be used to get to work and for shopping for a small amount of items.

Bicycle lanes are not common at present but could be required as part of new road construction pursuant to the Municipal Subdivision By-law. With respect to provincial roads, Council would like to encourage the Department of Transportation and Infrastructural Renewal to include provision for bicycles on highway renewal projects.

Bicycle routes could be established and promoted. Even where there is not sufficient road width for bicycle lanes, erecting signage directing drivers to “share the road” and be mindful of people on bicycles will help encourage bicycle use. Enforcement of speed limits is also important in this regard.

Response
Council will consider amending its subdivision by-law to require sidewalks and/or bicycle lanes for new municipal public streets.

Response
Council will encourage the province to provide for bicycle use as part of highway renewal projects, except for controlled access highways.

Response
Council will explore the potential of designating a number of roads in the municipality as bicycle routes and promoting their use.

5.7 Police Services

West Hants is well served by the RCMP for its policing needs. There was no concern expressed by the public about any lack of safety in West Hants. Council considers this service to be an essential one and will continue to see that a high level of service is provided.

Response
Council will continue to provide a high level of police service.

Part 6 Regional Co-operation

A number of the goals identified under the pillars of sustainability in this document can more effectively be met through partnerships with neighbouring municipalities. West Hants has a long history of working with other municipalities to foster economic development and more efficiently deliver services.

6.1 Hants Regional Development Authority

Goal **Work with the neighbouring municipalities to foster economic opportunities**

West Hants is a member of the Hants Regional Development Authority. The following is taken from the Authority's website.

"The Hants Regional Development Authority is a forward-looking organization established to support and advance community economic development in Hants County. From its offices in Windsor and Elmsdale, the Hants RDA works with businesses, community groups and all three levels of government to champion the interests of Hants County locally, regionally and internationally.

The Hants RDA is one of 13 Regional Development Authorities in Nova Scotia. It was incorporated in 1997 under the Regional Community Development Act at the request of the four municipal governments in Hants County. Governed by a volunteer board of directors, we receive funding from the municipalities of East Hants and West Hants; the Towns of Windsor and Hantsport; the Atlantic Canada Opportunities Agency; and the provincial departments of Economic & Rural Development and Community Services.

Our key task is to develop and implement a regional strategy. The current strategy, "Connected. 2008-2011.", was developed in 2008 through extensive public and stakeholder consultation.

It focuses the Hants RDA on “making the connections that help Hants County achieve sustainable prosperity.” To this end, we connect new tourists, residents and entrepreneurs to Hants County through Regional Promotion. We connect our clients to new skills and resources through Community Development and Business Development. And we connect Hants County to outside decision makers through Advocacy.”

In addition to encouraging new businesses to locate in the region, it is also important to support existing businesses so they will stay in the area.

The RDA is embarking on an Investment Readiness Project for Hants West. This project is looking at attracting business through partnerships and is exploring the possibility of another joint industrial park. West Hants is an active participant in the project.

Response
Council will continue to be an active partner in the Hants Regional Development Authority.

6.2 Windsor-West Hants Industrial Park

Goals **Work with the neighbouring municipalities to foster economic opportunities**

Retain and encourage new industries and businesses

From the Municipal Planning Strategy:

> "The Windsor-West Hants Industrial Park, located at the Highway 101 - Wentworth Road interchange was constructed jointly by the Federal Department of Regional Economic Expansion and the provincial agency, Industrial Estates Limited, in 1980. The Industrial Park consists of approximately 100 acres. In 2003, there were 35 firms operating in the park employing over 320 full-time workers. The park is promoted and marketed by Nova Scotia Business Inc., as well as by the two municipal units. As of 2007, the majority of land in the park was developed."

There is little doubt that the partnership between the Town and the Municipality to develop and manage this industrial park has been very successful. The question now facing the Municipality is whether to undertake an expansion of the Park, either as a continuation of the partnership or on its own. More information and study is required before Council can make an informed decision on this matter.

Response
Council will investigate the merits of expanding the Industrial Park.

6.3 Volunteer Fire Departments

Goal: Support Volunteer Fire Departments

The volunteer fire departments deserve a special mention in this report. Not only do they fulfill an important duty by providing fire protection they are increasingly expanding their role as first responders to car accidents and other emergency occurrences.

Volunteer fire departments also greatly contribute to the social life of the communities in which they are located. The local fire hall is often the only facility available for events in many communities.

West Hants has provided fire services through a partnership with the Town of Windsor for areas adjacent to the Town.

West Hants, as with other municipalities in Nova Scotia, will face great challenges in providing fire services in the years to come. Replacing the volunteers who retire from the fire service is becoming more difficult. Council would like to see the Province take a stronger role to help municipalities meet this challenge.

The Union of Nova Scotia Municipalities has recently passed two resolutions in this regard. One calls on the Province to investigate a program that would provide reimbursement to volunteer fire departments for expenses incurred from the provision of first responder services.

The other resolution was passed by West Hants and the Towns of Hantsport and Windsor and strongly requests provincial funding for services and costs over and above that for which the Fire Services Departments were established.

Response
Council will continue to support the volunteer fire departments in the Municipality.

Response
Council will support UNSM efforts to request the Province to become a more active partner with municipalities in the provision of fire services.

6.4 Library Services

Goal: Provide library services

West Hants participates in the Annapolis Valley Library Board. A bookmobile currently provides library services to the Municipality but the Board has been investigating other options, such as using existing facilities which may be available in some communities. Even in this age of multi-media Council believes library services to be an important aspect of community life.

Response

Council will continue to provide library services in the Municipality.

6.5 Emergency Services

Goal Provide emergency measures services

The Municipality has joined with the Towns of Windsor and Hantsport to form a Regional Emergency Measures Organization (R EMO) for this region.

The Regional Emergency Measures Advisory Committee has the responsibility for the safety, health and welfare of its citizens should a threat arise from any emergency or disaster. Any effective emergency response requires a regional plan to fully integrate the use of all available resources and capabilities; public and private, and provides for the proper coordination of these elements.

The aim of the Regional Emergency Measures Plan is to establish arrangements and procedures necessary for the earliest possible coordinated response in order that the following be assured:

1. minimizing the effects of an emergency or disaster on the region and its citizens.
2. the safety and preservation of health, private property and the environment; and
3. the restoration of essential services.

Response

Council will continue to be an active member of REMO in order to provide for an effective response to emergencies.

6.6 Windsor-West Hants Joint Planning Advisory Committee

In 1970, West Hants and the Town of Windsor formed the Windsor-West Hants Joint Planning Advisory Committee. Full-time planning staff were hired in 1973 to form the Windsor-West Hants Planning Department. The Planning Department provides planning, development control and building inspection services to both the Municipality of West Hants and the Town of Windsor.

The partnership has worked very well over the years for both municipalities. Joint Planning Council meetings are held as needed.

Response

Council will continue to provide planning and development services through the Joint Planning Advisory Committee.

6.7 Joint Council Meetings

The Municipality of West Hants, the Town of Windsor and the Town of Hantsport meet on a regular basis, usually once a month, to discuss issues of joint concern to the three municipal units. These meetings provide an opportunity for the three to show a united front when seeking policy changes from the province or federal government, or presenting a position to the UNSM. The joint meetings also provide a forum for individuals, community groups or others to present to all three units at once, rather than one unit at a time.

Response

Council will continue to hold joint council sessions with neighbouring municipalities.

6.8 Information Technology

West Hants has entered into an inter-municipal partnership with the Towns of Hantsport and Windsor for the provision of IT services. The partnership has enabled all municipalities to deliver this service more cost effectively.

Response

Council will continue to provide IT services through an inter-municipal partnership.

This concludes the parts if the ICSP which identifies the goals, and responses as organized under the pillars of sustainability. A table which summarizes these goals and responses in contained in Schedule E – Summary Table.

Part 7 Regional Sustainability Issues

There are sustainability issues that are regional in scope. Reference has already been made to watershed management and the fact the watersheds cross municipal boundaries. A *Background Study for Integrated Community Sustainability Plans, Annapolis Valley Municipalities*, prepared by Jacques Whitford in 2008, looked at the Valley region and identified a number of regional issues. Regional co-operation have addressed some issues but there are others that require attention.

The Town of Kentville organized several meetings in 2009 to discuss regional issues. Good ideas were put forward at these meetings but there was a general recognition that there was not sufficient time for individual ICSPs to address the issues. The lack of a regional body to tackle this matter was also seen as a challenge. However there was general agreement among attendees that after the ICSPs are adopted, efforts would be made to act regionally. Good communication will be a key factor to make this happen.

Part 8 Statements of Provincial Interest

The provincial guidelines for the preparation of an ICSP call for it to be reasonably consistent with Statements of Provincial Interest which have been adopted by the Province. The Province has adopted 5 separate statements respecting the following: the quality of water within municipal water supply watersheds; protection of public safety and property in designated and recognized floodplains; the protection of agricultural lands; the efficient use of municipal water and wastewater infrastructure; and the provision of housing opportunities which meet the needs of communities.

With respect to municipal water supply watersheds and agricultural land, West Hants has for some time protected both of these resources in its planning documents. The ICSP refers to these protection measures.

There are no floodplains designated in West Hants. However dykeland has been identified and protected in the planning documents.

The MPS promotes the efficient use of municipal water and wastewater infrastructure by providing it only in growth centres and the joint industrial park. There is a wide range of housing opportunities throughout the municipality.

Part 9 Implementation - ICSP Projects

The ICSP contains many undertakings to help the Municipality become more sustainable in the decades to come. Some call for substantial funding in order to be implemented. The federal government is providing the revenue from the gas tax to help municipalities fund sustainability projects. The Municipality has been receiving gas tax revenues since 2001. To date the Municipality has expended $365,657 of the gas tax revenue on Phase 1 of the Falmouth Wastewater Treatment Plant upgrade. This upgrade is one of the issues identified in the ICSP

As is to be expected, the cost of financing all the projects which flow from the Municipality's sustainability polices will be much greater than the amount of revenue the Municipality will receive from the gas tax. It is therefore necessary to indicate which projects receive priority over other projects.

The following is a list of projects Council feels are necessary in order to meets the goals of this ICSP. They are in order of priority. It is important to note that the projects and their order of priority may be changed at any time due to such matters as changing circumstances and public input. New projects may also be added to the list.

1. **Improvements to the Falmouth Wastewater Treatment System**
2. **Eco Trust applications and Energy Projects**
3. **Development of Trails**
4. **Expansion of public transit services and opportunities**
5. **Support for community groups**
6. **Upgrading/retrofit of community fire stations**
7. **Falmouth and Three Mile Plains Water System Upgrading**
8. **Strategy for better communications with residents**
9. **Support public education on sustainability**
10. **Designation of bicycle routes**

One of the most challenging aspects of long term planning is to identify and maintain a process to measure the progress being made, not only in the completion of the projects listed above but in reaching all of the goals contained in the ICSP. To help in this important task, a Report Card has been prepared and is contained in Schedule F.

Part 10 Health and Education

Communities need a strong health and education system in order to achieve and maintain a high level of sustainability. These systems fall almost exclusively under provincial jurisdiction. As a result the ICSP focuses on areas in which the municipality has the authority to make a difference.

That is not to say that Council does not have an interest in seeing that a health care system is responsive to the needs of the people and that educational opportunities are available for everyone. Council may therefore from time to time find it appropriate to provide input and comment to the Province with respect to the delivery of these important services.

Schedule A

Summary of Comments, Seniors Forum

The following is a summary of the comments received from a session held jointly with the Town of Windsor. The session took place at Gladys Senior's Complex in Windsor on September 14, 2010.

"Seniors
Most small towns in Nova Scotia have relatively older populations because of the propensity of young people to leave in pursuit of educational opportunities and employment in larger centres. The age of Windsor's population, however, is augmented by the presence of several retirement homes and the apparent attraction of the town for the elderly. Seniors Focus Group participants clearly appreciate the benefits of the community for their needs. Most were either long-time residents of the town or had a connection to the community earlier in life either as their birthplace or as a place of employment.

Like other residents, seniors appreciate the small town atmosphere and the availability of services. Services are probably more important to the elderly than others because of their greater requirement for health care and their reduced mobility. Windsor offers a hospital and a full range of retail, personal service, and recreation opportunities in a relatively small area, which is very beneficial to older people.

That being said, the one issue of over-arching importance raised by seniors was transportation. Most acknowledged that the town and immediate area provided many opportunities for recreation and to socialize but noted that it was often very difficult to get to the locations of activities that interested them. Many older seniors do not drive anymore and must rely on alternative transportation for their needs. Seniors in the Gladys Manning complex in which the Focus Group session was held noted, for example, that College Road on which they are located has no sidewalk and no trails to connect the area to the centre of town. Some participants in the session also suggested that Kings Transit should offer a greater variety of routes in the town. Several also noted that Gladys Manning is at the end of College Road on a long cul-de-sac that provides only one access to the facility. There is a clear concern that access could be cut off in an emergency event."

Schedule B

Summary of Comments, Students Forum

The following is a summary of comments received from students at a session held at King's Edgehill on September 18, 2009.

Session conducted by Grant Cooke and Raymond Parker

15 students and Headmaster Joe Seagram were in attendance. There was a good mix of students, from the local area, other parts of the province, and overseas. Some of the students were taking courses related to sustainability.

A brief introduction about the ICSP was given. Because the session was limited to 45 minutes, it focused on two questions. The first being what the students liked about the community, the community being the Town of Windsor and the Municipality of West Hants. The second question was what they didn't like or felt was needed. Most of the students provided comments which are summarized as follows:

What they liked about the community:

- the scenery
- strong sense of community, neighbours help each other
- the recycling program, a student from overseas commented that the program was far ahead of that in her native country and that it was an important sustainability practice
- the parks and walking trails
- the exhibition grounds
- the tradition of being the birthplace of hockey
- the opportunity to participate in sports
- Martock ski hill
- Kings Transit

What they didn't like or felt was needed:

- there were lovely older homes in the community but they needed to be better maintained
- although construction projects on roads are necessary, the timing of them could be improved
- lack of recreation
- lack of an Arts presence
- improvement of public schools, smaller class size, better maintenance, too much time lost because of closure for weather (although the safety concerns were recognized)
- more public playgrounds
- new rink
- there seemed to be programs/activities/facilities for younger age groups and older age groups but not so much for their age group
- small movie theatre, arcade
- more sidewalks, walking is often the only option for students
- promotion of tourism, building on the natural beauty of the area
- bring back the skate park
- better signage, directions are terrible
- greater effort needed to increase employment, attract industry and at the same time maintain the quiet small town and rural atmosphere of the area, diversification is important
- better transportation system, particularly for biking and walking
- looking well into the future, a train service could be a great asset not only for moving people from place to place but also to attract tourists, i.e. they would stay in Windsor and take the train into picturesque rural areas, perhaps a link with cruise ships

- lack of cultural diversity

- some areas do not “feel safe”, some young people loiter about, they need more opportunities to fill their time, need educational and employment opportunities

Schedule C

Results of Public Workshops

The following is a summary of the comments received at two public workshops: one on September 21, 2009 in Summerville and the other on September 28, 2009 in Falmouth

The comments on **Vision** were a response to the question "Please give a short description of how you would like to see your community evolve in the next 20 to 30 years." The responses were written on a flip chart and attendees were given 5 dots and asked to place the dots on the response(s) they considered most important. The numbers are shown after each response below.

The remainder of the comments relates to each pillar and fall under "Assets", "Gaps/Challenges" and the resources/plans needed to meet the challenges.

Vision

** - means illegible word

- Healthy (23)
- Fully employed locally (16)
- Sustainable (13)
- Fed locally (13)
- Future for youth (12)
- Access to land for agriculture (12)
- Energy self-reliance (10)
- Farmers Market (9)
- Public transport (8)
- Culturally stimulating (7)
- Public transportation available (rural) (7)
- Resource – watershed protection (6)
- Vibrant downtown (6)
- Progressive (6)
- Safe (6)
- Thriving (5)
- Diverse (5)
- Food security (5)
- Diversity – (all pillars) (5)
- Multi-function facilities – schools, cultural, etc. (5)

- Connected in many ways (4)
- Resource sustainability (4)
- Flood plains – flooding issues addressed, management (3)
- Affordable housing for seniors – options (3)
- Affordable housing for all (3)
- Jobs (3)
- Green (3)
- Local accessible healthcare – doctors, hospital (2)
- Empowered communities (2)
- Home where heart is (1)
- Attractive (1)
- Non-suburban centre (1)
- Better life (1)
- Balance (1)
- Happily resilient (1)
- 7 generations (decision making) (1)
- Role model for other areas (0)
- Vibrant (0)
- Coordinated plan for government action (0)

Assets

Environmental:

- CAPE, Cheverie Saltmarsh Society/EAC (4)
- Woodlands (3)
- Minas shore – tides (3)
- Farmland – active and inactive (2)
- No clear-cutting
- Land available for building
- Fertile farmland
- Watershed with water
- Good people
- Gypsum as a mineral
- Wind, air, good sunshine (energy)
- Ducks Unlimited
- West Hants Wildlife Fed
- Building group
- FAR, Hants Federation of Agriculture
- DNR Wildlife Division
- Rivers and shorelines and beaches
- Diverse flora
- Hiking opportunities
- Gravel resources
- Sidewalks

- Community infrastructure
- Clean air
- Look-offs
- Clean water (relatively)
- Organic farms/nut. foods
- School garden and Harmony Park
- Bloodworm group
- FANS
- Greenpeace
- BSN
- NSEN
- ** of Trust
- Various naturalists groups
- Uniform long growing season (sometimes)
- Biodiversity (amazing) migratory **
- Relatively good forest corridors for wildlife and wildlife itself
- Relatively untouched land
- Beautiful vistas
- APNPS
- Heliotrust
- ACORN
- Hants Wildlife Advocates

Social Cultural:

- 4-H, Girl Guides, Air Cadets, Boy Scouts, Brownies (4)
- Church (3)
- Schools, churches (2)
- Windsor Farmers Market (2)
- Service clubs (Lions, Rotary) (2)
- Health clinic (2)
- Festivals – music, pumpkins (2)
- Jam sessions (2)
- Community halls (2)
- Volunteer fire departments (2)
- Smiley's Park, Quarry Pond (2)
- Bookmobile (2)
- Locally owned businesses
- Fraternal groups (Knights of Columbus, Masonic)
- Quick as a Wink, Mermaid, Utata
- Sports facilities
- Four Seasons
- Library Bookmobile
- Golf clubs
- Parks

- Swimming
- Windsor Fork School
- Summerville C/S Burlington Fire Department
- C/S b** “mind set”
- Summerville Community Centre
- Summerville Health Centre
- Family Resource Centre
- Food Bank (Windsor)
- Heritage – history, founding cultures
- Sporting
- Walton Lighthouse
- Societies – Cheverie Crossway, CAPE
- Avon River Heritage Society and Museum
- Artists
- Local restaurants and inn, B&B
- Campgrounds
- Hardware, grocery
- Geography of the area (Cheverie Look Off)
- Shore drive – scenic
- Nursery schools
- Junior fire fighters
- Cemeteries
- Nursery school
- Fitness program
- Belly dancing, etc. yoga
- Harmony Park
- Two world class soccer fields
- Cheverie Crossway
- Horse riding stables
- Brooklyn rink
- Municipal Park Block Wharf Road
- Karate
- Youth groups
- Quilting group
- Men hangout at local store (Liar’s Club)
- Post office

Economic

- Tourism (3)
- Winery (2)
- Industrial park (2)
- Rail lines (2)
- Forestry, agriculture, mining (gypsum processing)
- Local businesses

- Concrete plant
- Banks, Credit Union
- Operating engineers school
- Mineral resources
- Farming opportunities
- Argo and eco tourism
- Health centre
- School
- Farms
- Small businesses
- Hospital (diverse) – connected to QEII
- Natural gas – use locally
- Fire department
- Recreation festivals
- Gypsum Company
- Forest – clean air and water, selling of wood products
- Rivers
- People
- Credit Union
- Local stores
- Potential of wind power
- Solar power
- Unused farm lands (used for ** **?)
- Energy production, biomass, grass pellets
- Forestry

Gaps/Challenges

Environmental:

- Parks – protected open space
- Protection from clear-cutting
- Need walking trails and bicycle trails
- Lack of coordination between levels of government
- Erosion, clear-cutting damaging watersheds
- Need water and sewer to meet needs
- Reclamation of gypsum lands
- Bridge access Avon River replacing causeway
- Solid waste management – “dump”
- Partial service of Falmouth
- Enforcement of environmental regulations (knowledge of regulations)
- Ground water quality, testing of wells
- Sustainable underutilization of environmental resources

- Pesticide use
- Lack of local control – clear-cutting as a problem
- Loss of high capability farmland
- Long-term plan for resource protection “sprawl”/creep
- Air quality – wood burning furnace, brush
- Forestry disappearing
- Lack of sustainable practices
- Lack of manufacturing facilities
- Support for farms
- Commuter population is a challenge
- Family is an economic unit, role of mother **
- Resources are going out of the area
- Lack of regulations re: farm land (shore)
- Gypsum expansion
- Decision making by small communities limited about their assets
- Need protection for water supplies/watersheds
- Time, money, people
- Recognition of value of local communities/local assets
- Connection between community assets and community decisions lacking
- Population growth, climate change
- Shoreline protection re: erosion, development
- Lack of promotion of sustainable energy/practices/need for ** education/promotion, e.g. what does green projects mean?
- To foster environment protection while living within it
- Money for transportation doesn’t go to alt. transportation

Social/Cultural:

- Need integration with Town of Windsor as hub of West Hants e.g. support for farmers market, pedestrian and traffic
- Sportsplex for Falmouth area
- Need vibrant downtown
- Needs more services for seniors, youth
- More participation in local government
- Need better communication between government and residents
- No community centres in various locations
- Loss of community schools
    - Residential
    - Social centre
    - Closures create conflict
    - Teaching jobs and support
- Meals on Wheels program

- Program to assist “communities” seniors, youth
- Literacy – isolation
- Civic engagement – care
- Dwindling church participation
- Lack of volunteers – burnout and time squeeze
- Lack of diversity
- Pressure on healthcare “facilities” – resources – family, mental health
- Family planning – challenges/education
- Family responsibilities transferred to? School, corner store
- Time poverty
- Financial pressures on families
- Youth organization
- Multiculturalism
- Social services (Foodbank, etc. in Windsor – need car)
- No public transport
- Public washrooms, especially at Quarry Pond and Crossway
- Maitland District Development Authority – something for small communities, Christmas festival; volunteers
- Theatre
- High speed internet
- Trails, safe places for biking (for kids)
- No way for newcomers to find out what’s going on
- Museums
- Trails
- Coffee shop
- Internet café
- More recreation programs for all ages
- Lack of employment (do people have money to spend on cultural)
- Grocery store
- Seniors home and seniors support on the shore
- Safe active route to school and elsewhere (inter-community trail)
- Multi-use building
- Bureaucracy
- Ineffective communication
- Seniors day centre
- Ext. of Dial-A-Ride (too expensive and not always available)
- More public space
- Better roads
- More tourism promotion
- Better signage
- Recreation facilities for handicapped
- ** stores
- More emphasis on mobility and accessibility
- Farmers Co-op

- Internet
- Better public transportation
- Loss of farms
- Support planning for eco – business, agro tourism, restrictive **
- Problems with legislation
- Lack of political will/citizens will

Economic:

- High speed internet (lack off)
- Jobs – government and meaningful
- Retain youth
- Support for farmers market
- Government services
- Affordable housing
- Limited broadband and reliable phone
- Reliable power
- Money for support for community development
- Don't control where high speed internet goes
- Lack of support for current activities
- Lack of engagement due to time constraints (bedroom community syndrome)
- Lack of local market access
- Money lack
- Volunteers – only a few doing it all
- Lack of environmental awareness
- Lack of communication for newcomers
- Aging population – few services
- Best kept secret
- Investing in churches and facilities
- Committed individuals
- Build momentum
- More ICSP meetings
- Use RDA to bring groups together and plan
- Needs more advertising
- People to become more of a community
- How is money being spent
- Transportation – low density of population
- Green Rider
- Local manufacturing
- Promotion of village centre
- Seniors facilities
- More local senior functions
- Gypsum company and other large corporations

Resources and Strengths to Meet Challenges
(plans, etc.)

Environmental:

- West Hants can lobby regarding no clear-cutting, watershed values
- Schools can promote environmental education – e.g. zoning
- West Hants should purchase/protect more watershed, e.g. land
- Alternative renewable energy – wind, solar, tidal, biomass
- Tourism access
- Third generation separation and management
- Organic farming
- Beautiful area
- Fantastic shoreline
- Tidal and wind opportunities
- Health care system
- More young families in rural areas
- Community spirit
- Natural beauty
- People
- Established group improving conditions
- ** of local schools
- Cost of living is still reasonable
- Land still reasonably priced and available
- People who care/initiative
- Interdependence
- Green school (Dr. A. Hines)
- Organic producers/local producers, businesses
- 4H
- Growing awareness
- Municipal government (need more coastal planning)

Social/Cultural:

- Good people who care
- Kings Transit
- Safe walking trails, bicycle
- Hants County website for event listing
- Hants Journal
- Lots of youth – but need guidance
- Festivals – agriculture, need funding, theatre, youth programming
- Tourism
- Farmers Market
- Local community empowerment to make own decision
- Local support groups depending on needs of community
- Established groups needs help – money, people

- Improve communication networks/sharing
- Need to come together as community
- Leadership, framework
- What is <u>our</u> vision?
- People
- Hub of ** ** in Nova Scotia
- Community newsletters, e.g. What's Going On, Hants Shore Newsletter
- Volunteers (need coordination)

Economic:

- "Relocalization" of industry, businesses
- Land base for development opportunities
- Workforce
- Access to twinned highway
- Proximity to various markets "Valley/Metro/Truro"
- Wharf facilities at Hantsport
- Protection of coastline is paramount
- Support energy initiatives – wind, tidal
- No box stores – support local
- Prepare a food policy
- Plan to promote small energy initiatives
- Municipal policies to buy local
- Support eco-tourism
- Lack of service from phone company and power company
- Employment opportunities

<u>Plans, Actions, Initiatives</u>

Environmental:

- Trains
- West Hants to determine what areas need protected status
- Investment in good public buildings
- Facade improvement projects
- Municipal policy to not use bio solid or pesticides on municipal lands
- Walkways/trails/bicycle
- Safe School Ways
- Harmony Park project money
- Public transit on the shore (Pilot Green Bus Project) for commuters (rail to Windsor/Halifax/Valley)
- Work locally – high speed internet on shore
- Sewer system in Summerville

- Bike/walking trails, active, safe routes to school
- Boat launching: Block Wharf Road
- Green Rider
- Centre for environment volunteers/ENGO summit meeting of Eminds
- Something out of organic farms, Heliotrust, school garden, bring other people/places here to learn
- Use tides and wind for foster environment and economic development

Social/Cultural:

- Local schools
- Educate population on importance of local food and business
- Acadian village/park on Falmouth water front
- Connecting our communities

Economic:

- Public money funneled to local business initiatives – local
- Local recycling business
- Agriculture
- Municipal support for relief from liability insurance
- Money to local NGOs
- NGO forum to bring regional people together
- Need community college/vocational school for training for local jobs
- Environmentally based industries e.g. recycling
- Develop Falmouth waterfront for Acadian tourism/park
- Need to slow people off highway 101 into West Hants
- Find employers and encourage them – incentives
- Opportunities for small businesses

Schedule D

WATER CAUCUS- Nova Scotia Environment Network BLUEPRINT FOR WATER MANAGEMENT IN NOVA SCOTIA - January, 2010

Priority Areas	Action		Who
Leadership and	Oversight and Management	1. Show leadership and joint responsibility	NSE
		2. Manage at a watershed level	NSE
	Regional Capacity and Support	Enable regional NSE Staff to assist watershed groups, "ground-truth" planning maps, set and enforce regulations	NSE DNR
	Ecological Monitoring	Develop indicators to assess ecosystem integrity including water quality	NSE CWG
		Standardize monitoring protocols and link with community involvement	NSE CWG
	Targets and plans	Set water quality goals for primary watersheds and management plans to meet goals	NSE, CWG
	Best Practices	Incorporate best practices into well-enforced regulations	NSE, NSAg, DNR
Create a Culture of Conservation and Stewardship	Financial Incentives	Create a Watershed Management Fund and source it through income from water allocation permitting	NSE
		Provide sustainable support for watershed groups through alternate funding models	NSE
	Conservation	Adopt a water soft path approach for water conservation at a provincial level	NSE
	Governance	Formalize role of community-based watershed groups in water strategy	NSE, CWG, Mun
	Establish and Maintain Connections	Manage water, wetlands and coasts as connected systems and integrate water, wetland and coastal policies	NSE, NSFA, DNR

NSE = Nova Scotia Environment DNR = Department of Natural Resources CWG = Community Watershed Groups
Mun = Municipalities
NSAg = Department of Agriculture
NSFA = Nova Scotia Fisheries and Aquaculture

Schedule E

Summary Table – Integrated Community Sustainability Plan - West Hants

This Table provides a summary of the goals and actions of Council as contained in the ICSP. The Table also indicates responsibility, stakeholders, and timing.

Environmental Pillar

Goal 1: Protection of watercourses, shorelines, and wetland

Actions	Responsibility	Stakeholders	Timing
Conduct a study to identify measures to strengthen the protection of these resources	Municipality	Department of Environment Department of Natural Resources	Mid Term
Improved mapping of wetlands	Department of Natural Resources	Municipality	Identified as a priority in the Provincial Wetland Conservation Strategy.
Participate in the preparation of a Provincial Coastal Strategy	Province, Federal Government	Municipality	Near term

Goal 2: Provide good quality drinking water in the serviced areas

Actions	Responsibility	Stakeholders	Timing
Continue to provide good quality drinking water to Falmouth and Three Mile Plains	Municipality	Department of Environment	On-going

Goal 3: Protect the source of public water supplies

Actions	Responsibility	Stakeholders	Timing
There are three sources of public water supplies in West Hants. Council will continue to work with all stakeholders to protect these sources.	Municipality of West Hants, Town of Windsor, Town of Hantsport	Department of Environment, Watershed Advisory Committees, Watershed landowners, customers of the Three Mile Plains, Windsor, Falmouth and Hantsport water utilities Department of Environment	On-going

Goal 4: Encourage Testing of Private Wells

Actions	Responsibility	Stakeholders	Timing
Investigate ways of encouraging homeowners to test their drinking water on a more regular basis	Although the Municipality will encourage testing, it is the clearly responsibility of the homeowners to do the testing	Municipality Department of Environment	On-going

Goal 5: Continue to effectively treat wastewater in the serviced areas

Actions	Responsibility	Stakeholders	Timing
Upgrade Falmouth wastewater treatment plant	Municipality	Department of Environment	Near term

Goal 6: Encourage proper maintenance of on-site sewage disposal systems

Actions	Responsibility	Stakeholders	Timing
Encourage proper maintenance through education	Although the Municipality will encourage maintenance, it is the clearly responsibility of the homeowners to maintain their systems	Municipality Department of Environment	On-going

Goal 7: Encourage responsible forest management

Actions	Responsibility	Stakeholders	Timing
Support review of forestry regulations	Department of Natural Resources	Municipality	Near Term

Goal 8: Preserve the rural character of the Municipality

Actions	Responsibility	Stakeholders	Timing
Encourage new development into growth centres	Municipality		Ongoing (policies exist in planning documents)
Encourage cluster development as an alternative to traditional subdivision	Municipality		On-going (policies exist in planning documents)
Consider cluster development through Wastewater Management Districts	Municipality	Department of Environment	Mid Term
Monitor growth on existing rural roads	Municipality	Department of Transportation and Infrastructure Renewal	Periodic

Goal 9: Reduce the municipality's energy consumption

Actions	Responsibility	Stakeholders	Timing
Participate in the Eco Trust Program	Municipality	Province	Near Term
Other energy saving practices	Municipality	Province	On-going

Goal 10: Support Energy Conservation

Actions	Responsibility	Stakeholders	Timing
Provide information to the public	Providing information will help all citizens take responsibility for energy conservation	Federal Gov't., Province, Municipality	On-going

Goal 11: Encourage the use of renewable energy sources

Actions	Responsibility	Stakeholders	Timing
Provide for wind turbines	Municipality	Province	On-going (policies exist in planning documents)
Support steps to harness tidal energy	Private Sector, Province	Municipality	On-going

Goal 12: Participate in a rural public transit system

Actions	Responsibility	Stakeholders	Timing
Partner in Kings Transit	All municipalities in Kings Transit		On-going
Investigate other ways of supporting public transportation	Municipality		Mid Term

Goal 13: Prepare for climate change

Actions	Responsibility	Stakeholders	Timing
Participate in the Atlantic Regional Adaptation Collaborative (RAC) program	Province, Federal Gov't. (NR Canada)	Municipality	Near Term
Consider joining Partners for Climate Protection	Municipality	Province	Near Term

Goal 14: Consider preparation of a storm water management strategy

Actions	Responsibility	Stakeholders	Timing
Prepare a storm water management strategy	Municipality		Mid Term

Goal 15: Continue to provide efficient solid waste services

Actions	Responsibility	Stakeholders	Timing
Provide efficient solid waste services	Municipality		On-going

Economic Pillar

Goal 1: Support local resource industries

Actions	Responsibility	Stakeholders	Timing
Provide for forestry and mining industries in planning documents	Municipality	Province	On-going (policies exist in planning documents)

Goal 2: Protect farmland

Actions	Responsibility	Stakeholders	Timing
Protect farmland in planning documents	Municipality	Department of Agriculture, Farmers	On-going (policies exist in planning documents)

Goal 3: Support the Buy Local Movement

Actions	Responsibility	Stakeholders	Timing
Consider sponsoring or holding an event to promote the movement	Municipality	Agricultural Producers	Near Term

Goal 4: Encourage backyard and community gardens

Actions	Responsibility	Stakeholders	Timing
Encourage community gardens in urban areas	Municipality		Near Term
Provide for selling of produce from backyard gardens in planning documents	Municipality		On-going (policies exist in planning documents)

Goal 5: Embrace new technology

Actions	Responsibility	Stakeholders	Timing
Actively engage in new technologies	Municipality		On-going
Continue partnership in Valley Community Fibre Network	Municipality	Kings County, Windsor, Wolfville, Hantsport, Berwick	Ongoing

Goal 6: Encourage home based businesses

Actions	Responsibility	Stakeholders	Timing
Provide for businesses in residential areas in planning documents	Municipality		On-going (policies exist in planning documents)

Goal 7: Promote tourism

Actions	Responsibility	Stakeholders	Timing
Investigate way of attracting visitors	Municipality, Hants Regional Development Authority (RDA), Chamber of Commerce	Tourism Operators	Near Term
Encourage heritage tourism	Municipality, Hants RDA		On-going

Goal 8: Work with the neighbouring municipalities to foster economic opportunities

Actions	Responsibility	Stakeholders	Timing
Continue to participate in the Regional Development Authority	Hants RDA	Municipalities in the Authority	On-going

Goal 9: Retain and encourage new industries and businesses

Actions	Responsibility	Stakeholders	Timing
Investigate possibilities of expanding the Industrial Park or developing new park	Municipality, Town of Windsor, Town of Hantsport, Hants RDA		Near Term

Social/Cultural Pillar

Goal 1: Provide recreational programs and opportunities for all residents

Actions	Responsibility	Stakeholders	Timing
Continue recreational programs	Municipality		On-going
Consider preparation of a Parks and Open Space Strategy	Municipality		Mid Term
Consider partnerships such as ones with the Town of Windsor	Neighbouring Municipalities		Mid Term

Goal 2: Support Community Groups

Actions	Responsibility	Stakeholders	Timing
Explore new ways to support community groups	Municipality		On-going

Goal 3: Promote and participate in festivals

Actions	Responsibility	Stakeholders	Timing
Investigate new ways of supporting festivals	Municipality, Hants RDA		Mid Term

Goal 4: Explore opportunities to enhance heritage

Actions	Responsibility	Stakeholders	Timing
Support heritage projects	Municipality	Avon River Heritage Museum, West Hants Historical Society	Mid Term
Encourage heritage tourism	Municipality, Hants RDA		On-going

Goal 5: Encourage volunteerism

Actions	Responsibility	Stakeholders	Timing
Consider preparation of an inventory of volunteers	Municipality		Mid Term

Goal 6: Promote active transportation

Actions	Responsibility	Stakeholders	Timing
Consider requiring sidewalks and bicycle lanes on new streets	Municipality		Mid Term
Encourage province to include bicycle lanes in highway renewal projects	Department of Transportation and Infrastructure Renewal	Municipality	On-going
Designating bicycle routes	Municipality		Mid Term
Constructing additional trails	Municipality		Near Term

Goal 7: Provide safety for all citizens

Actions	Responsibility	Stakeholders	Timing
Continue to provide effective police services	Municipality, RCMP		On-going

Goal 8: Support Volunteer Fire Departments

Actions	Responsibility	Stakeholders	Timing
Upgrading/retrofit of community fire stations	Municipality, Volunteer Fire Departments		Near Term

Goal 9: Provide library services

Actions	Responsibility	Stakeholders	Timing
Continue to participate in the Annapolis Valley Library Board	Municipality	Municipalities of Annapolis and Kings Towns of Annapolis Royal, Bridgetown, Middleton, Berwick, Kentville, Wolfville, Hantsport, and Windsor Villages of Kingston and Port Williams	Near Term

Goal 10: Provide emergency measure services

Actions	Responsibility	Stakeholders	Timing
Continue to participate in REMO	Municipality	Town of Windsor, Town of Hantsport, Provincial EMO	Near Term

Schedule F

Report Card – Integrated Community Sustainability Plan - West Hants

This Report Card will be used by the Municipality in a process to gauge the progress being made on the actions identified in the ICSP.

Environmental Pillar

Goal 1: Protection of watercourses, shorelines, and wetland

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Conduct a study to identify measures to strengthen the protection of these resources	Mid Term			
Improved mapping of wetlands	Identified as a priority in the Provincial Wetland Conservation Strategy.			
Participate in the preparation of a Provincial Coastal Strategy	Near term			

Goal 2: Provide good quality drinking water in the serviced areas

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Continue to provide good quality drinking water to Falmouth and Three Mile Plains	On-going			

Goal 3: Protect the source of public water supplies

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
There are three sources of public water supplies in West Hants. Council will continue to work with all stakeholders to protect these sources.	On-going			

Goal 4: Encourage Testing of Private Wells

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Investigate ways of encouraging homeowners to test their drinking water on a more regular basis	On-going			

Goal 5: Continue to effectively treat wastewater in the serviced areas

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Upgrade Falmouth wastewater treatment plant	Near term			

Goal 6: Encourage proper maintenance of on-site sewage disposal systems

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Encourage proper maintenance through education	On-going			

Goal 7: Encourage responsible forest management

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Support review of forestry regulations	Near Term			

Goal 8: Preserve the rural character of the Municipality

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Encourage new development into growth centres	Ongoing (policies exist in planning documents)			
Encourage cluster development as an alternative to traditional subdivision	On-going (policies exist in planning documents)			
Consider cluster development through Wastewater Management Districts	Mid Term			
Monitor growth on existing rural roads	Periodic			

Goal 9: Reduce the municipality's energy consumption

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Participate in the Eco Trust Program	Near Term			
Other energy saving practices	On-going			

Goal 10: Support Energy Conservation

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Provide information to the public	On-going			

Goal 11: Encourage the use of renewable energy sources

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Provide for wind turbines	On-going (policies exist in planning documents)			
Support steps to harness tidal energy	On-going			

Goal 12: Participate in a rural public transit system

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Partner in Kings Transit	On-going			
Investigate other ways of supporting public transportation	Mid Term			

Goal 13: Prepare for climate change

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Participate in the Atlantic Regional Adaptation Collaborative (RAC) program	Near Term			
Consider joining Partners for Climate Protection	Near Term			

Goal 14: Consider preparation of a storm water management strategy

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Prepare a storm water management strategy	Mid Term			

Goal 15: Continue to provide efficient solid waste services

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Provide efficient solid waste services	On-going			

Economic Pillar

Goal 1: Support local resource industries

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Provide for forestry and mining industries in planning documents	On-going (policies exist in planning documents)			

Goal 2: Protect farmland

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Protect farmland in planning documents	On-going (policies exist in planning documents)			

Goal 3: Support the Buy Local Movement

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Consider sponsoring or holding an event to promote the movement	Near Term			

Goal 4: Encourage backyard and community gardens

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Encourage community gardens in urban areas	Near Term			
Provide for selling of produce from backyard gardens in planning documents	On-going (policies exist in planning documents)			

Goal 5: Embrace new technology

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Actively engage in new technologies	On-going			
Continue partnership in Valley Community Fibre Network	Ongoing			

Goal 6: Encourage home based businesses

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Provide for businesses in residential areas in planning documents	On-going (policies exist in planning documents)			

Goal 7: Promote tourism

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Investigate way of attracting visitors	Near Term			
Encourage heritage tourism	On-going			

Goal 8: Work with the neighbouring municipalities to foster economic opportunities

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Continue to participate in the Regional Development Authority	On-going			

Goal 9: Retain and encourage new industries and businesses

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Investigate possibilities of expanding the Industrial Park or developing new park	Near Term			

Social/Cultural Pillar

Goal 1: Provide recreational programs and opportunities for all residents

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Continue recreational programs	On-going			
Consider preparation of a Parks and Open Space Strategy	Mid Term			
Consider partnerships such as ones with the Town of Windsor	Mid Term			

Goal 2: Support Community Groups

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Explore new ways to support community groups	On-going			

Goal 3: Promote and participate in festivals

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Investigate new ways of supporting festivals	Mid Term			

Goal 4: Explore opportunities to enhance heritage

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Support heritage projects	Mid Term			
Encourage heritage tourism	On-going			

Goal 5: Encourage volunteerism

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Consider preparation of an inventory of volunteers	Mid Term			

Goal 6: Promote active transportation

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Consider requiring sidewalks and bicycle lanes on new streets	Mid Term			
Encourage province to include bicycle lanes in highway renewal projects	On-going			
Designating bicycle routes	Mid Term			
Constructing additional trails	Near Term			

Goal 7: Provide safety for all citizens

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Continue to provide effective police services	On-going			

Goal 8: Support Volunteer Fire Departments

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Upgrading/retrofit of community fire stations	Near Term			

Goal 9: Provide library services

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Continue to participate in the Annapolis Valley Library Board	Near Term			

Goal 10: Provide emergency measure services

Actions	Timing	Reviewed for Progress - Comments	Reviewed on:	Date of Next Review
Continue to participate in REMO	Near Term			

INTEGRATED COMMUNITY SUSTAINABILITY PLAN

Town of Windosr

ICSP Proposal

Town of Windsor NS
Tender # P22.2009

March 2, 2010

Stantec

EXECUTIVE SUMMARY

The requirement for this Integrated Community Sustainability Plan or ICSP follows from the commitment of the federal government to transfer funds to municipal governments pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues under the New Deal for Cities and Communities. This ICSP report meets the sustainability objectives and requirements outlined by Service Nova Scotia and Municipal Relations in their Municipal Funding Agreement (MFA). It follows the framework provided under the agreement for Municipalities Preparing Stand-alone ICSPs.

The MFA emphasizes the importance of community consultation in the development of an effective ICSP. To this end, Stantec developed the following consultation program with Town staff:

- Social and Environmental Focus Groups, August 24
- Cultural and Economic Focus Groups, August 25
- Seniors Focus Group, September 14
- Youth Focus Group, September 18 (Kings-Edgehill School)
- Community Visioning Session, September 23

The consultants also took into account input obtained by the Ecology Action Centre and Dalhousie University's Cities and Environment Unit through Green Mobility Workshop sessions held on April 3 and 4, 2009, and summarized in their July 2009 report *Municipalities for Green Mobility*.

Based on public input, the consulting team derived the following statements of Core Values corresponding to the recognized pillars of sustainability:

- *Social* – We are committed to sustaining and sharing the excellent schools, medical and protective services, and recreational opportunities that are the foundation of our community.

- *Cultural* – We are proud of our accomplishments and look forward to a creative future of continued achievement.

- *Economic* – Our friendly community supports the creativity of its people and welcomes the participation of others in our growth.

- *Environmental* – We seek to develop our community in harmony with our unique and beautiful environment.

In consideration of the foregoing statements of core values, the consultants developed the following Vision Statement for Windsor:

" *Windsor is a welcoming, safe community, growing in harmony with its unique, beautiful environment ... proud of its culture and innovative historic firsts.*"

Despite the considerable accomplishments of its citizens, Windsor has grown haltingly over its long history. The local economy has shifted from a resource base to service industries and nearly half of Windsor workers are now employed outside the boundaries of the Town.

Municipal infrastructure is generally old but the Town has made efforts to renew underground infrastructure in older areas. Sewage generated from the older portion of the town is not currently treated. A new sewage lagoon should provide treatment by 2011.

Residents consulted, nevertheless, point to good local services as a key benefit of the community. Good schools and the availability of the Hants Community Hospital are particularly notable. Many also highly value the bus services that have recently become available in the town through Kings Transit Authority.

In all, the ICSP recommends 84 separate actions for the Town to undertake. Leading Gas Tax fundable projects include development of Active Transportation facilities, notably community trails integrated with trails networks in West Hants, and pedestrian and bicycle friendly Gateway Corridors. The plan also supports the establishment of a street tree planting program, the development of a community garden, and support to the development of Hockeyland, particularly with a new community arena.

The Town of Windsor will seek to cooperate with other municipal units (notably, the Municipal District of West Hants and the Town of Hantsport), and with senior governments in the development of projects and programs pursuant to the ICSP. The ICSP has also been devised in consideration of the existing policies of the Town of Windsor MPS. It includes potential policy amendments that the Town may wish to consider to complement and implement ICSP Initiatives. Finally, the goals and actions to be pursued under this ICSP have been assessed against approved Statements of Provincial Interest.

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1.0 INTRODUCTION

1.1 The Requirement for an ICSP

The requirement for this Integrated Community Sustainability Plan or ICSP follows from the commitment of the Federal government to transfer funds to municipal governments pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues under the New Deal for Cities and Communities. This ICSP report meets the sustainability objectives and requirements outlined by Service Nova Scotia and Municipal Relations in their Municipal Funding Agreement (MFA).

The MFA document identifies three optional templates for developing ICSPs in Nova Scotia. These are for Municipalities with Comprehensive Municipal Planning Strategies and Land Use Bylaws (Template #1), for Municipalities with Single-Issue Municipal Planning Strategies (Template #2), and for Municipalities Preparing Stand-alone ICSPs (Templates #3). Although Windsor has a Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB), the Town has chosen to follow Template # 3 and prepare a Stand-Alone ICSP. This ICSP nevertheless recognizes and to a significant extent has been guided by the MPS. It also contains suggested amendments to the MPS and LUB that Town Council may wish to consider to reinforce the intent of the ICSP and facilitate its implementation.

The notion of sustainable development often seems fuzzy but it was defined succinctly more than 20 years ago in the report of the World Commission on Environment and Development as "…development that meets the needs of the present without compromising the ability of future generations to meet their own needs."[1] While this is a straightforward concept, it has many dimensions. In recognition of this, the Province of Nova Scotia has structured the consideration of sustainability around four "pillars of sustainability": the environment, the economy, culture, and society. The Funding Agreement for Nova Scotia, however, makes it clear that the latter three pillars are subsidiary to the first.

The Funding Agreement for Nova Scotia further states that an ICSP is intended to be "a long-term strategic planning document." The purpose of a strategic plan is to define the direction of an organization with respect to the enhancement of the welfare of those it serves. As such, it provides a framework for the allocation of capital and human resources to meet organizational goals. In the context of a municipal government, the goals of a strategic plan are primarily intended to enhance the welfare of citizens under its jurisdiction.

The goals of sustainability are clearly much broader than just one community, however. Recognizing the primacy of environmental concerns, the Funding Agreement states that "[a]ll infrastructure projects undertaken under the terms of the MFA should contribute to at least one of the federal and provincial

[1] World Commission on Environment and Development (WCED), *Our Common Future*, Oxford: Oxford University Press, 1987 p. 43. The Commission's famous report is often referred to as the Brundtland Report after its chair, then Norwegian Prime Minister Gro Harlem Brundtland.

desired outcomes of cleaner air, cleaner water, and reduced greenhouse gas emissions." While the benefits of such improvements through this ICSP will most definitely accrue to the residents of the Town of Windsor, they will also be enjoyed by residents of West Hants, which surrounds Windsor, and in admittedly small measures by all of humanity.

1.2 ICSP Process

The Municipal Funding Agreement for Nova Scotia, which was printed in 2007, sets out the obligations of municipalities wishing to receive funding over a five-year period from 2005 through 2010 (**Table 1.1**). The ICSP is required at the end of the Funding Agreement schedule. As such, it is a jumping off point from the established process.

Table 1.1: Nova Scotia Municipal Funding Agreement Schedule

Year One (2005–2006)	Signing of the Municipal Funding Agreement, audited financial statements, and submission of a municipal capital budget
Year Two (2006–2007)	Submission of a three-year capital budget and audited annual expenditure report, audited financial statements, and full compliance with the Municipal Funding Agreement
Year Three (2007–2008)	Submission of an updated three-year capital budget, required annual expenditure report, audited financial statements, and full compliance with the Municipal Funding Agreement
Year Four (2008–2009)	Submission of a completed capital investment plan, updated three-year capital budget, audited annual expenditure report, required outcome measures report
Year Five (2009–2010)	Submission of an updated capital investment plan, updated three-year capital budget, required annual expenditure report, audited financial statements, ICSP submission

The current Windsor Capital Investment Plan includes 42 separate items. Only three of these are Gas Tax eligible projects:

- Wentworth Roundabout Roadway and Storm Sewer ($321,150)
- Wentworth Roundabout Sidewalk ($154,732)
- This Integrated Community Sustainability Plan ($50,000).

The Wentworth Roundabout work is justified under the program in terms of reduced greenhouse gas emissions from vehicles that will be able to operate more efficiently and by diversion from vehicle to pedestrian trips facilitated by the incorporation of a sidewalk. The ICSP, of course, provides an overall framework for compliance with the specifications of the program and will provide a foundation for future capital programming.

1.3 The Windsor Community

Windsor occupies an interesting location that is both an opportunity and a challenge in the contemporary context. Windsor is often referred to as the "Gateway to the Valley" as it is the first substantial community encountered by travelers moving west from the Halifax area into the Annapolis Valley. At the same time, the fact it is the first town west of Halifax, has made Windsor an attractive option for commuters to the city. Because of its location, furthermore, Windsor residents have access to a considerable array of services not only in Halifax but also in the valley communities farther west. Windsor, for example, is only 15 minutes from Acadia University in Wolfville, as well as less than an hour from the five universities in

Halifax. Windsor benefits from the location of the Hants Community Hospital within its boundaries but is also only an hour from the best medical services in Atlantic Canada in Halifax (to which the hospital in Windsor is connected by helicopter).

At the same time, Windsor is one of the oldest communities in Nova Scotia. As the Town's Web site and many other sources make clear, Windsor is noted for people and accomplishments out of proportion to its size. The French settled in the area in 1685 but were displaced by the English in 1749. In 1750, the English built the Fort Edward Blockhouse, which was a key point for the assembly of Acadians when they were tragically expelled from Nova Scotia in 1755. The Blockhouse is still standing as the last of its kind in North America. Although not currently restored to its full potential, is an important local tourist attraction.

In the eighteenth and nineteenth centuries when the comfort of a community often depended on the productivity of the land immediately around it, Windsor could be considered blessed relative to much of Nova Scotia and prospered as a result. Windsor benefitted from good soils and valued mineral resources that supported an active community. Among the achievements of the era are the following:

- *Hants County Exhibition* – Canada's oldest agricultural fair was founded as the Windsor Agricultural Fair in 1765. It features livestock, horticultural, and craft displays as well as a large midway, entertainment, and social events. The fair is held annually in September on a 4-acre site within the town to which the Windsor Agricultural Society moved the Exhibition in 1951.

- *King's-Edgehill School* – Founded by United Empire Loyalists in 1788 and granted a Royal Charter in 1802, King's-Edgehill is the oldest independent school in the Commonwealth outside the United Kingdom.

- *University of Kings College* – The first college with university powers in British North America was established in Windsor in 1789 by United Empire Loyalists. It moved to Halifax following a devastating fire in 1920.

- *Thomas Chandler Haliburton* – Canada's first humorist was born in Windsor, educated at Kings Collegiate (now Kings-Edgehill School) and Kings College, and lived in the community until his move late in life to England, where he became a Member of the British Parliament. Haliburton created the famous character of Sam Slick, the central character in his book the *Clockmaker*, which is generally regarded as Canada's first international bestseller.

- *The Birthplace of Hockey* – Based on a reference by Haliburton to the playing of hurley on the ice of Long Pond behind Kings-Edgehill School is considered by many to be the birthplace of ice hockey.

The identity of the town remains tied to this notable past, but residents have continued pursuits that have brought additional recognition to the community. In particular, Howard Dill carefully cultivated pumpkins of increasing size through the 1970s, eventually growing a World Record 493.5 lb pumpkin in 1981. Today, pumpkins descended from Dill's "Atlantic Giants" can top 1,500 lbs.

At the same time, Windsor's geographic context has changed dramatically. The town has always been influenced by its proximity to the much larger population of the Halifax area, which has grown toward Windsor over the years. Windsor is now barely half an hour from Sackville at the northern edge of the Halifax urban core. Travel time between Windsor and Halifax has declined steadily over the past two decades as Highway 101 between the two centres has been gradually expanded to four separated lanes. Many Windsor residents commute to Halifax for work and more commuters to Halifax are expected as the last sections are completed over the next two years. Whereas Windsor was once an independent, creative community connected directly to the world via its own port, growing food, processing resources, and manufacturing goods, it has increasingly become a bedroom community supported by Halifax and, to some extent, a retirement centre. It also benefits from its proximity to the Martock Ski area, which is the closest ski area to Halifax (less than one hour's drive from most parts of the urban core), and from its position at the beginning of the Annapolis Valley, which offers year-round attractions to Metro residents and other tourists.

Certainly, these circumstances provide Windsor with opportunities for growth that considerably exceed the options available to most other small towns in Nova Scotia. The potential of new residents commuting to the Halifax area and/or additional businesses serving Halifax from an attractive, close knit community is considerable. It could sustain and, perhaps, increase the population of the town and provide more jobs in the community, as well as providing the population base to support an impressive array of services accessed by residents of the town and a substantial surrounding hinterland. On the other hand, Windsor has its own identity as much more than an adjunct to a larger centre. Its long history, its beautiful location, rich land, diverse institutions, and history of accomplishments all provide the foundation for sustainable growth that is connected to its location on the Minas Basin and the vision of residents for its future.

2.0 INFORMATION SOURCES AND COMMUNITY CONSULTATIONS

2.1 Recent Issues

Windsor faces sustainability challenges that are both common and unique. **Table 2.1** provides a summary of issues identified through our initial research and review of the minutes of Windsor Town Council. It includes issues such as the demographic challenges discussed in **subsection 3.2**, below, that with some qualifications are typical of Nova Scotia as a whole and particularly of Nova Scotian small towns. It also, however, includes many special issues that arise from Windsor's location and economy, and the challenges and opportunities it is currently presenting.

Table 2.1: Sustainable Planning Issues, Town of Windsor, 2009

Social	Economic	Cultural	Environmental
Static, aging population	Ongoing improvement of Highway 101	Development of Hockeyland	Sewage Treatment Plant upgrade
Attracting in-migrants	Multi-year financial strategy	Fort Edward interpretive centre	Water conservation
Impacts of liquor establishments	Downtown/waterfront redevelopment	Communities in Bloom	Energy conservation
Affordable housing	Wentworth Road Gateway	Proposed arts and cultural centre	Wind energy development
Attracting doctors to the area	Viability of rail line		Preservation and maintenance of Dykelands
Development of transit	Attracting developers		Sea level rise/tidal cycle increase
Active transportation	Development of a "green industrial park"		Concern with Avon River fish stocks
			Pesticide use policies
			Removal/alteration of Avon Causeway

2.2 Public Consultation

To further explore issues, concerns, and aspirations among community members Stantec developed the following consultation program with Town staff:

- Social and Environmental Focus Groups, August 24
- Cultural and Economic Focus Groups, August 25
- Seniors Focus Group, September 14
- Youth Focus Group, September 18 (Kings-Edgehill School)
- Community Visioning Session, September 23

The consultants also took into account input obtained by the Ecology Action Centre and Dalhousie University's Cities and Environment Unit through Green Mobility Workshop sessions held on April 3 and 4, 2009, and summarized in their July 2009 report *Municipalities for Green Mobility*.

The focus groups were conducted in the Town Hall in the late afternoon (3:00 – 5:30 pm) and early evening (7:00 – 9:30 pm) periods on the days identified. Individuals with backgrounds that we hoped would provide insight to each topic area were specifically invited but the sessions were advertised and kept open to the entire community so that other interested individuals could drop in. Along with some Council and staff members, several did join and contributed positively to the sessions, which, all together, engaged between 40 and 50 individuals.

The Seniors and Youth Focus Groups were shared between Stantec working on behalf of the Town of Windsor and 4Site Consulting, who were engaged at the same time to prepare a similar ICSP for the Municipality of West Hants. Stantec conducted the Seniors Focus Group in the morning at Gladys Manning Manor. The session drew over 20 seniors from Gladys Manning and the wider community. Kings-Edgehill School kindly provided space for 4Site to conduct a Youth Focus Group with its students on September 18. 4Site also made contact with students at Avon View High School but were unable to arrange a session.

The Visioning Session consisted of an Open House followed by a facilitated workshop, both of which were held in the Windsor Community Centre. The Open House attracted about a dozen individuals and the Visioning Session drew 15 to 20, many of whom also came to the Open House. While the numeric turnout was disappointing for both of these sessions, the energetic input provided by participants was extremely valuable and the attendees represented a diverse range of ages and community relationships.

In addition to direct invitations to potential focus group participants or to organizations from which participants were drawn, all consultative sessions were advertised on the Town of Windsor Web site, on two radio stations, and on the front page footer of the *Hants Journal*. Stantec also prepared a poster advertising the Youth and Seniors Focus Groups, and the Visioning session that was posted in many prominent locations within the community.

2.2.1 Issue-based Focus Groups

The first four focus groups were organized around the pillars of sustainability identified in the MFA.

Social

The Social Focus Group gave a very positive view of Windsor. Participants unanimously emphasized the friendly character and small town atmosphere, as well as the excellent services available in the town or within a short drive. They particularly noted the availability of the Hants Community Hospital and good educational and recreation services. Many noted that for a community of its size, Windsor has a great deal to offer.

At the same time, some fear that volunteerism is declining in the community partly because the population is aging and that the town has already lost some of its vitality because of the predominance of senior citizens. Many also contended that the community is missing good opportunities for future development, particularly on the waterfront at Lake Piziquid where much more could be accomplished and on the former site of Windsor Regional High School, which is vacant on Wentworth Road.

Current trends may however benefit Windsor. Several participants noted that the accessibility of Windsor is being improved by the ongoing improvement of Highway 101. The improved highway facilitates access from Windsor to the wide range of services available in Halifax and also makes it feasible for many people to commute from Windsor to Halifax. While the attraction of Windsor to commuters as well as to seniors has spared Windsor the substantial erosion of population that has characterized outlying towns and rural areas in Nova Scotia, it also erodes the identity of the community and, possibly, its domestic economy. Many participants emphasized the need to stabilize population and increase the number of families moving to Windsor, and also to increase employment opportunities. To accomplish this some suggested the town needs visionary leadership and improved planning.

Environmental

With its low lying location at the confluence of the Avon and St. Croix Rivers, and extensive dykelands, Windsor offers a unique and challenging environment. It is interesting to note that much of the area is not a "natural environment." The dykeland area is, in fact, land that was ingeniously reclaimed by the Acadians through the construction of their aboiteaux roughly 400 years ago. In addition, the construction of the Avon River Causeway further modified the configuration of the landscape by creating Lake Pesaquid or Piziquid and altering the flow of water into the mouth of the Avon.[2]

The causeway was constructed to accommodate the routing on Highway 101 in 1970, with the intention of developing a flood control structure that would replace a complex of traditional dykes and aboiteaux. With the river closed at the causeway, the port of Windsor, which had deteriorated severely in preceding years, ceased to exist. Lake Piziquid took its place as recreational lake and siltation gathered more heavily on the downstream side of the causeway, although historic aerial photographs clearly show significant build up in similar locations before the causeway was built.

Participants in the Environmental Focus Group expressed strong opinions on both sides of this issue. Some pointed out the additional land created by the causeway and its benefits in controlling flooding, which was once a significant issue. Others asserted that the natural course of the river had been altered leading to a variety of negative ecological consequences such that its course should be restored. They

[2] Piziquid and Pesaquid are alternative spellings of the the Mi'kmaq word meaning "junction of waters." Piziquid is thought to be the earliest spelling of the name and appears to be the most accurate reflection of the word spoken by the Mi'kmaq. Pesaquid, however, was the spelling suggested when the lake was named in the 1970s.

Readers should be aware that other spellings are employed and that Pesaquid is used on the Nova Scotia Provincial topographic dataset and, therefore, appears on maps of the area. It is also the spelling used in the Town of Windsor Municipal Planning Strategy, which is quoted extensively in **Section 7.0** below. In this document, nevertheless, Town Council has directed that Piziquid is to be the preferred spelling and it is used in the ICSP text. Pesaquid is used on the accompanying maps and in text quoted from the MPS.

suggested that the construction of embankments to stabilize the river banks, presumably in the fashion of harbours on the Bristol Channel in England, would be supported by senior governments and would make Windsor a showpiece that would draw tourists.

Other issues raised in the group were more general and fit well with the context of sustainability planning. Participants were selected for their demonstrated interest in the environment and, not surprisingly, urged a community-wide commitment to environmental enhancement. Several participants strongly emphasized the need for extensive tree planting to replace elms that were lost many years ago. Others emphasized the importance of integrating valued environmental features into future development through wetland preservation, watercourse buffers, and development of walkway opportunities.

All participants advocated increased environmental education and innovation. Many cited such basic environmentally sympathetic initiatives as programs for energy efficiency, solar power (Windsor has the most sunny days of any community in the province), use of biofuel, and exploitation of green building funding opportunities. Many want Windsor to become an example of environmental stewardship and reduce its per capita carbon footprint to be the smallest in Nova Scotia.

Cultural

Windsor has a rich heritage of diversity, creativity, and accomplishment, as exemplified by the frequently used catchphrase “The Little Town of Big Firsts.” As the home of North America’s first university and first private school; the ostensible birthplace of ice hockey; the birthplace and long-time home of Canada’s first best-selling writer, Thomas Chandler Haliburton; the site of North America’s oldest agricultural exhibition; and the home of the world’s largest pumpkins and associated seed business, Windsor has amply distinguished itself.

Focus group participants were well aware of the town’s storied past but noted that Windsor needs to define itself as a destination or “place to go.” One participant suggested that the nickname “Gateway to the [Annapolis] Valley,” which is often applied to Windsor, designates the town as a place to pass through. It was also noted that Windsor’s proximity to Halifax and large population of metropolitan commuters also cloud the significance of the community.

Windsor, however, has as much or more to offer than the communities up and down Highway 101 with which it is connected. Windsor has preserved and built on its cultural assets. It has a historic downtown with many attractive and well-kept older buildings. It has also continued to host the Hants County Exhibition, which was first held as the Windsor Agricultural Fair in 1765. The Town, furthermore, has actively promoted the many achievements of its past in promotional imagery that features Sam Slick, early hockey, and gigantic pumpkins. At the same time some participants expressed concern that the literary history of Haliburton and Sam Slick was a two-edged sword presenting a social characterization and views inconsistent with modern sentiments regarding racial and social equality or tolerance.

Participants in the focus group session felt that the community needs to continue to reinforce these assets. It could use a flexible multi-cultural space for theatre and other arts related uses. Work is also ongoing on the development of a “Hockeyland” facility that would commemorate Windsor’s place in the

early history of hockey, although Cultural Focus Group participants and participants in other focus group sessions suggested that it is past time to take concrete action toward identifying a property and constructing a building.

One participant suggested that Windsor should become a “festival town” hosting a variety of special events such as a chorale festival, an international puppet festival, and a writers festival in partnership with the Town’s library This would augment already established events such as the Hants County Exhibition and the annual pumpkin paddling race on Lake Piziquid. This view garnered support from most other participants. In general, attendees called for renewed efforts to support and advance creative collaboration and mutual support within the cultural community including arts, theatre, education, library, education, and associated businesses, institutions, and groups.

Economic

Members of the Economic Focus Group logically felt that the town should develop around its evident natural and cultural assets, most of which were addressed by preceding groups. Participants in the economic discussion emphasized the potential of the waterfront but noted the need to engage small business owners in recognizing the value of the project. They also noted the potential of the International Hockey Heritage Centre or ‘Hockeyland’ project, although, like others, suggested that it needs to move forward more assertively after its lengthy period of planning.

Like most of the other sessions, the Economic Focus Group addressed the issue of the town’s essentially static and aging population. A key impediment to growth, according to several participants, is the Town’s relatively high taxes, which one person suggested are twice the level found in the adjacent Municipality of West Hants. This issue, which was also raised in the Social Focus Group, is a disincentive for both residents and businesses to locate in the town. The town, however, has a fairly modest economic base and, although it has a good complement of retail and service outlets, is perceived to be squeezed between much larger commercial centres in Sackville to the east and New Minas to the west.

In response, most participants in the Economic Focus Group emphasized the need for the town to market itself with a focused “brand identity.” Like members of the Social Focus Group, they recognized the twinning of the highway as both an opportunity and a challenge. Windsor needs to be positioned to establish its identity in a dynamic environment. With so many assets, the challenge may be to determine which of many features should be emphasized and how to coordinate attractions and events into a coherent package. Participants clearly recognized, however, the importance of communicating a focused image through the business community and ensuring that businesses “live up to it.” A number of potential brand themes were explored but no common conclusion was settled on.

Participants also addressed the mechanisms available to stimulate growth directly. Like many communities in Nova Scotia, Windsor is coming to recognize that it needs to attract international immigration to balance the outflow of young people to larger centres. Unlike many other small towns and rural areas in the province, Windsor has a foundation on which to build through international alumnae of Kings-Edgehill School and their families, as well as the large international student body at Acadia

University in nearby Wolfville. The Town should cultivate closer association between Kings-Edgehill, Acadia University and economic development organizations such as the Hants RDA to advance this goal.

Seniors

Most small towns in Nova Scotia have relatively older populations because of the propensity of young people to leave in pursuit of educational opportunities and employment in larger centres. The age of Windsor's population, however, is augmented by the presence of several retirement homes and the apparent attraction of the town for the elderly. Seniors Focus Group participants clearly appreciate the benefits of the community for their needs. Most were either long-time residents of the town or had a connection to the community earlier in life either as their birthplace or as a place of employment.

Like other residents, seniors appreciate the small town atmosphere and the availability of services. Services are probably more important to the elderly than others because of their greater requirement for health care and their reduced mobility. Windsor offers a hospital and a full range of retail, personal service, and recreation opportunities in a relatively small area, which is very beneficial to older people.

That being said, the one issue of over-arching importance raised by seniors was transportation. Most acknowledged that the town and immediate area provided many opportunities for recreation and to socialize but noted that it was often very difficult to get to the locations of activities that interested them. Many older seniors do not drive anymore and must rely on alternative transportation for their needs. Seniors in the Gladys Manning complex in which the focus group session was held noted, for example, that College Road on which they are located has no sidewalk and no trails to connect the area to the centre of town. Some participants in the session also suggested that Kings Transit should offer a greater variety of routes in the town. Several also noted that Gladys Manning is at the end of College Road on a long cul-de-sac that provides only one access to the facility. There is a clear concern that access could be cut off in an emergency event.

Youth Focus Group

4Site Planning Consultants held a brief focus group with students at Kings-Edgehill School on September 18, 2009. They followed up with students at Avon View High School but were unable to arrange a focus group session.

Input from the session with Kings-Edgehill students, however, was strikingly similar to the focus group discussion with seniors at the neighbouring Gladys Manning Manor. The students, like seniors and for that matter most residents in Windsor, appreciate the beauty and friendliness of the community. They also enjoy the facilities and services available in town, particularly parks, walking trails, and recreation facilities. Some features of the town, such as the community recycling program and the commitment of citizens to using the program impress them.

At the same time, some students suggested that homes in Windsor could be better maintained and the town could be cleaner. Some would also like to see more recreation facilities, particularly a new rink, and walkways and bicycle paths. Students expressed their strongest concern, though, with transportation issues. Like seniors, students generally cannot drive and do not have regular access to a personal

vehicle. Walking trails and bicycle paths are therefore important to them as a practical method of getting around the town as well as a recreation option. Students are also interested in transit options.

2.2.2 Community Visioning Session

Stantec hosted the Community Vision Session on Wednesday, September 23, 2009, at the Hants County War Memorial Community Centre in the centre of Windsor. The session had two parts: an Open House in the afternoon and a Community Workshop in the evening. The Open House was arranged to allow interested members of the community to meet the consultants and discuss issues related to sustainability and the development of Windsor. The session was supported by an interactive PowerPoint that allowed participants to obtain answers to basic questions about the ICSP process and research completed by Stantec. Roughly a dozen community members dropped in over the course of the Open House, which ran from 3 pm to 6 pm. In addition to talking with the ICSP planning consultant attending and viewing the PowerPoint, participants were encouraged to participate in a community mapping exercise through which they were asked to tag locations in the community where they felt an opportunity should be proposed, a problem might exist, or about which they had an insight. The notes left on the four maps were as follows:

Environmentally Sensitive Areas	Generalized Future Land Use	Community Facilities	Transportation
More trees! Only one spot considered for sewage lagoon Improve sewage treatment (stop dumping) Ensure sewage treatment system works for the long-term	More green space?	Buy land for green space Build a community owned and operated rink Don't use green space for sewage lagoons (2) Community garden space (Fort Edward) Assess current facilities Develop an integrated recreation facilities plan	Widen Highway 101 to four lanes from Exit 5 to Exit 7 Widen Highway 101 across the causeway Improve safety of Exit 6 outbound to Halifax Bike trail across river to Brooklyn Improve signage for visitors

The Visioning Session consisted of a presentation by Stantec Consultants on the ICSP process and examples of successful sustainable initiatives pursued by other selected Atlantic Canada communities. The roughly 20 people attending were then guided through a facilitated discussion during which the consultants posed the questions outlined in the table below. Participants, sitting in small table clusters, were asked to provide responses on large sticky notes that were temporarily posted on the walls of the Community Centre gym. The process allowed participants to view the thoughts of others, recognize commonalities and related concepts, and develop ideas as a group through the sequence of questions. Participants changed tables before each of the three sets of questions, which encouraged direct exchange with most others and a circulation of ideas and perspectives.

1 a)	*Windsor is special because.....*			
	Birthplace of hockey (3) Smoked meat sandwiches Public transit Architecture Lake Piziquid "Little town of big firsts" (2) Welcoming/Polite	Boutique stores Closeness to Halifax Distance from Halifax Walking opportunities (4) Waterfront (3) Green spaces Library Tides Acadian Heritage	Many amenities Friendly people (2) Pumpkins! (2) Beautiful nature Fort Edward History Shand House It's small (2) Community	Variety Recreation options Location (4) Kings-Edgehill Good schools Culture/music Gladys Manning Kingsway Geese
1 b)	*Sustainability means.....*			
	Providing for tomorrow Long-term vision	Proper growth Jobs Planning for my children's future	Long-term businesses Work/live in same place Ready for growth	Not dropping below a certain point Environment
1 c)	*An example of a current sustainable initiative in Windsor is.....*			
	Fire services Sidewalks on Wentworth Road Attracting large business Commitment to infrastructure improvements	ICSP consultations Walking trails Kings Transit Tourist Bureau Downtown core The Exhibition	Hockeyland Street repairs Local food Pumpkin Festival Pumpkins	Mermaid Theatre Agricultural fairs Farmer's Market (3) The Dills Built heritage
2	*We would like Windsor to become.....*			
	Equally attractive to young and old Revitalizing historic building Multi-use facility (2) A destination (2) More green spaces More accessible waterfront Integrated with Kings-Edgehill Attractive to immigrants (2) Self-sufficient Greener	More young families Vibrant, busy waterfront Arts culture centre (5) Leisurely lifestyle More eateries, theatres, wineries Less commercially developed on the waterfront More pedestrian friendly More volunteerism Mid-sized community	A place that young people live in Environmentally friendly More ethnically diverse (2) More trees Vibrant streetscape A good place to invest A thriving business community Car-less downtown *The* place to live A vibrant heritage community	Senior friendly More youth involvement Green community More bike trails (2) More sustainable businesses Free of brownfields Jobs Lowest tax in Canada Long-term comprehensive plan Leader in wind power

3 a)	*To get there we will need to take advantage of.....*			
	Better partnership with Kings-Edgehill Lake Piziquid waterfront Resources in West Hants Arts and culture funding	Avon Valley/Fundy Region ecosystem Downtown core with a view of the lake Current growth sectors Highway	Railway (3) Canoeing and kayaking on the river Under-utilized areas of town Well educated, skill workforce RCMP/Town police	Existing attractions Walking trails Grant money Our youth Strong values
3 b)	*To get there we will need to surmount.....*			
	Apathy (2) Duplication of municipal services Out-migration Closed thinking	Negativity (2) Political intransigence Inwardness Old wives tales	Geographical divisions Traditionalism Expectations Individual visions	Obsession with the "bottom line" Limited population Limited tax base

2.3 Windsor's Envisioned Future

2.3.1 Key Ideas

Input gathered from the focus groups and the public session was synthesized to create a list of overarching values, challenges to enhance sustainability in Windsor, and opportunities that could be taken advantage of within the Town's influence. The following lists highlight emerging themes within each of these areas.

Community qualities and assets highly valued by Windsor citizens:

- Small town friendliness and warmth
- Location close to Metro and at the beginning of the Annapolis Valley
- History of accomplishment
- Role as the Birthplace of Hockey
- Natural beauty of the setting and surrounding landscape
- Downtown and waterfront
- Quality schools and educational opportunities
- Diverse recreational opportunities
- Safe and walkable community
- Diverse arts and culture exponents given size of the community

Windsor's challenges to achieve sustainability:

- Population aging
- Attracting and retaining young families

- Decline of volunteerism
- Concern with becoming only a “bedroom community”
- Lack of employment opportunities and commercial tax base within the town
- High property taxes
- Improved municipal cooperation
- Environmental improvements and facilitation of active lifestyle opportunities

Opportunities to improve sustainability:

- Promote Windsor as a local and regional destination offering unique experiences
- Strengthen and promote the Town‘s quality of life for people of all ages
- Develop the waterfront and enhance its connection to the downtown
- Strengthen core commercial areas to enhance Windsor‘s sense of place
- Enhance entry points to the town beginning with Wentworth Road
- Strengthen relationship with surrounding communities and the Municipality of West Hants
- Empower and celebrate volunteerism and engagement
- Encourage international immigration
- Explore opportunities for greener lifestyles—use local materials, renewable energy (especially solar), energy efficiency, local food production, buy locally.

2.3.2 Core Values

Consultations through the focus groups and the Visioning Session, as well directly with Council members and residents revealed a very positive view of Windsor among its residents. The affection Windsorites expressed for their town appears to lie in friendliness, security, and pride of accomplishment. Residents clearly value their strong sense of community, access to services, and opportunities for growth. Equally, they hope that Windsor will maintain its identity as a distinctive and independent community.

Based on public input, the consulting team derived the following statements of Core Values corresponding to the recognized pillars of sustainability:

- *Social* – We are committed to sustaining and sharing the excellent schools, medical and protective services, and recreational opportunities that are the foundation of our community.

- *Cultural* – We are proud of our accomplishments and look forward to a creative future of continued achievement.

- *Economic* – Our friendly community supports the creativity of its people and welcomes the participation of others in our growth.

- *Environmental* – We seek to develop our community in harmony with our unique and beautiful environment.

2.3.3 Vision Statement

In consideration of the foregoing statements of core values, the consultants developed the following Vision Statement for Windsor:

"Windsor is a welcoming, safe community, growing in harmony with its unique, beautiful environment ... proud of its culture and innovative historic firsts."

3.0 SUSTAINABLE PLANNING ISSUES AND TOPICS

3.1 Land Use

Windsor has several distinct areas that reflect both its long history and current industry. Long term anticipated land use is reflected in the Generalized Future Land Use Map (GFLUM) contained in the Town's MPS and reproduced in **Figure 3.1**. **Table 3.1** summarizes the prevalence of land use designations with the town. Although current land uses in these areas do not always conform to these designations, it would be fair to say that designations do correspond to the predominant existing land use in each area, such that allocations summarized in the table are probably reasonable indicators of the prominence of each land use in the community.

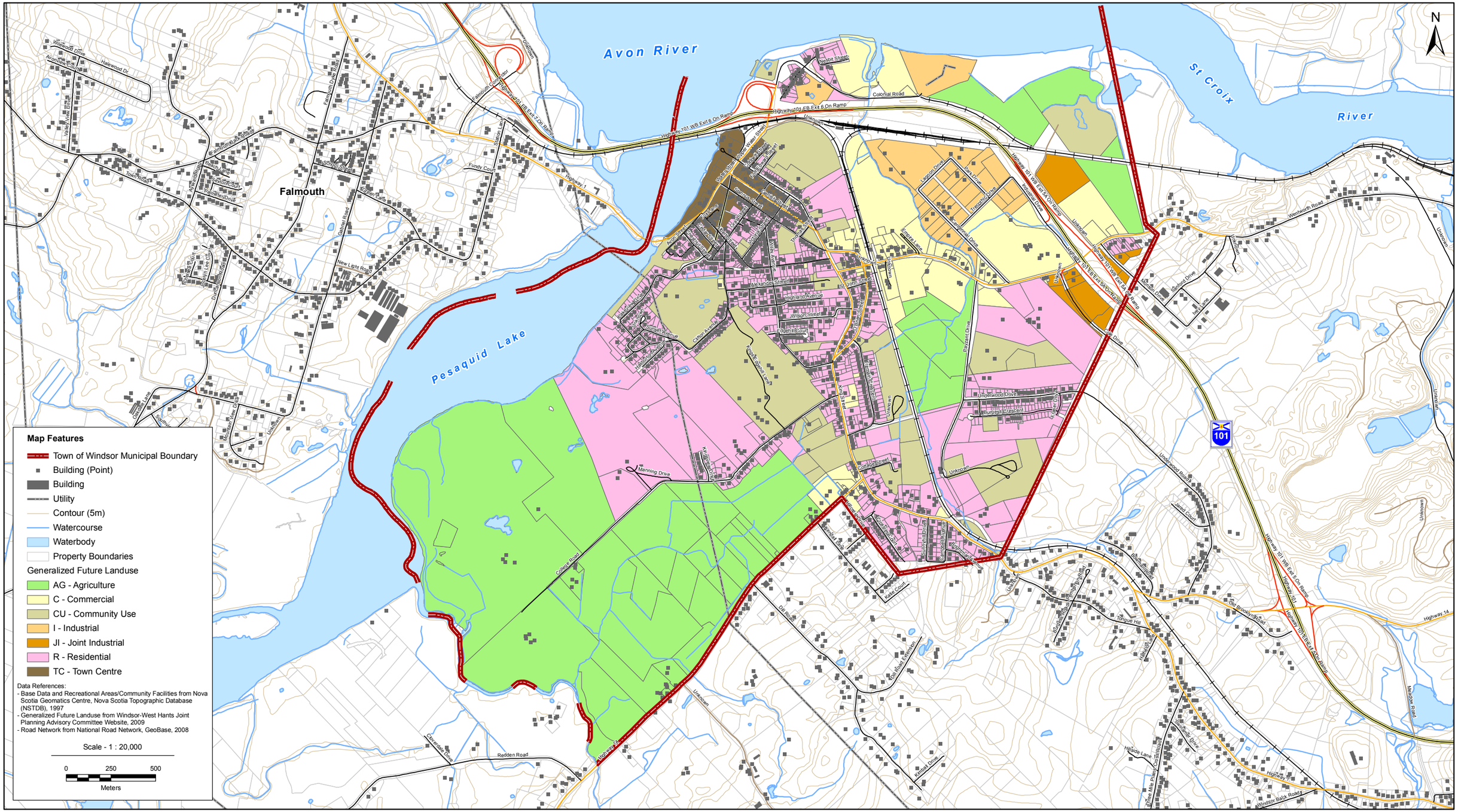
Table 3.1: Land Use by Area, Town of Windsor Municipal Planning Strategy

General Land Use	Acres	% of Area
AG – Agriculture	766.8	34.0%
C – Commercial	192.5	8.5%
CU - Community Use	277.4	12.3%
I – Industrial	87.9	3.9%
JI - Joint Industrial	30.6	1.4%
R – Residential	583.9	25.9%
TC - Town Centre	35.3	1.6%
Roadways and waterbodies (not designated)	282.9	12.5%
TOTAL	**2,257.3**	**100.0%**

The downtown area or Town Centre is an attractive, traditional retail district focused on the lower or western portion of King and Gerrish Streets and on Water Street. The core of the town behind this retail axis includes many attractive, older homes. The northern edge of the downtown is the waterfront, which borders Lake Piziquid on the Avon River.

The lake was created by the 1971 construction of the Avon River Causeway to accommodate Highway 101. It is a small sheltered widening in the river primarily used by the Piziquid Canoe Club and occasional windsurfers. It is also the site of the annual Pumpkin Regatta in which competitors race hollowed out giant pumpkins in an event that regularly attracts international curiosity

Photographs taken immediately before construction of the causeway show a commercial harbourfront with deteriorated wharfage and substantial siltation. A variety of warehouse buildings sat behind the wharves and it appears that most have been removed. Perhaps because the lake only recently came into existence, the downtown has developed with little explicit relationship to the waterfront and most of the buildings adjacent to the water actually back on to it with largely windowless walls. Several studies have looked at the potential of the waterfront and improvements have been made but the area has considerable unfulfilled promise. The parkland developed by the Town on the water's edge, nevertheless, is attractive and highly valued for recreation.



DATE: 22/09/2009	Town of Windsor - ICSP	FIGURE NO.: **Figure 3.1**
PREPARED BY: G.MESHEAU	**GENERALIZED FUTURE LANDUSE**	
Town of Windsor		Stantec

Another notable area in the Town of Windsor is the 60 acres occupied by Kings-Edgehill School with the famous Long Pond nearby. The venerable campus is located on College Road, although it can also be accessed from Clifton Avenue to the south and west of the downtown. Also on College Road is the Dill property, which includes the Cradle of Hockey and the plot on which Howard Dill developed his giant pumpkins, as well as the 150-unit Gladys Manning seniors complex. These properties and small residential areas on College Road overlook beautiful, rolling agricultural lands in the southwest corner of the town. This large area combined with some smaller areas in the centre and the northeast corner of the town cover 766.8 acres, making agriculture the predominant land use within the Town's boundaries (see **Figure 3.1** and **Table 3.1**).

Newer development has largely extended along Wentworth Road, which connects the older core of the town to Exit 5A on Highway 101. Wentworth Road has developed as a highway commercial area, accommodating the Fort Edward Mall and a large SuperStore grocery, as well as assorted fast food outlets and small businesses that serve highway users as well as residents of the town and surrounding areas. The Exhibition Grounds are also located off Wentworth close to the highway interchange. Behind the exhibition lands is the Windsor Industrial Park, which was established on former military lands in 1961 and is one of the oldest industrial/business parks in Nova Scotia. To the south of Wentworth is the Windsor-West Hants Industrial Park, which is developing strongly with highway-oriented commercial uses on three areas shown on **Figure 3.1** that occupy 30.6 acres (**Table 3.1**). While Windsor has taken some advantage of its location close to and en route to the Martock Ski Area, development of amenities, dining, and accommodations serving winter recreationists may offer additional potential.

Following agriculture, residential land uses account for the second largest portion of lands in Windsor designated by the GFLUM (25.9 per cent). When the area of the Town Centre (35.3 acres or 1.8 per cent of designated land) is added to other commercial lands, they comprise just over 10 per cent of the town's designated area. Community uses, which include town-owned parks and facilities (*e.g.*, Hants County War Memorial Community Centre and Hants Aquatic Centre) as well as the Kings-Edgehill Campus and federally owned lands associated with Fort Edward Blockhouse, account for 12.5 per cent, while town-owned and joint industrial lands cover 5.3 per cent.

3.2 Demography

Population change is a key factor influencing the issues facing any community and its potential to respond to those issues. Small towns and rural areas in Atlantic Canada have been challenged by static or declining population since the 1960s. Understanding the nature of these trends in each community is very important to determining future social and infrastructure needs.

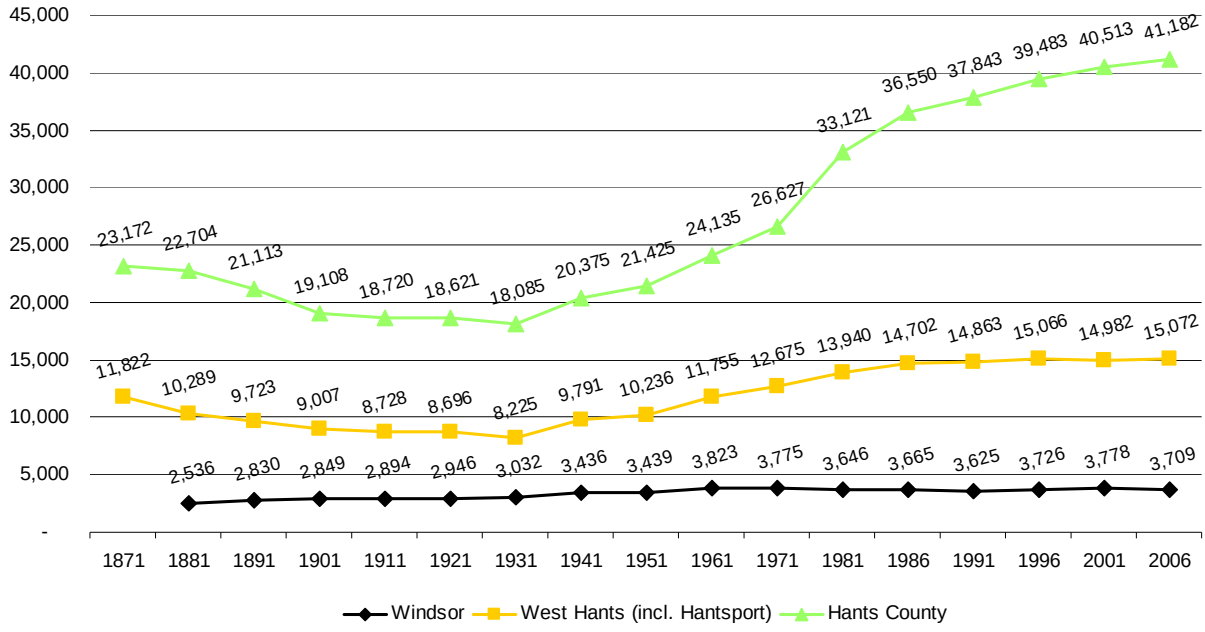
3.2.1 Historic Population

Like most small towns and rural areas in Nova Scotia, growth in Windsor and West Hants has been halting. Although Windsor is one of the oldest communities in the province, it grew slowly from Confederation in 1867 to 1961 when its population peaked at 3,823. Since the 1961 Census, when the Baby Boom began to falter, the population of the town has essentially been on a plateau varying between

3,600 and 3,800 people. The surrounding area of West Hants, including the Town of Hantsport, lost population for more than 60 years after Confederation. It began to gain population in 1931 and has grown moderately since, although lately it has also appeared to plateau (**Figure 3.2**).

Perhaps more interesting is the growth of Hants County as a whole, which closely tracked the pattern of growth in West Hants until the 1970s when East Hants took off. Although it has slowed gradually since, a key cause for the sudden rise of East Hants was clearly the improvement of Highway 102, which significantly improved access to the so called Corridor area comprised of small communities stretching from Enfield to Shubenacadie. With the improvement of the highway, these communities became attractive residential options for workers commuting to Halifax and to a lesser extent Truro. The area also benefited from the construction of the Halifax Airport near Enfield, which created a substantial employment centre very close by.

Figure 3.2: Population, Hants County, West Hants Municipality, and Town of Windsor, 1871-2006



Source: Census of Canada

Windsor and West Hants have also been influenced to a considerable degree by residents commuting to Halifax but not to the extent of actually encouraging local population growth. With recent improvements to the 101, however, the area has attracted increasing interest from developers. How this will play out, though, is hard to predict. On the one hand, highway improvements have not brought an employment centre comparable to the airport; on the other hand, Windsor is a more substantial community to start with than any of the villages in the East Hants corridor even today, and the area surrounding Windsor offers many attractive amenities.

3.2.2 Population Projection

One of the most important considerations to be addressed by communities seeking a more sustainable future is to gain an understanding of what its future is likely to be. While far from the whole story, the population in the community and the nature of that population are key determinants of future needs. To assess these issues in Windsor, we employed a spreadsheet-based Cohort-Survival Model that projects future population for multiple areas using recent Census of Canada data. Populations are provided by current and future Census year (*i.e.*, 1996, 2001, 2006, …, 2031) broken down by five-year age-sex cohorts.

The cohort-survival method is a well-recognized technique for generating accurate and detailed population projections. It is the method that underlies the work of Professor David Foot, known for his best-selling book on Canadian demographic trends, *Boom, Bust and Echo*. In the model employed, it involves applying birth and survival rates recorded at the provincial level (*i.e.*, for the Province of Nova Scotia) to the local population. The model incorporates 1991, 1996, 2001, and 2006 data for all municipal units in Nova Scotia in five-year age-sex groups or cohorts. It also applies birth and death rates for the years 1991 through 2006 obtained from Statistics Canada data to estimate the influence of natural increase over the same period. The so-called Residual Method was used to calculate net migration.

The model analyzes population change in terms of the relative contributions of natural increase (*i.e.*, the difference between births and deaths) and migration. It calculates population increase in the youngest age cohort (*i.e.*, 0 - 4 years) by applying age specific Nova Scotia fertility rates for each past Census period to the numbers of females between 15 and 45 years of age (*i.e.*, in child-bearing years) in that time. From this are subtracted expected deaths over the period from infancy to five years of age so as to obtain an estimate of the number of children born in the Census period (*e.g.*, born between 2001 and 2006, and surviving to 2006).

For older cohorts, only survival needs to be considered. The model multiplies each age-sex cohort by its Nova Scotia survival rate for the past Census period to determine the number that will remain after five years. By the end of each Census period, these individuals form the following age-sex cohort (*e.g.*, individuals who are in the 20 - 24 years cohort in 2001 form the 25 - 29 years cohort by 2006). The result is a profile of the population that would be expected if there were no in-migration to or out-migration from the subject area.

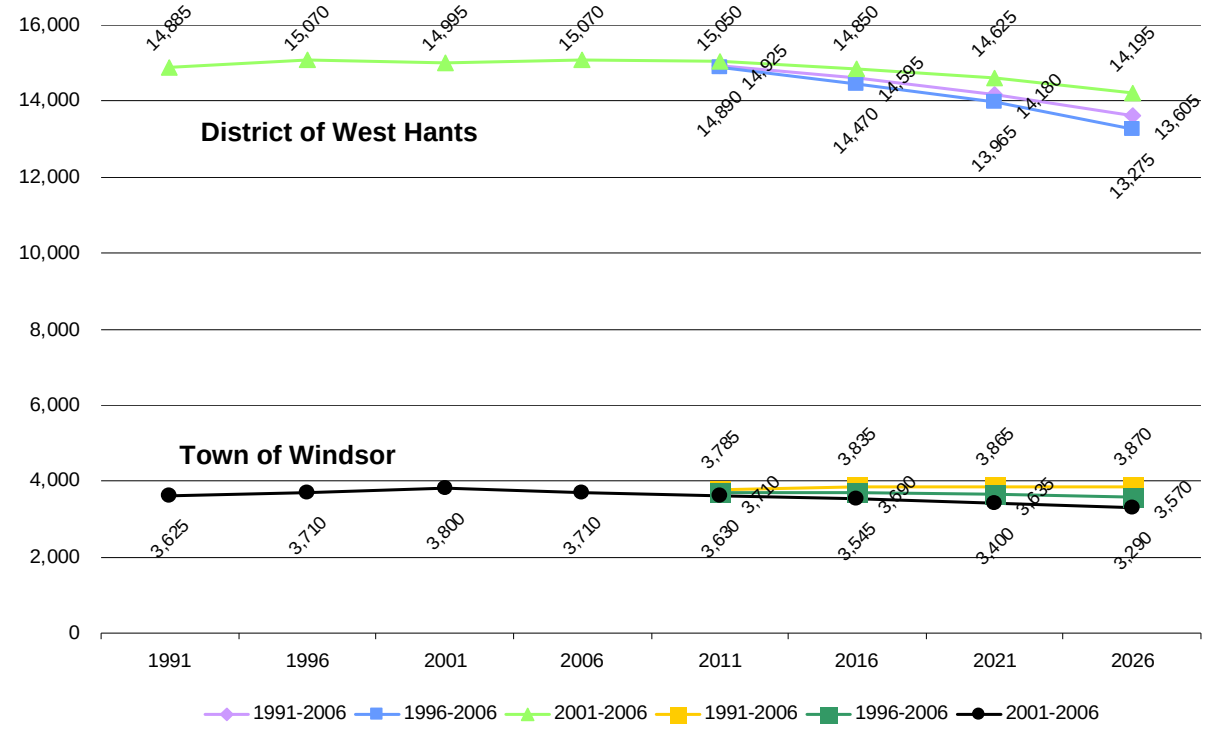
Comparison of this estimated profile to the population profile actually counted by the Census of Canada in the corresponding past year provides a basis for estimating the contribution of migration, which is the only factor besides natural increase that determines population change. In other words, migration for the 2001 to 2006 Census period is determined by subtracting the population projected from 2001 to 2006 from the actual 2006 Census population. The difference or “residual” is assumed to represent net migration (*i.e.*, in-migration minus out-migration).

The model applies projected future birth and death rates to current (2006) populations, along with the net migration rates calculated by the residual technique as just described to generate population estimates for future Census years. Projections are reconciled in the context of a model for the entire province. The

Nova Scotia projection, furthermore, is created within the context of a Canadian model within which provincial projections are reconciled with an overall projection for Canada. This ensures that the local projections correspond to a logical national and provincial context.

The model can be adjusted to provide projections based on any period comprising one or more five-year intervals from 1991 to 2006 (*i.e.*, 1991-1996, 1991-2001, 1991-2006, 1996-2001, 1996-2006, and 2001-2006). We created projections based on long-term (1991-2006), medium-term (1996-2006) and short-term (2001-2006) trends. As **Figure 3.3** illustrates, variations in these trends are not great: both the Town of Windsor and the Municipality of West Hants are expected to lose moderate numbers in all three cases. It is interesting though that the projection based on the longer-term suggests more growth for Windsor, whereas short-term trends favour West Hants.

Figure 3.3: Alternative Projection Options, Town of Windsor and Municipality of West Hants, 1991-2006



Source: Stantec

During the 2001 to 2006 period, population increased marginally in Hants County and very slightly in West Hants and Hantsport, but the Town of Windsor lost population. Given the slow growth of the municipality and losses in the town, their proportion of Hants county's population declined over the period.

It is interesting to note however that estimates of net migration derived from the model suggest that movement to and from each area was actually quite similar. In percentage terms net migrants to Windsor equaled 1.9 per cent of its population in 2001, whereas migrants to Hants County equaled 1.5 per cent of

its 2001 population and migrants to West Hants and Hantsport represented 1.1 per cent of their combined 2001 population.

The following discussion focuses on projections based on longer term trends from the 1991 to 2006 period. The first table following presents projections of population in Hants County, West Hants Municipal District, and the Town of Windsor based on trends established from 2001 to 2006. Fundamentally, these projections reflect the likely future population, assuming the circumstances of growth in the area remain similar to the past five years.

Table 3.2: Projected Population, Hants County, Municipality of West Hants, and Town of Windsor, 1991-2026

	1991	1996	2001	2006	2011	2016	2021	2026
Hants County	37,835	39,490	40,505	41,190	41,780	41,945	41,955	41,625
5-year % Change		4.4%	2.6%	1.7%	1.4%	0.4%	0.0%	-0.8%
Estimated Net Migration		1,066	611	623	867	685	744	795
Municipality of West Hants	13,615	13,800	13,785	13,870	13,745	13,445	13,065	12,525
5-year % Change		1.4%	-0.1%	0.6%	-0.9%	-2.2%	-2.8%	-4.1%
Estimated Net Migration		-77	-174	158	-3	-111	-104	-129
Share of Hants County	36.0%	34.9%	34.0%	33.7%	32.9%	32.1%	31.1%	30.1%
Town of Windsor	**3,625**	**3,710**	**3,800**	**3,710**	**3,785**	**3,835**	**3,865**	**3,870**
5-year % Change		**2.3%**	**2.4%**	**-2.4%**	**2.0%**	**1.3%**	**0.8%**	**0.1%**
Estimated Net Migration		175	228	72	189	303	316	339
Share of West Hants	26.6%	26.9%	27.6%	26.7%	27.5%	28.5%	29.6%	30.9%

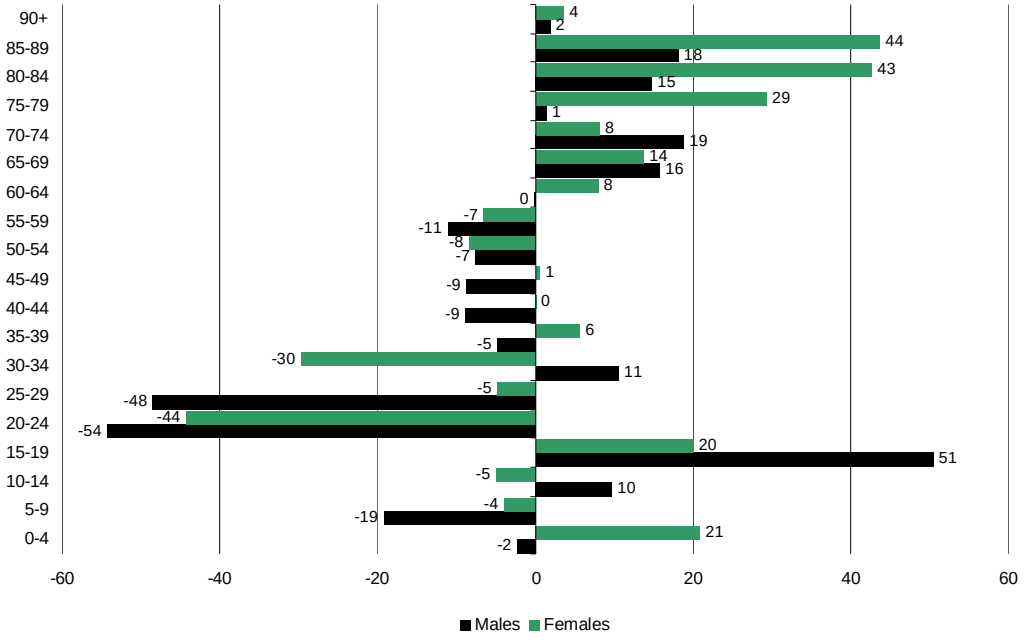
Source: Census of Canada (populations 1991-2006), Stantec estimates (all other)

Like most areas of rural Nova Scotia, Hants, West Hants, and the Town of Windsor have all tended to lose young adults from their populations. Young people in their twenties tend to leave for larger centres to find jobs or to go to university. This is definitely observable for Windsor and surrounding rural areas (**Figures 3.4 and 3.5**). Windsor, however, differs in two important respects. First, whereas most residents of rural areas and small towns begin to leave in their late teens, Windsor actually gains significantly in these groups, probably because of the presence of Kings-Edgehill. Second, rural and small town areas tend to regain some lost population through in migration of individuals in their thirties and forties who prefer these areas for their families. This is very apparent in the figures illustrating migration to West Hants/Hantsport; however, Windsor exhibits small losses in these groups. Windsor, nevertheless, makes up in senior age groups to whom the town appears to be very attractive (**Figure 3.4**).

The apparent reason for the larger increase in Hants County relative to West Hants and Windsor is the age of the population. In 2001, the median age of citizens in Windsor was 42.6 years, whereas the median age of residents of Hants was just 38.1 years. The estimated percentage number of deaths in the

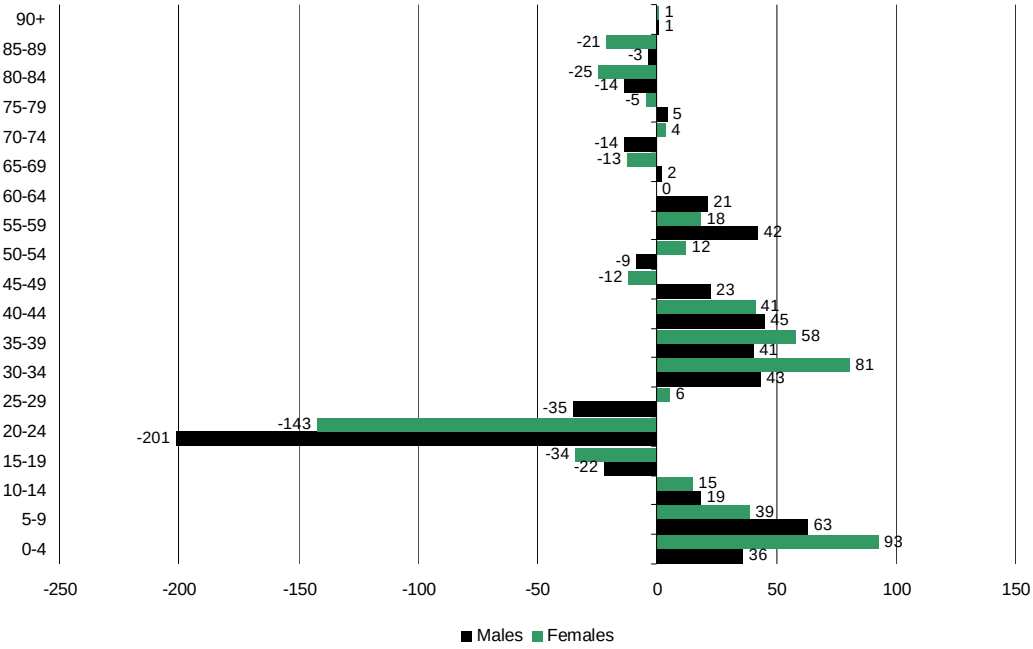
population, not surprisingly, was exactly twice as many in Windsor (8.4 per cent) as in Hants as a whole (4.2 per cent).

Figure 3.4: Estimated Net Migration by Age Group, Town of Windsor, 1991-2026



Source: Stantec estimates

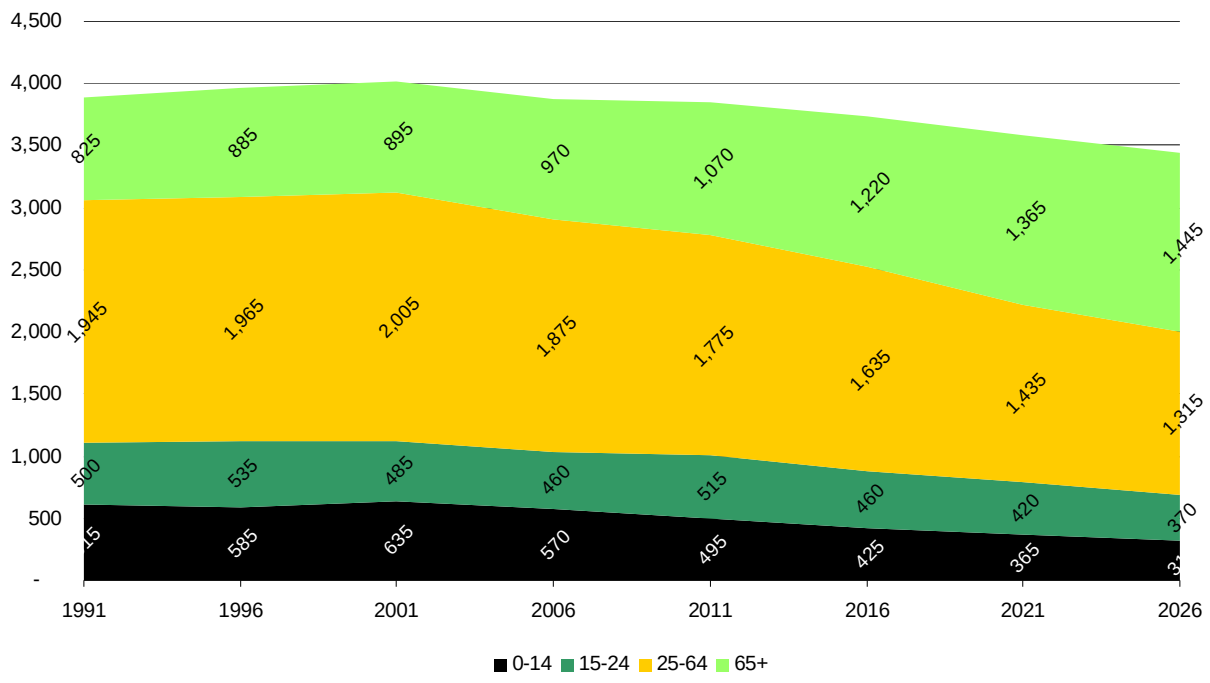
Figure 3.5: Estimated Net Migration by Age Group, West Hants Municipality and Hantsport, 1991-2026



Source: Stantec estimates

As stated previously, however, Windsor's situation as portrayed in **Figure 3.6** could change. The imminent move of the Windsor Elms seniors facility to Falmouth may result in a short-term reduction in the number of seniors. If highway improvements encourage development in Windsor, it is likely to attract new residents in their thirties and forties. These age groups are interested in finding housing that is suited to raising families, so their arrival, should it occur, should bring an increase in youth population. It is unlikely, however, to have a significant impact on the 20 to 29 year age cohorts, whose members are only likely to stay if educational opportunities and career oriented jobs are available in the town.

Figure 3.6: Town of Windsor, Age Distribution, 1991-2026



Source: Census of Canada (1991-2006), Stantec estimates

3.3 Economy

Throughout its history Windsor has been an agricultural centre, as reflected by the importance and resilience of the Windsor Agricultural Fair/Hants County Exhibition. It was also an important port, although that role had declined considerably by the time the Avon River Causeway was built in 1971 and closed off access to the town by waterborne vessels. In that distant past Windsor was also a cultural centre that was the home to still famous writers such as Bliss Carmen and G. D. Roberts, both of whom taught at Kings-Edgehill, and which drew visiting artists of various types from as far away as New York City. According to the Town's Web site, the current Windsor economy is considerably more prosaic, based on gypsum mining and stone monument manufacturing, as well as agriculture. The town is also home to many workers who commute to Halifax, and to a lesser extent, to centres in the Annapolis Valley. By that time, also, Windsor's manufacturing base in the textiles industry had also dwindled.

The employment figures in **Table 3.3** provide more detailed information on industry within Windsor. Statistics indicate the Health Care and Retail Trade sectors dominate, accounting for 42.6 per cent of all jobs in the community and 53.8 per cent of jobs held by women, who outnumber male workers in Windsor by nearly 2 to 1. Manufacturing (9.1 per cent), Professional Services (8.3 per cent), Accommodation and Food Services (7.3 per cent), and Educational Services (6.1 per cent) follow these two sectors.

Table 3.3: Town of Windsor, Employment by Industry (North American Industry Classification System 2002), 2006

Employment by Industry	Male	Female	Total	%	LQ
11 Agriculture, forestry, fishing and hunting	10	10	20	0.6%	0.2
21 Mining and oil and gas extraction	**60**	**-**	**60**	**1.9%**	**1.6**
22 Utilities	25	-	25	0.8%	1.0
23 Construction	30	15	50	1.6%	0.5
31-33 Manufacturing	215	75	290	9.1%	0.7
41 Wholesale trade	30	45	80	2.5%	0.5
44-45 Retail trade	**195**	**440**	**635**	**19.8%**	**1.6**
48-49 Transportation and warehousing	70	20	85	2.7%	0.6
51 Information and cultural industries	10	-	10	0.3%	0.1
52 Finance and insurance	30	95	125	3.9%	0.9
53 Real estate and rental and leasing	10	30	35	1.1%	0.6
54 Professional, scientific and technical services	115	150	265	8.3%	1.2
55 Management of companies and enterprises	-	-	-	0.0%	0.0
56 Administrative and support, waste management and remediation services	40	20	60	1.9%	0.5
61 Educational services	95	100	195	6.1%	0.8
62 Health care and social assistance	**75**	**655**	**730**	**22.8%**	**2.1**
71 Arts, entertainment and recreation	15	20	35	1.1%	0.6
72 Accommodation and food services	**55**	**180**	**235**	**7.3%**	**1.0**
81 Other services (except public administration)	25	80	110	3.4%	0.7
91 Public administration	50	95	145	4.5%	0.7
TOTALS	**1,165**	**2,035**	**3,200**		

Source: Census of Canada

Location Quotients (LQ) included in the table reveal Windsor's specializations more clearly. These numbers are calculated by dividing the proportion of Windsor's workforce in an industry by the proportion in the same industry nation-wide. If a Location Quotient is greater than one, Windsor has a higher percentage of employees in that particular industry than Canada and is considered specialized. The figures confirm that Windsor is indeed specialized in Health Care and Retail Trade, and also in Professional Services and Mining. The town cannot, however, be considered to specialize in

Accommodation and Food Services or Manufacturing, which account for no more in the town than is the norm in other Canadian communities.

As referenced above, Windsor is often referred to as the Gateway to the Annapolis Valley. The town's position on Highway 101, in fact, has more implications than just that. While Windsor is definitely the first substantial community in the Valley for drivers travelling west on the 101, its service role primarily relates to surrounding areas within West Hants. The highway, moreover, is probably much more important in relation to travel to HRM than to points west. Windsor is only about 30 minutes from Sackville in the north central area of Halifax Regional Municipality and less than an hour from downtown Halifax. Many residents of the town commute to Halifax.

Barely half of Windsor workers are employed within the Town (*i.e.*, the sum of those who 'Worked at home' or in their 'Census Subdivision (Municipality) of Residence' equals 51.3 per cent). Among male workers, in fact, just over a third work in Windsor and less than half work in Windsor or Hants County (**Table 3.4**). By contrast, nearly two-thirds of all Nova Scotia workers are employed within their municipality of residence (65.7 per cent).

Table 3.4: Place of Work, Town of Windsor Residents, 2006

Place of Work	Male		Female		Total	
Worked at Home	**30**	**4.7%**	**25**	**3.4%**	**55**	**4.0%**
Census Subdivision (Municipality) of Residence	**200**	**31.5%**	**450**	**60.8%**	**650**	**47.3%**
Different Census Subdivision (Municipality) Within Census Division (County) of Residence	55	8.7%	35	4.7%	90	6.5%
Different Census Division (County)	210	33.1%	155	20.9%	360	26.2%
Different Province	30	4.7%	10	1.4%	45	3.3%
Worked Outside Canada	-	0.0%	20	2.7%	15	1.1%
No Fixed Workplace Address	105	16.5%	45	6.1%	150	10.9%
Total Employed Labour Force	**635**		**740**		**1,375**	

Source: Census of Canada

Given that such a high percentage of Windsor residents commute outside the community, it is surprising to find that relatively few rely on a single occupant vehicle to get to work. Whereas 72.8 per cent of Nova Scotians travel to work as the driver of a vehicle, only 60.4 per cent of Windsor residents do, despite the fact that Windsor residents have limited transit options (**Table 3.5**). The critical factor would appear to be

Table 3.5: Mode of Journey to Work, Town of Windsor Residents, 2006

Mode of Journey to Work	Male		Female		Total	
Car, truck, van, as driver	**415**	**69.2%**	**365**	**52.5%**	**785**	**60.4%**
Car, truck, van, as passenger	85	14.2%	110	15.8%	195	15.0%
Public transit	-	0.0%	-	0.0%	-	0.0%
Walked or bicycled	85	14.2%	210	30.2%	300	23.1%
All other modes	10	1.7%	10	1.4%	20	1.5%
Total Employed Labour Force	**600**		**695**		**1,300**	

Source: Census of Canada

shared occupancy of vehicles. In Windsor, 15 per cent of workers travel to work as passengers in vehicles as opposed to just 10.8 per cent in Nova Scotia as a whole. It is also very striking that 23.1 per cent of workers in Windsor either walk or ride to work on a bicycle and nearly a third of all female workers. Across the province, only 8.8 per cent of workers walk or bike to work and only 9.5 per cent of female workers.

Transit service was not available in Windsor at the time Census data were collected in 2006. Transit has hopefully further reduced the prevalence of travel by car. It may also, however, have influenced walking and bicycle use, given that buses currently serve the town itself and the Valley corridor but do not connect with the key commuter route to Halifax. Data from the upcoming 2011 Census should be revealing in this regard.

3.4 Housing

Housing is a particularly interesting feature of Windsor. While Windsor has many fine older homes, it also has a strikingly high proportion of apartment buildings. Whereas only 18.5 per cent of dwelling units in all of Nova Scotia are in apartment buildings, apartments account for 31.7 per cent of dwelling units in Windsor (**Table 3.6**). Windsor, in fact, has exactly the same proportion of apartment units as HRM, which as the dominant urban centre in Nova Scotia heavily weighs the provincial total.

Table 3.6: Housing Characteristics, Town of Windsor and Nova Scotia, 2006

Characteristic	Windsor	Nova Scotia
Total private dwellings	1,465	376,845
Single-detached houses	50.9%	67.3%
Semi-detached houses	7.8%	5.0%
Row houses	3.8%	2.1%
Apartments, duplex	3.8%	3.1%
Apartments in buildings <5 storeys	**31.7%**	**14.5%**
Apartments in buildings with 5+ storeys	0.0%	4.0%
Other dwellings	2.4%	3.9%
Number of owned dwellings	730	271,155
Number of rented dwellings	735	103,870
% of dwelling rented	57.0%	38.3%
Dwellings constructed before 1986	1,290	270,980
Dwellings constructed from 1986 to 2006	170	105,885
% of dwellings constructed from 1986 to 2006	**13.2%**	**39.1%**
Dwellings requiring major repair	6.8%	9.5%
Average number of rooms per dwelling	6.3	6.7
Dwellings with more than one person per room	0.7%	0.4%
Average value of owned dwelling	$168,422	$158,000

Source: Census of Canada

In addition, Windsor's housing stock is generally older with only 13.2 per cent of units dating from 1986 versus 39.1 per cent for the province as a whole. Data in the Town of Windsor's Affordable Housing report, furthermore, indicate that 14 per cent of owner occupied households and 59 per cent of tenant occupied households in Windsor spend more than 30 per cent of their income on housing (**Table 3.7**) – the accepted measure of housing affordability.

Table 3.7: Housing Tenure and Affordability, Town of Windsor, 2006

Housing Tenure	Number of Households		Spending 30% or more of household income on housing costs	
	#	%	#	%
Owned	725	50%	100	14%
Rented	725	50%	430	59%
TOTAL	**1,455**		**535**	**37%**

Source: 2006 Census – 20% Sample Data

3.5 Environment

The Town of Windsor is located at a low elevation. Much of the town area is, in fact, tidal marshland. The Acadians, who were the original European settlers of Nova Scotia, valued these areas highly and built special structures called aboiteaux to allow them to drain low lying marshlands and farm the fertile soil deposited twice daily by the tides. Aboiteaux, which are a kind of one-way gate that allows marsh water to leave lowlands while preventing the return of sea water at high tide, were built all along the Bay of Fundy, where tides, of course, are the highest in the world. According to the Town of Windsor Municipal Planning Strategy, "[t]he Tregothic Marsh dykes along the St. Croix River in the eastern section of Town still prevent tidal flooding of some farmland, but today the dykes also protect the Town's Industrial Park, a shopping mall, a school, the Hants County Exhibition Grounds, and numerous businesses and homes."

The MPS continues:

> Since the Avon River Causeway was built in 1971, Martock Marsh and Sunny Slope Marsh in the southwestern part of Town have been protected from flooding by the causeway itself, rather than by dykes. Much of Martock Marsh is still used for agricultural purposes, although there are also a number of homes and businesses located primarily along the edges of the dykeland. Despite the dykes and the causeway, this land has experienced floods of varying degrees of severity over the years.

The plan notes that these valuable agricultural lands are not well-suited to urban development because of unstable soils and the threat of flooding. The plan restricts development in the Dykelands as well as in the low lying southwestern corner of the town through an Environmental Constraints Overlay on the Zoning Map.

Avon River

Pesaquid Lake

St Croix River

Falmouth

Map Features

- Town of Windsor Municipal Boundary
- Building (Point)
- Building
- Utility
- Watercourse
- Waterbody
- Property Boundaries

Significant Habitats & Species

- Species of Concervation Concern (Red or Yellow Listed)
- Significant Wildlife Habitat
- Rare Plant Location
- Species at Risk (NS Endangered Species Act)
- NSDNR Freshwater Wetlands
- NSDNR Saltmarsh

Municipal Sewage Service

- Treated
- Untreated
- Existing Sewage Lagoon
- Planned Sewage Lagoon

Data References:
- Base Data and Recreational Areas/Community Facilities from Nova Scotia Geomatics Centre, Nova Scotia Topographic Database (NSTDB), 1997
- Road Network from National Road Network, GeoBase, 2008
- Sewage Treatment Features from Stantec Interpretation, 2009.
- Significant Habitats and Species from Nova Scotia Department of Natural Resources, Significant Species and Habitats Project, 2007.
- Water Supply from "Town of Windsor Municipal Planning Strategy, August 2005.
- Wetlands from Nova Scotia Department of Natural Resources, Wetland Inventory Mapping, 2007.

Scale - 1 : 20,000

0 240 480

Meters

INSET MAP - WINDSOR WATER SUPPLY
Town of Windsor, Municipal Planning Strategy, August 2005

DATE: 23/09/2009 PREPARED BY: G.MESHEAU Town of Windsor	Town of Windsor - ICSP **ENVIRONMENTALLY SENSITIVE AREAS**	FIGURE NO.: **Figure 3.7** Stantec

Although the primary purpose of the Avon River Causeway is to facilitate the crossing of the Avon River by Highway 101, it was also intended to be a flood control structure. It incorporates two electrically operated gates that regulate the release of water from the Avon River above Windsor to the lower reaches of the river and, ultimately, the Minas Basin. The causeway addressed long-standing issues with siltation on the waterfront in Windsor and periodic flooding of areas in the downtown. Backup of river waters immediately behind the causeway also formed Lake Piziquid, which has been developed as the home of the Piziquid Canoe Club. At the same time, however, the alteration of flows in the river has accelerated the formation of extensive mud flats on the lower portion of the river immediately east of the causeway. This sedimentation has, purportedly, had significant impacts on fish stocks and other aspects of the environment.

The causeway is now inadequate to meet transportation requirements in the context of the current twinning of Highway 101, raising the possibility of its replacement. According to one source, it will have to be widened to accommodate six lanes and the widened structure will intrude into the mudflats that have formed downstream from the current structure with attendant impacts on the environment that has established there.[3] Removal of the causeway, however, would have diverse implications given not only the success of the causeway in controlling flooding but also because new environmental conditions have evolved over the nearly forty years of its existence. Its removal, for example, would presumably result in the loss of Lake Piziquid.

3.6 Infrastructure

The Town of Windsor owns and operates by itself or in partnership with others, the major facilities listed in **Table 3.7**. While most of these buildings have received the necessary minimum maintenance, the Town of Windsor has realized that replacement and/or upgrades will be required in the near future. To this end, the Town will be conducting an Asset Survey of all facilities in 2009 to identify future capital and operating costs (see **Figure 3.8** for locations of major facilities).

[3] See: Bay of Fundy Ecosystem Partnership, "The 'Cause' in Causeway: Crossing the Avon River at Windsor," Issue # 28, Winter 2008, p. 10. This article provides a very good overview of the history of various crossings of the Avon River at Windsor, the environmental effects of the Causeway, and the implications of both its retention and removal.

Table 3.7: Major Facilities, Town of Windsor, 2009

Facility	Date of Construction/Upgrade
Water Treatment Plant	2002
Sewage Treatment Building & Lagoons	Upgraded 1994
Six Sewage Lift Stations	Various ages
Hants Aquatic Pool and Building	2009
Public Works Garage and Maintenance Building	1970s
W.B. Stephens Administration & Fire Dept Building	1960s, new roof, HVAC in 2009
Hants County War Memorial Community Centre	1950s, new roof 2009
Piziquid Canoe Club	1992
Exhibition Arena	c. 1970s (Shared with Agricultural Society)
Cemetery Operations – Grounds and burial operations	Ongoing
Windsor Library	2007

Source: Town of Windsor

3.6.1 Community and Recreation Facilities

The major community and recreation facilities operated by the Town of Windsor are as follows:

- *Hants County War Memorial Community Centre* – The community centre is prominently located at the gateway to the downtown. The main floor of the building is dominated by a gymnasium with a stage but the building contains many additional rooms, particularly in its basement. Tenants include Dorian Hall of Music, Gliders seniors club, and the Lions Clubs. The Windsor Recreation Department maintains the building and organizes a lengthy list of recreation programs, held on site. It is also rented to community groups, businesses, for uses varying from wedding receptions to concerts to craft sales.

- *Gordon B Hughes Tennis Court* – Located off College Road near the Kings-Edgehill Campus, the court is maintained by the Tennis Club. The Town Recreation Department monitors the site during the off-season.

- Piziquid *Canoe Club* – The Town Recreation Department owns and maintains the Canoe Club's building and leases the structure to the club.

- *Windsor Library* – Operational services provided through the Regional Library Board. General maintenance provided by Recreation Department, with mowing provided by Public Works.

- *Hants Aquatic Centre* – The Centre was commissioned in 2008. The Hants Aquatic Society, which was instrumental in raising funds and overseeing construction, is in the process of turning

the building and pool over to the Town of Windsor. The Recreation Department already oversees all operations including swimming lessons, public swims, and maintenance. Costs are shared with the Municipality of West Hants.

- *Exhibition Arena* – The arena is owned by the Agricultural Society and operated over six winter months. Under an agreement written in 1981, the Society turns the facility over to the Town for winter rentals/ice time. Windsor Recreation provides staff and is responsible for the ice making plant. Building repairs are shared 50/50 with the Agricultural Society.

In addition to the above, the Town owns and operates the following playgrounds, parks, and walking trails:

- *Elmcroft Park* - Currently the playground equipment, which is on the same site as the Hants Aquatic Centre, is to Canadian standards. The Hants Aquatic Society is planning upgrades to the parking area and incorporation of a walking trail around the park. The site also has a regulation size beach volley ball court.

- *Victoria Park* – Located in front of the Hants County War Memorial Community Centre, the park includes a gazebo maintained by Recreation Department, and lawns maintained by the Public Works Department, as well as the memorial. Special events in the park are organized through the Town Recreation Department.

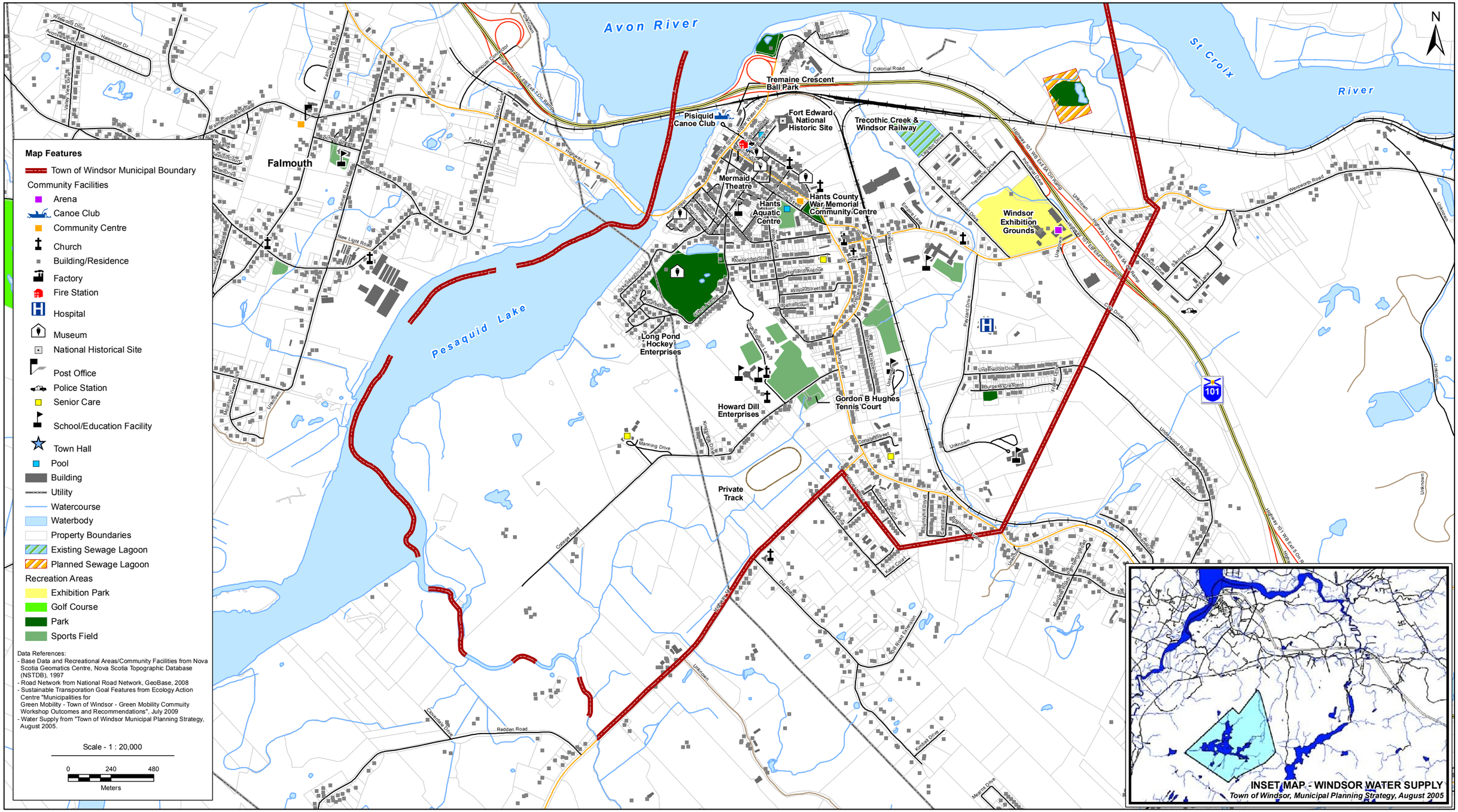
- *Burgess Crescent Park* – This park is in a recently developed residential area on the eastern edge of the community. The Town is currently seeking prices and additional funding to upgrade playground equipment and to make the site accessible.

- *Basketball Court* – The Town Recreation Department maintains an outside court at the Windsor Waterfront.

- *Shell Environmental Park* – The Town's Public Works department mows the area periodically. A community volunteer has been working on maintaining the trails on this site.

- *Tremaine Crescent Ball Park* – This park is located in the centre of the town between Tremaine Crescent and the railway tracks. It is maintained by the Recreation Department with assistance from the West Hants Minor Baseball Association.

While most of these buildings have received essential maintenance, the Town has realized that replacement and/or upgrades will be required in the near future. To this end the Town will be conducting an Asset Survey of all facilities in 2009 to identify future capital and operating costs.



DATE: 23/09/2009	Town of Windsor - ICSP	FIGURE NO.: **Figure 3.8**
PREPARED BY: G.MESHEAU	**COMMUNITY FACILITIES**	Stantec
Town of Windsor		

In addition to the Town's assets, the community benefits from a variety of additional cultural facilities owned by the Federal and Provincial governments, as well as by private groups. These facilities include the following:

- *Fort Edward National Historic Site* – The centrepiece of Fort Edward is the oldest blockhouse in Canada and one of the oldest buildings in Nova Scotia. The 1750 blockhouse is located in Federally-owned parkland accessed from King Street in the Downtown via Fort Edward Street.

- *Haliburton House Museum* - The nineteenth century home of Judge Thomas Chandler Haliburton is located at 414 Clifton Avenue in Windsor. It is part of the Nova Scotia Museum system and includes a system of walking trails as well as Haliburton's much modified home.

- *Shand House Museum* – Shand House at 389 Avon Street can be reached on walking trails extending from Haliburton House. It is an example of a very "modern" home from the late nineteenth century incorporating central heating, closets, electric lighting and even indoor plumbing, and still containing most of the furnishings of its original occupants.

- *Windsor Hockey Heritage Society* – The Windsor Hockey Heritage Society occupies a storefront at 128 Gerrish Street in Downtown Windsor. The space is a museum containing varied memorabilia commemorating Windsor's special place in the history of the game. (Open year-round).

- *West Hants Historical Society Museum* – Displays at 281 King Street in the Downtown pertain to household and industrial life in historic Hants County. The museum includes a Genealogy Room for visitors interested in exploring their roots in Hants (Open June 22 to September 4).

- *Mermaid Theatre* – Youth and family-oriented theatre company combines puppets and live performance. The company performs around the world from its base at 132 Gerrish Street in the Downtown (Open year-round).

- *Howard Dill Enterprises* – Giant pumpkin patches and seed centre at 400 College Road (Open year-round).

- *Long Pond Hockey Enterprises* – The site at which Haliburton witnessed Kings students playing hockey early in the nineteenth century (Open year-round). Also at 400 College Road.

- *Trecothic Creek & Windsor Railway* – The one-eighth scale railway offers steam, diesel, battery, and gas powered rides on roughly 1 km of track within the Windsor Industrial Park.

- *Windsor Fire Department Veteran Memorial Museum* -- Established in 1992 by Windsor Fire Department veterans to preserve and display the history of Windsor area fires and firefighting equipment. In the Fire Station at 100 King Street. Artifacts and pictures depicting fire apparatus

development since the Great Windsor Fire on October 17, 1897. (Open year-round by appointment).

As noted, a major initiative in the community for several years has been the development of Hockeyland to recognize Windsor's place as the birthplace of ice hockey. While there is concern that the project has been in its planning stages for too long, the project has tremendous potential for the community. The claim of Cooperstown, New York, to be the birthplace of baseball has greatly enhanced awareness of that community. There are many parallels between Windsor and Cooperstown, which has nearly the same population as Windsor, and no reason to suppose that Windsor could not "put itself on the map" in the same way.

A key issue for the Town in maximizing benefits from the facility, if it is built, is its location. A workshop considering twelve potential locations was held in the Windsor Community Centre in late 2008. According to a news report on the session roughly 60 people attended. The article is not clear as to what site was most favoured, but indicated that "there were concerns bus traffic and other related traffic problems could be an issue in the immediate downtown core." It also indicated concerns with sites with waterfrontage because "The consensus seemed to be those sites with water frontage should be preserved for citizens and future citizens of Windsor."[4] A location in the Downtown, however, would likely generate the most significant spin offs for local business and a site on the water, particularly on Lake Piziquid, would provide the kind of photogenic image that is very beneficial to draw visitors to a facility of this type. No property in the Downtown or on the waterfront has sufficient area to accommodate a new arena along with Hockeyland and many feel with good reason that the incorporation of a new rink with the museum and displays would be make the most sense.

While the specific issue of siting and developing Hockeyland is beyond the scope of this ICSP, the project has considerable merit for Windsor and its effective execution is vital. Incorporating sustainability principles in its development through co-location with compatible facilities, use of alternative energy sources, and selection of an accessible site will maximize benefits to the community through reduced operating cost and increased revenue. These principles apply equally to existing Town-owned facilities as they are rehabilitated, expanded, or replaced.

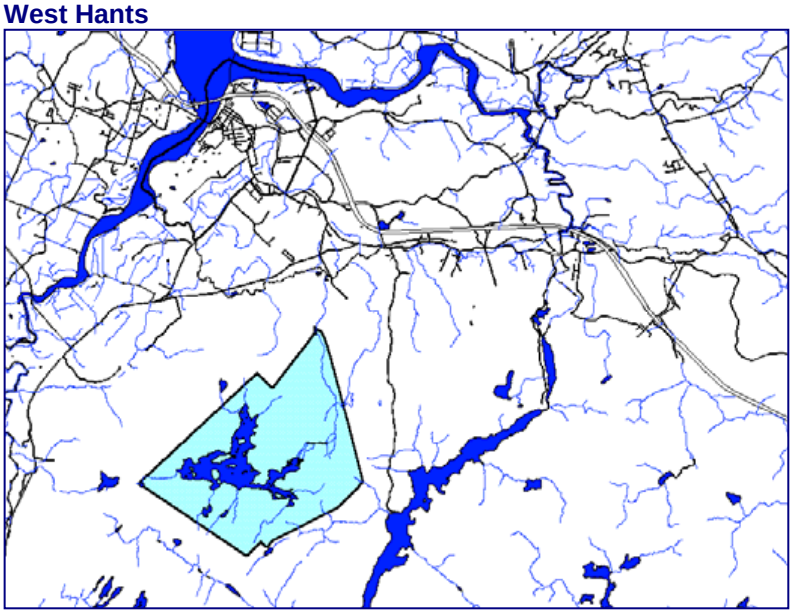
3.6.2 Water

The Town of Windsor water treatment facility was constructed in 2001. It uses a dissolved air floatation (DAF) treatment process providing 1.25 M IGPD. Treatment capacity is adequate for supply to the Town of Windsor and the requirements of the Three Mile Plains area in the Municipality of West Hants. West Hants buys water in bulk for Three Miles Plains, while all users in the town are metered. The treatment plant is fully automated, and operators are able to monitor and respond to issues via remote access.

[4] Christy Marsters, "Looking for a home for Hockeyland: Public gets a chance to help site the project," *The Hants Journal*, December 5, 2008, www.novanewsnow.com/article-n280304-Looking-for-a-home-for-Hockeyland.html

The water supply is obtained from Mill Lakes in the Municipality of West Hants (**Figure 3.9**). CBCL Limited assessed the watershed in 2003 as part of the Water Treatment Plant construction project undertaken at that time. The watershed area has been designated since 1964 as a Protected Water Area under the Nova Scotia *Water Act*. The designation severely limits activities permitted within the watershed, precluding the use of petroleum products and chemicals in the area, and limiting even recreation activities to use of canoes and rowboats. In the winter, use of snowmobiles is restricted to landowners within the water supply area.

Figure 3.9: Town of Windsor Water Supply Area, Mill Lake, West Hants



Source: Town of Windsor Municipal Planning Strategy

The Town of Windsor Water Utility has a committee made up of Town staff, private woodlot owners, and representatives from other regulatory agencies working on revising the regulations, preparation of Best Management Practices, and operational procedures. An Environmental Protection Plan for the watershed was developed by YMCL Engineering but has yet to be formalized.

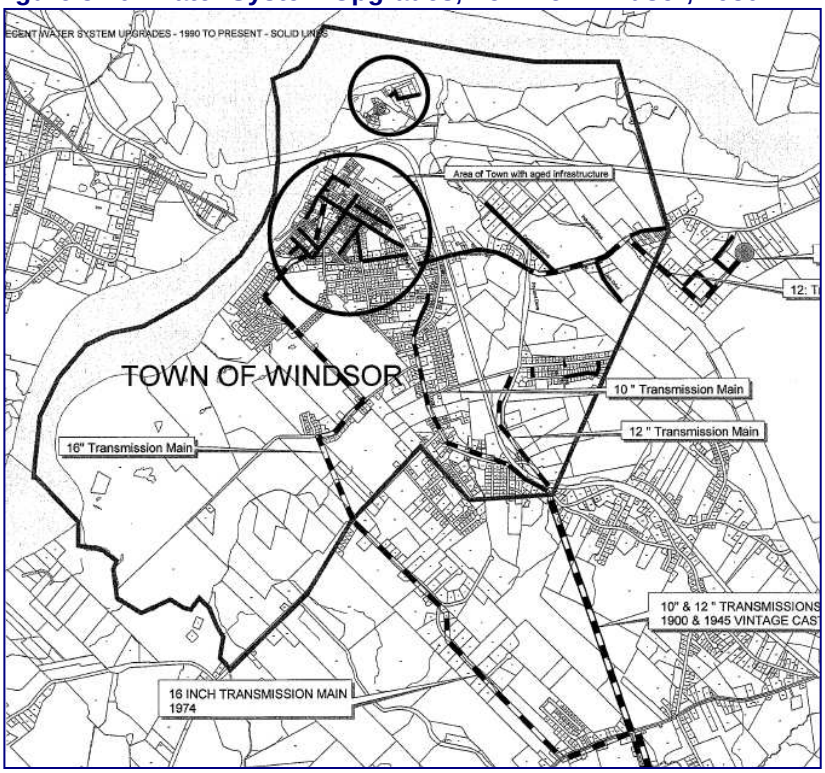
There is only one storage standpipe located in the Windsor/West Hants Industrial Park. The 311,000 IGal standpipe was installed in 1982. It was upgraded in 1995 with the installation of floating anodes and was repainted in 2007. A Post Chlorination System was added in 2008 to improve chlorine residual at the dead end location of the Town's distribution system and to maintain compliance with regulatory requirements. Treatment would benefit from more distribution storage to reduce the run time of the treatment facility and allow more down time for system maintenance.

The water system has three transmission mains from the water treatment facility. A 16-inch diameter ductile iron water main was installed in 1974, and 12-inch (1945) and 10-inch (1900) cast iron mains are still in service.

Clay in the Windsor area is highly corrosive and 1970s vintage ductile iron water main seems to be easily damaged by this local "hot soil." Small areas of this transmission main have been replaced with PVC where corrosion related breaks have been frequent. The much older cast iron mains, fortunately, do not share the same problem. Since large lengths of these mains are in undeveloped land, the long term approach will be to slip line these water mains to provide additional life.

Most of Windsor's water distribution system is either cast or ductile iron averaging between 6 and 8 inches in diameter. The average age of the distribution system is more than 60 years. As water mains have been replaced (**Figure 3.10**), PVC has been used to overcome the problem of corrosive soil. Most of the replacements over the past 20 years have been in the older downtown core area or in hot spots subject to water main breaks.

Figure 3.10: Water System Upgrades, Town of Windsor, 1980-



Source: Town of Windsor

The Windsor Water Utility has a limited number of customers (1,200). In the absence of major industrial or commercial water customers since the closure of Nova Scotia Textiles several years ago, the burden for replacement and compliance costs has shifted to the residential customers in the town who are assisted only by bulk sales to West Hants. The utility will face challenges from continued requirements for replacement of aged mains, costs associated with new development, and anticipated water storage needs.

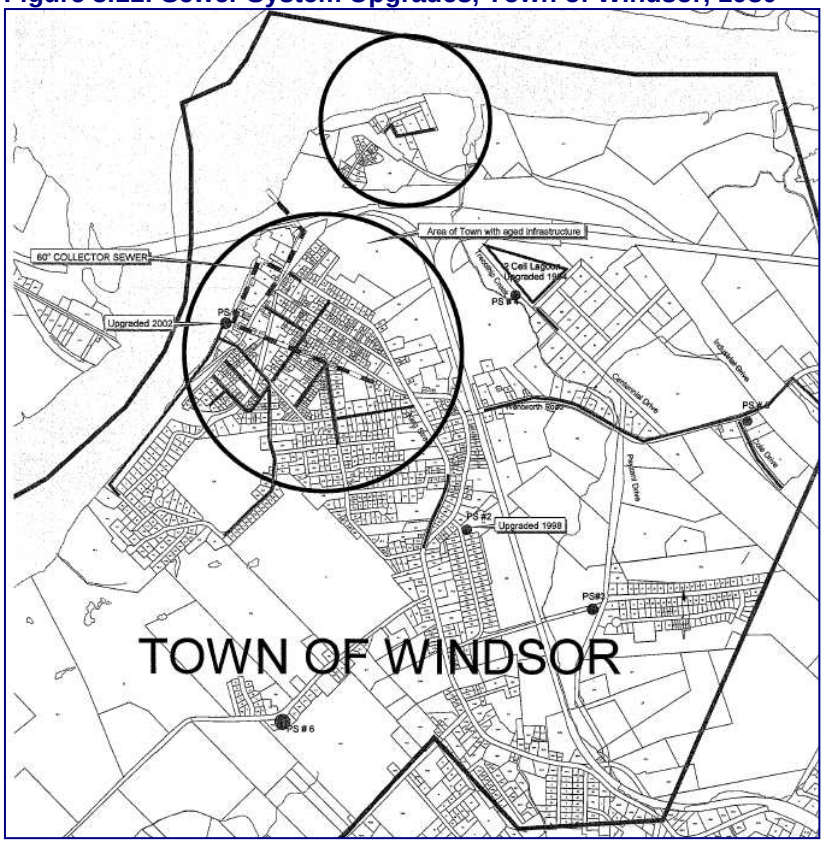
3.6.3 Storm and Sanitary Sewer and Sewage Treatment

As with many older communities, Windsor's sewage collection system is a mix of older clay sewers combined with newer concrete or PVC sewers in recently developed areas. Replacement of sewer mains has concentrated on the older section of the town in conjunction with water main and street renewals where possible (**Figure 3.11**).

The Town has relatively few flooding issues. The large (60 inch) combined Cunnabel Creek Sewer was installed in the 1980's to collect sewage and runoff water in the downtown area. This sewer provides sufficient storage for most conditions, although some surcharging of the system is experienced during severe snow melt/rain situations when combined with high tides that require the outfall gate to be closed.

Approximately 40 per cent of Windsor residents and business operations have full sewage treatment from a two-cell lagoon in the Windsor Industrial Park. The lagoon was upgraded in 1994 and also provides sewage treatment for Three Mile Plains in West Hants.

Figure 3.11: Sewer System Upgrades, Town of Windsor, 1980-



Source: Town of Windsor

Pursuant to the recommendation of the Review of the 1994 Wastewater Study completed in April 2008, the Town has recently received roughly $4.4 million in funding under the Building Canada Program for construction of a new sewage treatment facility that will collect and treat the combined sewage from the remaining area of the Town of Windsor. Design work for this project, which is expected to cost $6.5 million total, is slated to begin in 2009 with construction starting in 2010. The new facility will be a second lagoon located in the northeast corner of the town, near its boundary with West Hants.

Similar to water systems and roadway structures, finding financial resources for timely replacement and upgrading for sewage collection and treatment systems is a challenge for a small community. To address this issue, and to prepare the public for future cost increases, a Sewer Usage Rate was established in 2008. The rate is based on water consumption. It is designed to cover yearly operating costs and debt servicing costs for sewage related upgrades. While the rate is currently quite low, it will increase with the construction of the new sewage treatment plant, which will be built over the next three years.

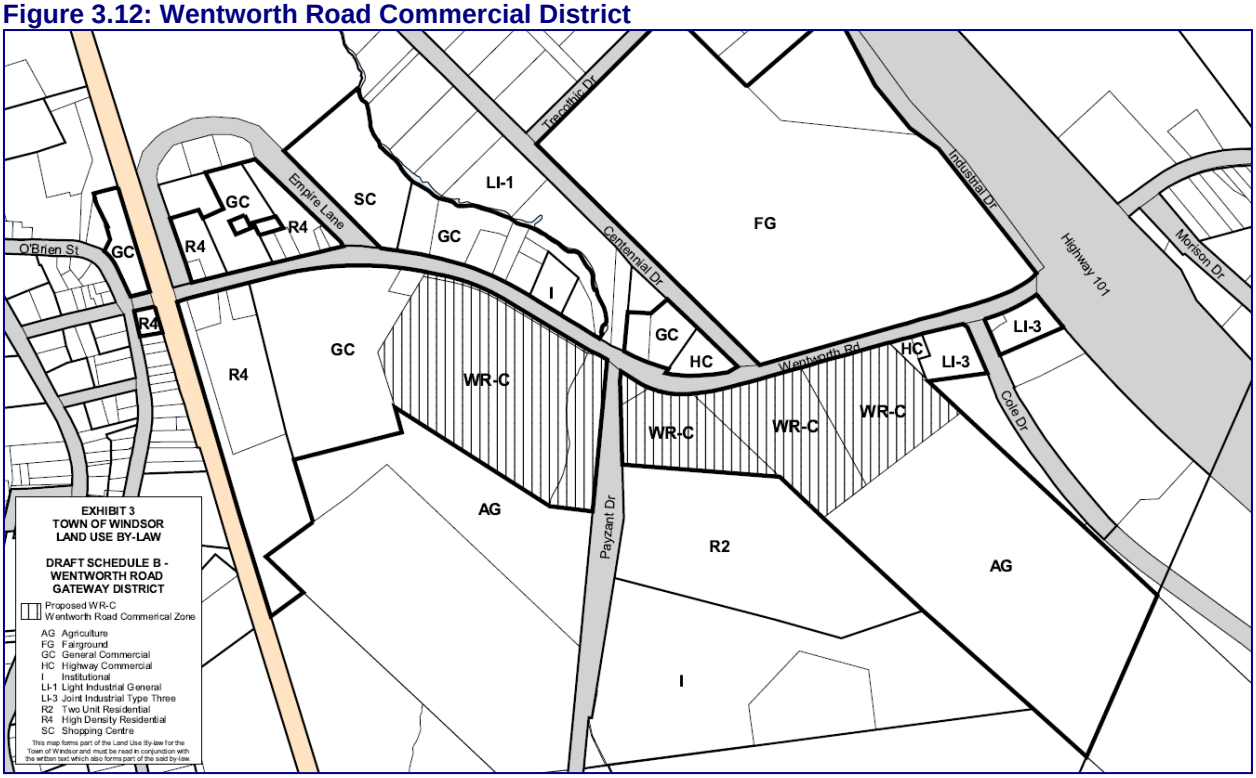
3.6.4 Streets and Sidewalks

The Town of Windsor has roughly 26 km of paved streets. Sidewalks are required on one side only of residential and collector streets, and both sides of arterial streets. Currently, according to Town records, 6,415 m of street or 25 per cent of the Town's street network has sidewalks on both sides; however, 11,520 m or 45 per cent have no sidewalks at all. The remaining 30 per cent has sidewalk on one side only. In addition, approximately 2.8 km is rated to be in poor condition.

A 1996 study of the Windsor roadway system by SGE indicated that 52 per cent of town roads required some form of work or rehabilitation with a capital backlog of roughly $ 1.2 million. The study recommended a capital program for existing streets of $275,000 per year in 1996 dollars. While a great deal of work has been done since the study, it has tended to focus on requirements for new development and existing roadways have been neglected to some degree due to lack of funding. Upgrades to streets and sidewalks are planned in conjunction with underground service renewal projects in an effort to maximize efficiencies and prevent situations where future underground service repairs will damage newly installed street structures.

Town Council recently approved the establishment of the Wentworth Road Gateway District (**Figure 3.12** above and **Figure 3.13**). The initiative is largely focused on policy and regulatory changes intended to encourage development on Wentworth Road, which is a key entryway to the Town; however, the concept can be applied to all five entries to the town (*i.e.*, Exit 6 into Downtown, Water Street at Avon River Bridge, Highway 14, and King Street from Garland's Crossing as well as Wentworth Road as shown on **Figure 3.13**). The Wentworth Road concept includes amendments to the MPS to encourage landscaping and signage, and pedestrian routes as well as requiring developers of new businesses to connect to these facilities. It does not yet provide for bicycle lanes, however. Extension of the concept to other entry points should further enhance the image of the town and, hopefully, draw more passersby into the community; channel residents and visitors into the downtown; and, if properly executed with pedestrian and bicycle routes, reinforce Active Transportation objectives.

Figure 3.12: Wentworth Road Commercial District



Source: Town of Windsor

3.7 Transit

Windsor has recently been added to the route served by Kings Transit Authority (KTA). KTA provides service to Windsor residents through a route running every two hours from 6 am to 9 pm that connects Wolfville to Brooklyn through the town. The bus has numerous stops in Windsor (see **Figure 3.13**). The route, furthermore, connects to other routes south to Weymouth, although a trip across all four Kings Transit routes would take eight hours under the best circumstances.

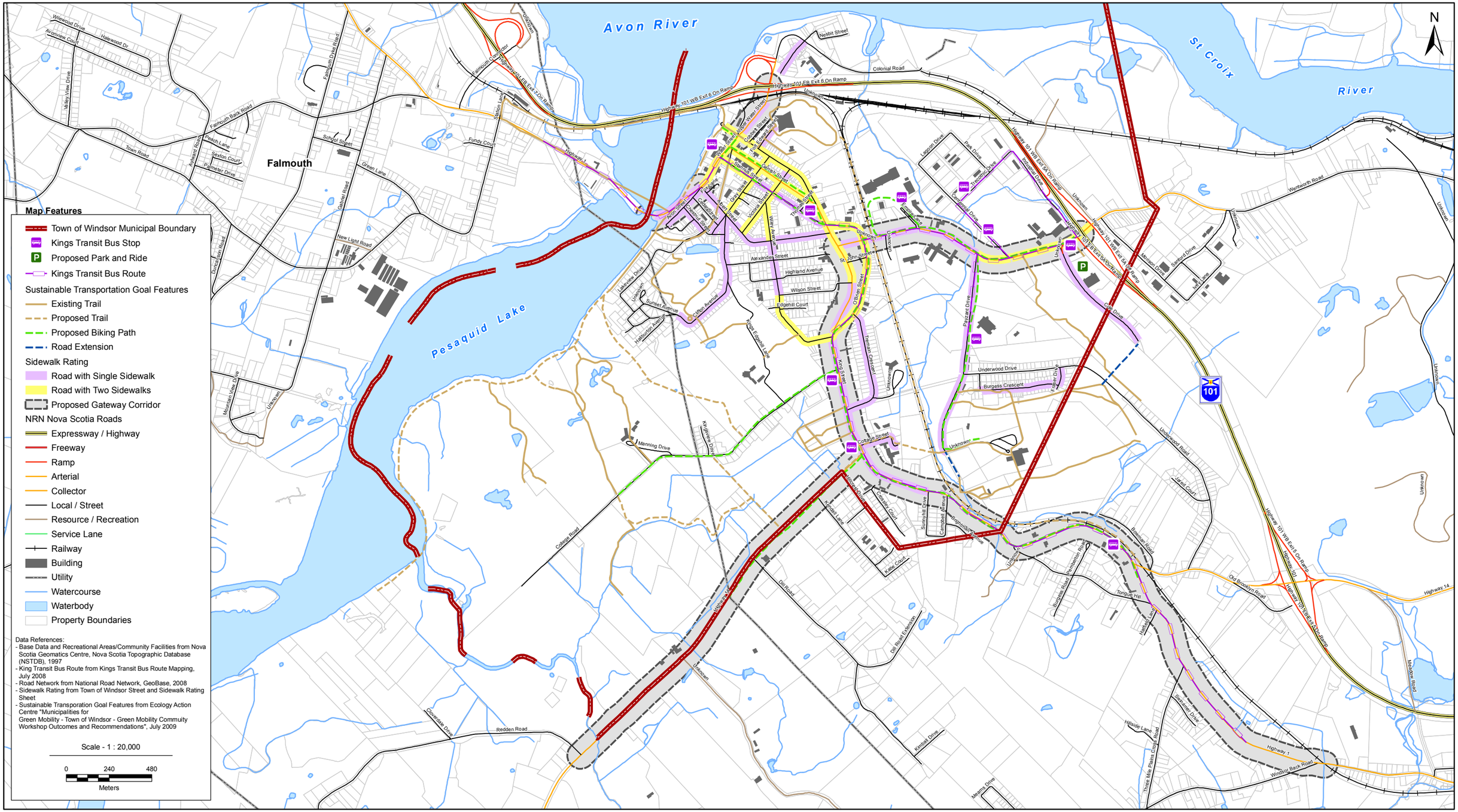
The timing of the route through the town is reasonably convenient for workers (*i.e.*, 7:30 to 8:00 am in the morning and 3:30 to 4:00 pm and 5:30 to 6:00 pm in the evening). The service is also very beneficial to the town's large numbers of seniors and potentially to students, particularly Kings-Edgehill students who live in residence. Viable expansion of KTA services in terms of period or frequency of service would be very welcome to these groups.

Kings Transit is currently investigating other destinations including connection to HRM, which would be valuable for the town's working population. Halifax's 2006 Municipal Planning Strategy provides for the extension of transit services to rural centres, which is now being done through Metro Transit's MetroX service. The first such service was recently established to Tantallon on St. Margaret's Bay, and plans call for additional routes to Robert Stanfield Airport and Musquodobit Harbour. MetroX is intended to bring express transit to Park & Ride lots along 100-series highways within HRM; however, specific plans for the 101 have not been unveiled. A route to, say, Exit 3 at Mount Uniacke on the edge of HRM, would benefit Windsor residents willing to use a park and ride approach, as well as potential riders on a KTA route connect to this point.

3.8 Solid Waste Management

The Town of Windsor collects residential garbage on alternate weeks with organic carts and recyclable collection. Metal items, including large household appliances, are accepted twice a year in spring and fall. Leaf and yard waste is collected on designated days from the end of April through to the end of November. The Town limits weekly disposal to five bags plus one bulky item per household.

Residential garbage and some other materials collected by the Town are disposed of at the Cogmagun Landfill Site in the District of West Hants about 40 kms to the east of the town, which is owned and operated by Waste Management Inc. Household hazardous wastes and construction and demolition waste can also be taken to Cogmagun by householders. Refundable beverage containers can be taken to the Enviro-Depot at 67 Albert Street in Windsor. Recyclables are taken to the Colchester Recycling Facility and compostables are taken to Northridge Farms in Aylesford. Electronics items can be dropped off at New Boundaries at 79 Centennial Drive in Windsor.



DATE: 23/09/2009	Town of Windsor - ICSP	FIGURE NO.: **Figure 3.13**
PREPARED BY: G.MESHEAU		
Town of Windsor	**TRANSPORTATION**	Stantec

4.0 SUSTAINABLE DEVELOPMENT GOALS AND ACTIONS

In this section, **Subsections 4.1** through **4.4** present and describe goals for each of the four sustainability issues identified in the MFA. Goals were developed based on sustainability areas and the key ideas (qualities and assets, key issues, key ideas for sustainability, core values) resulting from the first round of consultation. Goals were vetted with the public during a second round of public consultation, and the facilitation process emphasized how the goals could be achieved through specific actions. A synthesized list of action ideas is presented and described in tables associated with each section. The tables also link listed actions to their most appropriate goal.

Those actions that are expected to be eligible for funding under the Gas Tax Agreement are denoted by an * in the following tables and the details of their relationships to funding opportunities are outlined in **Section 5.0** (*i.e.*, Eligible Projects, Sustainable Outcomes and Community Benefits).

4.1 Social

Windsor's strong social fabric is a key asset of the community. It would be exaggerating to say that the town is threatened by current trends, but it is fair to say the community may be subject to influences that could impact its identity. Windsor is in a stronger position than most small towns and rural areas in Atlantic Canada insofar as it has maintained its population. On the other hand, the influence of Halifax on Windsor, which has played a role in sustaining local population, could ultimately erode the image of Windsor as a distinct community. To counter this, Windsor needs to maintain its high quality of local services and re-establish balance in the composition of is population, most notably by increasing the number of young adults beginning careers and forming families within the town.

Goals	Goals Described	Actions
Attract young adults and families	Windsor needs younger families to balance its large senior population and to provide the driving force for local growth.	1. Encourage affordable, quality residential development. 2. Maintain related services, particularly schools. 3. Enhance recreation options.
Cultivate relationships with local educational institutions	Attracting graduates of Kings-Edgehill and Acadia would meet the needs of the Town of Windsor for additional younger residents and their families, and would assist local economic development.	4. Consult with Kings-Edgehill and Acadia University concerning measures that would attract their alumnae and/or their families to work and/or live in Windsor.
Encourage international migration	The community has endorsed the benefits of a more diverse population recognizing that international immigrants can bring energy and entrepreneurial skills to the community	5. Work with Hants RDA and others to develop a promotional strategy building on Windsor's strengths as a location for immigrants to Canada.

Goals	Goals Described	Actions
Foster social interaction and healthy lifestyles for all ages and abilities	Recreation and leisure services are a key differentiator for existing and potential residents, particularly youth and seniors.	6. Work toward an open space/active living plan for the Town.* 7. Enhance existing parks, including updating playgrounds and recreational venues.* 8. Continue to work with West Hants and Hantsport to establish equitable cost sharing arrangements for recreation facilities and services used by all residents of the region. 9. Collaborate with the Municipality of West Hants, the Province, and Parks Canada on the provision of integrated trails.
Develop a safe and efficient Active Transportation network in the Town	Building a strong and resilient community includes strategic investments in Active Transportation infrastructure to meet the long-term needs of citizens in the context of increasing energy costs and the transportation needs of younger and older populations.	10. Research and work toward a marked and signed bikeway network throughout Windsor connecting residential streets with commercial areas, recreation facilities, public institutions, parks, waterfront access points, and recreation trails.* 11. Consider and maintain walkways/sidewalks on priority public streets (*i.e.*, along main commercial streets and designated Gateway corridors, on the waterfront, and between Kings-Edgehill/Gladys Manning and the Downtown).* 12. Participate in the development of local/regional networks to provide local/regional transit 13. Enhance the network of marked and signed pedestrian crosswalks at roadway intersections near commercial areas, recreation facilities, public institutions, parks, the waterfront, and recreation trails.* 14. Explore opportunities for funding to complete required trail network links as defined through the Green Mobility workshop. 15. Consider bikeways to the Wentworth Gateway.* 16. Consider incorporating walkways and bikeways in all future gateway developments.*

Goals	Goals Described	Actions
Increase transit options available to residents within Windsor	Windsor residents are very appreciative of the recent extension of transit services to Windsor by KTA. Further enhancements to services within the town would be welcomed especially by youth and seniors groups. In addition, service to Metro would be very valuable to the Windsor's working population.	17. Discuss potential enhancements to transit services within Windsor with KTA.* 18. Discuss the potential for extension of transit services from Halifax to Windsor 19. Encourage KTA to link its network to the Metro Transit network.

4.2 Cultural

Windsorites take great pride in their "Little Town of Big Firsts." Creativity and innovation are valuable traditions on which the community is continuing to build. The advancement of cultural goals is intertwined with initiatives related to other sustainability pillars. Past accomplishments are an essential element of the town's identity and provide a foundation for established and prospective local developments such as the facilities and events related to Windsor's giant pumpkins or the Hockeyland proposal related to the origin of ice hockey on Long Pond.

Goals	Goals Described	Actions
Develop a creative community that demonstrates the importance of art and culture to a vibrant economy and community	Expressions of art and culture integrated into a community's social network - exhibitions, educational programs, performances, event venues, public spaces -- encourage social interaction, community pride, and economic opportunity.	20. Continue to promote and help to support the Mermaid Theater as a key destination for arts in Windsor. 21. Council will support collaborative initiatives where local artisans share studio space and other resources in a manner that contributes to the Town's creative economy. 22. Assess to enhance and grow cultural economy initiatives through the Mayor's Task Force on Arts, Culture and Heritage.
Enhance public spaces/places so they are *safe, efficient, stable and visually appealing*	Building a strong and resilient community includes investments in tangible (property maintenance, urban forests) and intangible (well designed and safe public spaces) assets that contribute to a quality of life that is protected from harm, provides a sense of stability and security, is welcoming and neighbourly, and is aesthetically pleasing for residents and guest.	23. Continue to actively work with the RCMP and participate in the Police Advisory Board and maintain current high levels of safety and security. 24. Council will employ information provided by the Union of Nova Scotia Municipalities and other professional entities to inform decisions regarding sustainable street lighting, and will opt to integrate streetscape design criteria for lighting fixtures along main travel corridors. 25. Apply Crime Prevention Through Environmental Design (CPTED) standards to development of public streets, walkways, trails, and public spaces.

Goals	Goals Described	Actions
Complete Wentworth Gateway plan including provision for a bikeway	The Town has adopted a plan to improve the connection of Wentworth Road into the traditional downtown. Two of three projects identified in the current Town of Windsor Capital Investment Plan that are Gas Tax eligible projects are components of this plan: the Wentworth Roundabout and sidewalks. Completion of this plan is important to articulate what has become a key entrance to Windsor since the construction of Highway 101. It links the burgeoning highway commercial area on Wentworth as well as traditional uses on Wentworth (*i.e.*, the Hants County Exhibition Grounds) to the Downtown, hopefully reinforcing both important areas of the town.	26. Proceed with planned elements of the Wentworth Gateway plan.* 27. Investigate possible ways to incorporate a bikeway in the Wentworth Corridor.*
Develop and enhance the remaining four gateway areas entering the town emphasizing Active Transportation connections	The improvement of entry areas is important to the image of Windsor and supportive to the Downtown. Incorporation of walkways and bikeways in these corridors also adds valuable components to Windsor's Active Transportation network.	28. Develop gateway corridors incorporating appropriate signage, walkways, and bikeways for: - Exit 6 into Downtown* - Water Street at Avon River Bridge* - Highway 14* - King Street (from Garland's Crossing).*
Assert the position of Windsor as the Birthplace of Hockey	The association of Long Pond in Windsor with the earliest known reference to a hockey-style game on ice is one of the town's greatest assets. Windsor needs to reinforce this fact by all means possible, including the development of our hockey heritage.	29. Continue to promote the connection of Windsor to hockey through signage and as an element of town promotional materials (*e.g.*, Web site, letterhead, recreation directory). 30. Work with local teams and hockey associations to emphasize the same connection. 31. Investigate the potential for events that will promote the historic beginnings of hockey in the town, particularly the prospect of an annual re-creation of the game observed by Haliburton on Long Pond. 32. Support the concept of "Hockeyland" with due regard to the progress made toward development and the ultimate viability of the project. 33. Consider the development of a new regional arena in association with "Hockeyland" or as a standalone structure to replace the existing arena. 34. Integrate lower or non-carbon intensive water and space heating systems, and/or cooling systems into any construction.

Goals	Goals Described	Actions
Continue improvement of the waterfront with emphasis on its integration with the Downtown	The Lake Piziquid waterfront has become an attractive recreational area; however, it is not readily visible or particularly accessible from areas of the Downtown that it abuts. Few buildings "overlooking" the waterfront actually do so and many potential users are not accommodated on Lake Piziquid or its shores.	35. Review and work toward the recommendations of the 2005 EDM report on the waterfront. 36. Work with the Chamber of Commerce to add kiosks and paddling boat rentals, water trikes, and other watercraft to facilitate broader use of Lake Piziquid. 37. Add picnic tables and park benches on and within the green spaces and trails along the lake. 38. Encourage open views of Lake Piziquid. 39. Maintain MPS policy requiring that all new buildings constructed on the north side of Water Street incorporate doors, windows, and decks facing Lake Piziquid. 40. Ensure strong, well signed pedestrian routes are maintained from King, Gerrish, and Stannus Streets to Lake Piziquid.
Reinforce Windsor's position as a town of festivals and events	Windsor already offers many festivals and special events. One source consulted lists 16 annual events including Summer Fest, the Hants County Exhibition, and the Pumpkin Festival. These events can be augmented where beneficial, particularly in relation to the promotion of Windsor's hockey heritage, but it is arguably more important to promote events as a whole as part of the culture of Windsor and its long history.	41. Continue to post a calendar of events on the Town Web site. 42. Promote Hants County Exhibition as the oldest Agricultural Fair in North America. 43. Promote Windsor as a community of regular events and exciting activities. 44. Support community initiatives to consider a variety of options for development of new festivals or events consistent with the Town's brand development.

4.3 Economic

The maintenance of a vibrant local economy is vital to the preservation of Windsor's identity. Windsor could simply take advantage of the outward spread of metro Halifax to provide a basis for development and population growth; however, evolution into a bedroom community would be at odds with other goals of both economic and environmental sustainability. Local economic development provides jobs close to Windsor residents decreasing the required journey to work and attendant pollution impacts. It is also needed to support Windsor's infrastructure, which is one of the most valued features of the community.

Goals	Goals Described	Actions
Evaluate the potential development of Green industries and/or industrial park	Windsor's position between the Valley and Halifax, and its proximity to post-secondary institutions in both areas could make it a perfect location for development of Green industry.	45. Assess the potential for growth in the Green industry sector, including future tidal power project potential.* 46. Determine the suitability of remaining lands in existing industrial/business parks relative to new lands (*e.g.*, former Irving Tank Farm). 47. Pending the outcome of actions 45 and 46, promote and, if necessary, develop guidelines and incentives for this sector.
Adopt sustainable municipal procurement practices	Sustainable procurement is a key element in operationalizing municipal sustainability goals. It involves implementation of a "triple bottom line" approach adding consideration of social and environmental consequences of goods and services to the traditional price and quality criteria applied in purchasing decisions.	48. Review sustainable procurement models. 49. Assuming identification of a suitable model, develop and adopt sustainable procurement guidelines.*
Establish community wireless network	Windsor has assisted the Town of Hantsport to become Nova Scotia's first wireless community. A similar wi-fi network in Windsor will assist business operations throughout the town.	50. Work toward establishing a community wireless network.*
Reinforce the position of Windsor as the core of the West Hants economy	Preservation and augmentation of the existing Downtown and Gateway Corridors while making the most cost-effective use of existing infrastructure while preserving vital heritage resources.	51. Renew infrastructure required to support the Downtown as required.* 52. Integrate the waterfront with the Downtown. 53. Emphasize the connection of "Gateway Areas" to the downtown as they are developed through signage and Active Transportation connections beginning with Wentworth Road.
Encourage regional cooperation among businesses and local governments	Collaborating with business organizations and neighbouring municipalities to share resources in order to support and market local and regional business offerings provides all municipalities with potential cost savings and strengthened efforts to attract customers (from the local area as well as from away) to businesses in Windsor. Hants RDA as well as Provincial and Federal agencies are already engaged in these activities but the Town can contribute, most notably by reinforcing its role as a regional marketplace. This is particularly true with respect to the marketing of local agricultural products.	54. Partner with regional and local business groups, other municipal units (*e.g.*, Municipality of the District of West Hants, Hantsport), Hants RDA, and Chamber of Commerce to identify and pursue economic development opportunities based on making use of local natural, labour, and technical resources. 55. Work with local farmers (*i.e.*, in West Hants and the Annapolis Valley as well as Windsor) to develop means to improve marketing of their products in Windsor. 56. Develop and deliver a campaign to buy local and promote needed support services.

Goals	Goals Described	Actions
Preserve active farmland in Windsor	A significant amount of the farmland in Windsor is dykeland, which is extremely valuable for agricultural use. There are a number of active farms. Farmland in Windsor contributes significantly to the character, appearance, and prosperity of the community.	57. Maintain existing MPS policy protecting active agricultural lands in Windsor consistent with the Statement of Provincial Interest concerning Agricultural Land.
Establish Windsor as a destination	Create a focused marketing and promotion program emphasizing the unique history and environment of the town so as to encourage the perception of Windsor as a place to travel to and stop to view sites and participate in special events.	58. Develop a focused marketing program to promote key economic assets.
Support tourism operators to increase tourism ensuring a quality experience for all guests and the development of sustainable practices	Windsor and its regional municipal neighbours share similar goals to increase local tourism. Collaborating with neighbouring municipalities to promote regional tourism benefits all communities by conserving resources, offering potential cost savings, and increasing marketing impact. Making operations as sustainable as possible bolsters the appeal to an increasing number of guests, and strengthens the resilience of the business / service, which in turn benefits other commercial services within Windsor.	59. The Town of Windsor should continue to work with West Hants, Hants RDA, TIANS, the Province of Nova Scotia, and others to ensure tourism initiatives are coordinated in the most cost-effective manner, resulting in promotional literature / messages being disseminated efficiently through transparent and collaborative efforts amongst tourism operators, regional tourism bodies, and the province. 60. Develop policy and participate in research which enables and encourages collaborative sustainable tourism marketing efforts. 61. Convene relevant tourism stakeholders to develop a strategy in support of expansion/enhancement of Windsor's winter destination tourism – leveraging Martock Ski Area and other opportunities.

4.4 Environmental

The environmental circumstances of Windsor represent an interesting philosophical challenge. The location of Windsor on an estuary at the confluence of two substantial rivers emptying into a bay subject to the highest tides in the world is obviously unique. Human intervention was essential from the time of the earliest European settlement of the area. With aboiteaux and dykes, as well as the Causeway, Windsor is not, strictly speaking, a "natural environment." It is, however, a long-standing environment and in some respects more fragile because of its reliance on engineered control of land and water.

Goals	Goals Described	Actions
Complete development of the second wastewater lagoons	The second wastewater lagoon, which is designed and funded for construction in 2010, is essential to upgrading water quality in the lower reaches of the Avon and St. Croix Rivers.	62. Proceed with construction of the second wastewater lagoon in accordance with established plans.

Goals	Goals Described	Actions
Continue the development and implementation of the Source Water Protection Plan for Mill Lakes	A protection strategy for the Mill Lakes Watershed has been prepared but needs to be implemented in the interest of the health of water supply users and compliance with the Statement of Provincial Interest for Drinking Water Supplies	63. Review the Source Water Protection Plan.* 64. Update, revise, or replace as necessary to provide a basis for appropriate land use restrictions in the watershed. 65. Work with the Municipality of West Hants and land owners through the Mill Lakes Watershed Committee to implement necessary measures.
Partake in climate change adaptation case studies and pilot programs to assess and mitigate vulnerability as opportunities to do so arise	Windsor has joined the Atlantic Regional Adaptation Collaborative and will work with partners to assess the potential impacts from climate change in the New Minas Basin and elsewhere in Atlantic Canada. Through this initiative and active pursuit of potential partnerships and funding opportunities, the Town can attract senior government funding and expertise to protect its infrastructure and valuable waterfront resources in advance of future broadly based funding programs. Environmental emergencies (*e.g.*, toxic spill, forest fire, groundwater contamination, storm surge damage, sea level rise, coastal erosion) require anticipatory planning, public education and collaboration. While working to avoid or mitigate disasters is essential, it is prudent that Windsor, like all communities, simultaneously prepare for unexpected and anticipated environmental events.	66. Contribute as planned to work on the Atlantic Regional Adaptation Collaborative. 67. Participate in research and/or land use planning pilots, case studies and/or training, where deemed appropriate to assess and mitigate vulnerability to flood and erosion risk along the coast due to storm surge and sea level rise changes.* 68. Identify vulnerable infrastructure and amenities along the shoreline and consider climate change adaptation best practices into the Town's Municipal Planning Strategy and Land Use By-Law.*
Increase street trees in developing and developed areas	Historically, Windsor was well treed with elms that were largely lost to Dutch Elm disease in the 1960s. Many participants in the consultation process urged the restoration of trees in the urban environment. Street trees have many benefits to a community. They provide shade in the summer and weather protection throughout the year. They can also enhance appearance and character, while providing habitat for many species that enhance ecological balance.	69. Continue and enhance Town beautification efforts by creating / enhancing a landscape feature at all Town entrances and highway exits leading into Town. 70. Continue to apply for and participate in the Communities in Bloom program. Communities in Bloom provides an opportunity to showcase Windsor's natural beauty along with its historic charm. 71. Establish landscape design guidelines for public spaces that feature native plants, and when possible, represent the Town's heritage. 72. Establish development guidelines within Town bylaw for the protection of existing trees and requirements for street line tree planting. 73. Participate in a street tree planting program.*

Goals	Goals Described	Actions
Support the concept of community gardens	With its unusual combination of fertile agricultural land and high percentage of rental and apartment accommodations, Windsor is particularly likely to benefit from the creation of a community garden in which residents or groups can rent a plot at a modest fee to grow their own food and flowers. Such plots are the ultimate expression of local consumption with benefits in terms of social interaction, community health, and reduced cost of production.	74. Assist in identifying an appropriate location for a community garden.
Explore opportunities to maintain and improve upon existing municipal buildings using sustainable building design.	Many of the structures owned by the Town of Windsor are in need of repair and/or have elements that require replacement. Opportunities to make improvements using latest knowledge and best practices for more sustainable building systems, including the use of local or non-toxic materials and the integration of renewable energy sources, should be considered. The Town may also find increased opportunities for grants and funding from external sources to support the development of these types of projects.	75. Complete the planned survey of Town assets to determine future capital and operating needs.* 76. Explore opportunities in current grant programs to receive funding to replace/retrofit buildings. 77. Undertake needed roof repairs on civic buildings. 78. Integrate lower or non-carbon intensive water and space heating systems, and/or cooling systems into municipal buildings as opportunities to do so present themselves.*
Explore opportunities to improve energy efficiency and energy conservation	Some municipal units are considering participation in a collaborative effort to pursue an energy strategy and/or become a member of the Federation of Canadian Municipalities program Partners for Climate Protection (PCP). Doing so would result in an action plan to achieve cost savings and protect environmental resources by improving energy efficiency and conservation. As well, all municipal units participating in the PCP framework could implement an Education and Awareness campaign about energy efficiency and conservation. Participation in PCP will advance efforts to minimize corporate and community emissions of greenhouse gases. Doing so will result in cost savings and improved energy security, while simultaneously benefiting the environment.	79. Participate in a collaborative effort to join the Partners for Climate Protection Program. 80. Undertake a cost-benefit analysis of waste transportation options.*

5.0 ELIGIBLE PROJECTS, SUSTAINABLE OUTCOMES AND COMMUNITY BENEFITS

The tables in foregoing **Section 4.0** identify actions assumed to be eligible for funding under the Gas Tax Agreement with a *. These actions are presented in greater detail in this section. Projects may be considered in either of the following two categories:

- *Capacity Building*: The process of building the potential for a municipality to collaborate and form relationships with experts, professionals, and other organizations to develop skills that enable it to develop and implement an Integrated Community Sustainability Plan.

- *Capital Infrastructure Investments*: The basic facilities, services, and installations needed for the functioning of the community, such as transportation systems, bridges, roads, water and wastewater systems, etc.

It is notable that building are not specifically referenced as eligible as capital infrastructure investments. Consultation with Service Nova Scotia staff has confirmed that building projects will not be funded nor will components of buildings, even components that may enhance sustainability.

Criteria in the Municipal Funding Agreement also stipulate that infrastructure projects must provide a range of benefits to a municipality. In addition, infrastructure projects should link to broader sustainable outcomes (*i.e.*, cleaner air, cleaner water, and reduced greenhouse gas emissions).

The following tables explain how each proposed eligible project will contribute to the sustainable outcomes outlined in the MFA as well as other additional benefits to the municipality (*e.g.*, enhanced economic opportunities). The tables organize actions in relation to the four pillars of sustainability. The number provided in **Section 4.0** for each action is listed in the first column to the left.

	Action	Benefits to the Community
Social Actions		
6.	Work toward an open space/active living plan for the Town.*	Reduced reliance on vehicular transportation, and reduced air pollution and GHG emissions while improving community health and welfare.
7.	Enhance existing parks, including updating playgrounds and recreational venues.*	
9.	Collaborate with the Municipality of West Hants, the Province, and Parks Canada on the provision of integrated trails.*	
10.	Research and work toward a marked and signed bikeway network throughout Windsor connecting residential streets with commercial areas, recreation facilities, public institutions, parks, harbor front access points, and recreation trails.*	

	Action	Benefits to the Community
11.	Consider and maintain walkways/sidewalks on priority public streets (*i.e.*, along main commercial streets and designated Gateway corridors, on the waterfront, and between Kings-Edgehill/Gladys Manning and the Downtown).*	Reduced reliance on vehicular transportation, and reduced air pollution and GHG emissions while improving community health and welfare. Reinforce focus on the town core and past infrastructure investments.
12.	Participate in the development of local/regional networks to provide local/regional transit.*	Provision of alternatives to single occupant vehicle transportation. Enhanced mobility for special needs groups in the community (*e.g.*, adolescents, seniors, the disabled).
13.	Enhance the network of marked and signed pedestrian crosswalks at roadway intersections near commercial areas, recreation facilities, public institutions, parks, the waterfront, and recreation trails.*	Support for Active Transportation initiatives (Actions 1-4) and enhanced community safety.
15.	Consider bikeways to the Wentworth Gateway.*	Reduced reliance on vehicular transportation, and reduced air pollution and GHG emissions while improving community health and welfare.
16.	Consider incorporating walkways and bikeways in all future gateway developments.*	
17.	Discuss potential enhancements to transit services within Windsor with KTA.*	Provision of alternatives to single occupant vehicle transportation. Enhanced mobility for special needs groups in the community (*e.g.*, adolescents, seniors, the disabled).
18.	Discuss the potential for extension of transit services from Halifax to Windsor.*	Provision of alternatives to single occupant vehicle transportation. Enhanced mobility for special needs groups in the community (*e.g.*, adolescents, seniors, the disabled). Reduction in cost of journey to work, increasing scope of employment opportunities for residents and increasing income available for other purposes in the community.

Cultural Actions

26.	Proceed with planned elements of the Wentworth Gateway plan.*	Reduced reliance on vehicular transportation, reducing air pollution and GHG emissions while improving community health and welfare.
27.	Investigate possible ways to incorporate a bikeway in the Wentworth Corridor.*	
28.	Develop gateway corridors incorporating appropriate signage, walkways, and bikeways for: - Exit 6 into Downtown* - Water Street at Avon River Bridge* - Highway 14* - King Street (from Garland's Crossing).*	

Economic Actions

45.	Assess the potential for growth in the Green industry sector, including future tidal power project potential.*	Generate local employment providing opportunities for working age residents to live and work in Windsor, reducing commuting with related benefits in reduced air pollution and GHG emissions.
46.	Determine the suitability of remaining lands in existing industrial/business parks relative to new lands (*e.g.*, former Irving Tank Farm).*	

	Action	Benefits to the Community
47.	Pending the outcome of actions 45 and 46, promote and, if necessary, develop land for this sector.*	
48.	Review sustainable procurement models.	Reduce environmental impacts and maximize social benefits from municipal purchases of goods and services.
49.	Assuming identification of a suitable model, develop and adopt sustainable procurement guidelines.*	
50.	Work towards establishing a community wireless network.*	More efficient electronic communication for Town residents and businesses reducing consumption of resources (*i.e.*, paper) and transportation requirements.
51.	Renew infrastructure required to support the Downtown as required.*	Reinforce focus on the town core and past infrastructure investments.
52.	Integrate the waterfront with the Downtown.*	
53.	Emphasize the connection of "Gateway Areas" to the downtown as they are developed through signage and Active Transportation connections beginning with Wentworth Road.*	

Environmental Actions

63.	Review the Source Water Protection Plan.*	Reduce potential for groundwater contamination. Ensure quality of Town water supply.
67.	Participate in research and/or land use planning pilots, case studies, and/or training where deemed appropriate to assess and mitigate vulnerability to flood and erosion risk along the coast due to storm surge and sea level rise changes.*	Contribute to broader understanding of climate change and potential mitigative measures. Adaptation to climate change avoiding potential risks to property and human well-being.
68.	Identify vulnerable infrastructure and amenities along the shoreline and consider climate change adaptation best practices into the Town's Municipal Planning Strategy and Land Use By-Law.*	
69.	Continue and enhance Town beautification efforts by creating / enhancing a landscape feature at all Town entrances and highway exits leading into Town.*	
73.	Participate in a street tree planting program.*	Reduce GHG emissions through increased sequestration of carbon dioxide in trees and by reducing air condition needs through shading.
74.	Assist in identifying an appropriate location for a community garden.*	Encourage local production and consumption of food, reducing transportation costs and emissions, and reducing community expenditures.
75.	Complete the planned survey of Town assets to determine future capital and operating needs.*	Provide essential information for effective enhancement and management of infrastructure.
78.	Integrate lower or non-carbon intensive water and space heating systems, and/or cooling systems into municipal buildings as opportunities to do so present themselves.*	Reduce GHG emissions.

	Action	Benefits to the Community
79.	Participate in a collaborative effort to join the Partners for Climate Protection Program.	Contribute to broader understanding of climate change and potential mitigative measures. Adaptation to climate change avoiding potential risks to property and human well-being.
80.	Undertake a cost-benefit analysis of waste transportation options.*	

6.0 PARTNERSHIPS AND COLLABORATIONS

Participants in consultation processes for this ICSP frequently raised the issue of non-collaboration between the Town of Windsor and the Municipal District of West Hants, and generally suggested the two municipal governments could benefit from closer cooperation. The two communities nevertheless currently collaborate successfully in several important areas. Most notably in connection with the scope of this ICSP, the Windsor-West Hants Joint Planning Advisory Committee has provided planning services to both the Town and the Municipal District for 30 years, adding building inspection and development officer services 12 years ago. The sharing of staff within this organization is not only beneficial in terms of cost savings but also in terms of the sharing of knowledge and coordinating development between the two jurisdictions. Both the Town and the Municipality have had planning strategies for many years with associated Land Use and Subdivision Bylaws that are maintained and reviewed by the Joint Committee. The two municipalities have also cooperated on some aspects of the ICSP process, notably sharing responsibility for youth and seniors focus group sessions.

Other shared services include fire, information technology, and the joint industrial park. The Windsor Fire Department and West Hants Fire Departments provide coverage and backup to one another. Windsor, West Hants, and Hantsport share one IT professional. The staff member is based in the Town of Windsor office but works only two days a week in the town. He spends another two days in West Hants offices, which are adjacent to the town in the Joint Industrial Park, and a single day in Hantsport. Cost-sharing is proportionate to this allocation of time with Windsor and West Hants covering 40 per cent each, and Hantsport contributing 20 per cent.

The Joint Industrial Park, which is partially in the Town of Windsor and partially in West Hants, is also cost-shared between the two local governments. The Province built the roadways in the park and the Town of Windsor provides water and sewer services. West Hants provides road maintenance and clearing. Revenues from sale of land and municipal taxes are shared 50/50.

Windsor is also a provider of services to other areas outside the Town limits besides the West Hants portion of the Joint Industrial Park. The Windsor Water Utility, which is operated by the Town's Department of Public Works, provides water and sewer services to Three Mile Plains east of the town in West Hants. The water supply, as discussed above, is drawn from Mill Lakes in West Hants (see **Figure 3.9**, above). The April 2008 Wastewater Review, which resulted in the current project to build the second sewage lagoon, assessed the possibility of providing sewage treatment to Falmouth on the opposite side of Windsor from Three Mile Plains but the scenario was not pursued.

Recreation services are subject to a variety of arrangements. Windsor and West Hants made equal contributions ($150,000 each) to the Hants Aquatic Centre recently constructed on Stannus Street in Windsor, although larger contributions came from the Province and ACOA ($400,000 each), and the fundraising efforts of the Hants Aquatic Society. West Hants shares operating costs for the centre 50/50 with the Town.

Windsor is also working on an arrangement with the Town of Hantsport to facilitate use by Hantsport residents of specialized programs for the disabled and mobility restricted available through the Windsor Recreation Department. More general discussions of cost sharing on recreation programs have been broached with West Hants but have not resulted in a workable approach to date.

Windsor has other cooperative arrangements with Hantsport. The two towns have established a joint procurement protocol to take advantage of economies of scale where they may be available in the joint purchase of goods and services. This protocol could be updated to include additional elements bearing on 'sustainable' and environmentally preferential procurement using a "triple bottom line" approach taking account of social and environmental costs and benefits as well as financial outcomes (see proposed Actions 48 and 49). Windsor also assisted Hantsport financially with the establishment of a community wireless network making Hantsport the first wireless community in Nova Scotia. Subject to Council approval of funds, Windsor plans to implement a similar community wi-fi in 2010, taking advantage of lessons learned from Hantsport's successful implementation.

Windsor, Hantsport, and West Hants also participate in the Hants Regional Development Authority or RDA along with the Municipal District of East Hants. The HRDA is one of 13 RDAs that cover all areas of Nova Scotia. The RDAs are sponsored by the Federal and Provincial governments as well as participating municipalities and private sector organizations. They facilitate economic development in participating communities through management of community economic development projects, capacity building, business counseling, and other initiatives. The Hants RDA, which maintains one of its two offices in Windsor, oversaw the 2005 Windsor waterfront study and can be expected to be a partner or otherwise assist in many of the initiatives proposed in this ICSP.

Windsor has sought to take advantage of available funding for sustainability related projects. The Town has made applications for funding under the Federation of Canadian Municipalities Green Municipal Fund but has not been successful to date. An application to fund trails development to the Shell Environmental Park is however current. The Town has also recently reached an agreement to participate in the Atlantic Regional Adaptation Collaborative comprised of representatives from the Insurance Bureau of Canada, the Atlantic Engineers and Planners Associations, and municipal and provincial civil servants from across the region. The Town will make an in kind contribution of $40,000 in services of its staff toward initiatives to assess and analyze the vulnerability of the Minas Basin area (valued at $400,000) and to review municipal policies and regulations in relation to climate change adaptation.

Windsor has also worked closely with KTA to bring transit to the community. Through KTA, residents have gained access to an alternative mode of transportation that offers significant social benefits to those who cannot afford or cannot operate a personal vehicle, while substantially lowering the impact of required trips within the community and to other communities served by KTA. As noted above, KTA and the Town are continuing to collaborate to improve and extend these services.

This ICSP will create many avenues for further collaboration. The following tables summarize potential collaborations on fundable actions proposed under this ICSP. Actions are organized under the four sustainability pillars and identified by the action number provided in **Section 4.0**.

	Action	Partner(s)	Comments
Social Actions			
9.	Collaborate with the Municipality of West Hants, the Province, and Parks Canada on the provision of integrated trails.*	Municipality of West Hants, Province of Nova Scotia, and Parks Canada	Hants RDA would be an appropriate agency to oversee related studies.
12.	Participate in the development of local/regional networks to provide local/regional transit*	KTA, Valley municipalities	Windsor will benefit from ongoing addition of viable routes to the KTA network.
17.	Discuss potential enhancements to transit services within Windsor with KTA.*	KTA	Could involve the Municipality of West Hants where enhanced routes may expand.
18.	Discuss the potential for extension of transit services from Halifax to Windsor. *	HRM (Metro Transit), KTA	The most beneficial arrangement for Town of Windsor will require the provision of linking routes by KTA and Metro Transit.
Cultural Actions			
33.	Consider the development of a new regional arena in association with "Hockeyland" or as a standalone structure to replace the existing arena.*	International Hockey Heritage Centre, Regional, Provincial and Federal levels of government, along with agencies, boards and organizations	Assumes a facility will be built within the Town limits.
34.	Integrate lower or non-carbon intensive water and space heating systems, and/or cooling systems into any construction.*	International Hockey Heritage Centre	Assumes "Hockeyland" will be built within the Town limits.
Economic Actions			
48.	Review sustainable procurement models.	Town of Hantsport	Expand on existing procurement arrangements with Hantsport. Could be further extended to the Municipality of West Hants.
49.	Assuming identification of a suitable model, develop and adopt sustainable procurement guidelines.*	Town of Hantsport	
50.	Work towards establishing a community wireless network.*	Municipality of West Hants and Town of Hantsport	Guidance from Town of Hantsport experience and potential inclusion of areas of West Hants.
Environmental Actions			
63.	Review the Source Water Protection Plan.*	Municipality of West Hants, landowners, Mill Lakes Watershed Advisory Committee (WAC), and the Province of Nova Scotia	Mill Lakes WAC includes West Hants landowners, a Windsor Councillor, a West Hants Councillor, joint planning staff, the Director of Public Works, and provincial government representatives. The committee works cooperatively to manage the watershed including developing and implementing the Source Water Protection Plan (SWPP). Some aspects of the plan were implemented through changes to the West Hants MPS and LUB in

	Action	Partner(s)	Comments
			2008 following from recommendations of the WAC. Implementation of the SWPP will also benefit West Hants residents in Three Mile Plains who buy water from the Town.
67.	Participate in research and/or land use planning pilots, case studies, and/or training where deemed appropriate to assess and mitigate vulnerability to flood and erosion risk along the coast due to storm surge and sea level rise changes.*	Various	
68.	Identify vulnerable infrastructure and amenities along the shoreline and include climate change adaptation best practices into the Town's Municipal Planning Strategy and Land Use By-Law.*	Municipality of West Hants	Desirable to coordinate standards and actions to minimize downstream/upstream impacts
74.	Assist in identifying an appropriate location for a community garden.*	Various	Dependent on location may include Parks Canada, Province of Nova Scotia, and/or private owner/operator
79.	Participate in a collaborative effort to join the Partners for Climate Protection Program.	Various	
80.	Undertake a cost-benefit analysis of waste transportation options.*	Municipality of West Hants	Solid waste is currently disposed of at the Cogmagun Landfill Site which is located in the Municipality of the District of West Hants and owned and operated by Waste Management Inc.

7.0 POTENTIAL MUNICIPAL PLANNING STRATEGY CHANGES

The Windsor-West Hants Joint Planning Advisory Committee (JPAC) prepared the first municipal plan for the Town of Windsor in 1981. The document has been reviewed regularly since. The current Town of Windsor Municipal Planning Strategy (MPS) was prepared by the JPAC pursuant to a review process that began in 2001. It was approved by the Windsor Town Council on August 23, 2005. Policy 16.1 of the MPS states that it must be reviewed within eight years or by 2013.

This ICSP was developed with an awareness of the MPS. Staff with the JPAC reviewed the draft document and provided comments at two points that provided the basis for specific revisions. The ICSP does not conflict with the MPS on any significant matter. As the following table illustrates, in fact, it reinforces many policies of the MPS. In some areas, on the other hand, the MPS does not reference issues that are recognized as highly significant in this ICSP. Most notable among these are Active Transportation and public transit. Public transit was introduced to Windsor after approval of the MPS and Active Transportation, although already a well-recognized concept in 2005, has since come strongly to the fore.

The following table, therefore, lists ICSP goals that reinforce MPS policies and others that could be more strongly supported by the MPS. For certain ICSP goals, amendments to the MPS are suggested. This correlation of ICSP Goals and Actions with MPS policy focuses on direct references in the MPS to specific issues addressed by this ICSP. In fairness, we recognize that the Town of Windsor MPS is a comprehensive document comprised of interrelated policies that are directed toward objectives that are very similar to those of the MPS. When we say, for example, that the MPS does not reference energy conservation, we only mean that it does not include policies or related text that directly commits to reducing energy consumption. We are well aware that many policies in the MPS such as those seeking to build trails and bicycle routes, and to concentrate residential and commercial development will advance the cause of energy conservation and, as such, advance the sustainability of the Town of Windsor.

It is also the opinion of Windsor Town Council that they would prefer that the Windsor MPS remain focused on land use issues. In consideration of this, the Town would prefer to maintain this ICSP as the primary statement of its commitment to sustainability and to the related Vision and Values herein. Potential amendments to the plan, furthermore, require consideration by Council and the public in the context of procedures set out in the *Municipal Government Act*. As such, plan amendments need only be undertaken as they are likely to be beneficial to support, advance, or protect the actions to which this ICSP commits the Town, and can be undertaken at such time as Town Council deems them to be beneficial, with the advice of the JPAC.

ICSP Goal/Action(s)	MPS Status	Future Considerations
Attract young adults and families 1. Encourage affordable, quality residential development. 2. Maintain related services, particularly schools. 3. Enhance recreation options.	The MPS recognizes that population in Windsor is aging but does not contain any policy directly addressing the encouragement of population growth.	No change.
Cultivate relationships with local educational institutions 4. Consult with Kings-Edgehill and Acadia University concerning measures that would attract their alumnae and/or their families to work and/or live in Windsor.	The MPS does not address the relationship between the town and its educational institutions.	No change.
Encourage international migration 5. Work with Hants RDA and others to develop a promotional strategy building on Windsor's strengths as a location for immigrants to Canada.	The MPS does not address the issue of immigration.	No change.
Foster social interaction and healthy lifestyles for all ages and abilities 6. Work toward an open space/active living plan for the Town.* 7. Enhance existing parks, including updating playgrounds and recreational venues.* 8. Continue to work with West Hants and Hantsport to establish equitable cost sharing arrangements for recreation facilities and services used by all residents of the region. 9. Collaborate with the Municipality of West Hants, the Province, and Parks Canada on the provision of integrated trails.	Under **Section 3.1.2.1 Design Initiatives,** under its **Overall Concept**, the MPS contains a commitment to *"Promote pedestrian-friendly networks within the Town, including parks, open space and the waterfront, through pedestrian trails and bike paths or multi-use Trails."* ***Policy 7.5.3 (b)*** *recreational facilities to accommodate passive and active recreational activities or special events;* ***Policy 14.7.1*** *It shall be the policy of Council to work with the Province and the Municipality of the District of West Hants to retain the pathway around Lake Pesaquid.* ***Policy 14.7.2*** *It shall be the intention of Council to encourage the extension of the waterfront walkway along the Avon River to the retirement community on College Road.*	No change.

ICSP Goal/Action(s)	MPS Status	Future Considerations
Develop a safe and efficient Active Transportation network in the Town 10. Research and work toward a marked and signed bikeway network throughout Windsor connecting residential streets with commercial areas, recreation facilities, public institutions, parks, waterfront access points, and recreation trails.*	The MPS contains various policies addressing the maintenance and upgrading of roadways including: ***Policy 14.5.1*** *It shall be the policy of Council to monitor the condition of roads, curbs and gutters in the Town of Windsor and to upgrade such services as deemed necessary.*	Add ***Policy 14.6.2*** *It shall be the policy of Council to incorporate sidewalks and walkways, and bike lanes and bike paths where technically and financially feasible, particularly within designated Gateway corridors, on the waterfront, and between Kings-Edgehill/Gladys Manning and the Downtown.*
11. Consider and maintain walkways/sidewalks on priority public streets (*i.e.*, along main commercial streets and designated Gateway corridors, on the waterfront, and between Kings-Edgehill/Gladys Manning and the Downtown).* 12. Participate in the development of local/regional networks to provide local/regional transit. 13. Enhance the network of marked and signed pedestrian crosswalks at roadway intersections near commercial areas, recreation facilities, public institutions, parks, the waterfront, and recreation trails.* 14. Explore opportunities for funding to complete required trail network links as defined through the Green Mobility workshop. 15. Consider bikeways to the Wentworth Gateway.* 16. Consider incorporating walkways and bikeways in all future gateway developments.*	**Section 14.6** of the MPS addresses pedestrian facilities but policy is restricted to encouragement of crosswalks as follows: ***Policy 14.6.1*** *It shall be the policy of Council to upgrade the existing crosswalks in Town as problems are identified and as financially feasible. The establishment of new crosswalks and sidewalks shall be considered as the need arises.* **Section 14.7** of the MPS deals with **Multi-use Trails and Bikeways** including the following policies: ***Policy 14.7.1*** *It shall be the policy of Council to work with the Province and the Municipality of the District of West Hants to retain the pathway around Lake Pesaquid.* ***Policy 14.7.2*** *It shall be the intention of Council to encourage the extension of the waterfront walkway along the Avon River to the retirement community on College Road.* ***Policy 14.7.3*** *It shall be the intention of Council to investigate providing bicycle pathways and bicycle lanes throughout the Town.*	
Increase transit options available to residents within Windsor 17. Discuss potential enhancements to transit services within Windsor with KTA.* 18. Discuss the potential for extension of transit services from Halifax to Windsor 19. Encourage KTA to link its network to the Metro Transit network.	The MPS does not address transit, which was not available in the Town at the time the planning strategy was approved.	Add a subsection to **Subsection 14.8** to the MPS addressing transit and incorporating the following policies: ***Policy 14.8.1*** *It shall be the policy of Council to work with Kings Transit Authority to extend and increase the frequency of transit service in Windsor where such service is beneficial to the community and financially viable.* ***Policy 14.8.2*** *It shall be the policy of*

ICSP Goal/Action(s)	MPS Status	Future Considerations
		Council to encourage Kings Transit Authority to extend service to Halifax Regional Municipality with the objective of providing transit options to Windsor residents commuting to HRM.
Cultural		
Develop a creative community that demonstrates the importance of art and culture to a vibrant economy and community 20. Continue to promote and help to support the Mermaid Theater as a key destination for arts in Windsor. 21. Council will support collaborative initiatives where local artisans share studio space and other resources in a manner that contributes to the Town's creative economy. 22. Assess to enhance and grow cultural economy initiatives through the Mayor's Task Force on Arts, Culture and Heritage.	The MPS does not address promotion of the arts or culture.	No change.
Enhance public spaces/places so they are safe, efficient, stable and visually appealing 23. Continue to actively work with the RCMP and participate in the Police Advisory Board, and maintain current high levels of safety and security. 24. Council will employ information provided by the Union of Nova Scotia Municipalities and other professional entities to inform decisions regarding sustainable street lighting, and will opt to integrate streetscape design criteria for lighting fixtures along main travel corridors. 25. Apply Crime Prevention Through Environmental Design (CPTED) standards to development of public streets, walkways, trails, and public spaces.	The MPS does not directly address policing or CPTED issues.	Add a commitment under **Subsection 3.1.2 Design Initiatives** as follows: *To ensure the design of new developments, modifications to existing developments, and community facilities such as parks and trails takes into consideration the principles of Crime Prevention Through Environmental Design (CPTED) ensuring public areas are observable from outside areas, well lit, and comfortable for the use of all members of the community. surveillance*
Complete Wentworth Gateway plan including provision for a bikeway 26. Proceed with planned elements of the Wentworth Gateway plan.*	**Subsection 3.1.1 Development Principles** under the Overall Concept of the MPS commits to: "*Establish development standards for*	Amend the MPS to add ***Policy 8.6.6*** *It shall be the intention of Council to encourage the incorporation of pedestrian and bicycle facilities within the Wentworth corridor to*

ICSP Goal/Action(s)	MPS Status	Future Considerations
27. Investigate possible ways to incorporate a bikeway in the Wentworth Corridor.*	*the Wentworth Road area which control the type, location, scale and design of new development and enhance its role as one of the main entrances to the Town.*" **Section 8.6** addressing the **Wentworth Road Overlay District** sets out priorities for the Wentworth Corridor.	*ensure comfortable and safe connection between Wentworth Road and the Town Centre*.
Develop and enhance the remaining four gateway areas entering the town emphasizing Active Transportation connections 28. Develop gateway corridors incorporating appropriate signage, walkways, and bikeways for: - Exit 6 into Downtown* - Water Street at Avon River Bridge* - Highway 14* - King Street (from Garland's Crossing).*	Although the term Active Transportation is not used in the MPS, the following two policies support the integration of walkways, trails, and bicycle routes within the community: ***Policy 11.0.2*** *It shall be the policy of Council to promote the development of multi-use trails and pathways within the Town which connect residential and commercial areas with community uses including institutional uses, recreation facilities and open space areas.* ***Policy 14.1.2*** *It shall be the intention of Council to create an inviting entrance to the Town from Highway 101, both at Wentworth Road and Water Street, through landscaping and signage.*	Amend MPS **Policy 14.1.2** to reference Highway 14 and King Street as follows: ***Policy 14.1.2*** *It shall be the intention of Council to create an inviting entrance to the Town from Highway 101 at Wentworth Road and Water Street, and on Highway 14 and King Street at the Town Limits through landscaping and signage.*
Assert the position of Windsor as the Birthplace of Hockey 29. Continue to promote the connection of Windsor to hockey through signage and as an element of town promotional materials (*e.g.*, Web site, letterhead, recreation directory). 30. Work with local teams and hockey associations to emphasize the same connection. 31. Investigate the potential for events that will promote the historic beginnings of hockey in the town, particularly the prospect of an annual re-creation of the game observed by Haliburton on Long Pond. 32. Support the concept of "Hockeyland" with due regard to the progress made toward development and the ultimate viability of the project.	The MPS does not reference either hockey or Long Pond.	No change.

ICSP Goal/Action(s)	MPS Status	Future Considerations
33. Consider the development of a new regional arena in association with "Hockeyland" or as a standalone structure to replace the existing arena. 34. Integrate lower or non-carbon intensive water and space heating systems, and/or cooling systems into any construction.		
Continue improvement of the waterfront with emphasis on its integration with the Downtown 35. Review and work towards the recommendations of the 2005 EDM report on the waterfront. 36. Work with the Chamber of Commerce to add kiosks and paddling boat rentals, water trikes, and other watercraft to facilitate broader use of Lake Piziquid. 37. Add picnic tables and park benches on and within the green spaces and trails along the lake. 38. Encourage open views of Lake Piziquid. 39. Maintain MPS policy requiring that all new buildings constructed on the north side of Water Street incorporate doors, windows, and decks facing Lake Piziquid. 40. Ensure strong, well signed pedestrian routes are maintained from King, Gerrish, and Stannus Streets to Lake Piziquid.	The preamble to **Section 7.5** of the MPS dealing with the Pesaquid CDD addresses most of the issues raised by the MPS including the incorporation of features to increase activity in the waterfront area. **Policy 7.5.4** addressing development agreements for projects within the Pesaquid CDD includes point *e) the development has an orientation toward the water and attempts to link Water Street to the waterfront;* and point f) *public access to the waterfront is retained;*	Amend point f) of **Policy 7.5.4** to read: *f) public access and views to the waterfront are at the minimum retained and, where feasible, augmented;*
Reinforce Windsor's position as a town of festivals and events 41. Continue to post a calendar of events on the Town Web site. 42. Promote Hants County Exhibition as the oldest Agricultural Fair in North America. 43. Promote Windsor as a community of regular events and exciting activities. 44. Support community initiatives to consider a variety of options for development of new festivals or events consistent with the Town's brand development.	The MPS references festivals and events in relation to the need to control them as temporary occurrences.	No change.

ICSP Goal/Action(s)	MPS Status	Future Considerations
Economic		
Evaluate the potential development of Green industries and/or industrial park 45. Assess the potential for growth in the Green industry sector, including future tidal power project potential.*	**Section 10** of the MPS addresses the development of existing industrial parks; however, it does not reference Green industrial or business parks.	Add **Section 10.3** to the MPS to address the potential development of a separate Green industrial park or, alternatively, the incorporation of Green industries in one of the two existing parks incorporating ***Policy 10.3.1*** *It shall be the policy of Council to investigate the potential to establish a Green industrial park or, alternatively, to accommodate Green industry in existing industrial parks.*
46. Determine the suitability of remaining lands in existing industrial/business parks relative to new lands (*e.g.*, former Irving Tank Farm). 47. Pending the outcome of actions 45 and 46, promote and, if necessary, develop guidelines and incentives for this sector.		
Adopt sustainable municipal procurement practices 48. Review sustainable procurement models. 49. Assuming identification of a suitable model, develop and adopt sustainable procurement guidelines.*	The MPS does not reference Municipal procurement.	No change.
Establish community wireless network 50. Work toward establishing a community wireless network.*	**Section 4.16** of the MPS addresses the location of wireless towers but does not refer to a local wireless network: ***Policy 4.16.2*** *It shall be the policy of Council to encourage the location of wireless telecommunication towers in the Industrial and Agriculture zones and to include requirements for fencing, landscaping and co-location of towers and related buildings in the Land Use By-law.*	No change.
Reinforce the position of Windsor as the core of the West Hants economy 51. Renew infrastructure required to support the Downtown as required.* 52. Integrate the waterfront with the Downtown. 53. Emphasize the connection of "Gateway Areas" to the downtown as they are developed through signage and Active Transportation connections beginning with Wentworth Road.	**Section 7** of the MPS addresses the Town Centre, which includes the Downtown and waterfront areas, declaring its role as follows: ***Policy 7.0.2*** *It shall be the policy of Council to encourage and promote the Town Centre designation as the Central Business District of Windsor.*	No change.

ICSP Goal/Action(s)	MPS Status	Future Considerations
Encourage regional cooperation among businesses and local governments 54. Partner with regional and local business groups, other municipal units (*e.g.*, Municipality of the District of West Hants, Hantsport), Hants RDA, and Chamber of Commerce to identify and pursue economic development opportunities based on making use of local natural, labour, and technical resources. 55. Work with local farmers (*i.e.*, in West Hants and the Annapolis Valley as well as Windsor) to develop means to improve marketing of their products in Windsor. 56. Develop and deliver a campaign to buy local and promote needed support services.	***Policy 7.0.3*** *It shall be the intention of Council to encourage and cooperate with the downtown business community in the development and implementation of programs designed to enhance the attractiveness of downtown Windsor as a business and shopping area.*	No change.
Preserve active farmland in Windsor 57. Maintain existing MPS policy protecting active agricultural lands in Windsor consistent with the Statement of Provincial Interest concerning Agricultural Land.	**Section 6.0** of the MPS addresses agricultural land use in detail with eleven policies.	No change.
Establish Windsor as a destination 58. Develop a focused marketing program to promote key economic assets.	The MPS includes several references addressing the promotion of local business, the downtown, and the Town's industrial parks but it does address the means of promotion.	No change.
Support tourism operators to increase tourism ensuring a quality experience for all guests and the development of sustainable practices 59. The Town of Windsor should continue to work with West Hants, Hants RDA, TIANS, the Province of Nova Scotia, and others to ensure tourism initiatives are coordinated in the most cost-effective manner, resulting in promotional literature / messages being disseminated efficiently through transparent and collaborative efforts amongst tourism operators, regional tourism bodies, and the province.	The MPS does not reference tourism.	No change.

ICSP Goal/Action(s)	MPS Status	Future Considerations
60. Develop policy and participate in research which enables and encourages collaborative sustainable tourism marketing efforts. 61. Convene relevant tourism stakeholders to develop a strategy in support of expansion/enhancement of Windsor's winter destination tourism – leveraging Martock Ski Area and other opportunities.		
Environmental		
Complete development of the second wastewater lagoons 62. Proceed with construction of the second wastewater lagoon in accordance with established plans.	The Overall Concept of the MPS includes an unequivocal commitment to compact development to minimize the cost of providing municipal services. The planning strategy also contains the following commitment to treatment of all sewage generated within the town: ***Policy 15.1.5*** *It shall be the intention of Council to pursue a policy of treating all of Windsor's sewage as it is financially feasible to do so.*	No change.
Continue the development and implementation of the Source Water Protection Plan for Mill Lakes 63. Review the Source Water Protection Plan.* 64. Update, revise, or replace as necessary to provide a basis for appropriate land use restrictions in the watershed. 65. Work with the Municipality of West Hants and land owners through the Mill Lakes Watershed Committee to implement necessary measures.	***Policy 15.1.1*** *Council shall work in cooperation with the Municipality of West Hants toward ensuring the continued protection of the Mill Lakes water supply area. Among the measures which may be followed are the purchase of watershed lands and strict development controls.* ***Policy 15.1.2*** *Council shall examine the feasibility of having the prescribed Protected Water Area enlarged to encompass the natural drainage area of the Mill Lakes.*	No change.
Partake in climate change adaptation case studies and pilot programs to assess and mitigate vulnerability as opportunities to do so arise 66. Contribute as planned to work on the Atlantic Regional Adaptation Collaborative. 67. Participate in research and/or land use planning pilots, case	The MPS does not reference climate change, although its **Section 12.0** addresses flood and subsidence risks.	Add ***Policy 12.0.4*** *It shall be the intention of Council to work through Municipal staff and with available partners to assess the potential impacts of climate change within the Town.* Add ***Policy 12.0.5*** *It shall be the intention of Council to adopt measures in appropriate By-laws to control development and/or adapt*

ICSP Goal/Action(s)	MPS Status	Future Considerations
studies and/or training, where deemed appropriate, to assess and mitigate vulnerability to flood and erosion risk along the coast due to storm surge and sea level rise changes.* 68. Identify vulnerable infrastructure and amenities along the shoreline and consider climate change adaptation best practices into the Town's Municipal Planning Strategy and Land Use By-Law.*		*development in areas deemed vulnerable based on assessment pursuant to Policy 12.0.4,*
Increase street trees in developing and developed areas 69. Continue and enhance Town beautification efforts by creating / enhancing a landscape feature at all Town entrances and highway exits leading into Town. 70. Continue to apply for and participate in the Communities in Bloom program. Communities in Bloom provides an opportunity to showcase Windsor's natural beauty along with its historic charm. 71. Establish landscape design guidelines for public spaces that feature native plants, and when possible, represent the Town's heritage. 72. Establish development guidelines within Town bylaw for the protection of existing trees and requirements for street line tree planting. 73. Participate in a street tree planting program.*	Under **Section 3.1.2.1 Design Initiatives,** under its **Overall Concept**, the MPS includes a commitment *"Implement landscaping requirements to enhance and improve the visual appeal and aesthetics of the Town."*	Amend the referenced commitment under **Section 3.1.2.1 Design Initiatives,** under its **Overall Concept** to read as follows: *Implement landscaping requirements and encourage the planting of street trees to enhance and improve the visual appeal and aesthetics of the Town.*
Support the concept of community gardens 74. Assist in identifying an appropriate location for a community garden.	The MPS does not reference community gardens.	No change.
Explore opportunities to maintain and improve upon existing municipal buildings using sustainable building design. 75. Complete the planned survey of Town assets to determine future capital and operating needs.*	The MPS does not reference municipal building construction or management practices.	No change.

ICSP Goal/Action(s)	MPS Status	Future Considerations
76. Explore opportunities in current grant programs to receive funding to replace/retrofit buildings. 77. Undertake needed roof repairs on civic buildings. 78. Integrate lower or non-carbon intensive water and space heating systems, and/or cooling systems into municipal buildings as opportunities to do so present themselves.*		
Explore opportunities to improve energy efficiency and energy conservation 79. Participate in a collaborative effort to join the Partners for Climate Protection Program. 80. Undertake a cost-benefit analysis of waste transportation options.*	The MPS does not reference energy conservation issues.	No change.

8.0 STATEMENTS OF PROVINCIAL INTEREST

Statements of Provincial Interest are declarations of policy contained in Schedule B of the Nova Scotia *Municipal Government Act*. They have been adopted by the Province of Nova Scotia to guide its municipalities and ensure that the actions undertaken by municipal units do not conflict with the Province's broader objectives. The Province has adopted five Statements to date dealing with Drinking Water Supplies, Flood Risk Areas, Agricultural Land, Infrastructure, and Housing. Each of the five Interest Statements is reproduced in the following table along with the Province's related statements concerning their application. The compliance of this ICSP with each is summarized in the third column.

Interest Statement	Application	Compliance
Drinking Water Supplies		
GOAL: To protect the quality of drinking water within *municipal water supply watersheds* **BASIS**: • A safe supply of drinking water is a basic requirement for all Nova Scotians. • Inappropriate development in *municipal water supply watersheds* may threaten the quality of drinking water. • Some water supply watersheds are located outside the municipality using the water. The municipality depending on the water therefore has no direct means of protecting its supply.	This statement applies to all municipal water supply watersheds in the Province including surface watersheds and groundwater recharge areas.	This Windsor ICSP is reasonably consistent with the Drinking Water Supply Statement of Provincial Interest. The ICSP identifies the need for the Town of Windsor to work with the Municipality of West Hants and affected property owners to review and adopt the watershed protection plan for the Mill Lakes water supply watershed.
Flood Risk Areas		
GOAL: To protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in floodplains. **BASIS**: • Floodplains are nature's storage area for flood waters. • New development in a floodplain can increase flood levels and flows thereby increasing the threat to	• This statement applies to all Flood Risk Areas that are designated under the Canada-Nova Scotia Flood Damage Reduction Program. These are: · East River, Pictou County' · Little Sackville River, Halifax County; · Sackville River, Halifax County; · Salmon and North Rivers, Colchester County; and · West and Rights Rivers and	Windsor is not within any of the five Flood Risk Areas identified; however, the town is potentially at risk from flooding in the Avon and St. Croix Rivers, particularly when combined with tidal action. Windsor encourages the continued maintenance by the Province of Nova Scotia of flood control structures (*i.e.*, aboiteaux, dykes, and the Avon River Causeway) that control flood threats. The Town also commits to monitor and mitigate the potential impacts

Interest Statement	Application	Compliance
existing upstream and downstream development. • Five floodplains have been identified as Flood Risk Areas under the Canada-Nova Scotia Flood Damage Reduction Program.	Brierly Brook, Antigonish County. • There are other areas in the Province that are subject to flooding which have not been mapped under the Canada-Nova Scotia Flood Damage Reduction Program. In these areas, the limits of potential flooding have not been scientifically determined. However, where local knowledge or information concerning these floodplains is available, planning documents should reflect this information and this statement.	from climate change in considering areas that may be prone to flooding. Dykelands, which are at flood risk, are identified as Environmental Constraints areas on the Town of Windsor Zoning Map, where development is controlled.
Agricultural Land		
GOAL: To protect *agricultural land* for the development of a viable and sustainable agriculture and food industry. **BASIS**: The preservation of *agricultural land* is important to the future of Nova Scotians. • *Agricultural land* is being lost to non-agricultural development. • There are land-use conflicts between agricultural and non-*agricultural land uses.*	Applies to all agriculturally designated lands.	The Town of Windsor has extensive agricultural lands within its boundaries. The ICSP confirms the designation of agricultural lands and attendant protections provided in the current Town of Windsor MPS.
Infrastructure		
GOAL: To make efficient use of municipal water supply and municipal wastewater disposal systems. **BASIS**: • All levels of government have made significant investment in providing municipal water supply and municipal wastewater disposal infrastructure systems. • Unplanned and uncoordinated development increases the demand for costly conventional infrastructure.	Applies to all communities.	This ICSP endorses the concentration of commercial activity and population in the core area of Windsor, where sewage will soon be treated by Windsor's second sewage treatment lagoon and where the Town has focused investment in infrastructure upgrading for some time.

Interest Statement	Application	Compliance
Housing		
GOAL: To provide housing opportunities to meet the needs of all Nova Scotians. **BASIS**: Adequate shelter is a fundamental requirement for all Nova Scotians.	Applies to all communities.	This Windsor ICSP has established that Windsor provides a wider range of housing opportunities than is the norm in Nova Scotia and that the primary deficiency in Windsor's housing stock is housing suitable for families, which are relatively under-represented in the town's population. The ICSP encourages the development of quality single family development to accommodate families but also supports the continued development of apartment units and other housing forms suitable for seniors and young professionals.

TOWN OF WINDSOR INTEGRATED COMMUNITY SUSTAINABILITY PLAN (ICSP)
Sustainable Development Goals & Actions
Follow-up and Tracking Table *(Approved Windsor Town Council Meeting January 28, 2020 & forwarded to the Province of NS)*

SOCIAL

Goals	Goals Described	Actions	Windsor To-Date
Attract young adults and families	Windsor needs younger families to balance its large senior population and to provide the driving force for local growth	Encourage affordable, quality residential development. Maintain related services, particularly schools. Enhance recreation options. Develop the waterfront Help promote non town run local youth programs (minor baseball, karate, boy scouts, etc) Provide state of the art telecommunications services throughout public spaces Increase public confidence and deter undesirable activities in recreational and commercial areas of the town Support cultural institutions in the town and community, such as Mermaid Theater Develop a cohesive, innovative, and dynamic community and economic development strategy Develop a municipal website portal which showcases local quality of life, economic and employment opportunities, provides business development assistance, and offers complete online services to residents and businesses Welcome packages for new families Continue with physician recruitment	Affordable Housing Task-Force struck with on-going support from the Planning Dept. Committee has provided input in the provincial affordable housing strategy and continues to support affordable housing projects in town. Town provided land & money towards the proposed skatepark facility. Skatepark built in 2012 Planned Focus Group on Recreation (Two meetings facilitated re. Youth Strategy) Fitness Equipment installed on the waterfront in 2016 (funded by Tim Horton's & Windsor) Council strikes a Waterfront Development Committee in November 2014 Plans for recreation and other activities on the waterfront Capital investment in the Pisiquid Canoe Club in 2015/2016 capital budget

Goals	Goals Described	Actions	Windsor To-Date
		Encourage youth employment and youth entrepreneurship	Fitness Equipment installed on the waterfront in 2016 (funded by Tim Horton's & Windsor) Additions to causeway trail, lights, art feature, viewing platform, red chairs (Canada), flags, washrooms on both sides, assessable ramps (on going, to-be completed by Spring 2020) Abundant Public Wifi - system deployed through inter-municipal partnership, development ongoing High capacity fiber optic network backbone throughout downtown core established and being expanded annually. Mermaid Theater internet services Video surveillance platform - currently in Phase 3 of development Increase the number of single-family homes available to young families by providing additional apartments for the 55+ age group wanting to downsize. The Waterfront Development District was created to encourage development of multi-unit apartment buildings suitable for downsizers and young adults.

TOWN OF WINDSOR INTEGRATED COMMUNITY SUSTAINABILITY PLAN (ICSP)
Sustainable Development Goals & Actions
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Goals	Goals Described	Actions	Windsor To-Date
Cultivate relationships with local educational institutions	Attracting graduates of King's-Edgehill, Avon View High School and Acadia would meet the needs of the Town of Windsor for additional younger residents and their families, and would assist local economic development	Consult with King's-Edgehill, Avon View High School and Acadia University concerning measures that would attract their alumnae and/or their families to work and/or live in Windsor. Market to HRM by educating what Windsor offers Hold overnight workshops/camps for King's-Edgehill and Avon View students to discuss issues (youth strategy workshop component). Set up a time for Mayor to speak to students as annual event in conjunction with Municipal Affairs Week (early Spring). (Work with school counsellor to see if there's any particular time which would be best. Departments develop programs to visit schools to engage students in what the Town does. i.e. PW Snowplow safety demo, REC program demo, Water Utility demo Facility tours, i.e. Fire Dept, Utility Plants, PW facilities, Rec facilities Support community educational initiatives like Windsor Makers Studio Provide commercial space for youth business initiatives	On-going community involvement with King's-Edgehill School students Mentorship of MPA students from Dalhousie University Retention of students for Town projects. Mayor & Deputy Mayor spoke to students at Avon View High School in 2013 Windsor Fire Dept (WFD) works with Avon View High School to host a co-op student each semester for the past three years. WFD also works to create a mentorship through the teacher, to work with at-risk students. WFD also created a Cadet Firefighter program for students aged 16-19. WFD also has an annual elementary school "Chief for a Day" prevention program for all five elem schools). Public Works Student work terms, Career Access, O2 programs Windsor Makers Studio internet services donated by the Town of Windsor Town of Windsor largest student employer in the summer

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Goals	Goals Described	Actions	Windsor To-Date
Encourage International migration	The community has endorsed the benefits of a more diverse population recognizing that international immigrants can bring energy and entrepreneurial skills to the community	Work with Valley REN and others to develop a promotional strategy building on Windsor's strengths as a location for immigrants to Canada. Contact King's-Edgehill School with respect to international migration opportunities	Establishment of the new Regional Enterprise Networks (REN) and Windsor is part of the REN 3. Overall promotion of Windsor & the Valley will be done as a region. CAO spoke with Minister of Immigration to set-up a store front. He was referred to someone with YWCA who was establishing contact centres. One is located in Lunenburg and one in the Valley (but it was felt they couldn't have more than one in the Valley)
Foster social interaction and healthy lifestyles for all ages and abilities *Foster a youth-friendly community*	Recreation and leisure services are a key differentiator for existing and potential residents, particularly youth and seniors Promote opportunity for people to volunteer and encourage youth engagement	Work toward an open space/active living plan for the Town Enhance existing parks, including updating playgrounds and recreational venues Continue to work with West Hants to establish equitable cost sharing arrangements for recreation facilities and services used by all residents of the region. Collaborate with the Municipality of West Hants, the Province, and Parks Canada on the provision of integrated trails Consider establishing an off-leash Dog Park Offer training to volunteers Recognize volunteers	More "snow-shoeing" and winter programming New Spring programs added to recreation programming. Share-the-Road signage installed The Joint (Hantsport & West Hants) Active Avon Active Transportation Plan was approved by council April 27, 2015. 2011 – Donated land for skatepark – 2012 Skatepark built & completed. Fitness Equipment installed on the waterfront in 2016 (funded by Tim Horton's & Windsor)

Goals	Goals Described	Actions	Windsor To-Date
		Offer training to groups on how to train volunteers Consider having a "Volunteer Coordinator" or "Coordinated Effort" Encourage and promote no and low-cost events, events, Music on the water (open mic, and amateur), chalk the causeway (was done in 2019), Fitness demo on equipment at the waterfront	2011 – Updated Burgess Cres. Playground. Have adopted Municipal Physical Activity Leadership (MPAL) philosophy in designing its recreation programs. 2010-11 – Upgraded and made Windsor Arena more energy-efficient. Continuing with Joint Pool Governance Committee for the Hants Aquatic Centre. Re. Social Interaction for all ages & abilities – The Hants County Youth Ambassadors (HCYA) is a group of ever-changing/evolving youth of different ages from different local schools that work collaboratively at organizing community events/functions to bring about community inclusion and spirit. The HCYA formed in 2013.
Develop a safe and efficient Active Transportation network in the Town Recreation/Active Transportation	Building a strong and resilient community includes strategic investments in Active Transportation infrastructure to meet the long-term needs of citizens in the context of increasing energy costs and the transportation needs of younger and old populations	Research and work toward a marked & signed bikeway network throughout Windsor connecting residential streets with commercial areas, recreation facilities, public institutions, parks, waterfront access points, & recreation trails.	Wentworth Rd. had wide sidewalks incorporated in its design to allow a bikeway. WBES plan to buy bike racks for downtown (see below…partnered with the Town of Windsor).

Goals	Goals Described	Actions	Windsor To-Date
		Consider and maintain walkways/sidewalks on priority public streets (*i.e.,* along main commercial streets and designated Gateway corridors, on the waterfront, and between King's-Edgehill/Gladys Manning and the Downtown). Participate in the development of local/regional networks to provide local/regional transit. Enhance the network of marked and signed pedestrian crosswalks at roadway intersections near commercial areas, recreation facilities, public institutions, parks, the waterfront, and recreational trails. Explore opportunities for funding to complete required trail network links as defined through the Green Mobility workshop. Consider bikeways to the Wentworth Gateway. Consider incorporating walkways and bikeways in all future gateway developments.	Bike route signs, bike racks are scheduled for implementation in 2013. Motion of Council passed June 2013. 1st phase, basic signs & website education program. "Share the Road" signage installed May 2013 along Wentworth Rd., King St., Tremaine Cres., Wiley Ave., Albert St., Water St., Gerrish St, Cole Dr., & Payzant Dr. Two new trails built in Windsor. The Tregothic Marsh Trail; and the Connector Stairs from River Street to the trail on the Avon River – a partnership with SWEB. Town website updated to include Active Transportation Plan and Bicycle NS's Blue Route website link (which provides Blue Route Map). Wide sidewalks incorporated into the Wentworth Rd design. College Rd – Capital budget discussion. $ 7,105 grant provided to Hants County C.A.N (Dial-a-Ride). All pedestrian crosswalks are signed as per regulations.

Goals	Goals Described	Actions	Windsor To-Date
Design trails for greater accessibility where possible		Smooth streets & sidewalks for greater accessibility (Apr. 2019)	Crossings & wheelchair accessibility at train tracks on Wentworth Rd. improved. Crosswalk Flags at pedestrian crossings (Tremaine @ O'Brien, Payzant @Underwood, King @O'Brien/Stannus, King @Albert) The joint (Hantsport & West Hants) Regional Active Avon Active Transportation Plan was approved by council April 27, 2015. Recent transportation study has outlined Active Transportation and trail routes that the Town will plan for. Wentworth Rd has wide sidewalks to allow a bikeway.
Increase transit options available to residents within Windsor	Windsor residents are very appreciative of the recent extension of transit services to Windsor by KTA. Further enhancements to services within the town would be welcomed especially by youth and senior's groups. In addition, service to Metro would be very valuable to the Windsor's working population.	Discuss potential enhancements to transit services within Windsor with King's Transit Discuss the potential for extension of transit services from Halifax to Windsor Encourage KTA to link its network to the Metro Transit network.	In 2010/11 fiscal year, Town provided Dial-a-Ride with a $7,105 grant towards purchase new van. In 2019/20, Town provided $10,000 grant to Dial-A-Ride In 2019/20, Town provided $1,900 grant to Senior Bus Society

Goals	Goals Described	Actions	Windsor To-Date
		Evaluate efficiency & cost and seek other resources such as Dial-a-Ride, Ride-Share, Ecology Action Centre, and Park N' Ride, as well, there may be universal software or an app available.	
Safe and Welcoming community	Statements for illicit drugs, mental health issues	Accommodate those with challenges Seek support for programs	Town wrote letter to MLA, Dept. of Justice, Dept. of Municipal Affairs for additional resources re Homes for Safety Follow CPTED (Crime Prevention Through Environmental Design)
Encourage Community Respect & Appreciation of Environment	Educate on programs (i.e. Litter Free, Solid Waste Source Separation, Communities in Bloom, etc	Provide more source separation waste bins Educate and encourage the fostering of a healthy & clean community/environment	Video Surveillance system currently in Phase 3 of deployment, currently covers all facilities and when completed will cover all entry points/exit points of downtown area, all recreational facilities, and busiest intersections/identified trouble areas
Health	Support efforts to increase accessibility for health resources	Town of Windsor to lobby Provincial sources for more local resources (more doctors, dialysis access, mental health resources, access to food (1-in-4 children go to school hungry)	
Draft/Outline a marketing plan to promote Windsor meet & ensure housing stock meets the needs of the community	Market, communicate and brand Windsor as a place to live, work and visit	Promote all the region has to offer on the website, social media, etc Research and know what affordable housing exists in the community and what is needed Be aware of the types of housing in the community	Waterfront Development District created to allow for multi-unit residential development. This is to meet the needs of the 55+ age group wanting to downsize as well as working individuals requiring accommodations near amenities and access to highway. Those homes previously owned by the 55+ downsizers then come on the market and become available to families.

CULTURAL

Goals	Goals Described	Actions	Windsor To-Date
Develop a creative community that demonstrates the importance of art and culture to a vibrant economy & community	Expressions of art and culture integrated into a community's social network – exhibitions, educational programs, performances, event venues, & public spaces - - encourage social interaction, community pride, and economic opportunity.	Continue to promote and help to support the Mermaid Theatre as a key destination for arts in Windsor. Council will support collaborative initiatives where local artisans share studio space and other resources in a manner that contributes to the Town's creative economy. Assess to enhance and grow cultural economy initiatives through the Mayor's Task Force on Arts, Culture and Heritage. Review the recommendations outlined by the Mayor's Task Force on Arts, Culture & Heritage Discuss with property owners & art community about using empty storefronts for studio/display space. (Would help bring vibrancy/vitality to the downtown. Look at partnership with groups like Paint Windsor to raise awareness of the artistic community.	Mermaid Theatre, Quick As A Wink and other events are posted on the events calendar & often the homepage of Town website. Town provides an annual partial tax exemption to Mermaid Theatre and sometimes an annual grant. Work with the Farmers' Market to promote local artisans and musicians. Promoted weekly on the Town's website's Events Calendar. Local art and culture are prominently displayed & promoted in the Town's Visitor Information Centre (Tourist Bureau) located at the Hants County War Memorial Community Centre. Arts & Culture promoted in Visitor Guidebook Interpretation signs will be added with historical or cultural information. 2020 - Ship art feature installation highlighting shipbuilding history at peninsula at Lake Pisiquid 2019/20 – Ten flag pole installations around Lake Pisiquid (Causeway Trail)

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Goals	Goals Described	Actions	Windsor To-Date
Enhance public spaces/places so they are safe, efficient, stable and visually appealing	Building a strong and resilient community includes investments in tangible (property maintenance, urban forests) and intangible (well-designed and safe public spaces) assets that contribute to a quality of life that is protected from harm, provides a sense of stability and security, is welcoming and neighbourly, and is aesthetically pleasing for residents and guests.	Continue to actively work with the RCMP and participate in the Police Advisory Board and maintain current high levels of safety and security. Council will employ information provided by the Union of Nova Scotia Municipalities (UNSM) and other professional entities to inform decisions regarding sustainable street lighting and will opt to integrate streetscape design criteria for lighting fixtures along main travel corridors. Apply Crime Prevention Through Environmental Design (CPTED) standards to development of public streets, walkways, trails, and public spaces. Install more historic info boards, streets names, area history, (some exist now) Have façade program to encourage owners to upkeep their properties Continue to camera program Deploy vehicular and pedestrian traffic metrics system using car-counter technology embedded in municipal video surveillance platform Town provides free space for Farmers Market and community gardens	RE. Police Advisory Board; on-going. Active REMO WFD has purchased an off-road rescue vehicle that can access many public walking trails & areas of our community in the event of an emergency Locations for CCTV in consultation with the RCMP have been identified in critical areas to ensure public security High resolution cameras mounted in the parking lot overlooking the skatepark, Pisiquid Canoe Staff is exploring LED partnerships with Hantsport and studying all options CPTED – study & report done on Elmcroft Park, Dec. 2010 CPTED – considered for new skatepark location on waterfront. CPTED – considered when determining waterfront fitness equipment location. Fencing for the Burgess Cres Playground approved in the 2013/14 budget & completed in 2013.

Goals	Goals Described	Actions	Windsor To-Date
			Town support given to Communities in Bloom and the Tree Canopy Project. Tree Planting held annually: Since 2013 – more than 500 trees planted. Tree Canada/CN grant to plant trees as a screen near #7 Lift Station Mini-Parks planted (2013-2015) at Gerrish Street, four locations on Water Street, one on King Street at the Windsor Fire Dept, and one at the waterfront (by connector trail) Communities in Bloom held a Dutch-Canadian Friendship Tulip Planting in Fall of 2015 and hundreds of Tulips bloomed in Spring 2016. Communities in Bloom – won two "National 5 Blooms" awards (highest award given). 2019 – CIB special recognition award for the Adopt-a-Tree Program (articles have been in multiple national publications). Car counter system developed by Hannatech of Bedford, intersection of WW and OB, test purposes only so far (2019)

Goals	Goals Described	Actions	Windsor To-Date
			Evergreen trees planted at Victoria Park for Christmas decorating
Complete Wentworth Gateway plan including provision for a bikeway	The Town has adopted a plan to improve the connection of Wentworth Road into the traditional downtown. Two of three projects identified in the current Town of Windsor Capital Investment Plan that are Gas Tax eligible projects are components of this plan: The Wentworth Roundabout and sidewalks. Completion of this plan is important to articulate what has become a key entrance to Windsor since the construction of Highway 101. It links the burgeoning highway commercial area on Wentworth as well as traditional uses on Wentworth (*i.e.* the Hants County Exhibition Grounds) to the Downtown, hopefully reinforcing both important areas of the town.	Proceed with planned elements of the Wentworth Gateway plan. Investigate possible ways to incorporate a bikeway in the Wentworth Corridor. Investigate the option of painting a shoulder-line along Wentworth Rd to add a safe cycling zone.	Wentworth Road roundabout is complete. Wentworth Road upgrades and wider sidewalks on both sides of the street are complete, including a new crosswalk crossing from the adult high-school to Empire Lane "Share the Road" signs and promotion of this took place in 2013. Once Blue Route is established, there should be "Blue Route" signage
Develop & enhance the remaining four gateway areas entering the town emphasizing Active Transportation connections	The improvement of entry areas is important to the image of Windsor and supportive to the Downtown. Incorporation of walkways and bikeways in these corridors also adds valuable components to Windsor's Active Transportation network.	Develop gateway corridors incorporating appropriate signage, walkways, and bikeways for: • Exit 6 into Downtown • Water Street at Avon River Bridge • Highway 14* • King Street (From Garland's Crossing) • Build a sidewalk from Garlands Crossing connecting into King Street sidewalk	Gateway areas will be considered under any Urban Forestry Plan 2013 – Present: trees & flowers continue to be planted in town & in gateway areas through the Tree Canopy Project and Communities in Bloom.

Goals	Goals Described	Actions	Windsor To-Date
		Sign clean –up program Eliminate old un-needed signs, arrange remaining signs in an orderly fashion, replace weathered signs with new. Beginning at the entry point but should be done throughout.	
Assert the position of Windsor as the Birthplace of Hockey	The association of Long Pond in Windsor with the earliest known reference to a hockey-style game on ice is one of the town's greatest assets. Windsor needs to reinforce this fact by all means possible, including the development of our hockey heritage.	Continue to promote the connection of Windsor to hockey through signage and as an element of town promotional materials (*i.e.* website, letterhead, recreation directory). Ensure the Town website is prominent in promoting the town as the *Birthplace of Hockey* Work with local teams and hockey associations to emphasize the same connection Investigate the potential for events that will promote the historic beginnings of hockey in the town, particularly the prospect of an annual re-creation of the game observed by Haliburton on Long Pond. Integrate lower or non-carbon intensive water and space heating systems, and/or cooling systems into any construction.	2010 - New highway sign promoting the *Birthplace of Hockey* completed New letterhead designed to promote being the *Birthplace of Hockey* Website has been designed and promotes the *Birthplace of Hockey* Local Minor Hockey Association (West Hants Minor Hockey Association) holds an annual hockey tournament called the *"Birthplace of Hockey Tournament"* 2012 – Present – Annual Long Pond Heritage Classic is held at Long Pond on the Dill Farm www.longpondclassic.com West Hants Sportsplex being built/ opening in 2020/2021
Continue improvement of the waterfront with emphasis on its integration with the Downtown	The Lake Piziquid waterfront has become an attractive recreational area; however, it is not readily visible or particularly accessible from areas of the Downtown that it abuts. Few buildings "overlooking" the waterfront actually do so and many potential users are not accommodated on Lake Piziquid or its shores.	Review and work toward the recommendations of the 2005 EDM report on the waterfront. Work with the Chamber of Commerce to add kiosks and paddling boat rentals, water trikes, and other watercraft to facilitate broader use of Lake Piziquid.	Council has formed a Waterfront Development Committee in 2014 2005 EDM report incorporated into Waterfront Development Plan

Goals	Goals Described	Actions	Windsor To-Date
		Add picnic tables & park benches on & within the green spaces and trails along the lake. Encourage open views of Lake Piziquid. Maintain MPS policy requiring that all new buildings constructed on the north side of Water Street incorporate doors, windows, and decks facing Lake Piziquid. Ensure strong, well-signed pedestrian routes are maintained from King, Gerrish, and Stannus Streets to Lake Piziquid. Consider creation of a downtown mobile-shop commercial area, where various vendors could come either with vehicles or to rent stalls and offer goods and services, especially in the summertime.	New waterfront development plans approved by Council and incorporated in MPS; awaiting Minister's approval Establishment of revitalized Chamber of Commerce including branding of the region "Avon – the Land of Plenty" July 2013 - Lease negotiated with Pisiquid Canoe Club that includes recreational canoe rentals on waterfront for the public WBES discussing kiosks on the waterfront and that there are provisions in the Town's planning documents Junior Leadership Program painted the picnic tables along the waterfront 2012 - Waterfront Skatepark completed Council will be reviewing MPS policies to refine & clarify waterfront development vision Traffic improvements were made at Gerrish and Water Streets to improve pedestrian safety and traffic flow. July 13, 2016 - The Town of Windsor bought at tax sale the old Windsor Wear building located on Water Street

Goals	Goals Described	Actions	Windsor To-Date
			Connector walkway was built in 2018 from Water Street to the Waterfront. Public bathrooms at the Coach house have been completed
Reinforce Windsor's position as a town of festivals and events	Windsor already offers many festivals and special events. One source consulted lists 16 annual events including Summer Fest, the Hants County Exhibition, and the Pumpkin Festival. These events can be augmented where beneficial, particularly in relation to the promotion of Windsor's hockey heritage, but it is arguably more important to promote events as a whole as part of the culture of Windsor and its long history.	Continue to post a calendar of events on the Town website. Promote Hants County Exhibition as the oldest Agricultural Fair in North America. Promote Windsor as a community of regular events and exciting activities. Support community initiatives to consider a variety of options for development of new festivals or events consistent with the Town's brand development. Review festivals so as to find ways to revitalize existing festivals and to add new ones (Jazz, Gay Pride, etc) Weekly programing on the Waterfront, entertainment, workshop, fitness, painting, etc. Create rich multimedia presentations of special events and festivals in Windsor and area and place them on the new portal website as a means of highlighting and promoting these events; have specific campaigns to highlight these multimedia components of the site at appropriate times of the year	Events continue to be posted on the Town's website – on-going Tourism Department promotes events in brochures and pamphlets annually, as well as on the Town website and at the Visitor Information Centre (VIC). 1st annual *Hockey Week* in February 2012 and is on-going (2013 was canceled due to storm). Plans underway for 2014 Developing & promoting Event Sport Tourism – 5km Run, Kids of Steel Triathlon (KOS) and Ball Hockey Tournament Dept of Community Development, Tourism & Recreation continues to work with different event organizers. Promotion of brand Avon – the Land of Plenty Organizing Comm Meeting about Economic impact of events, movies, etc.

Goals	Goals Described	Actions	Windsor To-Date
			Films/Movies continue to be filmed locally on occasion. Unsure of economic benefits but it does give Windsor publicity.
Embrace Historical Assets	Encourage, promote, recognize and continue to support the Town's historical assets by supporting functions/activities as time/resources permit.	A Town representative continue to participate/attend King's-Edgehill School events/functions. Embrace and promote indigenous talent and history as well as the Jewish Legion. Continue supporting the Town Crier	Heritage Property By-law and related materials being updated; including up until Jan. 2020
Establish Windsor as a destination		Market Windsor's unique attractions and advantages; quality of life and opportunities.	

ECONOMIC

Goals	Goals Described	Actions	Windsor To-Date
Evaluate the potential development of Green industries and/or industrial park	Windsor's position between the Valley and Halifax, and its proximity to post-secondary institutions in both areas could make it a perfect location for development of Green industry.	Assess the potential for growth in the Green industry sector, including future tidal power project potential. Determine the sustainability of remaining lands in existing industrial/business parks relative to new lands (*i.e.* former Irving Tank Farm). Pending the outcome(s) of actions 45 and 46, promote and, if necessary, develop guidelines and incentives for this sector. Look into if lots can be subdivided (as there is a lot of unused space) Consider development of a tech entrepreneurship space similar to the Volta Effect entrepreneurship center in Halifax – offer a collaborative professional incubation space specifically targeting green technology innovation	Town has leased land to SWEB for three turbines on watershed lands 2012 - Asset inventory completed by the RDA On-going discussion with the future Regional Enterprise Network (REN) and Hantsport for incubation malls and industrial / business parks 2015 - Report on tech entrepreneurship center developed and forwarded to CAO
Adopt sustainable municipal procurement practices	Sustainable procurement is a key element in operationalizing municipal sustainability goals. It involves implementation of a "triple bottom line" approach adding consideration of social and environmental consequences of goods and services to the traditional price and quality criteria applied in purchasing decisions.	Review sustainable procurement models. Assuming identification of a suitable model, develop and adopt sustainable procurement guidelines.	New Procurement Policy has been developed and approved by Council in 2014 which ~~will~~ also include local buying component
Establish community wireless network	Windsor has assisted the Town of Hantsport to become Nova Scotia's first wireless community.	Work toward establishing a community wireless network.	The Town (in partnership with the WBES) has established the MESH network providing areas of downtown

Goals	Goals Described	Actions	Windsor To-Date
	A similar wi-fi network in Windsor will assist business operations throughout the town.		Windsor with free wireless internet and is expanding the network for greater coverage.
Reinforce the position of Windsor as the core of the Hants West economy	Preservation and augmentation of the existing Downtown and Gateway Corridors while making the most cost-effective use of existing infrastructure while preserving vital heritage resources.	Renew infrastructure required to support the Downtown as required. Integrate the waterfront with the Downtown. Emphasize the connection of "Gateway Areas" to the downtown as they are developed through signage and Active Transportation connections beginning with Wentworth Road.	On-going MPS changes to enhance the waterfront and downtown core
Encourage regional cooperation among businesses and local governments	Collaborating with business organizations and neighbouring municipalities to share resources in order to support and market local and regional business offerings provides all municipalities with potential cost savings and strengthened efforts to attract customers (from the local area as well as from away) to businesses in Windsor, Hants RDA as well as Provincial and Federal agencies are already engaged in these activities but the Town can contribute, most notably by reinforcing its role as a regional marketplace. This is particularly true with respect to the marketing of local agricultural products.	Partner with regional and local business groups, other municipal units (*i.e.* Municipality of the District of West Hants, Hantsport), the Regional Enterprise Network (REN), and Chamber of Commerce to identify and pursue economic development opportunities based on making use of local natural, labour, and technical resources. Work with local farmers (*i.e.* in Hants West and the Annapolis Valley as well as Windsor) to develop means to improve marketing of their products in Windsor. Develop and deliver a campaign to buy local and promote needed support services. Investigate a buy-local campaign (and see what other communities are doing). Continue to promote the Avon Region	On-going. WBES, establishment of revitalized Chamber of Commerce, as well as the Downtown Business Merchants. Chamber of Commerce completed a "branding" exercise that had wide support Worked with the RDA to position the community with the new Ship Contract MPS Amendments in Feb. 2012 relate long-term sustainability & improved governance and service structures WFD shares equipment and fire trucks with the Town to service Town and County both for many years. WFD continues to plan for the continuance of sharing resources. Support the local Farmers' Market

Goals	Goals Described	Actions	Windsor To-Date
			Support the WBES, Chamber of Commerce & Downtown Business Merchants in "buy local" efforts New regulations are coming which will require everybody to be competitive & challenge the "shop local" concept. February 2015 – Avon Region Citizens Coalition and the Town of Windsor made joint application to the NS Utility & Review Board for amalgamation of Windsor & West Hants April 2020 – Consolidation (amalgamation) of the Town of Windsor and the Municipality of the District of West Hants
Preserve active farmland in Windsor	A significant amount of the farmland in Windsor is dykeland, which is extremely valuable for agricultural use. There are a number of active farms. Farmland in Windsor contributes significantly to the character, appearance, and prosperity of the community.	Maintain existing MPS policy protecting active agricultural lands in Windsor consistent with the Statement of Provincial Interest concerning Agricultural Land.	
Establish Windsor as a destination	Create a focused marketing and promotion program emphasizing the unique history and environment of the town so as to encourage the perception of Windsor as a place to travel to and stop to view sites and participate in special events.	Develop a focused marketing program to promote key economic assets. Promote Windsor to and within HRM as a great place to live & work.	Branded "Avon – the Land of Plenty" Waterfront Development District created to allow for development of multi-unit apartments with easy access to the highway and located near walking trails, downtown, restaurants, etc. WBES is working on branding

TOWN OF WINDSOR INTEGRATED COMMUNITY SUSTAINABILITY PLAN (ICSP)
Sustainable Development Goals & Actions
Follow-up and Tracking Table *(Approved Windsor Town Council Meeting January 28, 2020 & forwarded to the Province of NS)*

Goals	Goals Described	Actions	Windsor To-Date
Support tourism operators to increase tourism ensuring a quality experience for all guests and the development of sustainable practices	Windsor and its regional municipal neighbours share similar goals to increase local tourism. Collaborating with neighbouring municipalities to promote regional tourism benefits all communities by conserving resources, offering potential cost-savings, and increasing marketing impact. Making operations as sustainable as possible bolsters the appeal to an increasing number of guests, and strengthens the resilience of the business/service, which in turn benefits other commercial services within Windsor.	The Town of Windsor should continue to work with West Hants, Valley REN, TIANS, the Province of Nova Scotia, and others to ensure tourism initiatives are coordinated in the most cost-effective manner, resulting in promotional literature / messages being disseminated efficiently through transparent and collaborative efforts amongst tourism operators, regional tourism bodies, and the province. Develop policy and participate in research which enables and encourages collaborative sustainable tourism marketing efforts. Convene relevant tourism stakeholders to develop a strategy in support of expansion/enhancement of Windsor's winter destination tourism – leveraging Martock Ski Area and other opportunities. Encourage tourism through highlighting local tourism opportunities through rich multimedia presentations targeted at potential visitors Town, West Hants and East Hants developing a Rising Tides promotional video and image campaign	The Town's looking at alternative valley partners Promotions in the Doer's and Dreamers Guide – Event Ad Targeting cruise ship / other tours – on going Avon Winery Tours Support with Ski Martock as they host many events that draw people to the Avon Region (i.e. Mud Hero, On-Tree, Biathlon, Skiing/Snowboarding Competitions, Snowshoe Stomp, etc) Commercial Development District created to encourage commercial development and provide a partial rebate on taxes paid by the owner during the phasing-in period
Promote the town with & through different tools/vehicles	Utilize the Valley Regional Enterprise Network (Valley REN), the Windsor Business Enhancement Society (WBES), perhaps promotional videos, etc.		
Branding and a Marketing Strategy	Branding and marketing initiatives are still very relevant. Having Downtown Windsor is a key strength for the new Region.		

Goals	Goals Described	Actions	Windsor To-Date
	A Communication person will be critical to the new Region.	Hire a communications person	
Need/Help to improve merchant shops, consumer services, and availability in town	To ensure there is an environment conducive to an array of services that meet the needs of consumers.	Consider the following… - Better signage - Celebrate the successes and use that for the messaging - Celebrate Windsor Agricultural Society and the events they undertake - Consider Hockey Hall of Fame - Continue to rejuvenate the waterfront	
Find and Retain trained/skilled workers in our Area	Continue to support the Valley Regional Enterprise Network (REN) and NS Worx	To ensure infrastructure and environment supports the 'Goal' and 'Goal Described'	
Expand relationships with neighboring communities and be welcoming	Network, Collaborate, build relationships	Regularly review the REN initiative outcomes re. finding & retaining trained/skilled workers. Encourage participation in industry, government, organizations, and municipal groups.	

ENVIRONMENTAL

Goals	Goals Described	Actions	Windsor To-Date
Complete development of the second wastewater lagoons	The second wastewater lagoon, which is designed and funded for construction in 2010, is essential to upgrading water quality in the lower reaches of the Avon and St. Croix Rivers.	Proceed with construction of the second wastewater lagoon in accordance with established plans.	Windsor Wastewater Treatment Facility Plant completed on-time & on-budget and turned over to the Town Summer 2016. Plans underway for a public Open House mid-August 2016.
Continue the development and implementation of the Source Water Protection Plan for Mill Lakes	A protection strategy for the Mill Lakes Watershed has been prepared but needs to be implemented in the interest of the health of water supply users and compliance with the Statement of Provincial Interest for Drinking Water Supplies	Review the Source Water Protection Plan. Update, revise, or replace as necessary to provide a basis for appropriate land use restrictions in the watershed. Work with the Municipality of West Hants and landowners through the Mill Lakes Watershed Committee to implement necessary measures.	Regulations were approved by Council 2013, Source Water Protection Plan approved 2015. Best Management Practices were revised and amended Jan. 2020 Dam Safety Review completed 2019 (on-going)
Partake in climate change adaptation case studies and pilot programs to assess and mitigate vulnerability as opportunities to do so arise	Windsor has joined the Atlantic Regional Adaptation Collaborative & will work with partners to assess the potential impacts from climate change in New Minas Basin & elsewhere in Atlantic Canada. Through this initiative & active pursuit of potential partnerships & funding opportunities, the Town can attract senior government funding & expertise to protect its infrastructure & valuable waterfront resources in advance of future broadly based funding programs. Environmental emergencies (*i.e.* toxic spill, forest fire, groundwater contamination, storm surge damage, sea level rise, coastal erosion) require anticipatory planning, public education & collaboration. While working to avoid or mitigate disasters is essential, it's prudent that Windsor, like all communities, simultaneously prepare for	Contribute as planned to work on the Atlantic Regional Adaptation Collaborative. Participate in research and/or land use planning pilots, case studies and/or training, where deemed appropriate to assess and mitigate vulnerability to flood and erosion risk along the coast due to storm surge and sea level rise changes. Identify vulnerable infrastructure and amenities along the shoreline and consider climate change adaptation best practices into the Town's Municipal Planning Strategy and Land Use By-Law.	2012 - The Atlantic Regional Adaptation Collaborative work completed, and report filed Active participation in the Atlantic Climate Adaptation Solutions (ACAS) project 2014 - Municipal Climate Change Adaptation Plan (MCCAP) completed and submitted to the Province of NS

Goals	Goals Described	Actions	Windsor To-Date
	unexpected & anticipated environmental events.		
Increase street trees in developing and developed areas	Historically, Windsor was well treed with elms that were largely lost to Dutch Elm Disease in the 1960s. Many participants in the consultation process urged the restoration of trees in the urban environment. Street trees have many benefits to a community. They provide shade in the summer and weather protection throughout the year. They can also enhance appearance and character, while providing habitat for many species that enhance ecological balance.	Continue and enhance Town beautification efforts by creating / enhancing a landscape feature at all Town entrances and highway exits leading into Town. Continue to apply for and participate in the Communities in Bloom (CIB) program. CIB provides an opportunity to showcase Windsor's natural beauty along with its historic charm. Establish landscape design guidelines for public spaces that feature native plants, and when possible, represent the Town's heritage. Establish development guidelines within Town bylaw for the protection of existing trees & requirements for street line tree planting. Participate in a street tree planting program.	Town support given to Communities in Bloom and the Tree Canopy Project. Tree Planting held annually: Since 2013 – more than 500 trees planted. Tree Canada/CN grant to plant trees as a screen near #7 Lift Station Mini-Parks planted (2013-2015) at Gerrish Street, four locations on Water Street, one on King Street at the Windsor Fire Dept, and one at the waterfront (by connector trail) Communities in Bloom held a Dutch-Canadian Friendship Tulip Planting in Fall of 2015 and hundreds of Tulips bloomed in Spring 2016. Communities in Bloom – won two "National 5 Blooms" awards (highest award given). Communities in Bloom held a Dutch-Canadian Friendship Tulip Planting in Fall of 2015 and hundreds of Tulips bloomed in Spring 2016 Walking trails/Shell Park developed as a result of some trees being removed

Goals	Goals Described	Actions	Windsor To-Date
Support the concept of community gardens	With its unusual combination of fertile agricultural land and high percentage of rental and apartment accommodations, Windsor is particularly likely to benefit from the creation of a community garden in which residents or groups can rent a plot at a modest fee to grow their own food and flowers. Such plots are the ultimate expression of local consumption with benefits in terms of social interaction, community health, & reduced cost of production.	Assist in identifying an appropriate location for a community garden.	Community Garden started at New Boundaries in 2012 & has happened annually until present (2016) Happy Community Project group started community garden project at Library and Community Centre
Explore opportunities to maintain and improve upon existing municipal buildings using sustainable building design.	Many of the structures owned by the Town of Windsor are in need of repair and/or have elements that require replacement. Opportunities to make improvements using latest knowledge and best practices for more sustainable building systems, including the use of local or non-toxic materials and the integration of renewable energy sources, should be considered. The Town may also find increased opportunities for grants and funding from external sources to support the development of these types of projects.	Complete the planned survey of Town assets to determine future capital and operating needs. Explore opportunities in current grant programs to receive funding to replace/retrofit buildings. Undertake needed roof repairs on civic buildings. Integrate lower or non-carbon intensive water and space heating systems, and/or cooling systems into municipal buildings as opportunities to do so present themselves.	2010 & 2011 - Majority was done by Engineering Technician. Info stored in either the GIS Arc View and/or Excel spreadsheets. 2010 & 2011 - Windsor Exhibition Arena had work done through the Ice Rink Energy Project. Work consisted of the new e-ceiling and energy-efficient lighting. Capital investment in the Pisiquid Canoe Club in 2015/2016 capital budget which included a new roof on the Town-owned building HVAC in Town Office (2nd Floor) at 100 King St. 2011 - Town undertook an Energy Audit of its buildings & vehicular assets 2014 - Salt Dome – New wood dome storage system on existing foundation

Goals	Goals Described	Actions	Windsor To-Date
			Public Works Sheds 2016 – Maintenance & upgrades done to both buildings, including lunchroom, washroom (with new plumbing and electrical done in lunchroom & washroom), new doors, heat-pump installation, and major overhaul on boiler for better efficiency. Overhead doors also done LED & Fluorescent lighting assessment to switch existing lights to LED was conducted in 2013 on the Public Works Shed and Storage Bldg.
Explore opportunities to improve energy efficiency and energy conservation	Some municipal units are considering participation in a collaborative effort to pursue an energy strategy and/or become a member of the Federation of Canadian Municipalities program Partners for Climate Protection (PCP). Doing so would result in an action plan to achieve cost savings and protect environmental resources by improving energy efficiency and conservation. As well, all municipal units participating in the PCP framework could implement an Education and Awareness campaign about energy efficiency and conservation. Participation in PCP will advance efforts to minimize corporate and community emissions of greenhouse gases. Doing so will result in cost savings and improved energy security, while simultaneously benefiting the environment.	Participate in a collaborative effort to join the Partners for Climate Protection Program. Undertake a cost-benefit analysis of waste transportation options.	Streetlights are being converted to LED (on-going as bulbs burn out, they are being replaced with LED)

Goals	Goals Described	Actions	Windsor To-Date
Protect the Town's investment in its streets, roads and sidewalks assets	Streets and roads in good repair encourage commerce and industry growth. It reduces liability issues, makes the town attractive and has economic benefits	Prioritize streets and roads for repair, upgrading or maintenance on an annual basis as identified in the capital budget.	On-going
Encourage human-powered forms of travel such as walking and cycling	Active transportation is efficient and affordable. Sidewalks in good repair will provide many societal benefits resulting in better health if people can use them without fear of tripping, or having uneven rides in a wheelchair	Prioritize sidewalks for repair, upgrading or maintenance on an annual basis as identified in the capital budget.	On-going The joint (Hantsport & West Hants) Active Avon Regional Transportation Plan was approved by council April 27, 2015. Since then, two new trails have been built in Windsor. The Tregothic Marsh Trail; and the Connector Stairs from River Street to the trail on the Avon River – a partnership with SWEB and Dept of Energy. 2018 Built the connector from Water Street to the waterfront (in-between Avonian Place and Windsor Mall). Funding partners WBES, Dept. of Energy, Tree Canada, and Town of Windsor. 2019/2020 Causeway Trail Projects – lights installed around the Causeway Trail. Accessible picnic areas around the Causeway Trail. Accessible ramp from Water Street (by bridge leading to Falmouth down to the waterfront Causeway Trail.

Goals	Goals Described	Actions	Windsor To-Date
			Accessible washrooms constructed on both Windsor & Falmouth sides of the causeway. New trail and art feature and accessible picnic area on Lake Pisiquid peninsula.
Protect environment by providing for sewage disposal systems, storm water drainage and reduction of groundwater contamination	Developing and maintaining wastewater systems including sanitary sewer systems and separate storm water systems, including storm water and flood damage control systems	Prioritize wastewater system upgrade or maintenance systems on an annual basis as identified in the capital budget.	Summer 2016 – Windsor's Wastewater Treatment Facility completed
Protect the natural & ecological assets of the Town			Partner with Saltmarsh Research Project (and WEBcam at Saltmarsh)

ADDENDUM

2.0 ENVIRONMENTAL FOCUS GROUP

2.1 ASSETS/FEATURES

Geographical

- Most days of sunlight; least days of rain (Valley)
- Micro-climate
- Tides
- Riverfront, lakefront, dykes
- Urban/Rural mix
    - Flood plains – Agricultural land (Wentworth Rd; College Rd; and at Payzant) absorbs the water in the event of flooding

Municipal Services

- New sewage treatment plant
- Water treatment plant (treated water)
- Active Avon and trails
- Freshwater irrigation resource

Valued Land / Land with Potential

- Fort Edward
- King's-Edgehill School (KES)
- College Road land
- NS Housing Property
- Railway corridor

Disaster Mitigation

- Flood prevention - Agricultural land (Wentworth Rd; College Rd; and at Payzant) absorbs the water in the event of flooding. Also, dykes, aboiteaus, and flood plains.
- Flood plains - Agricultural land (Wentworth Rd; College Rd; and at Payzant) absorbs the water in the event of flooding

Built Environment

- Highway entrances and Route 14
- Wind turbine
- Fresh water – Hwy 101 (Lake Pisiquid)
- Only town right on Hwy 101
- Full wastewater treatment compliant
- Three aboiteaus

2.2 CHALLENGES/NEEDS

- To be more than a bedroom community
- High population commutes for work
- No transit
- Railway
    - Private owner
    - Infrastructure

Climate Change (Addressed in Windsor's *Municipal Climate Change Adaptation Plan (MCCAP)*

- Possibly less snow = drought
- Possibly increase tinder fires
- Heavier rains = flooding
- Possibly increased winds

Municipal Services

- Aging underground infrastructure
- Demand of municipal services
- Extended Producer Responsibility (EPR) for solid waste

Built Environment

- Causeway and Highway twinning (impact positive & negative)
- New regulatory standards
- Fish passage – water levels
- Fresh water versus saltwater
- 177 sq. miles = watershed

Active Transportation

- Private lands – impacts
    - Continuous trail
- Education
- Mind-set
- Increased financial demand on services & resources
- Dog park

WEST HANTS REGIONAL MUNICIPALITY
INFORMATION REPORT

To: Mayor Zebian and Members of Council

Submitted by: _____
Mark Phillips, Chief Administrative Officer

Date: October 13, 2020

Subject: Private Well / Septic Municipal Financing Program - Update

LEGISLATIVE AUTHORITY

- Municipal Government Act,
  As per the MGA, S. 81(a), The council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for the financing and installation of certain equipment.
- Section 65

DECISION REQUEST

… Staff request direction from Council regarding further exploration of a potential municipal financing program to assist residents with the financial costs associated with private wells and septic systems within the West Hants Regional Municipality.

Staff do not recommend further investigation into this matter.

BACKGROUND

At the September 8, 2020 Committee of the Whole Meeting (COTW) Councillor Sherman submitted a "Request for Decision Form" regarding a potential municipal funding program that the municipality might create through the provision of a by-law to support residents with the costs associated with the installation of septic systems as permitted by the Municipal Government Act (MGA). The program would be a loan program providing residents with the option to borrow funds from the Municipality vs a traditional bank or other lending institutions. The program is not a grant program.

"Residents have asked if the Septic Systems Loan Program that was announced by the Province of NS in Oct. 2019 is one the Regional Municipality supports https://novascotia.ca/news/release/?id=20191016001 .

The Province of NS passed legislation to amend the Municipal Government Act (MGA) to allow all municipalities to offer loans to homeowners in their area who need to install or replace their septic systems. Residents will be able to repay their loan through their property taxes." - September 8, 2020 RFD Form

In October of 2019 the following quick facts were noted as benefits associated with providing municipalities with the authority to introduce a program for its residents.

Quick Facts:

- the changes will make it easier for owners to comply with municipal bylaws and provincial environmental laws
- under current legislation, municipalities can help with energy efficiency upgrades and water system upgrades
- the Municipal Government Act is reviewed every year by the Department of Municipal Affairs and Housing and amendments are based on feedback from municipalities

At the September 2020 COTW meeting, the support for residents who require private well systems for their properties was added to the discussion and resulted in the following direction to staff;

MOVED by Councillors Sherman and Morton that Committee of the Whole recommends that Council direct staff to explore options of sewer and water loan programs.

DISCUSSION

Staff have begun an initial scan across the province for existing or similar programs.

The following response has been received from HRM and provides some administrative insight into an existing similar program:

- "Do you have a by-law in place?" – WHRM
    - *HRM's by-law for this program is By-Law C-1000. This by-law is currently being amended to expand beyond wells to include things like cisterns and septic financing.*
- Impacts on tax sale proceedings
    - *These charges are not eligible to be deferred. If they're unpaid they are treated as all other liens and the tax sale process begins.*
- Administrative or financing costs
    - *HRM charges prime +2%. This is consistent with our other local improvement charge rates.*
    - *Banks continue to offer loans at lower interest rates than the City can offer. Municipalities are not lending institutions by trade, and are not organized to administer loans in a cost effective manner. To remain cost neutral, the City must add an administration fee on top of the interest rates, preventing the City from being competitive with the banks. Those*

who are unable to get loans or lines of credit using traditional sources are likely higher risk to the municipality and have a greater chance of defaulting on payments.

- Borrowing Time frames
    - *10 years is the only option we offer, although there is no penalty if the customer pays the amount out early.*
- Debt ratios
    - *No qualification or credit check is required. Customers must be current with their taxes. If the property has a mortgage we require lender consent.*

In addition to HRM it's been confirmed that Barrington also has a By-law #37 for just well financing.

In addition to the recent discussions by the Regional Council the former West Hants Council explored a Well Funding Program for its residents in January 2018 and did not pass a by-law to support the initiative. Rationale for the lack of support by WH Council has not been fully explored and reflected in this report. Please refer to the attached report of January 2018 for further reference.

At the current time I encourage Council to reflect on the need for such a program. Are the citizens of WHRM asking for a program that will assist them in addressing an existing challenge in their community. I would further encourage Council to separate "property environmental compliance" related matters from "funding" matters in relation to wells and septic systems.

For many rural residents the installation or replacement of wells and septic systems is a requirement due to the lack of municipal infrastructure. Private systems must be installed.

Regarding funding, residents would merely have an alternative loan program and not a grant system. All financial support to the resident is 100% recoverable by the municipality plus an assumed admin fee as well as additional late payments charges if necessary. The key question to Council is, " Should the municipality create a program that essentially designates them as a "lender" or "loan administrator" to its residents?

Providing support to residents in this matter is certainly a positive outreach mechanism and utilizing existing authority granted to the municipality through recent change to the MGA. Having the cost of a well or septic systems incorporated into one's tax bill is convenient and creates certainty to the municipality that the loan will be returned.

Potential decision-making principles applied when considering such a program:

Risk vs Reward

Need vs Resource Support Requirements and Existing Lending Options

At the current time staff do not recommend further investigation into such programs. As noted in the HRM response, when strictly looking at the financial aspects the potential cost of lending could be equal to or greater than the cost of a financial institution. Without a deep exploration into potential application processes for residents and methods of determining eligibility, the municipality must be conscience of the added administration demands on staff if such a program is introduced as well as what

financial risks are introduced should residents be delinquent with their payments. Is the program needed and do residents have ample alternatives for the installation or repairs to well and septic systems? At the current time staff feel the answer is, "yes".

FINANCIAL IMPLICATIONS

The minimum following factors would have to be considered:

1. What level of cash flow / funding would have to be in place by the municipality initially to prepare for the initial or upfront applications?
2. Will the loan program impact the cash flow of the Region or debt to service ratio?
3. Can funding be borrowed to reduce the burden on the Region?
4. What is the admin fee acceptable should this program be pursued?

ALTERNATIVES

1. That Council provide continued direction to staff to further explore a program and to create a draft By-law for Council's review.
2. That Council direct staff to stop further exploration into a program.

ATTACHMENTS

1. Request for Decision Form – Municipal Septic System Funding Program, September 8, 2020
2. The District of the Municipality of West Hants, January 2018 "

Report Prepared by: _____
Mark Phillips, Chief Administrative Officer

Report Prepared by: _____
Carlee Rochon, Director of Finance

REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
DECISION REQUEST FORM

Name:	Septic Systems Loan Program		
Date:	Sept. 3, 2020	**Date Submitted to CAO:**	Sept. 3, 2020

Requested by : Councillor Ed Sherman

Detail	Synopsis
Decision Requested:	Residents have asked if the Septic Systems Loan Program that was announced by the Province of NS in Oct. 2019 is one the Regional Municipality supports https://novascotia.ca/news/release/?id=20191016001 . The Province of NS passed legislation to amend the Municipal Government Act (MGA) to allow all municipalities to offer loans to homeowners in their area who need to install or replace their septic systems. Residents will be able to repay their loan through their property taxes.

Background: What? Who? How? When?	Property☐	Public Opinion☐	Environment☐	Social☐	Economic☐

Strategic Implication: with Dashboard	Current ☐	Short Term ☐	Long Term ☐

Budget:	Yes ☐ No ☐	Policy: MGA section	Yes ☐ No ☐

Desired Outcome:	

Recommendation:	Report/Document: Attached ☐ Available ☐ Nil ☐

Request for Decision – CAO Initial Review

Detail	The municipality does not have a program currently as described. The MGA was amended to allow municipalities to do so but it is not required. There are challenges as well as benefits when considering such programs. This would essentially be a loan program and not a grant. There's rarely provincial funding to offset any cashflow or debt servicing impacts on the municipal unit. This would be a primary consideration if a program were to be explored. Consideration needs to further explore the true need for such a program. What is the main benefit to a citizen to lend from the municipality and not their financial institution? Is this program warranted?
Department: select all that apply	Governance/Legislative☐ Protective Services ☐ Administration ☐ Planning☐ Engineering Public Works☐ Parks and Recreation☐ Finance☐ Economic Development ☐
Decision Requested:	Operational Matter☐ Decision of Council Required☐ Policy Change☐ Other☐
Background:	As noted above
Budget:	Unknown currently. The minimum following factors would have to be considered:

	1. What level of cash flow / funding would have to be in place initially to prepare for the initial or upfront applications? 2. Will the loan program impact the cash flow of the Region or debt to service ratio? 3. Can funding be borrowed to reduce the burden on the Region? 4. What is the admin fee acceptable should this program be pursued?
Staff Workload:	Consideration must be given to the current workload of staff and what possible job task increases the introduction of such a program would create for our finance department. It may be advantageous to consider a third party to administer the program as have been done with other similar PACE (Property Assessed Clean Energy) Programs through municipalities. The admin fee that is assumed to be charged is built into the program cost for the property. With a third party it is utilized to pay for their services. Staff / Third party workload would be dependent on the number of applicants using the program.
Policy:	As per the MGA, S. 81(a), The council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for the financing and installation of certain equipment.
Response Options:	1. Review similar programs that other municipalities have created and comment back to COTW on effectiveness and respond to other point made under the CAO section of this report. 2. Direct staff to create a Septic Systems Loan Program. 3. Decline the request for decision.
Preferred Strategy:	1. Review similar programs that other municipalities have created and comment back to COTW on effectiveness and respond to other point made under the CAO section of this report.

CAO Comments	The true need for such a program should be explored. Does the municipality want to become a lender to it's residents? If Council wishes to pursue the possibility of the program, having a third party engaged in the program's creation, application process and inspection process would be encouraged at this time to avoid an increase on staff and operations. Further, an admin fee should be considered as a core component of the program.

Reviewed and Signed by Mark Phillips, CAO :

MUNICIPALITY OF THE DISTRICT OF WEST HANTS
INFORMATION REPORT

To: Members of West Hants Council

Submitted by: _____
Martin Laycock, Chief Administrative Officer

Date: January 22, 2018

Subject: Bill 62 – Financial Assistance for the supply, use, storage or conservation of water

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Origin:

Direction was given to the Chief Administrative Officer (CAO) on October 9, 2018 to provide information to Council regarding Bill 62.

Legislative Authority:

Municipal Government Act, Section 65 (acb)

Background:

On November 10, 2016, Bill 62 of the Provincial 62nd Assembly received Royal Assent. The purpose of Bill 62 was to amend the M*unicipal Government Act* to permit municipalities in Nova Scotia to expend funds "providing for, financing and installing equipment, including containers, on private property for the purposes of the supply, use, storage or conservation of water". Bill 62 also enabled municipalities to "make by-laws imposing, fixing and providing methods of enforcing payment of charges for the financing and installation" of this equipment on private property with the consent of the property owner.

Bill 62 was in response to months of unusually low rainfall in 2016 which resulted in many on-site water supply systems running dry. This lack of rainfall impacted some residents of West Hants, but it was felt the hardest in the southwest part of the Province, where it is reported

that approximately 2,000 wells went dry. Drilling a new well can cost more than $10,000 which is a significant financial barrier for many property owners who require a quick solution to a serious problem. Bill 62 was intended to remove the immediate financial barrier by allowing municipalities to create programs that would pay the costs of repairing or replacing on-site water supply systems upfront. These costs would then be billed back by the municipality to the property owner and repaid over a specific period of time with interest.

Discussion:

The intent of Bill 62 was to provide funding to immediately address inadequate on-site water supply for principle residences. By acting as a lender, West Hants could remove any immediate financial barrier so that homeowners can quickly restore a running water supply to their homes, which is a basic necessity for drinking, cooking, washing and bathing. To achieve this a by-law would need to be developed outlining all of the requirements and eligibility for residents.

In the development of a by-law a number of factors would need to be considered. Below are factors in Halifax Regional Municipality's (HRM) by-law that make properties both eligible and ineligible for the program.

Eligible:

1. Property owner in good standing on their property taxes
2. The water supply is for residential purposes
3. Proof that the work is required
4. Written quotes for the work from a certified vendor
5. Property owner must submit an application
6. An agreement between the property owner and HRM is signed
7. The equipment installed meets minimum pressure, flow and recharge requirements

In-Eligible:

1. New home construction - The purchaser should ensure all systems related to a new home are in good working order before taking possession of the property from the builder or contractor who is responsible for ensuring the on-site water supply is adequate for the number of occupants the residence is intended for.
2. Recreational properties (i.e. cottages, cabins, vacant land with a water hook-up, etc): Recreational properties are not principle residences (*HRM's by-law relates to principle residences only*).
3. Any dwelling unit which is not occupied by the owner on a full-time basis or which was occupied for less than 180 days would not be eligible.
4. Rental or leased properties: The owner is receiving revenue from the property and is therefore responsible for using a portion of that revenue for the upkeep and good repair of the property including ensuring the renters or leasers have an adequate on-site water supply.
5. Commercial and resource properties: Since these properties do not have dwelling units, they are not considered to be principle residences.

6. Properties exempt from property taxes such as those owned by non-profit organizations.
7. Any property without an existing on-site water supply system, or which has an on-site water system which is less than one year old.
8. Any property with an existing on-site water system which meets standards for pressure/flow and recharge rates, but which may have problems with water quality (i.e. provides water which does not meet standards for safe potable water)
9. Properties that are within the water service boundary or for which there are plans to extend service.
10. To ensure collection of the loan, the proceeds of the loan cannot exceed 75% of the assessment value of the property.

In addition to the numerous considerations and possible requirements necessary in the shaping a by-law, there are other factors to take into account. Below provides a list, which is not exhaustive, of identified Pros and Cons of moving forward with a by-law.

Pros:

- The new by-law would enable the Municipality to aid our residents, by replacing an existing well that does not meet their needs.
- The Municipality has access to cash to lend to residents.
- The construction of new wells would potentially reduce the demand on government for water aid in future instances of drought.
- Our terms could be more flexible than a bank. We could extend lending for 10 years for example.
- There would be no cost to the Municipality (lending, not grant). Administrative costs would be included in the interest rate.
- The application process may not be as stringent as banking institutions.

Cons:

- The by-law would put West Hants in the position of a lender. This puts the Municipality in direct competition with the local Credit Unions and banks that already have lending services.
- Our rate would more than likely be higher to that of the Credit Unions and banks, therefore costing residents more money.
- The loan becomes a first lien on the property, therefore if the loan was unpaid in multiple years, the property could be subject to tax sale and associated costs related.
- If the loan amount is unpaid, an additional 15% interest could be charged, in accordance with our current taxing resolution. This adds to the lending burden.
- This could impact our cash position should loans go unpaid.

Financial Implications:

Financial risks associated with the Municipality acting as a lender have been identified above in the report.

Attachments:

- Halifax Regional Municipality By-Law
- Municipality of Argyle By-law
- Municipality of Barrington By-law

Report Prepared by: _____
Martin Laycock, Chief Administrative Officer

Report Reviewed by: _____
Rhonda Brown, Municipal Clerk

Report Reviewed by: _____
Carlee Rochon, Director of Finance

HALIFAX REGIONAL MUNICIPALITY
BY-LAW NUMBER C-1000
RESPECTING CHARGES FOR THE RESOLUTION OF INADEQUATE WATER SUPPLY

BE IT ENACTED by the Council of the Halifax Regional Municipality as follows:

Short Title

1. This By-law shall be known as By-law C-1000 and may be cited as the *Charges for Water Supply Improvement By-Law*.

Interpretation

2. In this By-law,

(a) "Director" means the director of the department of the Municipality for Finance, and includes a person acting under the supervision and direction of the Director;

(b) "owner" includes

(i) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of and or a building,

(ii) in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession on a person having the care and control of the land or building,

(iii) a person who occupies shores, beaches or shoals, and

(iv) in absence of proof to the contrary, the person assessed for the property;

(c) "principal residence" means a dwelling unit occupied for at least 180 days in the calendar year immediately prior to the year of application;

(d) "recreational property" means a dwelling unit used as a secondary place of residence for vacation or leisure activity;

(e) "Treasurer" means the Treasurer of the Municipality, and includes a person acting under the supervision and direction of the Treasurer; and

(f) "water supply improvement" means the installation or upgrade of a water system on the subject property for the supply, use, storage or conservation on water, including cisterns, water from fog systems, or greywater collection.

Application of By-law

3. This By-law shall apply to the installation and financing of water supply improvement on a property in the Municipality where the property:

(a) is a principle residence;

(b) is outside of the Halifax Water water service area and there are no proposed plans to extend service to the property or building;

(c) the property has an existing water system that provides potable water but does not meet minimum requirements for pressure, flow or recharge rates; and

(d) the owner of the property,

(i) makes an application to the Municipality whereby the Municipality will pay for the costs of providing for, financing, and installing of water supply improvement; and

(ii) agrees to repay such costs to the Municipality pursuant to this By-law and an agreement entered into pursuant to clause 5(i).

4. Notwithstanding section 3, this By-law shall not apply to the following:

(a) new home construction;

(b) property that is rented or leased;

(c) a recreational property;

(d) a resource property;

(e) commercial property;

(f) property that is exempt from residential property tax;

(g) any property without an existing water supply system;

(h) any property with an existing water supply system that meets acceptable standards for pressure, flow or recharge rates

(i) that is less than one year old; or

(ii) that does not provide potable water.

Eligibility

5. To be eligible for water supply improvement financing:

(a) section 3 of this by-law must be satisfied;

(b) the property owner must be in good standing on their property taxes and related charges;

(c) the property is held by the owner in fee simple;

(d) the proposed water supply improvement is for a residential purpose;

(e) the Municipality must be provided with documentation indicating that the water supply for the subject property does not meet minimum pressure, flow or recharge rates;

(f) the Municipality must be provided with a written estimate or a signed contract from a contractor who holds a certificate of qualification from Nova Scotia Environment;

(g) the Director must approve the written estimate provided to the Municipality pursuant to clause (f) prior to the installation commencing;

(h) the owner of the property must submit an application on a form as prescribed by the Director and pay the application fee in the amount set out in Administrative Order 15, *License, Permits, and Processing Fees Administrative Order*;

(i) an agreement must be executed between the owner of the property and the Municipality respecting the provisioning, financing and installation of the water improvement on the property of such owner and the repayment of all associated costs in accordance with a payment schedule; and

(j) the equipment installed results in a potable water supply that meets minimum pressure, flow and recharge rates for use on the property.

Confirmation of Improvement

6. Upon completion of the water supply improvement, the owner shall provide the Treasurer with

(a) an itemized invoice for the full cost of the water supply improvement;

(b) a copy of the well construction record indicating the well meets minimum standards for quantity and quality;

(c) a copy of the pump installation report; and

(d) any other information required by the Treasurer.

Charge Imposed

7. Where sections 3 and 5 are satisfied and water supply improvement equipment is installed on a property, a charge is hereby imposed in respect of the provision, financing, and installation of such equipment on the property.

Amount of Charge

8. The amount of the charge imposed pursuant to section 5 shall be calculated based on the lesser of:

(a) one hundred and five percent (105%) of the written estimate provided pursuant to clause 5(f), less any funding received from any person, the Government of Canada, the Government of the Province of Nova Scotia or any combination of them; or

(b) the actual cost of providing for, financing and installing water improvement equipment, less any funding from any person, the Government of Canada, the Government of the Province of Nova Scotia or any combination of them

Lien

9. (1) A charge imposed pursuant to this By-law constitutes a lien upon the real property with respect to which the charge has been levied in the same manner and with the same effect as taxes.

(2) A charge imposed pursuant to this By-law is collectable in the same manner as taxes and at the option of the Treasurer is collectable at the same time and by the same proceedings as taxes.

(3) The lien provided for in this By-law shall become effective on the date on which the Treasurer receives documentation confirming completion.

(4) The lien provided for in this By-law shall remain in effect until the charge plus interest has been paid in full.

Interest

10. Interest shall accrue and be payable annually on charges outstanding regardless of whether the owner has elected to pay by installments on the amount outstanding from the date of billing forward at a rate equal to the prime rate of the Municipality's banker plus two percentage points.

Installments

11. The amount payable may, at the option of the owner, be paid in equal annual installments over a period not exceeding ten years and the balance becomes due and payable in case of default of payment of an installment.

Exemption and Deferral Not Allowed
12. The amount charged pursuant to this By-law is not eligible for Tax Deferral or Tax Exemption.

Done and passed by Council this 20th day of March 2018

_____
Mayor

_____
Municipal Clerk

I, Kevin Arjoon, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted by-law was passed at a meeting of the Halifax Regional Council held on March 20th, 2018

_____
Kevin Arjoon, Municipal Clerk

Notice of Motion:	February 13, 2018
First Reading:	February 27, 2018
Notice of Second Reading Publication:	March 3, 2018
Second Reading:	March 20, 2018
Approval by Service Nova Scotia and Municipal Relations:	N/A
Effective Date:	March 31, 2018

Amendment #1

Notice of Motion:	July 31, 2018
First Reading:	August 14, 2018
Notice of Second Reading Publication:	August 18, 2018
Second Reading:	September 11, 2018
Approval by Service Nova Scotia and Municipal Relations:	N/A
Effective Date:	September 15, 2018

MUNICIPALITY OF THE DISTRICT OF ARGYLE

BY-LAW #38

WATER SUPPLY UPGRADE - LENDING PROGRAM BY-LAW

DEFINITIONS

1. **CAO** means the Chief Administrative Officer for the Municipality, or his/her designate.

2. **Lending Agreement** means the written, signed agreement between the owner of a Qualifying Property and the Municipality for financing of a Water Supply Upgrade;

3. **Director of Finance** means the Director of Finance for the Municipality, or his/her designate;

4. **Municipality** means the Municipality of the District of Argyle;

5. **Qualifying Property** means an owner occupied residential property located within the Municipality but does not include multi-unit residential or non-profit owned buildings and does not include business or industrial premises;

6. **Water Supply Upgrade Loan** means moneys advanced to the owner of a Qualifying Property, either directly, or through a third party administering this project, pursuant to section 81A of the Nova Scotia Municipal Government Act;

7. **Water Supply Upgrade** means a construction of a new dug or drilled well, or an upgrade to an existing well that is required to source water for the property. Upgrades may include the installation of equipment related thereto. Furthermore, it shall include the installation of cisterns, water from fog systems, greywater collection or other containers that are installed for the purposes of the supply, use and conservation of water;

ADMINISTRATION

8. An owner of a Qualifying Property within the Municipality may apply to the Municipality for financing of a Water Supply Upgrade to the property.

9. Lending shall be subject to the approval and agreement in writing of the CAO on behalf of the Municipality and the execution of a Lending Agreement. The conditions that must be met for approval include that:

    a) The owner of the qualifying property is not in default of any municipal taxes, rates or charges.

b) Water Supply Upgrades must comply with applicable provincial and/or federal regulations.
c) Other conditions as indicated in the Lending Agreement that may be modified from time to time.

10. The Water Supply Upgrade Loan shall become payable on the completion of installation of the Water Supply Upgrade in accordance with the Lending Agreement. The Water Supply Upgrade Loan may consist of:

a) The cost of the Water Supply Upgrade, including all labour costs, permit fees and applicable taxes.
b) Applicable service fees incurred by the Municipality directly or the owner of the Qualifying Property.
c) Interest charges, including any additional interest arising due to any default of payment.

11. The owner of a Qualifying property may elect to pay the Water Supply Upgrade Loan by equal monthly installments over a period of not more than 10 years, on which interest shall be payable as set out in the Lending Agreement.

12. The Municipality shall not be responsible for ongoing maintenance and operating costs of the Water Supply Upgrade; the Water Supply Upgrade is owned and maintained by the owner of the Qualifying property.

13. In the event of default of any payment under the Lending Agreement, the outstanding balance shall be immediately due and payable. Interest shall be accrued on the amount then due and payable at the same rate applied by the Municipality for unpaid taxes and charges in default.

14. The Director of Finance shall maintain a separate account of all monies due for Water Supply Upgrade Loan, identifying, for the subject property:

a) The names of the property owners, assessment, PID and civic addresses.
b) The amount of the Water Supply Upgrade Loan levied, and
c) The annual amounts paid to the Municipality to repay the Water Upgrade loan.

LIEN

15. On completion of a Water Supply Upgrade pursuant to the Lending Agreement, the Water Supply Upgrade Loan shall become a lien in levied against the property in accordance with the Municipal Government Act.

16. The portion of the annual repayment of the Water Upgrade Loan shall be equal to the total loan outstanding divided by the number of years remaining, with applicable interest, notwithstanding Section 2.5 of this By-law.

17. The Water Supply Upgrade Loan advanced pursuant to this bylaw constitutes a first lien on the property and has the same effect as rates and taxes under the Assessment Act.

18. A Water Supply Upgrade Loan is collectable in the same manner as rates and taxes under the Municipal Government Act, and is collectable at the same time and by the same proceedings as taxes.

19. The lien provided for in this By-law shall become effective on the date on which the CAO files with the Director of Finance with a certificate that the agreed improvement has been completed.

20. The lien provided for in this By-law shall remain in effect until the total Water Upgrade Loan, including any accrued interest and administrative charges have been paid in full.

INTEREST

21. Interest shall accrue on any Water Supply Upgrade Loan and associated charges which remain outstanding from the date of billing.

22. Interest is payable on amounts deemed outstanding pursuant to the rate of 3%.

Chief Administrative Officer's Annotation for Official By-Law Book	
Date of First Reading	November 22, 2016
Date of Advertisement of Notice of Intent to Consider	December 12, 2016
Date of Second Reading	January 10, 2017
Date of Advertisement of Passage of By-Law	January 16, 2017
Date of Mailing to Minister a Certified Copy of By-Law	January 17, 2016
Effective Date of By-Law	January 16, 2017

I certify that this Water Supply Upgrade - Lending Program By-Law #38 was adopted by Council and published as indicated above.

Original Signed — January 17, 2017
Warden — Date

Original Signed — January 17, 2017
Chief Administrative Officer — Date

THE MUNICIPALITY OF
THE DISTRICT OF BARRINGTON

WATER SUPPLY UPGRADE - LENDING PROGRAM BY-LAW
BY-LAW NO. 37

DEFINITIONS

1. **CAO** means the Chief Administrative Officer for the Municipality, or his/her designate.

2. **Lending Agreement** means the written, signed agreement between the owner of a Qualifying Property and the Municipality for financing of a Water Supply Upgrade;

3. **Manager of Finance** means the Manager of Finance for the Municipality, or his/her designate;

4. **Municipality** means the Municipality of the District of Barrington;

5. **Qualifying Property** means an owner occupied residential property located within the Municipality but does not include multi-unit residential or non-profit owned buildings and does not include business or industrial premises;

6. **Water Supply Upgrade Loan** means monies advanced to the owner of a Qualifying Property, either directly, or through a third party administering this project, pursuant to Section 81A of the Nova Scotia Municipal Government Act;

7. **Water Supply Upgrade** means a construction of a new dug or drilled well, or an upgrade to an existing well that is required to source water for the property. Upgrades may include the installation of equipment directly related thereto. Furthermore, it shall include the installation of cisterns, water from fog systems, greywater collection or other containers that are installed for the purposes of the supply, use and conservation of water;

ADMINISTRATION

8. An owner of a Qualifying Property within the Municipality may apply to the Municipality for financing of a Water Supply Upgrade to the property.

9. Lending shall be subject to the approval and agreement in writing of the CAO on behalf of the Municipality and the execution of a Lending Agreement. The conditions that must be met for approval include that:

a) The owner of the qualifying property is not in default of any municipal taxes, rates or charges.

b) Water Supply Upgrades must comply with applicable provincial and/or federal regulations.

c) Other conditions as indicated in the Lending Agreement that may be modified from time to time.

10. The Water Supply Upgrade Loan shall become payable on the completion of installation of the Water Supply Upgrade in accordance with the Lending Agreement. The Water Supply Upgrade Loan may consist of:

a) The cost of the Water Supply Upgrade, including all materials, labour costs, permit fees and applicable taxes.

b) Applicable service fees incurred by the Municipality directly or the owner of the Qualifying Property.

c) Interest charges, including any additional interest arising due to any default of payment.

11. The owner of a Qualifying property may elect to pay the Water Supply Upgrade Loan by equal monthly installments over a period of not more than 10 years, on which interest shall be payable as set out in the Lending Agreement.

12. The Municipality shall not be responsible for ongoing maintenance and operating costs of the Water Supply Upgrade; the Water Supply Upgrade is owned and maintained by the owner of the Qualifying property.

13. In the event of default of any payment under the Lending Agreement, the outstanding balance shall be immediately due and payable. Interest shall be accrued on the amount then due and payable at the same rate applied by the Municipality for unpaid taxes and charges in default.

14. The Manager of Finance shall maintain a separate account of all monies due for Water Supply Upgrade Loan, identifying, for the subject property:

a) The names of the property owners, assessment, PID and civic addresses.

b) The amount of the Water Supply Upgrade Loan levied, and

c) The annual amounts paid to the Municipality to repay the Water Upgrade loan.

LIEN

15. On completion of a Water Supply Upgrade pursuant to the Lending Agreement, the Water Supply Upgrade Loan shall become a lien and levied against the property in accordance with the Municipal Government Act.

16. The portion of the annual repayment of the Water Upgrade Loan shall be equal to the total loan outstanding divided by the number of years remaining, with applicable interest, notwithstanding Section 13 of this By-law.

17. The Water Supply Upgrade Loan advanced pursuant to this by-law constitutes a first lien on the property and has the same effect as rates and taxes under the Assessment Act.

18. A Water Supply Upgrade Loan is collectible in the same manner as rates and taxes under the Municipal Government Act, and is collectible at the same time and by the same proceedings as taxes.

19. The lien provided for in this By-law shall become effective on the date on which the CAO files with the Manager of Finance a certificate that the agreed water supply improvement has been completed.

20. The lien provided for in this By-law shall remain in effect until the total Water Upgrade Loan, including any accrued interest and administrative charges have been paid in full.

INTEREST

21. Interest shall accrue on any Water Supply Upgrade Loan and associated charges which remain outstanding from the date of billing from the Municipality to the Homeowner.

22. Interest is payable on amounts deemed outstanding pursuant to the rate of 3%.

Approved by Council August 28, 2017

West Hants Regional Municipality
October 13, 2020
Chief Administrative Officer Report

WINDSOR / WEST HANTS TOGETHER

Governance

- Effective September 8, 2020 in-person Council meetings will resume with restrictions on the number of persons in chambers. ZOOM and Facebook Live will continue moving forward.

Administration

- CUPE – collective bargaining is underway with the Local with sessions taking place on October 6th and 9th. At the present time language review is the primary focus. It is anticipated that all monetary related items will appear before Council in November for their review.
- Cogmagun Land(s) Purchase Process Update – materials requested from the Province to complete the sale of lands remain before the various departments under their review.
- Hantsport Foodbank. Discussions with the Hantsport Foodbank continue. They continue to conceptualize the relocation of the foodbank to the Foundry Building. They have expressed early concerns over the size of the Foundry Building and have indicated they remain interested in the former Hantsport Municipal Complex.
- Hantsport Municipal Complex. A report is being prepared for Council's future consideration regarding the former Hantsport Municipal Complex and its' potential future. A rezoning request is before Council for their consideration. A rezoning would best position the lands for future use.
- The Municipal Complex RFP Review. The RFP process has been closed and submissions are being evaluated for design and project coordination.

Finance

- Audit Committee Meeting – September 9, 2020
- New Customer Service Clerk, Shantel Barnett started her position on September 28th. This position was included in the 2020/21 Operating Budget.
- A Special COTW Meeting was held with participants from the various Property Owners Associations in the Region. Cost analysis for the service provision was reviewed. POA's representatives will be reporting back to our Director of Finance on preferred options or requests from Council after they review the information with their associations.

Community Development

- West Hants Sports Complex
    - Ongoing weekly support regarding construction decision making, operational plans, Covid Impacts, sponsorship, Way-Finding Signage, etc. The project remains within the set budget of $17,523,384. Minor delays

have been experienced due to a performance issue related to the floor and the refrigerant piping system. A small blockage of a pipe was experienced requiring minor surgery through the floor and into the pipes. The size of the area impacting the floor is 24" x 18" and 6" deep. Repairs have been made and proper engineer related inspections and sign off will occur as well as warrantee related sign offs. Rental of the rink is anticipated on November 2nd.

- Active Transportation – A report has been prepared for Council for their review regarding existing AT Strategies. Staff are planning and preparing additional programs and projects for the 2021/22 fiscal year.
- Ducks Unlimited – Preliminary discussions have taken place with Ducks Unlimited representatives regarding a potential future project in the Payzant area.
- Uniacke Trails Association – A hearing the UARB was held on September 21st to hear the application from the Uniacke Trails Association and their submission that the Windsor Hantsport Railway are not effectively operating a rail line in-turn essentially requesting that their rights or license be reviewed. The operational future of the rail line has been questioned for years due to inactivity. When the hearing ruling is released it may indicate what its future may be. WHR representatives remain adamant they require the future capacity of the line to respond to future industry needs in the area, primarily CGC or Fundy Gypsum operations.

Planning and Development

- Meetings
  - Planning/Heritage Advisory Committee (PAC/HAC) Meeting
  - Residential Development Meeting – Brison Development
  - WAAC and HAAC Meetings
- Station Food Hub Easement Agreement Meeting – We continue to meet with Food Hub representatives to negotiate, in advance of their agreement expiring, a renewed driveway use agreement to their facility. The agreement will appear before Council for consideration and approval when drafted.

Economic Development

- Meetings
  - VCFN AGM
  - Windsor Township Business Association AGM
  - VREN Operations Update Meeting
  - Valley Regional Enterprise Network (VREN) Covid Taskforce Updates
- Windsor Township Business Association Beautification Project – The WTBA has secured the second grant from ACOA for beautification initiatives totalling over $100,000 that will be dedicated to beautification initiatives such as water front lighting, Water Street "Over Street Lighting", Entrance signs, Way Finding Signage and Street Banners.
- Internet for Nova Scotia Initiative – Phase 1 Rural Internet service installations are complete, and all lines are live and available for service. Further details are provided as part of the COTW agenda. Phase 2 maps have yet to be developed.

I continue to press Develop Nova Scotia and Bell for details surrounding what areas will and will not be included in the Phase 2 installation. Primary concern is the identification of the remaining unserved areas (3% to 5%) in our Region.

Public Works and Infrastructure

- Falmouth Storm Water Discussion – A meeting was held with residents from Shetland and Falmouth Dyke Roads and Highway #1 to discuss ongoing concerns with storm water management. Director Richard lead discussions and reviewed jurisdictional responsibilities, private homeowner responsibilities and municipal subdivision approval processes. All parties continue to review localized impacts as well as larger flood plain related impacts on the system. The issue continues to be a "work in progress".
- A presentation was made to the Glooscap 1st Nation Council regarding the following:
    - Potable water to the Glooscap Community and Glooscap Landing, Fire Hydrant Provision and Residential and Glooscap Landing Fire Service Provision. Action items have been identified and follow up meetings will occur to ensure ongoing unresolved issues are addressed.
- Highway 101 Twinning CLC Meeting – A meeting of the CLC was held on October 7th. A complete video recording of the meeting is available online at https://hwy101windsor.ca/public_html/wp-content/uploads/2020/10/2020_09_07_CLC_Meeting_Recording.mp4 as well as the WHRM social media accounts.

Protective Services

- Uniacke and District Fire Service provision to West Hants will cease on October 31, 2020. Brooklyn Fire Department will serve West Hants residents in this designated area formally served by UFD effective November 1, 2020.
- Fire Service Review – Joint meetings are ongoing with the CAOs and Fire Chiefs to review the recommendations and contents of the study. Other meeting highlights:
    - Shelleena Thornton, Administrative Supervisor is taking the lead on the implementation and review of outstanding recommendations within the report. Progress is being made with the creation of various region wide advisory communities for apparatus (equipment), safety, training, and honorariums. The committees are all aimed at providing uniformity and consistency in the noted service areas.
- Covid-19 – Operations continue to have adjustments in response to provincial orders.
- EMO meetings continue to administer Covid related responses as well as storm events.

Sincerely,

Mark Phillips

Mark Phillips
Chief Administrative Officer
West Hants Regional Municipality

Avon River Causeway Correspondence

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

First Name	Last Name	Correspondence Date	Meeting or Just logged
Danny	Dill	30-Jun-20	2020-07-14 COTW
Quentin	Davison	6-Jul-20	2020-07-14 COTW
Alyson	Bremner	7-Jul-20	2020-07-14 COTW
Cecil	Rolfe	13-Jul-20	2020-07-14 COTW
Pat	Porter	13-Jul-20	2020-07-14 COTW
Nikki-Marie	Lloyd	2-Aug-20	2020-09-08 COTW
Heather	Boylan (Martock)	1-Sep-20	2020-09-08 COTW
Greg	O'Leary	3-Sep-20	2020-09-08 COTW
Dr. Abby	Kirumira	2-Sep-20	2020-09-08 COTW
Dean	Manning	8-Sep-20	2020-09-08 COTW
David & Michelle	Rideout	8-Sep-20	2020-09-08 COTW
Colleen	Walsh-Bouman	8-Sep-20	2020-09-08 COTW
Nicholas & Alyson	Juurlink/Bremner (Linked Farms)	8-Sep-20	2020-09-22 Council
Tasha	Rogers	8-Sep-20	2020-09-22 Council
Brad	Carrigan	23-Sep-20	2020-10-13 COTW
Karen	Carrigan	23-Sep-20	2020-10-13 COTW
Elaine	Morehouse	24-Sep-20	2020-10-13 COTW
Gary	Morehouse	24-Sep-20	2020-10-13 COTW
Dr. A	Kirumira	24-Sep-20	2020-10-13 COTW
Blake	Sarsfield	Undated	2020-10-13 COTW
Greg	Webster	1-Oct-20	2020-10-13 COTW
Bobby	Kidston	2-Oct-20	2020-10-13 COTW

September 23, 2020

My name is Brad Carrigan and I live in Falmouth, NS. I am writing to you to express my concern for the future of the Avon River in Hants County, Nova Scotia.

We have reached a critical point in the twinning of Highway 101 and are close to a decision about the aboiteau structure that is currently in place. This structure needs to be replaced with what has been labeled in consultation processes as "Option D" : a functioning aboiteau gate system with improved fish passage. It cannot revert to free tidal flow or even restricted flow. It needs to be Option D. The reason for this is that we simply cannot give up the fresh water resource provided by the Avon River. It is the cornerstone of life in our rural community and we must protect it.

Fresh water allows farmers to produce crops and livestock. In our area alone, this includes grapes, corn, hay, wheat, strawberries, greenhouse vegetables, field grown vegetables, soybeans, hops, haskap, nursery stock, beef cattle, dairy cattle, sheep, chickens, horses, home gardens and more. These are only some of the agricultural products that exist on approximately twenty farms along the Avon River. These farms provide full time and seasonal jobs for people in our community and buy goods and services from our local businesses. We have over 3000 acres of productive marshland upstream from Windsor that was formerly protected by fifteen kilometres of dykes. There are enormous economic, physical and social benefits to this land. It is the future of our food security and sovereignty in this region. We already know the benefits of a local supply chain. We already know the climate is changing and droughts are occurring. We already know farmers in neighbouring counties have had to refill wells and irrigation ponds. We cannot afford to throw away the most critical resource there is to farmers: fresh water.

Fresh water feeds Lake Pisiquid. The Pisiquid Canoe club has been a fixture in the community since 1975. It relies on the freshwater lake which is one of the best training sites for the sport in our province. Pisiquid offers year round competitive programming, summer camps and adult programs. The club serves over one hundred youth in the area including my two sons aged 9 and 11, hires eight summer staff and keeps three off season staff for the year round program with forty youth. Pisiquid provides youth in our region the ability to compete locally and nationally. It has produced an Olympian and multiple national team members. Pisiquid Canoe Club needs the freshwater lake to operate and simply cannot exist without it. The lake has become a focal point in our community. In addition to the canoe club, the recreational benefits have increased through improvements in accessibility, trails and structures, a new park, works of engineering and art, and an overall increase in enjoyment by users. Our pumpkin regatta is a world renowned event that draws the largest crowds aside from the exhibition. The lake itself and the opportunities it provides are an asset to downtown businesses as well as one of the reasons people purchase homes in this area.

Fresh water provides Ski Martock with the ability to make snow. This attracts 80,000 visitors to our community each year and employs over 200 people seasonally and 12 year round. Martock has contributed to our community for over fifty years. They provide a safe, healthy, family environment and offer an outdoor activity that is accessible to all ages and abilities. It is a major player in the overall health and wellness of our community and the economic spin-off from their business is felt in the entire region by multiple businesses and service providers. If Martock does not have access to fresh water for snow making, they will close.

Fresh water also provides us with protection from fire. The Avon River provides backup water supply to at least five volunteer fire stations (Windsor, West Hants, South West Hants, Brooklyn, Hantsport). If Lake Pisiquid and the Avon River are no longer fresh, where will that water come from? While it is true that firetrucks can be retrofitted to pump saltwater, who pays for that to happen? What happens at low tide when not only is it salt water, it is simply not there? The risks to our growing communities; the insurance implications; the costs of adapting to this change; are just too much.

For all of the reasons I have explained, I urge you to voice your support for Option D without hesitation. In a world where fresh water resources are under constant threat, we need to hold onto ours. Our local economy, wellness, and food security depend on it.

Sincerely,

Brad Carrigan

54 Shetland Road
Falmouth, NS
B0P 1L0

Shelleena Thornton

Subject: FW: Pisquid Lake Freshwater Preservation Campaign - Windsor NS.
Attachments: Windsor Causeway Expansion - Scientific Summary-2.pdf; ATT00001.htm

From: "Dr. Kirumira" <[redacted]>
Date: September 24, 2020 at 3:37:00 PM ADT
To: "Bernadette.Jordan@parl.gc.ca" <Bernadette.Jordan@parl.gc.ca>, "Min_dag@novascotia.ca" <Min_dag@novascotia.ca>, "mindfa@novascotia.ca" <mindfa@novascotia.ca>, "Health.Minister@novascotia.ca" <Health.Minister@novascotia.ca>, "MIN-OAA@novascotia.ca" <MIN-OAA@novascotia.ca>, "oaa@novascotia.ca" <oaa@novascotia.ca>, "PREMIER@novascotia.ca" <PREMIER@novascotia.ca>, "MIN_CCH@novascotia.ca" <MIN_CCH@novascotia.ca>, "TIRMIN@novascotia.ca" <TIRMIN@novascotia.ca>, "ENERGYMINISTER@novascotia.ca" <ENERGYMINISTER@novascotia.ca>, "dmamin@novascotia.ca" <dmamin@novascotia.ca>, "Mindnr@novascotia.ca" <Mindnr@novascotia.ca>, "Environment@novascotia.ca" <Environment@novascotia.ca>, "Loretta.robichaud@novascotia.ca" <Loretta.robichaud@novascotia.ca>, "Marion.macaulay@novascotia.ca" <Marion.macaulay@novascotia.ca>, "Charlene.baker@novascotia.ca" <Charlene.baker@novascotia.ca>, "Kevin.bekkers@novascotia.ca" <Kevin.bekkers@novascotia.ca>, "kody.blois@parl.gc.ca" <kody.blois@parl.gc.ca>
Cc: Bob Morton <bmorton@westhants.ca>, Abraham Zebian <AZebian@westhants.ca>
Subject: Pisquid Lake Freshwater Preservation Campaign - Windsor NS.

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

Dear Stake Holders and Government Decision Makers.

My name is Dr. Abdullah K. KIRUMIRA and I live at the shores of Lake Pisquid in Martock. I am writing to you to express my concern for the future of the Avon River in Hants County, Nova Scotia.

I attach herewith, a **two page** summary of several scientific studies in support of the on-going construction to twin highway 101 past Windsor by seaward expansion of the existing causeway, supplemented by a modified flow control gate that will facilitate fish passage, without sacrificing Pisquid Lake; - that for over 50 years has become a major back-bone of our economy, ecological flood protection and general well being.

We have reached a critical point in the twinning of Highway 101 and are close to a decision about the aboiteau structure that is currently in place. This structure needs to be replaced with what has been labeled in consultation processes as "Option D": a functioning aboiteau gate system with improved fish passage. It cannot revert to free tidal flow or even restricted flow. It needs to be Option D. The reason for this is that we simply cannot give up the freshwater resource provided by the Avon River. It is the cornerstone of life in our rural community and we must protect it.

Fresh water allows farmers to produce crops and livestock. In our area alone, this includes grapes, corn, hay, wheat, strawberries, greenhouse vegetables, field-grown vegetables, soybeans, hops, haskap, nursery stock, beef cattle, dairy cattle, sheep, chickens, horses, home gardens, and more. These are only some of

the agricultural products that exist on approximately twenty farms along the Avon River. These farms provide full time and seasonal jobs for people in our community and buy goods and services from our local businesses. We have over 3000 acres of productive marshland upstream from Windsor that was formerly protected by fifteen kilometres of dykes. There are enormous economic, physical, and social benefits to this land. It is the future of our food security and sovereignty in this region. We already know the benefits of a local supply chain. We already know the climate is changing and droughts are occurring. We already know farmers in neighbouring counties have had to refill wells and irrigation ponds. We cannot afford to throw away the most critical resource there is to farmers: freshwater.

Freshwater provides Ski Martock with the ability to make snow. This attracts 80,000 visitors to our community each year and employs over 200 people seasonally and 12 year-round. Martock has contributed to our community for over fifty years. They provide a safe, healthy, family environment and offer an outdoor activity that is accessible to all ages and abilities. It is a major player in the overall health and wellness of our community and the economic spin-off from that business is felt in the entire region by multiple businesses and service providers. If Martock does not have access to freshwater for snowmaking, they will close.

Fresh water also provides us with protection from fire. The Avon River provides backup water supply to at least five volunteer fire stations (Windsor, West Hants, South West Hants, Brooklyn, Hantsport). If Lake Pisiquid and the Avon River are no longer fresh, where will that water come from? While it is true that firetrucks can be retrofitted to pump saltwater, who pays for that to happen? What happens at low tide when not only is it saltwater, it is simply not there? The risks to our growing communities; the insurance implications; the costs of adapting to this change; are just too much.

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For all of the reasons I have explained, I urge you to voice your support for Option D without hesitation. In a world where freshwater is under constant threat, we need to hold onto ours. Our local economy, wellness, and food security depend on it.

Sincerely,

Dr. Abdullah K. KIRUMIRA

2017 Canada Centennial Vanguard Inductee "150 Years of Remarkable Nova Scotias"
Museum of Natural History, Halifax NS.

A short Treatise on Highway 101 Twining Options at the Windsor Causeway. A Critical Analysis of Causeway Expansion versus Removal: Biophysical, Socio-political and Legal Implications.

Introduction:

This synopsis has been compiled from multiple scientific studies on this subject that are referenced at the end for reader's verification of all facts as presented. **(By: Dr. AK. KIRUMIRA - PhD Environmental & Medical Biotechnology)**

The 1970 construction of the Windsor Causeway over 101 precipitated 3 remarkable effects:

- Restriction of free passage of diadromous and anadromous fish from the sea to the tidal Avon River.
- Creation of an extensive freshwater resource of Pisquid Lake, that over the last 50 years has become a major economic back-bone and mainstay for Agricultural, Recreational, A New Productive Fishery, Commercial and Cultural development for Windsor and surrounding areas.
- Creation of an extensive salt marsh and mud flats that together form one of the most productive ecosystems in the Bay of Fundy and possibly North America.

The Causeway Expansion Option:

Following years of consultation among all relevant federal and provincial government departments and parastatal bodies, it was determined by consensus that twinning of highway 101 through Windsor is best achieved by expansion of the existing causeway on the seaward side. This option that is now currently underway and close to completion was scientifically deemed most feasible from the economical, socio-political, environmental and ecological perspectives.

Current Key Community Stakeholders:

There are three contrasting community opinions that are re-emerging now as the expansion option proceeds:

1. A small but vocal grass roots environmental group **(Friends of Avon River)** that has passionately advocated for years, **the removal of the causeway, restoration of free tidal flow and fish immigration, compensating all affected individuals for lost property values, lands or businesses**, as the solution to restoring the original Avon River Environment.

2. **An indigenous first nation's group** that are advocating for restoration of the tidal river to remediate the **historical and spiritual** preservation of a native fishery resource.

3. **A silent majority of a much larger newly emerging group** of farmers, businesses, home owners, professionals, local politicians and the community at large, who for over 50 years have built their livelihood, based on the freshwater lake for the region's socio-economic well-being, future economic growth and sustainability. **("Pisquid Lake Freshwater Preservation Advocates")**

In addition to these; - the Federal and Provincial Departments of Agriculture, Fisheries, Environmental Protection, Municipality of Windsor - West Hants, Windsor Business Communities, Wetlands Preservation Advocates, Fresh water recreationists, the winery industry, Winter Skiing community are active stakeholders.

Scientifically Published Deleterious Effects of removing the causeway and restoring tidal river flow for Windsor:

1. **Destruction of an established fish habitat of eleven species** that are currently established and sustained by the fresh water Pisquid Lake. This explicitly contravenes Sections 34 and 35 of the fisheries act that forbids the introduction of salinity in the existing fresh water that would destroy an existing fish habitat. Restoration of free flow of salt water into the lake would certainly create Harmful Alteration, Disruption, or Destruction (HADD) of an established and very productive fish habitat.
2. **Potential catastrophic flooding of the town of Windsor** that has been protected for over 50 years by the presence of a gate controlled causeway barrier between the lake and the open seas.
3. **Potential catastrophic flooding of over 3240 acres of productive agricultural lands** upstream that the present causeway protects. The dykes that used to protect these lands are in disrepair and are not needed as long as the causeway barrier continues to protect these farmlands.
4. **Destruction of the most productive ecological salt marsh and mud flats** that continue to support birds and fish life in the bay of fundy. These mudflats were previously an ecological desert devoid of biota. Since the 1980's, the lifeless mudflats have been brought to life in the form of one of the most productive ecosystems in North America.
5. **Significant erosion both upstream and downstream of the current causeway**. The currently attractive and pristine water front that attracts tourists and locals to enjoy, shall be replaced by barren mudflats and churning muddy waters that were typical before the causeway.
6. **Significant loss of recreational activities offered on the lake** by Pisquid Canoe Club, The annual Pumpkin Regatta that attracts 10,000 visitors to Windsor, Ski-Martock that employs 200 people and hosts over 100,000 skiers province wide
7. **The most significant factor cited by all scientists who have analysed this issue could be the effect of global climate change that could easily extrapolate directly into Windsor when exposed to the free tidal flow from the sea here and far beyond our shores.** This, according to many scientists could as well be the proverbial "**red herring**" in the entire decision making process in the twinning of highway 101. Many of these effects are unknown, are evolving each year, and are out of our local control. For all these unknowns and unpredictable global climatic effects on the high seas; - maintaining the integrity of the current ecosystem that has endured these global climatic effects for over 50 years could be urged to be a safer option than opening our thriving communities directly to the unknowns of the globally influenced sea water currents.

Other Pertinent Factors Cited by Scientists:

1. There is no guarantee that restoring free tidal flow into Pisquid Fresh water Lake would lead to restoration of diadromous and anadromous fish migration anticipated by some for many reasons:
    a. Salmon fish stocks in the Avon River have been declining from anthropogenic activities since the early European settlement in the 1600's.
    b. This decline was further acerbated by at least 5 hydro-energy generating barriers and dams that were constructed between 1920 – 1954 and still in operation today.
    c. There are many uncertainties on whether or not diadromous and anadromous were sustainable in the Avon River, given the changes that transpired in the past that caused lack of appropriate spawning and refuge sites for juveline fish.

d. There are for example, at least two natural water falls on the river that would have impended fish passage upstream from the causeway.
e. These constraints remain the primary reasons for the contemporary declines that existed well before the construction of the causeway in 1970.

2. It is for this very reason that fish passage allowance was seriously considered but not implemented during the construction of the original causeway **on the explicit recommendation of the Department of Fisheries (DFO) of the day.**
3. Comprehensive studies conducted by DFO in 1965 found that **the Avon River had little value to diadromous fish species migration and spawning in support of the decision that was made at the time.**
4. **It was anticipated at the time that appropriate operation of the control gates, and other fish passage options that are still possible to implement, would allow migration of diadromous fish if any ever returned in the causeway estuary.** Several cost effective technology options have been cited and proposed that could restore fish migration without compromising the Pisquid Lake Fresh Water Reserve that supports the majority of economic activity in Windsor.
5. **No remarkable diadromous fish and in particular salmon has been reported in the present Avon River estuary on the seaward side of the causeway since 1980's.** The current causeway option being implemented will therefore not destruct any critical salmon habitat.
6. Since Salmon appears to be deficient in the present estuary, **it would be provincially classified as an endangered species and subject to fishing restrictions. The species at risk act (SARA) will therefore come into play and prevent the restored salmon from being fished! The benefits of restoring this fish then would be based solely on the spiritual significance of the presence of the fish to our indigenous first nation's population. The economic and ecological cost to the majority of the population in contrast, would be catastrophic.**
7. The quality of water present in Pisquid Lake has been monitored by scientists and found to be exceptionally high. Dissolved oxygen saturation levels in the lake were high and greater than 70%, there was no evidence of algal growth, and nitrate concentrations were low

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LEGISLATION:

Agricultural Marshlands Conservation Act* 2001, *c. 1, ss. 2, 3; 2001, c. 6, s. 96; 2004, c. 38, s. 26 Canadian Environmental Assessment Act, S.C. 1992, c. 37 (CanLII).

Environmental Assessment Regulations, N.S. Reg. 26/95

***(CanLII). Fisheries Act* R.S.C. 1985, c. F-14**

Environmental Goals and Sustainable Prosperity Act (2007 c.7)

Nova Scotia Wetlands Conservation Policy - Draft for consultation

(2009) Species At Risk Act, (2009)

September 24, 2020,

My name is Elaine Morehouse and I live in Windsor, NS. I am writing to you to express my concern for the future of the Avon River in Hants County, Nova Scotia.

We have reached a critical point in the twinning of Highway 101 and are close to a decision about the aboiteau structure that is currently in place. This structure needs to be replaced with what has been labeled in consultation processes as "Option D": a functioning aboiteau gate system with improved fish passage. It cannot revert to free tidal flow or even restricted flow. It needs to be Option D. The reason for this is that we simply cannot give up the freshwater resource provided by the Avon River. It is the cornerstone of life in our rural community and we must protect it.

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Fresh water also provides us with protection from fire. The Avon River provides backup water supply to at least five volunteer fire stations (Windsor, West Hants, South West Hants, Brooklyn, Hantsport). If Lake Pisiquid and the Avon River are no longer fresh, where will that water come from? While it is true that firetrucks can be retrofitted to pump saltwater, who pays for that to happen? What happens at low tide when not only is it saltwater, it is simply not there? The risks to our growing communities; the insurance implications; the costs of adapting to this change; are just too much.

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For all of the reasons I have explained, I urge you to voice your support for Option D without hesitation. In a world where freshwater is under constant threat, we need to hold onto ours. Our local economy, wellness, and food security depend on it.

Sincerely,

Elaine Morehouse

6 Chandler Ln.

Windsor NS

September 24/20

My name is __Gary Morehouse_____and I live _Windsor_____. I am writing to you to express my concern for the future of the Avon River in Hants County, Nova Scotia.

We have reached a critical point in the twinning of Highway 101 and are close to a decision about the aboiteau structure that is currently in place. This structure needs to be replaced with what has been labeled in consultation processes as “Option D”: a functioning aboiteau gate system with improved fish passage. It cannot revert to free tidal flow or even restricted flow. It needs to be Option D. The reason for this is that we simply cannot give up the freshwater resource provided by the Avon River. It is the cornerstone of life in our rural community and we must protect it.

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For all of the reasons I have explained, I urge you to voice your support for Option D without hesitation. In a world where freshwater is under constant threat, we need to hold onto ours. Our local economy, wellness, and food security depend on it.

Sincerely,

_____Gary Morehouse

September 23, 2020

My name is Karen Carrigan and I live in Falmouth, NS. I am writing to you to express my concern for the future of the Avon River in Hants County, Nova Scotia.

We have reached a critical point in the twinning of Highway 101 and are close to a decision about the aboiteau structure that is currently in place. This structure needs to be replaced with what has been labeled in consultation processes as "Option D" : a functioning aboiteau gate system with improved fish passage. It cannot revert to free tidal flow or even restricted flow. It needs to be Option D. The reason for this is that we simply cannot give up the fresh water resource provided by the Avon River. It is the cornerstone of life in our rural community and we must protect it.

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For all of the reasons I have explained, I urge you to voice your support for Option D without hesitation. In a world where fresh water resources are under constant threat, we need to hold onto ours. Our local economy, wellness, and food security depend on it.

Sincerely,

Karen Carrigan

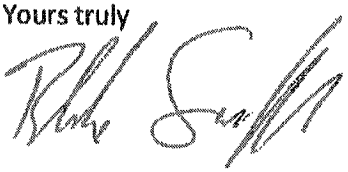
54 Shetland Road
Falmouth, NS
B0P 1L0

My name is Blake Sarsfield and I am a third-generation farmer In the Annapolis Valley. I currently operate my farm In Kings, Annapolis and Hants county.

As a current producer of food, I can attest to the struggle of production In our current climatic conditions. The success of agriculture crops relies on a freshwater resource and due to these climatic condition, we can expect more dry spells in years to come; preserving our current fresh water resources should be a focus for food security. Why anyone would abandon a freshwater resource in our times of need is beyond my realms of comprehension.

In the past year we have seen major issues regarding irrigation on foods. This pressure will only raise moving forward and I would hope the peoples of Windsor, West Hants would support the ability to feed their own people with the sustainability of a major freshwater resource. Any other thought process would be truly asinine.

Yours truly



Oct 1, 2020

My name is Greg Webster, and I am an eight-generation farmer in the Annapolis Valley. I have farmed in Cambridge with my brothers for over 45 years. The current operation has evolved to producing strawberries, raspberries, dry beans, rhubarb, and winter rye production.

Agriculture is constantly changing through market changes, climatic conditions, and technologies.

Today's climate demands the use of irrigation to sustain food production. Fresh water resources determine our local food security. You cannot grow food without water.

In the past year we have again seen major challenges regarding irrigation in food production. Changes in climate has meant increased demands for irrigation and we expect water demands will only rise in the future.

Fresh water is also very critical to many recreational and business activities and as such should continue to be protected so that the future of those activities is not placed at risk.

My strong recommendation to the people of West Hants is to protect your fresh water sources now to preserve ongoing business activity as well as preserve your ability to produce food now and in the future, as you will need fresh water to support your ability to feed each other.

Yours truly

Greg Webster

Past President and a former owner of Webster Farms Limited

October 2, 2020

To whom it may concern,

My name is Bobby Kidston and I am a director and owner of Dykeview Farms Limited, Blueberry Acres, Vital Berry Farms and Nova Agri Inc.

Dykeview Farms produces potatoes, onions, grain, corn, soybeans, beans and highbush blueberries. This operation has changed over the years with market demands and we continue to adjust to growing higher value crops that suit the land and climate we farm throughout the Annapolis Valley. Dykeview cultivates over 3000 acres of crops and will not plant an acre without access to irrigation water. The risk is too great financially with the global warming that is taking place in our environment.

Blueberry acres produces high bush blueberries on over 178 acres and is the largest u-pick in Eastern Canada. We require water for irrigation along with frost protection.

Vital Berry Farms produce strawberries, raspberries, blackberries, beans and grape tomatoes using modern technologies such as haygroves. Much of these crops are produced hydroponically!

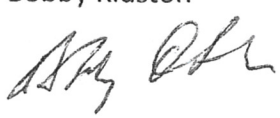
One major input that we rely on with all of our operations is access to fresh water. Irrigation is no longer an option; it is a necessity. This season is a prime example of how vital irrigation was to our operation and water supply was a major factor we struggled with. Water is more important than good seed and nutrition. Nothing exists without water and all of our crops are supplemented with water.

In order to sustain food production and our local food security, we need to conserve our freshwater resources as there is and will continue to be increased demands for irrigation and fertile land.

My advice to the people of West Hants is to preserve the Avon valley and the freshwater resource there. Your ability to produce food now and in the future will continue to be important to food security.

Yours truly

Bobby Kidston



Shelleena Thornton

Subject: FW: Please stop aerial Glyphosate-based Herbicide spraying, Leminster, West Hants

From: Beverly Boyd <[redacted]>
Date: September 23, 2020 at 10:27:35 AM ADT
To: "cportermla@eastlink.ca" <cportermla@eastlink.ca>, Ed Sherman <esherman@westhants.ca>
Subject: Please stop aerial Glyphosate-based Herbicide spraying, Leminster, West Hants

---

Dear local MLA and Municipal representative,
We are cottage owners on Canoe Lake Cove Road. We received the following information from a concerned neighbour and would agree that the province of NS should not be approving use of this herbicide. And that the forestry company in question
cease this spray operation immediately for more environmentally friendly sustainable forest mangement practices.
In general we are concerned about forest harvesting and management in the Leminster/ Vaughns areas. It seems that woodlot owners favour clearcutting and a lot of thjs activity is coming too close to lakes and the New Ross Road.

Recent harvesting near/ off Canoe Lake Cove road has come very close to lakes in our seasonal recreational area, begging the question if the harvesting activity has had any scrutiny at all by ND Dept of Lands & Forests and Dept of Environment? Our lakes ecosytems are already stressed annually by lake level adjustments of NS Power. And the forestry operator is using a private shared residential/ cottage road for commercial purposes.

Thank you for your action on these matters.
Steve&Bev Boyd
*****message circulating FYI:

RESIDENTS OF WINDSOR WEST HANTS

PARTICULARLY YOU FOLKS IN THE VAUGHANS AREA -- AROUND FALLS AND CANOE LAKES:

Nova Scotia's Minister of Environment has approved aerial spraying of a Glyphosate based herbicide on 471 acres of land in the Leminster area of West Hants Regional Municipality. The land is owned by Five Islands Forest Limited and is in the area of Bills Lake, not far from North Canoe Lake, as well as elsewhere on Hinkley Road. Spraying will be carried our by Century Forest Ltd using a helicopter, and is expected to take place sometime in the next ten days.

This aerial spraying is generally done to land that has been clearcut in the last 2 to 5 years. The purpose is to poison the natural regrowth of the Acadian Forest,

leaving a softwood monoculture, designed for clearcutting again in the future.

The World Health Organization (International Agency for Research on Cancer) ruled in 2015 that Glyphosate is a probable carcinogen in human beings. It is a known animal carcinogen. In three major court cases recently, Bayer –the company that now owns Monsanto, creator of RoundUp-- has been ordered to pay major damages to plaintiffs suffering from cancers associated with Glyphosate exposure.

In addition to the Glyphosate itself, the 'inert' ingredients in the herbicide mix increase its toxicity. The surfactants, for example, designed to make the Glyphosate stick to the leaves of the plants, make the spray particularly devastating for amphibians such as frogs and salamanders that breathe through their skins. Imagine what dousing hundreds of acres of habitat with poison does to the whole food chain served by our lakes and streams.

WHAT CAN YOU DO?

In the last three weeks citizens of Kings and Annapolis Counties have successfully halted all the approved sprays in their counties. How did they do this? Six neighbours in Burlington on the North Mountain went first, camping out on land owned by Five \island Forest. Check out their FACEBOOK page 'Don't Spray Us –North Mountain Action'. 'Don't Spray Us –South Mountain Action' followed with people occupying two parcels owned by Freeman and Son Ltd. Five Island Forest –the same company that owns the Leminster parcels-- withdrew their application to spray after three days. In Annapolis County, it took four days. There the Municipal Council unanimously approved a motion asking the provincial government to put a moratorium on all spraying of Glyphosate in Annapolis County!

We believe it is possible for local folks here in Windsor West Hants also to stop this devastating process.

Call and email the Minster of the Environment, Gordon Wilson: ministerenvironment@novascotia.ca

Contact YOUR MLA, Chuck Porter: 902-798-5779 or cportermla@eastlink.ca

Contact your local municipal councillor and ask them to bring it to Council urgently: Ed Sherman for Upper Falmouth/Vaughans: 902-792-0690 esherman@westhants.ca

September 28, 2020

Dear Honourable Chuck Porter, MLA

Hants west

58 Gerrish Street

P.O. Box 3873

Windsor, NS B0N 2T0

I want to express my appreciation for the recent road improvement work that was completed on Panuke Road. As you know, the road had deteriorated to the point of becoming a serious safety hazard for all users.

It is predictable that when heavy haulage trucks use the road six days a week and twelve hours a day, road deterioration will occur, In fact a recent random casual count revealed that over 500 trucks travelled the road on that particular day.

During the past few months, residents have coped with numerous inconveniences and consequences because of the situation. This has included at least two broken windshields, trucks driving on the road as early as 6:00 am, aggressive driving, risk to children playing in the area, inability to use the road for a leisure walk and excessive noise. Some residents have discussed the situation with the hope that a long tern strategy for maintaining and monitoring the road could be put in place. I assure you we are not so foolish to think that the truck traffic should stop. The highway construction must continue and the trucks accessing the quarries is crucial to that end. However, to establish an arrangement that is satisfactory to all users and creates a safe artery for residents, we are respectfully requesting that the following measures be considered and undertaken.

1. A traffic count be conducted to confirm the volume of traffic that uses Panuke Road daily, and if possible, a break down of trucks, cars, and other vehicles.

2. Improve the signage on the road to reflect the speed limit, trucks hours of operation children's safety (i.e. WACH FOR CHILDREN PLAYING) line makings etc.,

3. A provincial compliance officer should be assigned to be more vigilant in ensuring that there is full compliance with all regulations (speed, hours, etc.)

4. A strategic plan should be put in place to provide long tern and ongoing monitoring of the road, (ie regular inspections, budget provision , user surcharge for commercial users etc.) with a view to ensuring that the road meets provincial standards.

5. Measures be put in place to respond to any violators (e.g. trucks that use the road outside of the permitted and posted hours of operation.

In closing, thank you again Chuck for your efforts on the work done to date. We are sincerely grateful for the improvement and look forward to your ongoing involvement in creating and maintaining a road that meets provincial safety standards.

You sincerely

Belinda Bezanson

289 Panuke Road

By E-mail

dfrancis@westhants.ca

bmorton@westhants.ca

gary.rafuse@novascotia.ca

c.portermal@eastlink.ca

hineslp@novascotia.ca

Hard copy

Honourable Chuck Porter/ e-mail

Honourable Lloyd Hines/e-mail

Mayor Abraham Zebian

Mark Phillips

WEST HANTS REGIONAL MUNICIPALITY

RECOMMENDATION REPORT

To: Mayor Zebian and Members of Committee of the Whole

Submitted by: Rhonda Brown

Rhonda Brown, Municipal Clerk

Date: October 13, 2020

Subject: First Amendment to the Meeting and Committee Procedural Policy, RCOGE-003.00

LEGISLATIVE AUTHORITY

Municipal Government Act, Sections 23, 24 and 48

RECOMMENDATION

...Committee of the Whole recommends, that Council approve the First Amendment to the Meeting and Committee Procedural Policy, RCOGE-003.00 as presented to Committee of the Whole on October 13, 2020.

BACKGROUND

On March 9, 2020 the Co-ordinating Committee approved the Meeting and Committee Procedural Policy, RCOGE-003.00, to be used by the Region. This Policy outlines the administration and procedures to be used during Council and Committee of Council meetings. The Policy also establishes permanent Committees of Council and rescinded various polices of the former Town of Windsor and Municipality of the District of West Hants.

At the Council meeting on July 28, 2020 Council approved the creation of a Diversity and Inclusion Committee of Council and directed a terms of reference be created.

DISCUSSION

Over the last few months, there has been some changes in the administration of meetings and a new committee of council requested. The First Amendment to the Meeting and Committee Procedural Policy reflects the implemented and suggested changes to the Policy to facilitate better administration of meetings.

In the Policy the significant changes are as follows:

- Revised the Municipal name and template
- Amended the standing agendas for COTW and Council
- Required all agenda material to be submitted 10 business days before the meeting, not just topic

- Have meeting package to Council/resident reps "at least" three (3) business days before (allowing the posting of material earlier but still sets deadline)
- Allows material shown or read at meetings that was not in package to be automatically received, circulated and amended to public package
- Removes requirement to keep live-streamed videos on our website for two (2) years (we are not currently doing this, but can do it later if able without having it to be a requirement)
- Have presentations limited to 15 min each plus questions, but set a goal to limit three (3) presentations to a meeting
- Revised name of Planning Advisory Committee to Planning Advisory/Heritage Advisory Committee or PAC/HAC
- Clarify process for 7-day notice for policies from PAC/HAC
- Adds Diversity and Inclusion Committee
- Adds repeal of former Municipality of West Hants Hantsport Area Advisory Committee Policy (missed during original approval)
- Creates a universal report form for use in all situations
- Correction of typographical errors

As Committees of Council are created by policy of Council, the Diversity and Inclusion Committee has been added to RCOGE-003.00 as APPENDIX M. The Appendix outlines the main purpose and composition of the Committee. A draft Terms of Reference has been created to outline the specific details and goals of the Committee, a Terms of Reference is an Administrative document which will be approved by the Committee itself.

NEXT STEPS

Should Council adopt the amendments, the revised procedures and report form will be made available for use. Then a public call for members of the Diversity and Inclusion Committee will be announced and the first meeting of the new Committee organized. At the first meeting of the Diversity and Inclusion Committee the Terms of Reference will be reviewed for approval.

FINANCIAL IMPLICATIONS

In accordance with the Council Remuneration Policy, resident members of Committees are provided $50.00 per meeting. With the suggested composition of the Diversity and Inclusion Committee and the suggested quarterly meeting schedule, an additional $600 for Committee members during this fiscal year is anticipated.

Any projects proposed by the Diversity and Inclusion Committee that require funding may require Council approval for the funding, which may be included in the annual budget.

ALTERNATIVES

Committee of the Whole could choose additional changes to Policy RCOGE-003.00 or reject suggested changes.

ATTACHMENTS

- First Amendment to Meeting and Committee Procedural Policy – showing changes
- First Amendment to Meeting and Committee Procedural Policy – with changes accepted
- Draft Diversity and Inclusion Committee Terms of Reference

Report Prepared by: _____
Rhonda Brown, Municipal Clerk

Report Reviewed by: _____
Shelleena Thornton, Administrative Supervisor

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

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1. General

1.1. This Policy will be known and cited as the "Meeting and Committee Procedural Policy".

1.2. The purpose of this Procedural Policy is to:

a) provide direction to Council and Staff members on conducting Council and Committees of Council meetings. This Policy does not apply to boards, commissions and committees of which the Municipality may be a ~~member~~member, but which was not established solely by the Municipality;

b) establish the Committee of the Whole as a Committee of Council; and

c) establish various other Committees of Council.

1.3. In this Policy:

a) "Act" means the Municipal Government Act, Stats. N.S. 1998, C. 18

b) "Business day(s)" means a day which the administrative offices of the Municipality are open for business;

c) "Chair" means the presiding officer of Council or a Committee of Council;

d) "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Municipality;

e) "Clerk" means the Clerk of the Municipality;

f) "Closed Meeting" means a meeting which is not open to the public and may be known as in-camera.

g) "Committee of Council" means a committee formed pursuant to a resolution or policy of Council;

h) "Council" means all Council members of the Municipality;

i) "Councillor" means a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise;

j) "Majority" means more than one-half of those present

k) "Meeting Package" means the package prepared for a meeting consisting of the agenda and associated agenda item material;

l) "Motion" means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;

m) "Municipal or 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.

n) "Pecuniary interest "means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;

o) "Planning document" means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;

p) "Question" means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;

q) "Quorum" means the majority of members required to hold a meeting.

r) "Resolution" means a formal expression of the opinion or the will of the Council or a Committee of Council adopted by vote, and is a result of an approved motion;

s) "Staff" means a person employed by the Municipality;

t) "Two-thirds vote" means a vote where at least two-thirds of the members present and entitled to vote at the meeting vote in favor of the motion.

2. Mandate of Council and Committee of the Whole

2.1. The mandate of Council is:

a) to exercise the powers of the Municipality as set out in the *Act* through the approval of motions, policies and by-laws;

b) to provide strategic planning for the Municipality with the goals:

i. to provide good government;

ii. to provide services, facilities and other things that in the opinion of Council are necessary or desirable for all parts of the Municipality;

iii. to develop and maintain safe and viable communities;

iv. to work with other municipal units for the best interests of the Municipality within the province;

v. to provide active programs of training and upgrading of staff and Council; and

vi. such other goals as from time to time are determined;

c) to conduct the official business of the Municipality;

d) to carry out any statutory public hearings as required by the *Act* and other legislation;

e) to provide strategic direction to the CAO through resolutions, policies and by-laws.

2.2. The mandate of the Committee of the Whole is:

a) to discuss, consider, advise and make recommendation to Council for approval concerning the affairs of the Municipality in advance of Council making decisions or taking actions on such matters, except where Council has determined that consideration by Committee of the Whole is unnecessary or inadvisable, and except that the following matters will normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:

i. first and second readings of a by-law enactment, amendment or repeal; and

ii. matters which are the subject of statutory hearing of Council;

b) to carry out the duties and responsibilities of Council set forth in Part XV Dangerous and Unsightly Premises of the *Act*;

c) to carry out the duties of the Regional Emergency Management Advisory Committee as set forth the Regional Emergency Management By-law of the Municipality;

d) to take such steps not inconsistent with this Policy that the Committee of the Whole reasonably deems necessary to carry out this mandate;

e) except for an Order under the Act for Dangerous and Unsightly Premises and specific tasks or matters assigned by Council from time to time to the Committee, all resolutions of the Committee of the Whole will be recommendations to Council for Council's approval.

3. Time, Place, Date and Notice of Meetings

3.1. All meetings of Council and Committees of Council will be public meetings, except as provided for under Sections 22 (2) and 203(1) of the Act and Section 14 of this Policy.

3.2. Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:

a) at the location set by the Committee of the Whole,

b) on the second Tuesday of each month, except for August and December,

c) commencing at 6:00 p.m. unless otherwise directed by Council.

3.3. Unless otherwise specified pursuant to Section 3.5 of this Policy, a regular meeting of Council will be held:

a) at the location set by Council,

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

c) commencing at 6:00 p.m. unless otherwise directed by Council.

3.4. Unless otherwise specified pursuant to Section 3.5 of this Policy, regular meetings of other Committees of Council will be determined in the Administrative Terms of Reference for the Committee.

3.5. Meetings may be rescheduled, relocated or cancelled:

a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;

b) at the request of majority of the members of Council or Committee of Council;

c) by the ~~Clerk or CAO~~CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.

3.6. Additional or special meetings of Council or a Committee of Council may be convened:

a) by resolution or consensus, including contingent resolution or consensus of Council or Committee of Council at a meeting three (3) or more business days in advance of the additional or special meeting;

b) at the request of the Chair;

c) at the request of the majority of members;

d) by the ~~Clerk or CAO~~CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to unforeseen circumstances, provided the Mayor, Deputy Mayor or Chair believes that the majority of members would support such a step; or

e) where the Mayor determines there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.

3.7. Notice to Councillors and the Public of meetings:

a) subject to any statutory relaxation of the notice requirements, at least three (3) business days' notice to Councillors will be provided for additional or special meetings by telephone, the email address provided by the Municipality or other email address, fax number or messaging service;

b) subject to any statutory relaxation of the notice requirements, at least two (2) business days' notice to the public will be provided for additional or special meetings by posting a notice of the meeting on the Municipal website and social media pages;

c) Councillors and the public will be deemed to have received any notice within one (1) day of being notified pursuant to this section;

d) meeting notice need not be provided of:

i. regular meetings held pursuant to Sections 3.2 and 3.3 of this Policy;

ii. regular meetings of a Committee of Council whose regular meeting date is contained in a policy or by-law of Council or posted on the Municipal website; or

iii. meetings held pursuant to Sections 3.5 (a) and Section 3.6 (a) of this Policy;

e) notice of meeting cancellations will be provided to Council and the public as soon as possible in the same manner;

3.8. In accordance with Section 19 (7)(a)(b) of the Act no meeting of Council or Committee of Council is illegal or invalid by failure to give notice or by meeting elsewhere than provided in this Policy or the notice of meeting.

3.9. Within thirty (30) days following the first meeting of Council after an election or by-election each Councillor will provide the Clerk the following:

a) a telephone number with answering machine/voicemail which the Councillor has and will maintain and will check at least once per day;

b) the unique email address provided by the Municipality, where all municipal notices and correspondence will be forwarded and which the Councillor will check at least once per day;

c) any other email address, fax number, or messaging service which the Councillor has and will maintain and will check at least once per day.

4. Communications

4.1. The Mayor is the official spokesperson of Council and the CAO is the official spokesperson of staff.

4.2. Council communication to the public is:

a) through the Mayor, as the official spokesperson for the Municipality regarding decisions approved by Council unless another Councillor is designated;

b) through Councillors as chief spokespersons for explaining policies, priorities and decisions; and

c) through Committee Chairs as chief spokesperson for matters dealt with under the authority of their committee, unless another Councillor is designated;

d) media interview requests will be referred to the Mayor or the CAO to determine who is the most appropriate spokesperson for the interview.

4.3. Council communication to staff is:

a) through a resolution of Council or Committee of Council for advice, information or recommendations on matters which require thoughtful research and review. Staff will normally provide their response through a written information ~~and~~ or recommendation report~~s~~ like that in Appendix A;

b) through resolutions from Council to the CAO.

4.4. Committees will communicate to Council:

a) through a written information ~~and~~ or recommendation report~~s~~ by Chairs to Committee of the Whole like that found in Appendix A.

b) where all Councillors are members; may communicate using excerpts sheets of the motions being recommended to go straight to Council with the previous committee report (referred to in the excerpt), attached as a supporting document.

4.5. All Councillors are expected to provide a monthly report to Council stating the Municipal business they were involved in over the previous month, using the report form in~~. A template for such reports may be found in~~ Appendix A.

4.6. The ~~CAO or Clerk~~CAO or designate may, on behalf of Council or Committee of Council, receive correspondence from the public and deliver a copy of the correspondence to all Councillors within a reasonable time provided:

a) the correspondence is directed to a Councillor or Committee of Council member;

b) is in writing and received by mail or email;

c) is legible;

d) is not libelous, irrelevant, offensive or improper; and

e) is signed by the writer's name.

5. Meeting Attendance and Quorum

5.1. Councillors are expected to attend all meetings of Council and Committees of Council to which they are appointed.

5.2. Subject to changes of the Act Section 17 (4), Councillors who without leave of Council are absent from three (3) consecutive regular meetings of Council ceases to be qualified to serve as a Councillor.

5.3. Councillors who without leave of a Committee of Council and are absent from three (3) consecutive regular meetings of a Committee of Council to which they are appointed, may be removed from the Committee. This also applies to resident members appointed to a Committee of Council.

5.4. Council or a Committee of Council will not refuse the leave of a Councillor if such leave is due to employment issues, illness, other Municipal business, or an unforeseen event needing immediate attention.

5.5. Sections 5.1, 5.2 and 5.3 do not apply to Councillors on a parental accommodation leave of absence in accordance with Section 17 (4A) of the Act.

5.6. Quorum for meetings of Council and Committee of the Whole will be the majority of elected Councillors, or seven (7) Councillors.

5.7. Quorum of other Committees of Council will be the majority of the voting members unless otherwise stated in a policy or by-law of Council or administrative terms of reference.

5.8. Councillors or resident members of Committees of Council may participate in meetings by electronic means such as teleconference or video conference and will be considered present for purposes of quorum and voting, provided:

a) the Councillor or resident members physically present at the meeting location are at minimum one less than quorum;
b) a maximum of two Councillors, resident members or combination may use electronic means during a meeting at one time;
c) the Chair will be physically present at the meeting location;
d) the Councillor or resident member notifies the Chair and appropriate staff at least 24-hours in advance of their intent to use electronic means, to ensure provision of the electronic means at the meeting location;
e) it is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
f) if used during a closed meeting, the member will ensure confidentiality is maintained at all times;
g) no Councillor or resident member will participate by electronic means in more than four (4) meetings of any kind per year;

h) the Councillor or resident member does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;

i) the Chair will ensure those participating by electronic means have an opportunity to verbally declare any conflicts of interest;

j) the Councillor or resident member will notify the Chair of their intended departure (either temporary or permanent) from the meeting before leaving the meeting;

k) the Councillor or resident member will be marked as absent if electronic connection is not made or if it is lost and is unable to be reconnected.

5.9. All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).

5.10. If a quorum is not present fifteen (15) minutes following the scheduled start time of a meeting and it is not reasonable that quorum will be present within a reasonable time, the meeting will be deemed cancelled and a record of the cancellation along with the names of the members present will be recorded in the minutes.

5.11. Where there is a permanent vacancy on Council or a Committee of Council, Councillors may make a decision if a quorum is present at the meeting.

5.12. If the number of Council members is reduced to below the number required for a quorum due to vacancies in Council, Council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property, for make any other decision that has an effect after or for a term extending beyond the date of the election to fill a vacancy on Council

6. Election Process for Deputy Mayor, Chair or Vice-Chair

6.1. At the first meeting of Council after an ordinary election, all Councillors will be sworn in and the Deputy Mayor will be elected as follows:

a) the Mayor will call the meeting to order and call for nominations for the position of Deputy Mayor three times;

b) Councillors may nominate a fellow Councillor for the position of Deputy Mayor, but may not nominate themselves; nominations do not have to be seconded;

c) after the third and final call for nominations, the Mayor will declare nominations closed;

d) the Mayor will ask each nominee if they accept the nomination for Deputy Mayor;

e) if only one Councillor was nominated and accepted the nomination, that Councillor is declared the Deputy Mayor;

f) if there is more than one nominee, the Mayor will provide each of the nominees an opportunity to speak and Councillors will elect the Deputy Mayor by secret ballot;

g) two volunteers are asked to be scrutineers, one of which must be a staff member. Ballots are distributed to Councillors, votes will be cast, then the scrutineers will collect and count the ballots;

h) the scrutineers announce the overall result of the election (not the number of votes for each Councillor). The Deputy Mayor is determined by majority of the number of Councillors present;

i) if there is not a winner by majority and there are three (3) or more nominees, another vote will occur by dropping the nominee with the lowest votes and voting again until only two (2) nominees remain. If there is not a winner by majority and there are only two (2) nominees, the Deputy Mayor will be determined by a draw by the Clerk or designated staff member.

j) once the Deputy Mayor has been declared elected, a motion will be made to destroy the ballots.

6.2. The term of office for the Deputy Mayor will be two (2) years; the very first term being April 1, 2020 - October 31, 2022 and the nomination process be held again for a term of November 2022 – October 2024, at which time it will re-align with municipal elections in Nova Scotia

6.3. The election of a Chair for a Committee of Council will be completed in a similar manner to the election of the Deputy Mayor except that a staff member will perform the duties of the Chair until the Chair of the Committee of Council is elected. Nominees for Chair will be given an opportunity to speak to the members of the Committee of Council before the vote is held.

6.4. Once a Chair of a Committee of Council is ~~elected~~elected, they may perform the election in the same manner for a Vice-Chair.

6.5. The term of office for a Chair or Vice Chair will be two years unless otherwise stated in a policy of Council or administrative terms of reference.

7. Meeting Agendas and Packages

7.1. At Council meetings, unless a majority consents to a different order for that meeting, business will be conducted in the following order:

a) Call to Order
b) Roll Call
c) Approval of Agenda, including additions or deletions
~~c)~~d) Declaration(s) of Conflict of Interest
~~d)~~e) Announcements
~~e) Approval of Agenda, including additions or deletions~~
f) Approval of previous meeting's minutes
~~g) Public Hearings~~
g)
~~h)~~ Unfinished Business/Postponed Motions
h)
~~i) Public Hearings~~
~~j) Unfinished Business/Postponed Motions~~
~~k)~~i) Mayor's Report
~~l)~~j) Committees of Council Recommendations
~~m)~~k) Councillor Municipal Business Reports
~~n) Reconsiderations or Rescission of Resolutions of which notice has been given a previous day~~
l) Correspondence
~~o)~~m) New Business
~~p) Correspondence~~
~~q)~~n) In-Camera
~~r)~~o) Next Meeting Date / Adjournment

7.2. At Committee of the Whole, unless a majority consents to a different order for that meeting, business will be conducted in the following order:

a) Call to Order
b) Roll Call
~~c) Declaration(s) of Conflict of Interest~~
~~d)~~c) Announcements
~~e)~~d) Approval of Agenda, including additions and deletions
e) Declaration(s) of Conflict of Interest
f) Approval of the Minutes
g) Presentations
h) Unfinished Business/Postponed Motions
~~i) Reports of the CAO~~
~~j)~~i) Reports ~~– Other Committees~~
j) Correspondence

k) New Business
~~l) Correspondence~~
~~m)~~l) Public Participation Period
~~n)~~m) In-Camera
~~o)~~n) Next Meeting Date / Adjournment

7.3. Agendas of other Committees of Council and Public Hearings will be determined as needed or detailed in the Committee's Administrative terms of reference.

7.4. All ~~items to be~~topics and supporting material for an a~~placed on the a~~genda will be submitted to the staff member preparing the agenda by 12:00 noon ~~five~~ ten (~~5~~10) business days before a regular scheduled meeting. Councillors will be required to submit a "~~Agenda Request Form~~Report Form " (Appendix A~~M~~) to be included in the agenda package.

7.5. All agendas will be approved by the Mayor or Chair of the Committee of Council and the CAO or designate.

7.6. All ~~items on the agenda~~agenda items should have an associated report, excerpt sheet, and/or other material outlining the purpose and background of the agenda item put together in one PDF document~~. All associated items will be submitted to the staff member preparing the agenda four (4) business days before a regular scheduled meeting. Councillors are required to submit a "Agenda Request Form" as noted in 7.4~~.

7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 12:00 noon at least three (3) business days before the meeting by internal communication systems or email.

7.8. Meeting packages will be provided to the public by 4:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.

7.9. Meeting packages for a special meeting of Council or a Committee of Council will be provided to Councillors, resident members and the public in accordance with Sections 7.7 and 7.8 should time permit, or by 12:00 noon one (1) business day before the special meeting.

7.10. If an agenda item's associated material is not distributed in the meeting package it will be ~~added~~ distributed ~~by~~ electronically or by hard copy during or after the meeting. ~~and received at the meeting .~~

7.11. Late additions to the agenda will be accepted for consideration until 12:00 noon two (2) business days before the meeting. No late additions will be accepted for special meetings.

7.12. Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting. All meeting package material for these items will be distributed ~~by~~ electronically or ~~in~~ by hard copy ~~at~~ during or after the meeting. ~~, received by motion at the meeting and added to the electronic meeting package after the meeting.~~

7.13. For instances when a requested agenda item may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum or meeting, the Mayor or Chair will have the authority to delete, defer, or refer the agenda item. The Mayor or Chair will advise the person requesting the agenda item of the action taken.

7.14. All material in a meeting package which is posted on the Municipal website ~~to the public~~ will be deemed received at the time of agenda approval during the meeting. All material not publicly posted that is ~~or added agenda items received~~ read or visually presented during the meeting will be deemed received and amended to the posted meeting package posted on the Municipal website ~~after the meeting package was posted to the public will required a motion from Council or the Committee of Council to add the agenda item and receive the material.~~

7.15. Once an agenda item has been dealt with it should not be put on the agenda again for at least six (6) months unless there is a follow up report on actions taken, or a proper motion is made to reconsider, rescind or amend something previously adopted.

8. Council and Committee Chair Duties

8.1. The Chair of Council and Committee of the Whole will be the Mayor except:

a) in the absence of the Mayor, the Deputy Mayor will be the Chair

b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.

8.2. The Chair of a Committee of Council will be the Councillor or resident member elected and, in their absence, the Vice-Chair elected.

8.3. It will be the duty of the Chair to:

a) open the meeting by taking the chair and calling the members to order and announcing the business before Council or the Committee of Council;
b) ask members to declare any Conflicts of Interest;
c) receive and put to a vote all motions presented and announce the results;
d) decline to put to a vote a motion which infringes upon rules of procedure established by this Policy;
e) restrain Councillors when engaged in debate, within the rules of conduct established by this Policy or Robert's Rules of Order;
f) protect the rights of those attending the meeting and enforce the rules of order; preserve order, and decide on point of order;
g) call by name any Councillor or resident member persisting in a breach of this Policy, and thereby ordering them to vacate the meeting room;
h) permit the CAO to speak on any point upon request;
i) permit staff and invited guests to speak when appropriate on the agenda and at the request of Councillors and/or CAO;
j) permit proper questions to be asked through the Chair of any Councillor, CAO, staff member, or invited guest in attendance relevant to the issue under discussion in order to provide information to assist debate;
k) declare a meeting dissolved if no quorum has been achieved;
l) adjourn to another place and/or time without ending the meeting with the consent of Council;
m) adjourn the meeting when the business is concluded and a motion to adjourn has been approved by the majority vote; or
    i. adjourn the meeting when an adjournment time has been set and approved by majority vote or consensus, when the time has been reached except when it is extended by unanimous consent; or
    ii. adjourn the meeting at the Chair's sole discretion due to inclement weather conditions to a time and date set by the Chair.

9. Minutes and Recordings

9.1. Written minutes of Council and all Committee of Council meetings, including in-camera meetings, will be kept providing a permanent and historical record of the Municipality's business. When required, these minutes may be recognized in court as evidence of decisions made and actions taken.

9.2. Written minutes kept will:

a) record the names of the members or participants and the time when any member joins or leaves a meeting which is in progress;
b) contain all motions and decisions by consensus and will record the outcome of each vote;
c) record the names of all Councillors or resident members who voted "Nay" to a motion put to a vote;
d) summarize key points of a discussion and mention reports, petitions, correspondence, presentations and other papers submitted only by their respective title, or a brief description of the content;
e) be clear, accurate, concise, and formatted to be readable;
f) be written in past-tense;
g) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.

9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council will be recorded using audio recording equipment. Once minutes are approved, the audio recording will be kept for at least seven (7) years after which it may be destroyed in accordance with the Records Management Policy of the Municipality.

9.4. Draft minutes of Council and Committee of the Whole will be reviewed by the Clerk and CAO.

9.5. Draft minutes of other Committees of Council will be reviewed in accordance with the Committee of Council's Administrative Terms of Reference.

9.6. Minutes of all meetings will be posted in draft electronic form on the Municipality's website for the public and to the internal communication system for Councillors and staff for information.

9.7. The minutes of the last preceding regular meeting and subsequent special meetings will be reviewed at the next meeting of Council or Committee of Council and after all necessary corrections and amendments have been noted, be approved and signed by the Mayor or Chair.

9.8. To correct the minutes at the time of approval, the word or words will be crossed out and the corrections written in and initialed before being signed by the Chair. The digital form of the minutes posted to the Municipality's website and internal communication system will be changed accordingly in red font and a footnote of the changes will be added to the electronic minutes stating "Amended".

9.9. The press will be allowed to only use audio recording equipment during public meetings.

9.10. A request for copies of the audio recordings of public meetings may be submitted in writing or electronic mail to the Clerk of the Municipality and will be provided, if available, for a prescribed fee.

9.11. Council and Committees of Council may choose to live-stream video on the internet of any or all meetings, with no obligation to live-stream video of a meeting. There will be no audience participation using the live-streamed video, but residents may leave messages; however, staff will be unable to address said messages. ~~All live-streamed videos will be available on the Municipality's website for two (2) years.~~

9.12. Except for Section 9.3, 9.9 and 9.11 of this Policy, audio and video recordings and the taking of photos by any device will not be allowed during meetings except by permission of the Chair.

10. Meeting Decorum and Rules of Debate

10.1. Robert's Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.

10.2. Members of the public present in the meeting room will maintain order and quiet and will not address the Council or Committee of Council except with permission of the Chair.

10.3. All cellular phones and electronic devices which emits a sound will be set to silent or turned off during a meeting, with the exception of equipment required for specific use related to the matter (i.e. issued tablets that would contain the agenda and related documents).

10.4. No one may bring any sign, poster, placard, banner or other like device into a meeting place without the prior permission of the Chair, subject to an objection by a majority of the members of Council or Committee of Council present.

10.5. All Councillors, resident members, or other persons presenting to Council or a Committee of Council will not:

a) speak disrespectfully of any person;
b) use offensive language
c) speak on any subject other than the subject for which they received approval to speak;
d) disobey any decision of the Chair;
e) enter a cross debate with another member; or
f) willfully distract the member speaking, unless it is regarding a point of order or to raise a question of privilege.

10.6. A Council or a Committee of Council member or other persons may speak to a subject or motion at a meeting only if that member first addresses the Chair.

10.7. The Chair may ask questions and speak on a matter in the same manner as all Council or Committee of Council members without leaving the seat of the Chair.

10.8. Every Council or Committee of Council member or other person, prior to speaking on any question or motion, will signal their desire to speak by raising their hand or other acceptable manner and wait to be recognized by the Chair. When two or more members signal to speak, the Chair will designate who has the floor based on the opinion of the Chair as to who signaled first.

10.9. No Council or Committee of Council member or other person will speak more than twice (and the second time only to raise new information), for a maximum of five (5) minutes each time, without permission of Council on any motion except to explain misconception of his remarks. When a member wishes to explain a misconception, the member will signal to the Chair and ask permission of the Chair, without further comment, and if permitted by the Chair, will explain only an actual misunderstanding of language.

10.10. A Council or Committee of Council member may request the motion under consideration be read at any time during debate but may not interrupt while another member is speaking.

10.11. The mover of a motion will have the right to reply and sum up in closing the debate.

10.12. The Chair, after having called attention of Council or Committee of Council to the conduct of a member who persists in irrelevant or repetition of an argument during debate, may direct a member to discontinue speaking.

10.13. A Council or Committee of Council member, member of the public or other person willfully disregarding the meeting decorum or rules of debate or obstructing the business of the Council or Committee of Council meeting, may be ordered by majority vote of the members present, to leave the meeting, which for clarity means leaving the property of the meeting location.

10.14. Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding ~~ten~~ fifteen (~~10~~15) minutes ~~including~~ plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of three (3) formal presentations at any one meeting.

10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:

a) a note of the reading;
b) the date;
c) the way it was dealt with.

10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If the meeting agenda is not completed as of 10:00 pm, the members may vote to adjourn to another date and time to complete the meeting.

11. Conflict of Interest

11.1. In accordance with the Municipal Conflict of Interest Act each Councillor and resident member must self-identify and disclose any pecuniary interest in any item before Council, Committee of Council or external committee or board.

11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:

a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature there of;
b) leave their seat and sit in the gallery or exit the meeting room for the duration of the discussions pertaining to the matter;
c) not take part in the discussion of or vote on any question with respect to the matter;
d) not in any way before, during and/or after the meeting influence the voting on any question pertaining to the matter.

11.3. If the meeting is a closed meeting, in addition to complying with the requirements in Section 11.2, the Councillor or resident member will leave the meeting place for the part of the meeting during which the matter is under consideration.

11.4. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member will disclose the interest and otherwise comply at the next meeting they attend of Council, Committee of Council or external committee or board where the matter was discussed.

11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

12. Motions and Voting

12.1. The types of motions which may be made at a Council or Committee of Council meeting are:

a) Main motions – reflects the proposed decision or action to be taken regarding a subject;
b) Subsidiary motions – facilitates or modifies the main motion;
c) Incidental motions – relates to a question of procedure regarding a main motion;
d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.

12.2. The following are common but not all Subsidiary motions:

a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
b) Amend – changes something within the main motion;
c) Postpone definitely – sets the main motion aside until a specified time;
d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
e) Limit or extend debate – shortens or lengthens the time for debate;
f) Previous Question – closes debate and brings the main motion to a vote;
g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.

12.3. The following are common but not all incidental motions:
a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;
b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside the its mandate;
e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.

12.4. The following are common but not all privilege motions:
a) Raising a question of privilege – is an emergency motion which deals with the rights and privileges of members;
b) Recess – provides a short break in the meeting;
c) Fix the time to adjourn – sets a time to adjourn the meeting;
d) Adjourn – closes the meeting.

12.5. All business before Council or Committee of Council for consideration will be made in the form of main motions which proposes specific action be taken.

12.6. All main motions will be provided to the Chair or Clerk in writing before being debated.

12.7. A motion must be seconded, and when requested read by the Chair or Clerk, before it is debated; except a motion raising a question of privilege or point of order.

12.8. Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration.

12.9. A motion may at any time after it is seconded and before the Council or Committee of Council has voted on it, be withdrawn or modified by the mover with consent of Council or Committee of Council.

12.10. When any main motion is being considered, the only motions in order will be:

a) to amend;
b) to refer;
c) to postpone either definitely or indefinitely; or
d) to limit or extend debate;
e) the previous question.

12.11. Amendments will be put in the reverse order of which they are made. Only one amendment will be allowed at a time and one sub-amendment will be allowed to an amendment. Every amendment submitted will be decided on or withdrawn before the main question is put to a vote.

12.12. A motion to adjourn will always be in order except in the following cases:

a) when a Council or Committee of Council member is in possession of the floor;
b) when the "yeas" and "nays" are being called;
c) while the Council or Committee of Council members are voting; or
d) when the motion to adjourn was the last preceding motion.

12.13. The following motions will be decided without debate:

a) a motion to reconsider;
b) all motions as to priority of business or as the suspension of the order of the day;
c) applications to speak more than the prescribed number of times;
d) a motion to allow any person other than a Council member to address the Council;
e) a motion to postpone definitely;
f) a motion to lay on the table when claiming a privilege over another person; and
g) a motion to adjourn.

12.14. Before putting the motion to a vote, the Chair will ask "Are you ready for the question" and if no member offers to speak on the motion or they make a

motion for the Previous Question, the Chair will put the question, after which no member will be permitted to speak upon it.

12.15. The usual form of voting on any motion will be by the Chair calling for "yeas" and "nays", and members indicating their choice by show of hands or, if provided, by electronic means; but any Council or Committee of Council member, before or after the vote can call for, a recorded vote with each members vote entered into the minutes.

12.16. No motion committing the Municipality to the expenditure of funds will be accepted by the Chair for the consideration of Council, unless there is unanimous consent of Council members present, except for matters arising from correspondence, Committee of Council or other reports, agenda items, notices of motions or other material circulated to Council members on or before the day before the meeting, and except for matters arising from a closed meeting.

12.17. A majority vote of those present will determine all questions arising in Council and a Committee of Council, except motions to approve a planning document and those requiring a two-thirds (2/3) vote.

12.18. The adoption of planning documents or amendment thereof by Council at Second Reading requires a majority vote of number of Council members elected, regardless of number present to achieve quorum. And only those members present during a public hearing are permitted to vote on the matter at which a public hearing was held.

12.19. The following motions require a two-thirds vote:

a) to suspend the rules;
b) to limit or extend debate;
c) to amend or rescind something previously adopted;
d) to object to the consideration of the question; or
e) to close nominations.

12.20. Subject to the *Municipal Conflict of Interest Act*, all Council or Committee of Council members present including the Chair will vote on a motion and may not abstain.

12.21. A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive.

12.22. In the event of a tie in a vote on a motion, the motion is determined in the negative.

12.23. Any notice of motion given by a Council or Committee of Council member for a subsequent meeting may, in the absence of the member giving such notice, be taken up by another member.

12.24. The following motions may bring a motion for consideration again:

a) Take from the table – takes up the motion previously laid on the table;
b) Rescind – takes back a motion or policy; for a by-law this is called a repeal, a notice to rescind must be given at a previous meeting;
c) Amend something previously adopted – modifies a motion previously presented and adopted;
d) Discharge a committee – takes a matter sent to a committee back before a report has been presented;
e) Reconsider – allows reconsideration due to new information or situation so the true will of the members is acted on.

12.25. No motion can be reconsidered if the actions cannot be undone.

12.26. After any main motion has been decided, any Council or Committee of Council member who voted on the winning side may, after the decision has been announced from the Chair, but before adjournment of the meeting may give notice of an intention to move reconsideration at the next meeting. The giving of such a notice operates as a stay or suspension of the decision.

12.27. In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 days prior to the next meeting but not thereafter, of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.

12.28. No discussion of the main question will be allowed during the motion for reconsideration.

12.29. The following matters are not eligible for reconsideration:

a) a motion approving the first or second reading of a by-law enactment, amendment or repeal;

b) a motion to decide on a matter which was the subject of a statutory hearing by Council;
c) a motion which is or was considered by the Committee of the Whole or the Planning Advisory Committee in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected or may adopt or reject, the recommendation;
d) a matter which has already been reconsidered once;
e) a vote to reconsider; and
f) a motion to reconsider or rescind a motion approving the annual budget of the Municipality or a motion authorizing any legal proceedings.

12.30. Any rule concerning motions and voting may be suspended for a specific matter with a motion, passed by two-thirds (2/3) vote of Council or Committee of Council members present, stating the specific rule to suspend and the matter for which it is suspended.

12.31. A summary of the rules for common motions can be found in Appendix B.

13. Points of Order (also refer to Code of Conduct Policy)

13.1. A point of order asks the Chair to rule on or enforce the rules if a Council or Committee of Council member thinks the rules of this Policy have been broken.

13.2. A point of order does not need to be seconded but must specify which rule is being broken and must be decided upon before the subject under consideration is proceeded with.

13.3. When a Council or Committee of Council member is called to order, the member will be seated and remain silent until the point is determined or until called upon by the Chair to be heard on the point of order.

13.4. A point of order is not debatable amongst other Council or Committee of Council members, unless the Chair invites discussion to assist in making a ruling. Where the Chair permits discussion on a point of order, no member will speak more than once.

13.5. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the meeting room pursuant to Sections 13.6 and 13.8, are not debatable but are appealable to Council or Committee

of Council by any member. When an appeal is made of the decision of the Chair, the Chair will simply put the question, "Will the decision of the Chair be sustained?"

13.6. If a Council or Committee of Council member resists:

a) the rules contained in this Policy;
b) willfully obstructs the business of Council or the Committee of Council;
c) disobeys the decision of the Chair, or of Council or Committee of Council on appeal, on any question of order or practice or upon the interpretation of the rules after being called to order by the Chair; or otherwise disrupts the meeting proceedings;

the member may be ordered by the Chair to leave their seat.

13.7. If the Council or Committee of Council member refuses to leave the Council members seat, the Chair may, after majority vote is made to support the expulsion, order the member to be expelled and removed from the meeting room.

13.8. Such Council or Committee of Council member may, by vote of the members, later in the meeting or at a subsequent meeting be permitted to re-enter the meeting room and to resume participation in Council or Committee of Council business with or without conditions.

13.9. Persons who are not Council or Committee of Council members, staff, or invited guests of the Municipality will observe silence and order in the meeting room, unless given permission to speak. Any such persons disturbing the proceedings of Council or Committee of Council will be called to order by the Chair and, if they fail to comply, will be expelled and excluded from the meeting room by the Chair, provided that a majority vote will be required to sustain the expulsion.

13.10. Such members of the public, by vote of the members, later in the meeting or at a subsequent meeting, may be permitted to re-enter the Council Chambers with or without conditions.

13.11. An order of the Chair to expel a person from the meeting room pursuant to Sections 13.6 and 13.8 of this Policy constitutes a direction from the Municipality to leave the premises for the purpose of the Protection of Property Act and other applicable laws.

14. In-Camera Meetings

14.1. Notwithstanding Section 3.1, Council or a Committee of Council may meet in-camera as per Section 22(2) of the Act, for the following reasons:

a) acquisitions, sale, lease and security of municipal property;
b) setting minimum price to be accepted by the municipality at a tax sale;
c) personnel matters;
d) labour relations;
e) contract negotiations;
f) litigation or potential litigation;
g) legal advice eligible for solicitor-client privilege;
h) public security.

14.2. No decision will be made while in-camera except decisions on matters of procedure or to give direction to the CAO or Solicitor. All other decisions will be made during a public meeting.

14.3. The meeting decorum and rules of debate of Section 10 apply during an in-camera meeting.

14.4. A record which is open to the public will be made, noting the fact that Council or Committee of Council had met in-camera, the type of matter as set out in Section 22(2) of the Act, and the date, but no other information.

14.5. Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council.

14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may be handed out during the in-camera meeting. Such material will be deleted from the internal communication system or collected after the meeting.

14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council. Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.

14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

15. Setting Direction

15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.

15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.

15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.

15.4. Approval of Policies:

a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:

i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;

ii. Through a recommendation from Committee of the Whole ~~or Planning Advisory Committee~~ to Council, provided there is at least seven (7) days between the meetings;

~~ii.~~iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be emailed to Councillors at least seven (7) days before the meeting. ~~.~~

15.5. Approval of By-laws and Planning Documents:

a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.

b) The process for Council to approve a planning document or amendment there of, after the requirements of the public participation program for planning documents have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.
c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.
d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.

15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:
a) Overview of by-law or planning document to be approved – by staff
b) Owner or Developer Presentations (if applicable)
c) Written Submissions in Favour or Against
d) Questions or Comments from the Public in Favour or Against
e) Concluding Remarks

15.7. Council may reverse a resolution or policy through a motion to rescind or repeal in the same manner it was created. The process to reverse a by-law is to create a new by-law stating the repeal.

15.8. The resolution, policy or by-law to be rescinded or repealed:
a) will have been approved at a previous Council meeting, and
b) will not have been carried out to the extend that it is too late to undo for the future.

16. Receiving Public Input

16.1. Council and Committees of Council members may obtain public input and opinions from residents in the following manner:
a) speaking with a resident directly;
b) at public consultation and information meetings;
c) during Public Hearings;
d) through formal presentation during meetings, requests which have been received by staff may be placed on the meeting agenda and approved by the Chair, prior to the meeting;

e) during the allotted twenty (20) minutes of Public Participation on the Committee of the Whole Agenda. A member of the public may speak for a maximum of five (5) minutes each during this period;
f) through formal petitions and written applications to Council.

16.2. Petitions and applications to Council will be:
a) legibly written or printed on paper;
b) will have endorsed upon it the name, address and signature of one or more petitioners, applicants or required persons, and the substance of the matter contained in it.
c) be presented by a Council member or staff member who will inform Council of the contents and ask permission of Council for it to be read on behalf of petitioners;
d) Council may decide to hear a summary of a petition or written application in lieu of hearing the reading of the entire petition or written application.

17. Committees

17.1. The Council of the Municipality may establish Committees of Council for various matters.

17.2. Committees of Council are advisory in purpose and may only make recommendations to Council for final approval and action; unless otherwise enabled under this Policy or by Provincial Legislation.

17.3. In addition to the Committee of the Whole, the following Committees of Council are here by established and details of the establishment can be found in the respective appendix to this Policy:
a) Accessibility Advisory Committee – Appendix D
b) Audit Committee – Appendix E
c) Davidson Lake Watershed Committee - F
d) French Mill Brook Watershed Advisory Committee – Appendix G
e) Fences Arbitration Committee – Appendix H
f) Hantsport Area Advisory Committee – Appendix I
g) Windsor Area Advisory Committee – Appendix I
h) Mill Lakes Watershed Advisory Committee – Appendix J
i) Planning Advisory ~~Committee~~/Heritage Advisory Committee – Appendix K
j) Municipal Climate Change Action Plan Committee – Appendix L

~~j)~~k) Diversity and Inclusion Committee – Appendix M

17.4. Council may also form Committees of Council as required under a by-law or agreement approved by Council.

17.5. Council may agree to participate in external boards and committees which are established by the Province, legal agreement or is of significant interest to the Municipality.

17.6. Council will not be bound by the by-laws or articles of incorporation adopted by an external committee or board providing for the appointment of a member to the committee or board.

17.7. Council agrees to participate in the following external boards and committees:
a) Annapolis Valley Regional Library Board
b) Hants County Residence for Senior Citizens Board
c) Landfill Liaison Committee
d) Region 6 Solid Waste Management Board
e) Valley Communication Fibre Network
f) Valley Regional Enterprise Network

17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Council meeting. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected:
a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;
b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.

17.9. The election of Councillors to various committees and boards will be conducted in similar manner as the election of Deputy Mayor in Section 6.

17.10. Councillors not elected to a Committee of Council or external committee or board will not be permitted to participate in the committee debate or the vote; but are authorized to make comments, presentations, and participate in the committee meeting, to the extent authorized by the Chair.

17.11. A Councillor ceases to be a member of a Committee of Council or external committee or board when they cease to be a Councillor or as per poor conduct as per the Code of Conduct Policy.

17.12. Council may appoint residents to serve on Committees of Council or to represent the Municipality on external board and committees.

17.13. All resident appointments will be advertised publicly with a request for those interested to submit a letter of interest and application for a committee. The letter of interest will be reviewed by the CAO or designate and staff who will then submit a recommendation to Council for appointment.

17.14. Committees of Council will be governed in accordance with this Policy, unless this Policy states that an alternate arrangement may be provided in the Administrative Terms of Reference of the Committee of Council.

17.15. Each member of a Committee of Council is to receive a copy of this Policy and the Committee of Council's Administrative Terms of Reference at the first duly called meeting of the Committee of Council after the regular election or appointment of members.

17.16. The Clerk will keep a record of all Councillor and resident appointments to Committees of Council and external committees and boards.

17.17. Councillors and resident members who sit on an external committee and board that has not been a result of an appointment by Council, will disclose the name of the external committee or board to the Clerk. The Clerk will keep a public record and will update the information in November of each year.

17.18. Council may by majority vote remove any Councillor or resident member of a Committee of Council or external committee or board who was elected or appointed by Council.

17.19. Council will fill any vacancy on a Committee of Council or external committee or board as soon as practicable after the vacancy occurs.

18. Conferences and Training

18.1. Up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Spring conference held by the Nova Scotia Federation of Municipalities (NSFM). And, up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Fall conference held by the NSFM; however, will be based on opportunity. The schedule of attendance will be revisited annually to promote fairness.

18.2. Annually, Council will approve participation in a conference held by the Federation of Canadian Municipalities (FCM), including the number of Council and staff members to participate through the provision of funding during budget deliberations.

18.3. Councillors may attend and be reimbursed for other related training opportunities with prior approval of Council.

18.4. Remuneration for conferences and training will be in accordance with the Remuneration Policy.

18.5. There will be an annual budgeted amount for Committees of Council members to attend conferences relevant to the committee in which they are appointed. This may include up to one resident member per Committee of Council.

18.6. The CAO will be responsible for promoting conference and professional development opportunities and for devising a system ensuring overall fairness for the opportunity to attend.

19. Repeal

19.1. The following policies of the former Municipality of the District of West Hants are hereby repealed effective April 1, 2020:

a) The Council Procedural Policy, COGE-003.00, dated February 14, 2017 as amended to September 10, 2019;
b) Audit Committee Policy, COFN-007.00, dated May 8, 2018;
c) Policy Establishing Davidson Lake Watershed Advisory Committee, COPW-003.00, dated December 8, 2015 as amended to June 12, 2018;
d) Establishment of the Falmouth Watershed Advisory Committee Policy COPW-002.00, dated February 13, 2018 as amended to June 12, 2018;
e) Policy to Establish the Fences Arbitration Committee, COGE-008.00, dated June 12, 2018; ~~and~~
f) Policy Establishing West Hants Planning Advisory Committee, COPL-006.00, dated December 11, 2018; and ~~.~~
~~f)~~g) Policy Establishing the Hantsport Area Advisory Committee, COPL-005.00.

19.2. The following policies of the former Town of Windsor are hereby repealed effective April 1, 2020:

a) Meeting Attendance via Video/Virtual Policy dated September 26, 2017;

b) Appointment of Deputy Mayor Policy dated November 25, 2014; and
c) Audit Committee Policy dated November 28, 2017.

20. Related Legislation, Policies, Procedures

20.1. The following is a list of related legislation, policies and procedures:

a) Municipal Government Act
b) Municipal Conflict of Interest Act
c) Freedom of Information and Protection of Privacy Act
d) Protection of Property Act
e) Robert's Rules of Order

APPENDIX A

~~Samples of~~ Report Form~~s~~

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: (Name of Committee)

Submitted by:
(Name and Title)

Date: (Date)

Subject: (Title or Subject of Report)

LEGISLATIVE AUTHORITY

(State where ability for consideration comes from if applicable)

RECOMMENDATION or DECISION REQUEST

(State the recommendation or decision request in the form of a motion, if not applicable because it is an Information Report or Councillor Activity Report, state so)

BACKGROUND

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

(Provide the Who, What, When, Where and Why. If a Councillor Activity Report check "Councillor Activity" and provide your update/info below in the "Discussion" section.)

DISCUSSION

(Provide new information about the subject, Councillor activity, strategic implications, desired outcome.)

NEXT STEPS

(State what will be done next if anything.)

FINANCIAL IMPLICATIONS

(Inform of any financial implications it may have on current or future budgets of the Municipality, or to residents, if anything.)

ALTERNATIVES

(State any option to the recommendation and implication of the options, if anything)

ATTACHMENTS

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

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
_____ (Name and Title)

~~1. Councillor Municipal Business Report~~

~~Name: _____~~

~~Date: _____~~

~~Date of Last Council Meeting Attended: _____~~

~~**Committee Meeting Attendance**~~

~~Date~~	~~Committee~~	~~Summary~~

~~Event or Conference Attendance~~

~~Date~~	~~Event or Conference~~	~~Summary~~

~~Committee's Chair or Designate Detailed Committee Meeting Summary~~

~~Detail~~	~~Summary~~		
~~Committee Name~~		~~Meeting Date~~	
~~Meeting Highlights:~~			
~~Budget:~~			
~~New Projects:~~			
~~Policy Changes:~~			

~~2. Information Report~~

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

~~To:~~ ~~(Name of Committee)~~

~~Submitted by:~~ _____
~~(Name and Title)~~

~~Date:~~ ~~(Date)~~

~~Subject:~~ ~~(Title or Subject of Report)~~

~~LEGISLATIVE AUTHORITY~~

~~(State where ability for consideration comes from if applicable)~~

~~BACKGROUND~~

~~(Provide some background information on the subject including why the subject is bringing the matter before Council or a Committee of Council)~~

~~DISCUSSION~~

~~(Provide new information about the subject or answer the reason for the report)~~

~~NEXT STEPS~~

~~(State what will be done next if anything)~~

~~FINANCIAL IMPLICATIONS~~

~~(Inform of any financial implications it may have on current or future budgets of the Municipality, or to residents)~~

~~ATTACHMENTS~~

~~(List any attachment to the report)~~

~~Report Prepared by: _____~~
~~(Name and Title)~~

~~Report Reviewed by: _____~~
~~(Name and Title)~~

~~Report Approved by: _____~~
~~_____ (Name and Title)~~

~~3. Recommendation Report~~

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

~~To:~~ ~~(Name of Committee)~~

~~Submitted by:~~ ~~_____~~
~~(Name and Title)~~

~~Date:~~ ~~(Date)~~

~~**Subject:** (Title or Subject of Report)~~

~~LEGISLATIVE AUTHORITY~~

~~(State where ability for consideration come from if applicable)~~

~~RECOMMENDATION~~

~~(State the recommendation in the form of a motion)~~

~~BACKGROUND~~

~~(Provide some background information on the subject including why the subject is bringing the matter before Council or a Committee of Council)~~

~~DISCUSSION~~

~~(Provide new information about the subject or answer the reason for the report)~~

~~NEXT STEPS~~

~~(State what will be done next if anything)~~

~~FINANCIAL IMPLICATIONS~~

~~(Inform of any financial implications it may have on current or future budgets of the Municipality, or to residents)~~

~~ALTERNATIVES~~

~~(State any option to the recommendation and implication of the options)~~

~~ATTACHMENTS~~

~~(List any attachment to the report)~~

~~Report Prepared by: _____~~
~~(Name and Title)~~

~~Report Reviewed by: _____~~
~~(Name and Title)~~

~~Report Approved by: _____~~
~~_____ (Name and Title)~~

APPENDIX B

Rules of Common Motions

Privilege and Subsidiary motions are listed in the order of their precedence, with the highest ranking at the top. After the Chair states a motion, higher ranking motions are in order but not lower ranking motions, except to Amend and Previous Question can be applied to amendable and debateable motions of higher rank than themselves. Incidental Motions have no ranking order. These are the general rules relating to motions, special rules may apply in accordance with Roberts Rules of Order.

Type Of Motion	Motion in Order of Precedence	Seconded Needed?	Amendable?	Debatable?	Decided by?	Reconsider?	Interrupt?
Incidental Motions	Point of Order	No	No	No (unless Chair Permits)	Chair	No	Yes
	Appeal	Yes	No	Yes	Majority (Nays)	Yes	Yes (at time of ruling)
	Suspend the Rules	Yes	No	No	2/3	No	No
	Objection to the Consideration of the Question	No	No	No	2/3 (Nays)	Yes (Nays Only)	Yes (unless debate has begun)
	Division of the Question	Yes	Yes	No	Majority	No	No
Privilege Motions	Fixing the Time to Adjourn	Yes	Yes	No	Majority	Yes	No
	Adjourn	Yes	No	No	Majority	No	No
	Recess	Yes	Yes	No	Majority	No	No
	Raise a question of Privilege	No	No	No	Chair	No	Yes
Subsidiary Motion	Lay on the Table	Yes	No	No	Majority	No	No
	Previous Question	Yes	No	No	2/3	Yes	No
	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No

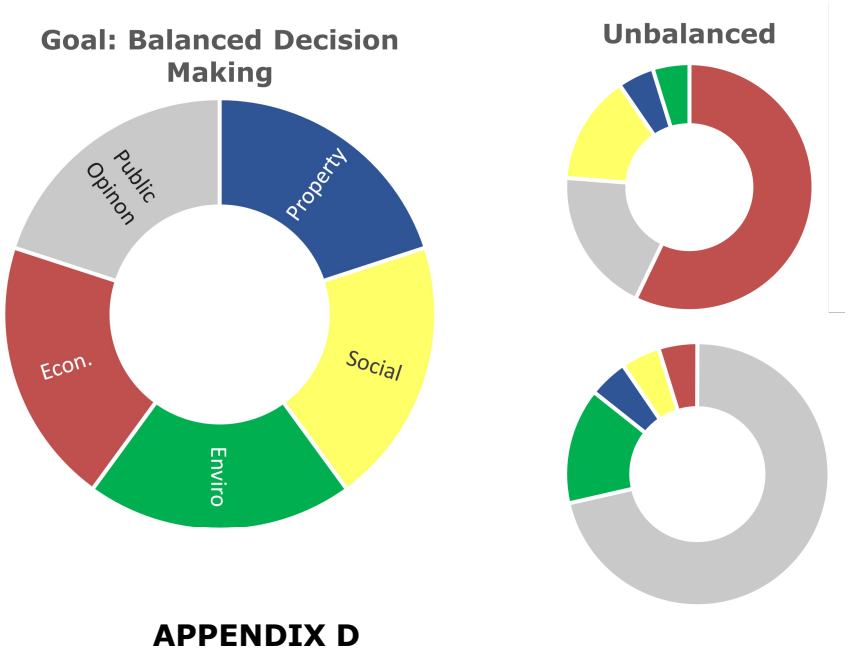
Main	Original Motion	Yes	Yes	Yes	Majority	Yes	No

APPENDIX C

Decision Making by Council and Committee of Council

Council and resident members should assess every issue presented through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council and residents have the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council and resident members strive to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Municipality and the people it serves.

- **Property:** "something at the disposal of a person, a group of persons, or the community or public". Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** "the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time". Examples include regulatory requirements and land use.
- **Economic:** "pertaining to the production, distribution, and use of income, wealth, and commodities". Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** "of or relating to human society". Examples: Acceptance, limited available or benefit, values
- **Public Opinion:** "the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like". Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.



APPENDIX D

Accessibility Advisory Committee

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

3.1. In Appendix D,

a) "AAC" means the Accessibility Advisory Committee of the Municipality;

b) "Act" means the *Accessibility Act*;

c) "Barrier" means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;

d) "Council" means the Council for the Municipality;

e) "Disability" includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual's full and effective participation in society;

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

4. COMMITTEE COMPOSITION

4.1. The AAC will consist of seven (7) members as follows:

- To a two-year term – One (1) members of Council
- To a two-year term – four (4) Resident members
- To a three-year term – two (2) Resident members.

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

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

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

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

5. MANDATE AND RESPONSIBILITIES

5.1. AAC has the following responsibilities:

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

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

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

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

- Any other prescribed information.

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

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

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

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

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

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

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

6. ADMINISTRATION

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

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

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

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

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.

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 Renumeration 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.

APPENDIX F

Davidson Lake Watershed Advisory Committee

1. PREAMBLE

1.1. The Davidson Lake Watershed Advisory Committee was established in 2007 in response to the requirement of Nova Scotia Environment (NSE) to develop and prescribe regulations for the Protected Water Area, as well as a Source Water Protection Plan (SWPP). The SWPP was adopted by the former Hantsport Town Council on July 4, 2013. The draft Regulations were submitted to Nova Scotia Environment and at this time awaits Provincial review and approval.

2. DEFINITIONS

2.1. In Appendix F,

a) "Committee" means the Davidson Lake Watershed Advisory Committee;

b) "Councillor" means an elected member of the Council of the Municipality;

c) "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.

3. PURPOSE

3.1. The primary objective of the Davidson Lake Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.

3.2. The mandate of the Davidson Lake Watershed Advisory Committee is to advise and make recommendations to Council concerning issues of the management and protection of the Davidson Lake Watershed.

4. ROLE OF THE DAVIDSON WATERSHED ADVISOTY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Davidson Lake Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the Davidson Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Davidson Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- One (1) Landowner Representative
- One (1) Councillor and one alternate~~s~~
- One (1) Nova Scotia Department of ~~Natural Resources~~Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representative must own land in the Davidson Lake Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be four (4) members; of which one (1) must be a Councillor.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Davidson Lake Watershed Advisory Committee to Committee of the Whole.

6.3. The Committee will meet semi-annually. The Chair may call additional meetings as required.

6.4. Administrative services for the Committee will be provided by the Municipality.

6.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX G

French Mill Brook Watershed Advisory Committee

1. PREAMBLE

1.1. In 1983, the area surrounding French Mill Brook, Hants County was designated as a Protected Water Area at the request of the former Municipality of the District of West Hants. Regulations were also enacted for the designated area to protect the water supply. The French Mill Brook Watershed Protected Area supplies potable water to the community of Falmouth and covers approximately 2814 acres of land (1139 hectares), according to the plan prepared in 1974.

1.2. The former Falmouth Watershed Advisory Committee was established in 1992 to manage the French Mill Brook Watershed through the involvement of all stakeholders, including landowners, municipal staff and government representatives.

2. DEFINITIONS

2.1. In Appendix G,

a) "Committee" means the Falmouth Watershed Advisory Committee;
b) "Councillor" means an elected member of the Council of the Municipality;
c) "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.

3. PURPOSE

3.1. The primary objective of the French Mill Brook Watershed Committee is to provide a forum for the Landowners, the Municipality, and other stakeholders to work cooperatively to maintain the water quality and quantity in the French Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.

3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the French Mill Brook Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the French Mill Brook Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).

k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Three (3) Landowners Representatives
- One (1) Councillor and one (1) alternate
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) ~~Natural Resources~~ Nova Scotia Department of Lands and Forestry Representative
- One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Falmouth Watershed Advisory Committee to the Committee of the Whole.

6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

6.4. Administrative services for the Committee will be provided by the Municipality.

6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX H

Fences Arbitration Committee

1. PURPOSE

1.1. The purpose is to establish the Fences Arbitration Committee in accordance with the Fences and Detention of Stray Livestock Act.

2. DEFINITIONS

2.1. In Appendix H,

a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;
b) "Clerk" means the Municipal Clerk of the Municipality;
c) "Committee" means the Fences Arbitration Committee of the Municipality;
d) "Council" means the Council of the Municipality;
e) "Livestock" means cattle, sheep, swine, goats, horses, ponies, mules, ratites, farmed deer and game farm animals and other livestock designated by the Minister;
f) "Minister" means the Minister of Agriculture;
g) "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;
h) "Non-livestock farm" means land upon which no livestock is maintained.
i) "Owner" includes

i. With respect to livestock, any person who has lawful custody of the livestock

ii. With respect to a farm, the person occupying or operating a farm.

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.

3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.

3.3. Alternate members of the Committee may be appointed at the request of the member appointed by the Municipality or the Nova Scotia Federation of Agriculture.

3.4. All members or alternates will be residents of the Municipality.

3.5. Non-Council members will be paid remuneration in accordance with the Council Remuneration Policy.

3.6. The Committee will meet on an as needed basis.

3.7. Two (2) members of the Committee will form a quorum.

3.8. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

4. DUTIES

4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:

a) Hearing fencing disputes between the owners of a livestock farm(s) or between the owner of a livestock farm and a non-livestock farm; who have notified the Clerk in writing and paid the accompanied fee. With respect to the matter referred to the Committee, the Committee may, by written order,

i. Determine the location, height and material of construction of any fence;

ii. Determine the manner of maintenance of a fence;

iii. Direct the owner of a farm to construct or maintain any fence in accordance with the Act;

iv. Determine the proportion of costs of building and maintaining any fences and common boundaries to be borne by each of the adjoining livestock farm owners pursuant to the Act;

v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.

b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.

c) Disposing of stray livestock in such as manner as it deems fit, should no offer or reasonable offer be made at sale.

d) Distributing the proceeds of the sale or disposal of stray livestock in accordance with the Act.

e) Settling disputes regarding ownership and expenses of stray livestock that arise between the owner of the livestock, the person detaining it or the Municipality.

5. CONFLICT

5.1. Where there is a conflict between this Policy and the Act, the Act will prevail.

APPENDIX I

Windsor and Hantsport Area Advisory Committees

1. PURPOSE
   - 1.1. To establish area advisory committees for the communities of Windsor and Hantsport in accordance with Sections 201 and 202 of the *Municipal Government Act*.
   - 1.2. The Windsor Area Advisory Committee and Hantsport Area Advisory Committee will advise the Planning Advisory Committee of the Municipality on planning matters affecting its respective community including the preparation and amendment of planning documents and planning matters generally.

2. DEFINITIONS
   - 2.1. In Appendix I,
     - a) "HAAC" means Hantsport Area Advisory Committee;
     - b) "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;
     - c) "WAAC" means Windsor Area Advisory Committee.

3. COMMITTEE COMPOSITION
   - 3.1. WAAC and HAAC will each consist of a maximum of eight (8) members and a minimum of four (4) members of which one (1) is a Council member (representing the relevant community), and seven (7) are resident members who are not members of Council.

3.2. Resident members will be appointed to the Committee for a term of two (2) years, with the term expiring following the October meeting of the second year, and the Council member will be appointed for a term of four (4) years, with the term expiring following the October meeting.

4. ADMINISTRATION

4.1. A Chair and Vice-Chair will be elected annually during the November Committee meeting.

4.2. All non-Council members of the Committee will be provided remuneration in accordance with the Council Remuneration Policy.

4.3. The duties and procedures of the Area Advisory Committees will be as set out in the relevant Terms of Reference for the Advisory Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

APPENDIX J

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

2. DEFINITIONS

2.1. In Appendix J,

a) "Committee" means the Mills Lakes Watershed Advisory Committee;
b) "Councillor" means an elected member the Council of the Municipality;
c) "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;
d) "Staff" means a person employed by the Municipality.

3. PURPOSE

3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

4. ROLE OF THE MILL LAKES WATERSHED ADVISOTY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Four (4) Landowner Representatives
- One (1) Councillor and one (1) alternate
- One (1) Nova Scotia Department of ~~Natural Resources~~Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative (voting)

5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor. .

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.

6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

6.4. All Landowners are welcome to attend Committee meetings as observers.

6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.

6.6. Administrative services for the Committee will be provided by the Municipality.

6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX K

Planning Advisory/Heritage Advisory Committee

1. PURPOSE

1.1. To establish an advisory committee in accordance with Sections 200 and 202 of the *Municipal Government Act*.

The Planning Advisory/Heritage Advisory Committee will advise the Council of the Municipality on planning and heritage matters requiring a decision of Council affecting the Municipality, including the preparation and amendment of planning documents.

2. DEFINITIONS

2.1. In Appendix K,

a) "HAAC" means Hantsport Area Advisory Committee;

b) "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;

c) "PAC/HAC" means the Planning Advisory/Heritage Advisory Committee of the Municipality;

d) "WAAC" means Windsor Area Advisory Committee.

3. COMMITTEE COMPOSITION

3.1. The PAC/HAC will be established under the following terms:

a) The Committee will consist of seven (7) members as follows:

- four (4) members of Council of which one is the Mayor
- one (1) member of WAAC
- one (1) member of HAAC, and
- one (1) Resident member who is not a member of Council or a Municipal employee.

b) Non-Council members will be appointed to the Committee in November for a term of two (2) years and expire the following the October meeting of the second year.

4. ADMINISTRATION

4.1. The PAC/HAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.

4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.

4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.

APPENDIX L

Municipal Climate Change Action Plan Committee

1. PURPOSE

1.1. The Municipal Climate Change Action Plan Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Municipal Climate Change Action Plans of the Municipality hereafter referred to as "the MCCAP". These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.

2. DEFINITIONS

2.1. In Appendix L,

a) "MCCAP Committee" means the Municipal Climate Change Action Plan Committee;

b) "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.

3. COMMITTEE COMPOSITION

3.1. The Committee consists of ~~a minimum of eight~~ten (10) ~~-~~members:

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

3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.

3.3. ~~Staff appointments~~Designates and alternates are at the discretion of the Chief Administrative Officer.

4. ADMINISTRATION

4.1. The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.

4.2. The Chair of the Committee acts as the liaison in providing recommendations to Council, as required from time to time.

4.3. The duties and procedures of the MCCAP Committee will be as set out in the relevant Terms of Reference for the MCCAP Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

APPENDIX M

Diversity and Inclusion Committee

1. PURPOSE

1.1. The purpose of the Diversity and Inclusion Committee is to engage~~d~~ the community and formulate action plans to address issues concerning social marginalization, equity, racism, and discrimination within the Municipality. The Committee will also examine issues and barriers in creating a community that is inclusive and welcoming to all.

2. DEFINITIONS

2.1. In Appendix M,

a) "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.

3. COMPOSITION

3.1. The Committee will consist of ten(10) voting members and two (2) non-voting members as follows:

- 2 Councillors
- 4 resident members of diverse race and ethnicity
- 1 resident over the age of 60
- 1 resident between the ages of 15-19
- RCMP Representative
- Provincial Government Representative
- 2 non-voting staff members appointed by the Chief Administrative Officer

4. ADMINISTRATION

4.1. A Chair and Vice-Chair will be elected annually during the November Committee meeting.

4.2. All non-Council and non-staff members of the Committee will be provided remuneration in accordance with the Council Remuneration Policy.

4.3. Administrative services for the Committee will be provided by the Municipality.

4.4. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

~~APPENDIX M~~

~~Agenda Request Form~~

~~**Name:**~~			
~~**Date:**~~		~~**Date Submitted to CAO:**~~	

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

~~Detail~~	~~Synopsis~~				
~~Decision Requested:~~					
~~Background: What? Who? How? When?~~	~~Property☐~~	~~Public Opinion☐~~	~~Environment☐~~	~~Social☐~~	~~Economic☐~~
~~Strategic Implication: with Dashboard~~	~~Current ☐~~	~~Short Term ☐~~	~~Long Term ☐~~		
~~Budget:~~	~~Yes ☐ No ☐~~	~~Policy: MGA section~~	~~Yes ☐ No ☐~~		
~~Desired Outcome:~~					
~~Recommendation:~~	~~Report/Document: Attached ☐ Available ☐ Nil ☐~~				

~~Agenda Request – CAO Initial Review~~

~~Detail~~	~~Synopsis~~
~~Department: select all that apply~~	~~Governance/Legislative☐ Protective Services ☐ Administration ☐~~ ~~Planning☐ Engineering Public Works☐~~ ~~Parks and Recreation☐ Finance☐ Economic Development ☐~~

~~Decision Requested:~~	~~Operational Matter☐ Decision of Council Required☐~~ ~~Policy Change☐ Other☐~~
~~Background:~~	
~~Budget:~~	
~~Staff Workload:~~	
~~Policy:~~	
~~Response Options:~~	
~~Preferred Strategy:~~	
~~CAO Comments:~~	

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 the Windsor and West Hants Municipality at a meeting duly called and held on the **23rd** day of **March, 2020.**

R. N. Brown
Municipal Clerk

Adoption	
Notice to Council:	March 9, 2020
Approval:	March 23, 2020
Description: Initial approval of the Meeting and Committee Procedural Policy, RCOGE-003.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality.	
First Amendment	
Notice to Council:	
Approval:	
Description:	

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1. General

1.1. This Policy will be known and cited as the "Meeting and Committee Procedural Policy".

1.2. The purpose of this Procedural Policy is to:

a) provide direction to Council and Staff members on conducting Council and Committees of Council meetings. This Policy does not apply to boards, commissions and committees of which the Municipality may be a member, but which was not established solely by the Municipality;
b) establish the Committee of the Whole as a Committee of Council; and
c) establish various other Committees of Council.

1.3. In this Policy:

a) "Act" means the Municipal Government Act, Stats. N.S. 1998, C. 18
b) "Business day(s)" means a day which the administrative offices of the Municipality are open for business;
c) "Chair" means the presiding officer of Council or a Committee of Council;
d) "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Municipality;
e) "Clerk" means the Clerk of the Municipality;
f) "Closed Meeting" means a meeting which is not open to the public and may be known as in-camera.
g) "Committee of Council" means a committee formed pursuant to a resolution or policy of Council;
h) "Council" means all Council members of the Municipality;
i) "Councillor" means a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise;
j) "Majority" means more than one-half of those present
k) "Meeting Package" means the package prepared for a meeting consisting of the agenda and associated agenda item material;
l) "Motion" means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;
m) "Municipal or 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.

n) "Pecuniary interest "means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;
o) "Planning document" means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;
p) "Question" means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;
q) "Quorum" means the majority of members required to hold a meeting.
r) "Resolution" means a formal expression of the opinion or the will of the Council or a Committee of Council adopted by vote, and is a result of an approved motion;
s) "Staff" means a person employed by the Municipality;
t) "Two-thirds vote" means a vote where at least two-thirds of the members present and entitled to vote at the meeting vote in favor of the motion.

2. Mandate of Council and Committee of the Whole

2.1. The mandate of Council is:

a) to exercise the powers of the Municipality as set out in the *Act* through the approval of motions, policies and by-laws;
b) to provide strategic planning for the Municipality with the goals:
   i. to provide good government;
   ii. to provide services, facilities and other things that in the opinion of Council are necessary or desirable for all parts of the Municipality;
   iii. to develop and maintain safe and viable communities;
   iv. to work with other municipal units for the best interests of the Municipality within the province;
   v. to provide active programs of training and upgrading of staff and Council; and
   vi. such other goals as from time to time are determined;
c) to conduct the official business of the Municipality;
d) to carry out any statutory public hearings as required by the *Act* and other legislation;
e) to provide strategic direction to the CAO through resolutions, policies and by-laws.

2.2. The mandate of the Committee of the Whole is:

a) to discuss, consider, advise and make recommendation to Council for approval concerning the affairs of the Municipality in advance of Council making decisions or taking actions on such matters, except where Council has determined that consideration by Committee of the Whole is unnecessary or inadvisable, and except that the following matters will normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:
   i. first and second readings of a by-law enactment, amendment or repeal; and
   ii. matters which are the subject of statutory hearing of Council;
b) to carry out the duties and responsibilities of Council set forth in Part XV Dangerous and Unsightly Premises of the *Act*;
c) to carry out the duties of the Regional Emergency Management Advisory Committee as set forth the Regional Emergency Management By-law of the Municipality;
d) to take such steps not inconsistent with this Policy that the Committee of the Whole reasonably deems necessary to carry out this mandate;
e) except for an Order under the Act for Dangerous and Unsightly Premises and specific tasks or matters assigned by Council from time to time to the Committee, all resolutions of the Committee of the Whole will be recommendations to Council for Council's approval.

3. Time, Place, Date and Notice of Meetings

3.1. All meetings of Council and Committees of Council will be public meetings, except as provided for under Sections 22 (2) and 203(1) of the Act and Section 14 of this Policy.

3.2. Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:
a) at the location set by the Committee of the Whole,
b) on the second Tuesday of each month, except for August and December,
c) commencing at 6:00 p.m. unless otherwise directed by Council.

3.3. Unless otherwise specified pursuant to Section 3.5 of this Policy, a regular meeting of Council will be held:
a) at the location set by Council,
b) on the fourth Tuesday of each month except for August and December,
c) commencing at 6:00 p.m. unless otherwise directed by Council.

3.4. Unless otherwise specified pursuant to Section 3.5 of this Policy, regular meetings of other Committees of Council will be determined in the Administrative Terms of Reference for the Committee.

3.5. Meetings may be rescheduled, relocated or cancelled:

a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;
b) at the request of majority of the members of Council or Committee of Council;
c) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.

3.6. Additional or special meetings of Council or a Committee of Council may be convened:

a) by resolution or consensus, including contingent resolution or consensus of Council or Committee of Council at a meeting three (3) or more business days in advance of the additional or special meeting;
b) at the request of the Chair;
c) at the request of the majority of members;
d) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to unforeseen circumstances, provided the Mayor, Deputy Mayor or Chair believes that the majority of members would support such a step; or
e) where the Mayor determines there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.

3.7. Notice to Councillors and the Public of meetings:

a) subject to any statutory relaxation of the notice requirements, at least three (3) business days' notice to Councillors will be provided for additional or special meetings by telephone, the email address provided by the Municipality or other email address, fax number or messaging service;
b) subject to any statutory relaxation of the notice requirements, at least two (2) business days' notice to the public will be provided for additional or special meetings by posting a notice of the meeting on the Municipal website and social media pages;
c) Councillors and the public will be deemed to have received any notice within one (1) day of being notified pursuant to this section;

d) meeting notice need not be provided of:
   i. regular meetings held pursuant to Sections 3.2 and 3.3 of this Policy;
   ii. regular meetings of a Committee of Council whose regular meeting date is contained in a policy or by-law of Council or posted on the Municipal website; or
   iii. meetings held pursuant to Sections 3.5 (a) and Section 3.6 (a) of this Policy;
e) notice of meeting cancellations will be provided to Council and the public as soon as possible in the same manner;

3.8. In accordance with Section 19 (7)(a)(b) of the Act no meeting of Council or Committee of Council is illegal or invalid by failure to give notice or by meeting elsewhere than provided in this Policy or the notice of meeting.

3.9. Within thirty (30) days following the first meeting of Council after an election or by-election each Councillor will provide the Clerk the following:
a) a telephone number with answering machine/voicemail which the Councillor has and will maintain and will check at least once per day;
b) the unique email address provided by the Municipality, where all municipal notices and correspondence will be forwarded and which the Councillor will check at least once per day;
c) any other email address, fax number, or messaging service which the Councillor has and will maintain and will check at least once per day.

4. Communications

4.1. The Mayor is the official spokesperson of Council and the CAO is the official spokesperson of staff.

4.2. Council communication to the public is:
a) through the Mayor, as the official spokesperson for the Municipality regarding decisions approved by Council unless another Councillor is designated;
b) through Councillors as chief spokespersons for explaining policies, priorities and decisions; and
c) through Committee Chairs as chief spokesperson for matters dealt with under the authority of their committee, unless another Councillor is designated;
d) media interview requests will be referred to the Mayor or the CAO to determine who is the most appropriate spokesperson for the interview.

4.3. Council communication to staff is:
a) through a resolution of Council or Committee of Council for advice, information or recommendations on matters which require thoughtful research and review. Staff will normally provide their response through a written information or recommendation report like that in Appendix A;
b) through resolutions from Council to the CAO.

4.4. Committees will communicate to Council:
a) through a written information or recommendation report by Chairs to Committee of the Whole like that found in Appendix A.
b) where all Councillors are members; may communicate using excerpts sheets of the motions being recommended to go straight to Council with the previous committee report (referred to in the excerpt), attached as a supporting document.

4.5. All Councillors are expected to provide a monthly report to Council stating the Municipal business they were involved in over the previous month, using the report form in Appendix A.

4.6. The CAO or designate may, on behalf of Council or Committee of Council, receive correspondence from the public and deliver a copy of the correspondence to all Councillors within a reasonable time provided:
a) the correspondence is directed to a Councillor or Committee of Council member;
b) is in writing and received by mail or email;
c) is legible;
d) is not libelous, irrelevant, offensive or improper; and
e) is signed by the writer's name.

5. Meeting Attendance and Quorum

5.1. Councillors are expected to attend all meetings of Council and Committees of Council to which they are appointed.

5.2. Subject to changes of the Act Section 17 (4), Councillors who without leave of Council are absent from three (3) consecutive regular meetings of Council ceases to be qualified to serve as a Councillor.

5.3. Councillors who without leave of a Committee of Council and are absent from three (3) consecutive regular meetings of a Committee of Council to which

they are appointed, may be removed from the Committee. This also applies to resident members appointed to a Committee of Council.

5.4. Council or a Committee of Council will not refuse the leave of a Councillor if such leave is due to employment issues, illness, other Municipal business, or an unforeseen event needing immediate attention.

5.5. Sections 5.1, 5.2 and 5.3 do not apply to Councillors on a parental accommodation leave of absence in accordance with Section 17 (4A) of the Act.

5.6. Quorum for meetings of Council and Committee of the Whole will be the majority of elected Councillors, or seven (7) Councillors.

5.7. Quorum of other Committees of Council will be the majority of the voting members unless otherwise stated in a policy or by-law of Council or administrative terms of reference.

5.8. Councillors or resident members of Committees of Council may participate in meetings by electronic means such as teleconference or video conference and will be considered present for purposes of quorum and voting, provided:

a) the Councillor or resident members physically present at the meeting location are at minimum one less than quorum;
b) a maximum of two Councillors, resident members or combination may use electronic means during a meeting at one time;
c) the Chair will be physically present at the meeting location;
d) the Councillor or resident member notifies the Chair and appropriate staff at least 24-hours in advance of their intent to use electronic means, to ensure provision of the electronic means at the meeting location;
e) it is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
f) if used during a closed meeting, the member will ensure confidentiality is maintained at all times;
g) no Councillor or resident member will participate by electronic means in more than four (4) meetings of any kind per year;
h) the Councillor or resident member does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
i) the Chair will ensure those participating by electronic means have an opportunity to verbally declare any conflicts of interest;

j) the Councillor or resident member will notify the Chair of their intended departure (either temporary or permanent) from the meeting before leaving the meeting;
k) the Councillor or resident member will be marked as absent if electronic connection is not made or if it is lost and is unable to be reconnected.

5.9. All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).

5.10. If a quorum is not present fifteen (15) minutes following the scheduled start time of a meeting and it is not reasonable that quorum will be present within a reasonable time, the meeting will be deemed cancelled and a record of the cancellation along with the names of the members present will be recorded in the minutes.

5.11. Where there is a permanent vacancy on Council or a Committee of Council, Councillors may make a decision if a quorum is present at the meeting.

5.12. If the number of Council members is reduced to below the number required for a quorum due to vacancies in Council, Council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property, for make any other decision that has an effect after or for a term extending beyond the date of the election to fill a vacancy on Council

6. Election Process for Deputy Mayor, Chair or Vice-Chair

6.1. At the first meeting of Council after an ordinary election, all Councillors will be sworn in and the Deputy Mayor will be elected as follows:
a) the Mayor will call the meeting to order and call for nominations for the position of Deputy Mayor three times;
b) Councillors may nominate a fellow Councillor for the position of Deputy Mayor, but may not nominate themselves; nominations do not have to be seconded;
c) after the third and final call for nominations, the Mayor will declare nominations closed;
d) the Mayor will ask each nominee if they accept the nomination for Deputy Mayor;
e) if only one Councillor was nominated and accepted the nomination, that Councillor is declared the Deputy Mayor;

f) if there is more than one nominee, the Mayor will provide each of the nominees an opportunity to speak and Councillors will elect the Deputy Mayor by secret ballot;
g) two volunteers are asked to be scrutineers, one of which must be a staff member. Ballots are distributed to Councillors, votes will be cast, then the scrutineers will collect and count the ballots;
h) the scrutineers announce the overall result of the election (not the number of votes for each Councillor). The Deputy Mayor is determined by majority of the number of Councillors present;
i) if there is not a winner by majority and there are three (3) or more nominees, another vote will occur by dropping the nominee with the lowest votes and voting again until only two (2) nominees remain. If there is not a winner by majority and there are only two (2) nominees, the Deputy Mayor will be determined by a draw by the Clerk or designated staff member.
j) once the Deputy Mayor has been declared elected, a motion will be made to destroy the ballots.

6.2. The term of office for the Deputy Mayor will be two (2) years; the very first term being April 1, 2020 - October 31, 2022 and the nomination process be held again for a term of November 2022 – October 2024, at which time it will re-align with municipal elections in Nova Scotia

6.3. The election of a Chair for a Committee of Council will be completed in a similar manner to the election of the Deputy Mayor except that a staff member will perform the duties of the Chair until the Chair of the Committee of Council is elected. Nominees for Chair will be given an opportunity to speak to the members of the Committee of Council before the vote is held.

6.4. Once a Chair of a Committee of Council is elected, they may perform the election in the same manner for a Vice-Chair.

6.5. The term of office for a Chair or Vice Chair will be two years unless otherwise stated in a policy of Council or administrative terms of reference.

7. Meeting Agendas and Packages

7.1. At Council meetings, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
a) Call to Order
b) Roll Call

c) Approval of Agenda, including additions or deletions
d) Declaration(s) of Conflict of Interest
e) Announcements
f) Approval of previous meeting's minutes
g) Public Hearings
h) Unfinished Business/Postponed Motions
i) Mayor's Report
j) Committees of Council Recommendations
k) Councillor Municipal Business Reports
l) Correspondence
m) New Business
n) In-Camera
o) Next Meeting Date / Adjournment

7.2. At Committee of the Whole, unless a majority consents to a different order for that meeting, business will be conducted in the following order:

a) Call to Order
b) Roll Call
c) Announcements
d) Approval of Agenda, including additions and deletions
e) Declaration(s) of Conflict of Interest
f) Approval of the Minutes
g) Presentations
h) Unfinished Business/Postponed Motions
i) Reports
j) Correspondence
k) New Business
l) Public Participation Period
m) In-Camera
n) Next Meeting Date / Adjournment

7.3. Agendas of other Committees of Council and Public Hearings will be determined as needed or detailed in the Committee's Administrative terms of reference.

7.4. All topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon ten (10) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form " (Appendix A) to be included in the agenda package.

7.5. All agendas will be approved by the Mayor or Chair of the Committee of Council and the CAO or designate.

7.6. All agenda items should have an associated report, excerpt sheet, and/or other material outlining the purpose and background of the agenda item put together in one PDF document.

7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 12:00 noon at least three (3) business days before the meeting by internal communication systems or email.

7.8. Meeting packages will be provided to the public by 4:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.

7.9. Meeting packages for a special meeting of Council or a Committee of Council will be provided to Councillors, resident members and the public in accordance with Sections 7.7 and 7.8 should time permit, or by 12:00 noon one (1) business day before the special meeting.

7.10. If an agenda item's associated material is not distributed in the meeting package it will be distributed electronically or by hard copy during or after the meeting.

7.11. Late additions to the agenda will be accepted for consideration until 12:00 noon two (2) business days before the meeting. No late additions will be accepted for special meetings.

7.12. Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.

7.13. For instances when a requested agenda item may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum or meeting, the Mayor or Chair will have the authority to delete, defer, or refer the agenda item. The Mayor or Chair will advise the person requesting the agenda item of the action taken.

7.14. All material in a meeting package which is posted on the Municipal website will be deemed received at the time of agenda approval during the meeting. All material not publicly posted that is read or visually presented during the meeting will be deemed received and amended to the posted meeting package posted on the Municipal website

7.15. Once an agenda item has been dealt with it should not be put on the agenda again for at least six (6) months unless there is a follow up report on actions taken, or a proper motion is made to reconsider, rescind or amend something previously adopted.

8. Council and Committee Chair Duties

8.1. The Chair of Council and Committee of the Whole will be the Mayor except:

a) in the absence of the Mayor, the Deputy Mayor will be the Chair
b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.

8.2. The Chair of a Committee of Council will be the Councillor or resident member elected and, in their absence, the Vice-Chair elected.

8.3. It will be the duty of the Chair to:

a) open the meeting by taking the chair and calling the members to order and announcing the business before Council or the Committee of Council;
b) ask members to declare any Conflicts of Interest;
c) receive and put to a vote all motions presented and announce the results;
d) decline to put to a vote a motion which infringes upon rules of procedure established by this Policy;
e) restrain Councillors when engaged in debate, within the rules of conduct established by this Policy or Robert's Rules of Order;
f) protect the rights of those attending the meeting and enforce the rules of order; preserve order, and decide on point of order;
g) call by name any Councillor or resident member persisting in a breach of this Policy, and thereby ordering them to vacate the meeting room;
h) permit the CAO to speak on any point upon request;
i) permit staff and invited guests to speak when appropriate on the agenda and at the request of Councillors and/or CAO;
j) permit proper questions to be asked through the Chair of any Councillor, CAO, staff member, or invited guest in attendance relevant

to the issue under discussion in order to provide information to assist debate;

k) declare a meeting dissolved if no quorum has been achieved;

l) adjourn to another place and/or time without ending the meeting with the consent of Council;

m) adjourn the meeting when the business is concluded and a motion to adjourn has been approved by the majority vote; or

i. adjourn the meeting when an adjournment time has been set and approved by majority vote or consensus, when the time has been reached except when it is extended by unanimous consent; or

ii. adjourn the meeting at the Chair's sole discretion due to inclement weather conditions to a time and date set by the Chair.

9. Minutes and Recordings

9.1. Written minutes of Council and all Committee of Council meetings, including in-camera meetings, will be kept providing a permanent and historical record of the Municipality's business. When required, these minutes may be recognized in court as evidence of decisions made and actions taken.

9.2. Written minutes kept will:

a) record the names of the members or participants and the time when any member joins or leaves a meeting which is in progress;

b) contain all motions and decisions by consensus and will record the outcome of each vote;

c) record the names of all Councillors or resident members who voted "Nay" to a motion put to a vote;

d) summarize key points of a discussion and mention reports, petitions, correspondence, presentations and other papers submitted only by their respective title, or a brief description of the content;

e) be clear, accurate, concise, and formatted to be readable;

f) be written in past-tense;

g) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.

9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council will be recorded using audio recording equipment. Once minutes are approved, the audio recording will be kept for at least seven (7) years after which it may be destroyed in accordance with the Records Management Policy of the Municipality.

9.4. Draft minutes of Council and Committee of the Whole will be reviewed by the Clerk and CAO.

9.5. Draft minutes of other Committees of Council will be reviewed in accordance with the Committee of Council's Administrative Terms of Reference.

9.6. Minutes of all meetings will be posted in draft electronic form on the Municipality's website for the public and to the internal communication system for Councillors and staff for information.

9.7. The minutes of the last preceding regular meeting and subsequent special meetings will be reviewed at the next meeting of Council or Committee of Council and after all necessary corrections and amendments have been noted, be approved and signed by the Mayor or Chair.

9.8. To correct the minutes at the time of approval, the word or words will be crossed out and the corrections written in and initialed before being signed by the Chair. The digital form of the minutes posted to the Municipality's website and internal communication system will be changed accordingly in red font and a footnote of the changes will be added to the electronic minutes stating "Amended".

9.9. The press will be allowed to only use audio recording equipment during public meetings.

9.10. A request for copies of the audio recordings of public meetings may be submitted in writing or electronic mail to the Clerk of the Municipality and will be provided, if available, for a prescribed fee.

9.11. Council and Committees of Council may choose to live-stream video on the internet of any or all meetings, with no obligation to live-stream video of a meeting. There will be no audience participation using the live-streamed video, but residents may leave messages; however, staff will be unable to address said messages.

9.12. Except for Section 9.3, 9.9 and 9.11 of this Policy, audio and video recordings and the taking of photos by any device will not be allowed during meetings except by permission of the Chair.

10. Meeting Decorum and Rules of Debate

10.1. Robert's Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.

10.2. Members of the public present in the meeting room will maintain order and quiet and will not address the Council or Committee of Council except with permission of the Chair.

10.3. All cellular phones and electronic devices which emits a sound will be set to silent or turned off during a meeting, with the exception of equipment required for specific use related to the matter (i.e. issued tablets that would contain the agenda and related documents).

10.4. No one may bring any sign, poster, placard, banner or other like device into a meeting place without the prior permission of the Chair, subject to an objection by a majority of the members of Council or Committee of Council present.

10.5. All Councillors, resident members, or other persons presenting to Council or a Committee of Council will not:

a) speak disrespectfully of any person;
b) use offensive language
c) speak on any subject other than the subject for which they received approval to speak;
d) disobey any decision of the Chair;
e) enter a cross debate with another member; or
f) willfully distract the member speaking, unless it is regarding a point of order or to raise a question of privilege.

10.6. A Council or a Committee of Council member or other persons may speak to a subject or motion at a meeting only if that member first addresses the Chair.

10.7. The Chair may ask questions and speak on a matter in the same manner as all Council or Committee of Council members without leaving the seat of the Chair.

10.8. Every Council or Committee of Council member or other person, prior to speaking on any question or motion, will signal their desire to speak by raising their hand or other acceptable manner and wait to be recognized by the Chair. When two or more members signal to speak, the Chair will

designate who has the floor based on the opinion of the Chair as to who signaled first.

10.9. No Council or Committee of Council member or other person will speak more than twice (and the second time only to raise new information), for a maximum of five (5) minutes each time, without permission of Council on any motion except to explain misconception of his remarks. When a member wishes to explain a misconception, the member will signal to the Chair and ask permission of the Chair, without further comment, and if permitted by the Chair, will explain only an actual misunderstanding of language.

10.10. A Council or Committee of Council member may request the motion under consideration be read at any time during debate but may not interrupt while another member is speaking.

10.11. The mover of a motion will have the right to reply and sum up in closing the debate.

10.12. The Chair, after having called attention of Council or Committee of Council to the conduct of a member who persists in irrelevant or repetition of an argument during debate, may direct a member to discontinue speaking.

10.13. A Council or Committee of Council member, member of the public or other person willfully disregarding the meeting decorum or rules of debate or obstructing the business of the Council or Committee of Council meeting, may be ordered by majority vote of the members present, to leave the meeting, which for clarity means leaving the property of the meeting location.

10.14. Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of three (3) formal presentations at any one meeting.

10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:

a) a note of the reading;
b) the date;
c) the way it was dealt with.

10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If the meeting agenda is not completed as of 10:00 pm, the members may vote to adjourn to another date and time to complete the meeting.

11. Conflict of Interest

11.1. In accordance with the Municipal Conflict of Interest Act each Councillor and resident member must self-identify and disclose any pecuniary interest in any item before Council, Committee of Council or external committee or board.

11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:

a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature there of;
b) leave their seat and sit in the gallery or exit the meeting room for the duration of the discussions pertaining to the matter;
c) not take part in the discussion of or vote on any question with respect to the matter;
d) not in any way before, during and/or after the meeting influence the voting on any question pertaining to the matter.

11.3. If the meeting is a closed meeting, in addition to complying with the requirements in Section 11.2, the Councillor or resident member will leave the meeting place for the part of the meeting during which the matter is under consideration.

11.4. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member will disclose the interest and otherwise comply at the next meeting they attend of Council, Committee of Council or external committee or board where the matter was discussed.

11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

12. Motions and Voting

12.1. The types of motions which may be made at a Council or Committee of Council meeting are:

a) Main motions – reflects the proposed decision or action to be taken regarding a subject;
b) Subsidiary motions – facilitates or modifies the main motion;
c) Incidental motions – relates to a question of procedure regarding a main motion;
d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.

12.2. The following are common but not all Subsidiary motions:

a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
b) Amend – changes something within the main motion;
c) Postpone definitely – sets the main motion aside until a specified time;
d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
e) Limit or extend debate – shortens or lengthens the time for debate;
f) Previous Question – closes debate and brings the main motion to a vote;
g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.

12.3. The following are common but not all incidental motions:

a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;
b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside the its mandate;
e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.

12.4. The following are common but not all privilege motions:

a) Raising a question of privilege – is an emergency motion which deals with the rights and privileges of members;
b) Recess – provides a short break in the meeting;

c) Fix the time to adjourn – sets a time to adjourn the meeting;
d) Adjourn – closes the meeting.

12.5. All business before Council or Committee of Council for consideration will be made in the form of main motions which proposes specific action be taken.

12.6. All main motions will be provided to the Chair or Clerk in writing before being debated.

12.7. A motion must be seconded, and when requested read by the Chair or Clerk, before it is debated; except a motion raising a question of privilege or point of order.

12.8. Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration.

12.9. A motion may at any time after it is seconded and before the Council or Committee of Council has voted on it, be withdrawn or modified by the mover with consent of Council or Committee of Council.

12.10. When any main motion is being considered, the only motions in order will be:
a) to amend;
b) to refer;
c) to postpone either definitely or indefinitely; or
d) to limit or extend debate;
e) the previous question.

12.11. Amendments will be put in the reverse order of which they are made. Only one amendment will be allowed at a time and one sub-amendment will be allowed to an amendment. Every amendment submitted will be decided on or withdrawn before the main question is put to a vote.

12.12. A motion to adjourn will always be in order except in the following cases:
a) when a Council or Committee of Council member is in possession of the floor;
b) when the "yeas" and "nays" are being called;
c) while the Council or Committee of Council members are voting; or
d) when the motion to adjourn was the last preceding motion.

12.13. The following motions will be decided without debate:
a) a motion to reconsider;

b) all motions as to priority of business or as the suspension of the order of the day;
c) applications to speak more than the prescribed number of times;
d) a motion to allow any person other than a Council member to address the Council;
e) a motion to postpone definitely;
f) a motion to lay on the table when claiming a privilege over another person; and
g) a motion to adjourn.

12.14. Before putting the motion to a vote, the Chair will ask "Are you ready for the question" and if no member offers to speak on the motion or they make a motion for the Previous Question, the Chair will put the question, after which no member will be permitted to speak upon it.

12.15. The usual form of voting on any motion will be by the Chair calling for "yeas" and "nays", and members indicating their choice by show of hands or, if provided, by electronic means; but any Council or Committee of Council member, before or after the vote can call for, a recorded vote with each members vote entered into the minutes.

12.16. No motion committing the Municipality to the expenditure of funds will be accepted by the Chair for the consideration of Council, unless there is unanimous consent of Council members present, except for matters arising from correspondence, Committee of Council or other reports, agenda items, notices of motions or other material circulated to Council members on or before the day before the meeting, and except for matters arising from a closed meeting.

12.17. A majority vote of those present will determine all questions arising in Council and a Committee of Council, except motions to approve a planning document and those requiring a two-thirds (2/3) vote.

12.18. The adoption of planning documents or amendment thereof by Council at Second Reading requires a majority vote of number of Council members elected, regardless of number present to achieve quorum. And only those members present during a public hearing are permitted to vote on the matter at which a public hearing was held.

12.19. The following motions require a two-thirds vote:
a) to suspend the rules;

b) to limit or extend debate;
c) to amend or rescind something previously adopted;
d) to object to the consideration of the question; or
e) to close nominations.

12.20. Subject to the *Municipal Conflict of Interest Act*, all Council or Committee of Council members present including the Chair will vote on a motion and may not abstain.

12.21. A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive.

12.22. In the event of a tie in a vote on a motion, the motion is determined in the negative.

12.23. Any notice of motion given by a Council or Committee of Council member for a subsequent meeting may, in the absence of the member giving such notice, be taken up by another member.

12.24. The following motions may bring a motion for consideration again:
a) Take from the table – takes up the motion previously laid on the table;
b) Rescind – takes back a motion or policy; for a by-law this is called a repeal, a notice to rescind must be given at a previous meeting;
c) Amend something previously adopted – modifies a motion previously presented and adopted;
d) Discharge a committee – takes a matter sent to a committee back before a report has been presented;
e) Reconsider – allows reconsideration due to new information or situation so the true will of the members is acted on.

12.25. No motion can be reconsidered if the actions cannot be undone.

12.26. After any main motion has been decided, any Council or Committee of Council member who voted on the winning side may, after the decision has been announced from the Chair, but before adjournment of the meeting may give notice of an intention to move reconsideration at the next meeting. The giving of such a notice operates as a stay or suspension of the decision.

12.27. In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 days prior to the next meeting but not thereafter,

of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.

12.28. No discussion of the main question will be allowed during the motion for reconsideration.

12.29. The following matters are not eligible for reconsideration:

a) a motion approving the first or second reading of a by-law enactment, amendment or repeal;
b) a motion to decide on a matter which was the subject of a statutory hearing by Council;
c) a motion which is or was considered by the Committee of the Whole or the Planning Advisory Committee in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected or may adopt or reject, the recommendation;
d) a matter which has already been reconsidered once;
e) a vote to reconsider; and
f) a motion to reconsider or rescind a motion approving the annual budget of the Municipality or a motion authorizing any legal proceedings.

12.30. Any rule concerning motions and voting may be suspended for a specific matter with a motion, passed by two-thirds (2/3) vote of Council or Committee of Council members present, stating the specific rule to suspend and the matter for which it is suspended.

12.31. A summary of the rules for common motions can be found in Appendix B.

13. Points of Order (also refer to Code of Conduct Policy)

13.1. A point of order asks the Chair to rule on or enforce the rules if a Council or Committee of Council member thinks the rules of this Policy have been broken.

13.2. A point of order does not need to be seconded but must specify which rule is being broken and must be decided upon before the subject under consideration is proceeded with.

13.3. When a Council or Committee of Council member is called to order, the member will be seated and remain silent until the point is determined or until called upon by the Chair to be heard on the point of order.

13.4. A point of order is not debatable amongst other Council or Committee of Council members, unless the Chair invites discussion to assist in making a ruling. Where the Chair permits discussion on a point of order, no member will speak more than once.

13.5. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the meeting room pursuant to Sections 13.6 and 13.8, are not debatable but are appealable to Council or Committee of Council by any member. When an appeal is made of the decision of the Chair, the Chair will simply put the question, "Will the decision of the Chair be sustained?"

13.6. If a Council or Committee of Council member resists:

a) the rules contained in this Policy;
b) willfully obstructs the business of Council or the Committee of Council;
c) disobeys the decision of the Chair, or of Council or Committee of Council on appeal, on any question of order or practice or upon the interpretation of the rules after being called to order by the Chair; or otherwise disrupts the meeting proceedings;

the member may be ordered by the Chair to leave their seat.

13.7. If the Council or Committee of Council member refuses to leave the Council members seat, the Chair may, after majority vote is made to support the expulsion, order the member to be expelled and removed from the meeting room.

13.8. Such Council or Committee of Council member may, by vote of the members, later in the meeting or at a subsequent meeting be permitted to re-enter the meeting room and to resume participation in Council or Committee of Council business with or without conditions.

13.9. Persons who are not Council or Committee of Council members, staff, or invited guests of the Municipality will observe silence and order in the meeting room, unless given permission to speak. Any such persons disturbing the proceedings of Council or Committee of Council will be called to order by the Chair and, if they fail to comply, will be expelled and excluded from the

meeting room by the Chair, provided that a majority vote will be required to sustain the expulsion.

13.10. Such members of the public, by vote of the members, later in the meeting or at a subsequent meeting, may be permitted to re-enter the Council Chambers with or without conditions.

13.11. An order of the Chair to expel a person from the meeting room pursuant to Sections 13.6 and 13.8 of this Policy constitutes a direction from the Municipality to leave the premises for the purpose of the Protection of Property Act and other applicable laws.

14. In-Camera Meetings

14.1. Notwithstanding Section 3.1, Council or a Committee of Council may meet in-camera as per Section 22(2) of the Act, for the following reasons:

a) acquisitions, sale, lease and security of municipal property;
b) setting minimum price to be accepted by the municipality at a tax sale;
c) personnel matters;
d) labour relations;
e) contract negotiations;
f) litigation or potential litigation;
g) legal advice eligible for solicitor-client privilege;
h) public security.

14.2. No decision will be made while in-camera except decisions on matters of procedure or to give direction to the CAO or Solicitor. All other decisions will be made during a public meeting.

14.3. The meeting decorum and rules of debate of Section 10 apply during an in-camera meeting.

14.4. A record which is open to the public will be made, noting the fact that Council or Committee of Council had met in-camera, the type of matter as set out in Section 22(2) of the Act, and the date, but no other information.

14.5. Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council.

14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may be handed out during the in-camera meeting. Such material will be deleted from the internal communication system or collected after the meeting.

14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council. Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.

14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

15. Setting Direction

15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.

15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.

15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.

15.4. Approval of Policies:

a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:

i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;

ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;

iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be emailed to Councillors at least seven (7) days before the meeting.

15.5. Approval of By-laws and Planning Documents:

a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.

b) The process for Council to approve a planning document or amendment there of, after the requirements of the public participation program for planning documents have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.

c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.

d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.

15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:

a) Overview of by-law or planning document to be approved – by staff
b) Owner or Developer Presentations (if applicable)
c) Written Submissions in Favour or Against
d) Questions or Comments from the Public in Favour or Against
e) Concluding Remarks

15.7. Council may reverse a resolution or policy through a motion to rescind or repeal in the same manner it was created. The process to reverse a by-law is to create a new by-law stating the repeal.

15.8. The resolution, policy or by-law to be rescinded or repealed:

a) will have been approved at a previous Council meeting, and

b) will not have been carried out to the extend that it is too late to undo for the future.

16. Receiving Public Input

16.1. Council and Committees of Council members may obtain public input and opinions from residents in the following manner:

a) speaking with a resident directly;
b) at public consultation and information meetings;
c) during Public Hearings;
d) through formal presentation during meetings, requests which have been received by staff may be placed on the meeting agenda and approved by the Chair, prior to the meeting;
e) during the allotted twenty (20) minutes of Public Participation on the Committee of the Whole Agenda. A member of the public may speak for a maximum of five (5) minutes each during this period;
f) through formal petitions and written applications to Council.

16.2. Petitions and applications to Council will be:

a) legibly written or printed on paper;
b) will have endorsed upon it the name, address and signature of one or more petitioners, applicants or required persons, and the substance of the matter contained in it.
c) be presented by a Council member or staff member who will inform Council of the contents and ask permission of Council for it to be read on behalf of petitioners;
d) Council may decide to hear a summary of a petition or written application in lieu of hearing the reading of the entire petition or written application.

17. Committees

17.1. The Council of the Municipality may establish Committees of Council for various matters.

17.2. Committees of Council are advisory in purpose and may only make recommendations to Council for final approval and action; unless otherwise enabled under this Policy or by Provincial Legislation.

17.3. In addition to the Committee of the Whole, the following Committees of Council are here by established and details of the establishment can be found in the respective appendix to this Policy:

a) Accessibility Advisory Committee – Appendix D
b) Audit Committee – Appendix E
c) Davidson Lake Watershed Committee - F
d) French Mill Brook Watershed Advisory Committee – Appendix G
e) Fences Arbitration Committee – Appendix H
f) Hantsport Area Advisory Committee – Appendix I
g) Windsor Area Advisory Committee – Appendix I
h) Mill Lakes Watershed Advisory Committee – Appendix J
i) Planning Advisory/Heritage Advisory Committee – Appendix K
j) Municipal Climate Change Action Plan Committee – Appendix L
k) Diversity and Inclusion Committee – Appendix M

17.4. Council may also form Committees of Council as required under a by-law or agreement approved by Council.

17.5. Council may agree to participate in external boards and committees which are established by the Province, legal agreement or is of significant interest to the Municipality.

17.6. Council will not be bound by the by-laws or articles of incorporation adopted by an external committee or board providing for the appointment of a member to the committee or board.

17.7. Council agrees to participate in the following external boards and committees:

a) Annapolis Valley Regional Library Board
b) Hants County Residence for Senior Citizens Board
c) Landfill Liaison Committee
d) Region 6 Solid Waste Management Board
e) Valley Communication Fibre Network
f) Valley Regional Enterprise Network

17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Council meeting. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected:

a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;

b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.

17.9. The election of Councillors to various committees and boards will be conducted in similar manner as the election of Deputy Mayor in Section 6.

17.10. Councillors not elected to a Committee of Council or external committee or board will not be permitted to participate in the committee debate or the vote; but are authorized to make comments, presentations, and participate in the committee meeting, to the extent authorized by the Chair.

17.11. A Councillor ceases to be a member of a Committee of Council or external committee or board when they cease to be a Councillor or as per poor conduct as per the Code of Conduct Policy.

17.12. Council may appoint residents to serve on Committees of Council or to represent the Municipality on external board and committees.

17.13. All resident appointments will be advertised publicly with a request for those interested to submit a letter of interest and application for a committee. The letter of interest will be reviewed by the CAO or designate and staff who will then submit a recommendation to Council for appointment.

17.14. Committees of Council will be governed in accordance with this Policy, unless this Policy states that an alternate arrangement may be provided in the Administrative Terms of Reference of the Committee of Council.

17.15. Each member of a Committee of Council is to receive a copy of this Policy and the Committee of Council's Administrative Terms of Reference at the first duly called meeting of the Committee of Council after the regular election or appointment of members.

17.16. The Clerk will keep a record of all Councillor and resident appointments to Committees of Council and external committees and boards.

17.17. Councillors and resident members who sit on an external committee and board that has not been a result of an appointment by Council, will disclose the name of the external committee or board to the Clerk. The Clerk will keep a public record and will update the information in November of each year.

17.18. Council may by majority vote remove any Councillor or resident member of a Committee of Council or external committee or board who was elected or appointed by Council.

17.19. Council will fill any vacancy on a Committee of Council or external committee or board as soon as practicable after the vacancy occurs.

18. Conferences and Training

18.1. Up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Spring conference held by the Nova Scotia Federation of Municipalities (NSFM). And, up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Fall conference held by the NSFM; however, will be based on opportunity. The schedule of attendance will be revisited annually to promote fairness.

18.2. Annually, Council will approve participation in a conference held by the Federation of Canadian Municipalities (FCM), including the number of Council and staff members to participate through the provision of funding during budget deliberations.

18.3. Councillors may attend and be reimbursed for other related training opportunities with prior approval of Council.

18.4. Remuneration for conferences and training will be in accordance with the Remuneration Policy.

18.5. There will be an annual budgeted amount for Committees of Council members to attend conferences relevant to the committee in which they are appointed. This may include up to one resident member per Committee of Council.

18.6. The CAO will be responsible for promoting conference and professional development opportunities and for devising a system ensuring overall fairness for the opportunity to attend.

19. Repeal

19.1. The following policies of the former Municipality of the District of West Hants are hereby repealed effective April 1, 2020:

a) The Council Procedural Policy, COGE-003.00, dated February 14, 2017 as amended to September 10, 2019;

b) Audit Committee Policy, COFN-007.00, dated May 8, 2018;
c) Policy Establishing Davidson Lake Watershed Advisory Committee, COPW-003.00, dated December 8, 2015 as amended to June 12, 2018;
d) Establishment of the Falmouth Watershed Advisory Committee Policy COPW-002.00, dated February 13, 2018 as amended to June 12, 2018;
e) Policy to Establish the Fences Arbitration Committee, COGE-008.00, dated June 12, 2018;
f) Policy Establishing West Hants Planning Advisory Committee, COPL-006.00, dated December 11, 2018; and
g) Policy Establishing the Hantsport Area Advisory Committee, COPL-005.00.

19.2. The following policies of the former Town of Windsor are hereby repealed effective April 1, 2020:
a) Meeting Attendance via Video/Virtual Policy dated September 26, 2017;
b) Appointment of Deputy Mayor Policy dated November 25, 2014; and
c) Audit Committee Policy dated November 28, 2017.

20. Related Legislation, Policies, Procedures

20.1. The following is a list of related legislation, policies and procedures:
a) Municipal Government Act
b) Municipal Conflict of Interest Act
c) Freedom of Information and Protection of Privacy Act
d) Protection of Property Act
e) Robert's Rules of Order

APPENDIX A
Report Form

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: (Name of Committee)

Submitted by: _____
(Name and Title)

Date: (Date)

Subject: (Title or Subject of Report)

LEGISLATIVE AUTHORITY

(State where ability for consideration comes from if applicable)

RECOMMENDATION or DECISION REQUEST

(State the recommendation or decision request in the form of a motion, if not applicable because it is an Information Report or Councillor Activity Report, state so)

BACKGROUND

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

(Provide the Who, What, When, Where and Why. If a Councillor Activity Report check "Councillor Activity" and provide your update/info below in the "Discussion" section.)

DISCUSSION

(Provide new information about the subject, Councillor activity, strategic implications, desired outcome.)

NEXT STEPS

(State what will be done next if anything.)

FINANCIAL IMPLICATIONS

(Inform of any financial implications it may have on current or future budgets of the Municipality, or to residents, if anything.)

ALTERNATIVES

(State any option to the recommendation and implication of the options, if anything)

ATTACHMENTS

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

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)

APPENDIX B

Rules of Common Motions

Privilege and Subsidiary motions are listed in the order of their precedence, with the highest ranking at the top. After the Chair states a motion, higher ranking motions are in order but not lower ranking motions, except to Amend and Previous Question can be applied to amendable and debateable motions of higher rank than themselves. Incidental Motions have no ranking order. These are the general rules relating to motions, special rules may apply in accordance with Roberts Rules of Order.

Type Of Motion	Motion in Order of Precedence	Seconded Needed?	Amendable?	Debatable?	Decided by?	Reconsider?	Interrupt?
Incidental Motions	Point of Order	No	No	No (unless Chair Permits)	Chair	No	Yes
	Appeal	Yes	No	Yes	Majority (Nays)	Yes	Yes (at time of ruling)
	Suspend the Rules	Yes	No	No	2/3	No	No
	Objection to the Consideration of the Question	No	No	No	2/3 (Nays)	Yes (Nays Only)	Yes (unless debate has begun)
	Division of the Question	Yes	Yes	No	Majority	No	No
Privilege Motions	Fixing the Time to Adjourn	Yes	Yes	No	Majority	Yes	No
	Adjourn	Yes	No	No	Majority	No	No
	Recess	Yes	Yes	No	Majority	No	No
	Raise a question of Privilege	No	No	No	Chair	No	Yes
Subsidiary Motio	Lay on the Table	Yes	No	No	Majority	No	No
	Previous Question	Yes	No	No	2/3	Yes	No

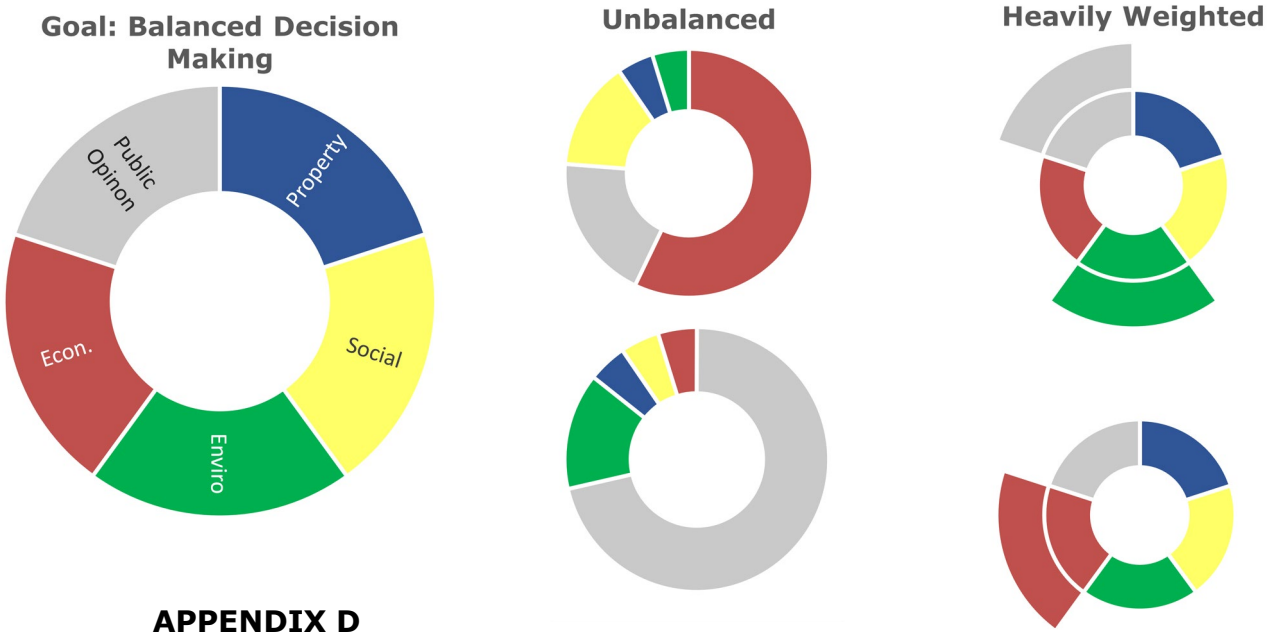
	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No
Main	Original Motion	Yes	Yes	Yes	Majority	Yes	No

APPENDIX C

Decision Making by Council and Committee of Council

Council and resident members should assess every issue presented through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council and residents have the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council and resident members strive to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Municipality and the people it serves.

- **Property:** "something at the disposal of a person, a group of persons, or the community or public". Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** "the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time". Examples include regulatory requirements and land use.
- **Economic:** "pertaining to the production, distribution, and use of income, wealth, and commodities". Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** "of or relating to human society". Examples: Acceptance, limited available or benefit, values
- **Public Opinion:** "the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like". Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.



APPENDIX D

Accessibility Advisory Committee

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

3.1. In Appendix D,

a) "AAC" means the Accessibility Advisory Committee of the Municipality;
b) "Act" means the *Accessibility Act*;
c) "Barrier" means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
d) "Council" means the Council for the Municipality;

e) "Disability" includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual's full and effective participation in society;

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

4. COMMITTEE COMPOSITION

4.1. The AAC will consist of seven (7) members as follows:

- To a two-year term – One (1) members of Council
- To a two-year term – four (4) Resident members
- To a three-year term – two (2) Resident members.

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

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

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

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

5. MANDATE AND RESPONSIBILITIES

5.1. AAC has the following responsibilities:

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

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

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

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

- Any other prescribed information.

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

c) Review and monitor existing and proposed Municipal by-laws to promote full

participation of persons with disabilities, in accordance with the Act;

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

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

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

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

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

6. ADMINISTRATION

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

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

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

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

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.

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 Renumeration 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.

APPENDIX F

Davidson Lake Watershed Advisory Committee

1. PREAMBLE

1.1. The Davidson Lake Watershed Advisory Committee was established in 2007 in response to the requirement of Nova Scotia Environment (NSE) to develop and prescribe regulations for the Protected Water Area, as well as a Source Water Protection Plan (SWPP). The SWPP was adopted by the former Hantsport Town Council on July 4, 2013. The draft Regulations were submitted to Nova Scotia Environment and at this time awaits Provincial review and approval.

2. DEFINITIONS

2.1. In Appendix F,

a) "Committee" means the Davidson Lake Watershed Advisory Committee;

b) "Councillor" means an elected member of the Council of the Municipality;

c) "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.

3. PURPOSE

3.1. The primary objective of the Davidson Lake Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.

3.2. The mandate of the Davidson Lake Watershed Advisory Committee is to advise and make recommendations to Council concerning issues of the management and protection of the Davidson Lake Watershed.

4. ROLE OF THE DAVIDSON WATERSHED ADVISOTY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Davidson Lake Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the Davidson Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Davidson Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- One (1) Landowner Representative
- One (1) Councillor and one alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representative must own land in the Davidson Lake Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be four (4) members; of which one (1) must be a Councillor.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Davidson Lake Watershed Advisory Committee to Committee of the Whole.

6.3. The Committee will meet semi-annually. The Chair may call additional meetings as required.

6.4. Administrative services for the Committee will be provided by the Municipality.

6.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX G

French Mill Brook Watershed Advisory Committee

1. PREAMBLE

1.1. In 1983, the area surrounding French Mill Brook, Hants County was designated as a Protected Water Area at the request of the former Municipality of the District of West Hants. Regulations were also enacted for the designated area to protect the water supply. The French Mill Brook Watershed Protected Area supplies potable water to the community of Falmouth and covers approximately 2814 acres of land (1139 hectares), according to the plan prepared in 1974.

1.2. The former Falmouth Watershed Advisory Committee was established in 1992 to manage the French Mill Brook Watershed through the involvement of all stakeholders, including landowners, municipal staff and government representatives.

2. DEFINITIONS

2.1. In Appendix G,

a) "Committee" means the Falmouth Watershed Advisory Committee;
b) "Councillor" means an elected member of the Council of the Municipality;
c) "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.

3. PURPOSE

3.1. The primary objective of the French Mill Brook Watershed Committee is to provide a forum for the Landowners, the Municipality, and other stakeholders to work cooperatively to maintain the water quality and quantity in the French

Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.

3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the French Mill Brook Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the French Mill Brook Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Three (3) Landowners Representatives
- One (1) Councillor and one (1) alternate
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Department of Lands and ForestryRepresentative
- One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Falmouth Watershed Advisory Committee to the Committee of the Whole.

6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

6.4. Administrative services for the Committee will be provided by the Municipality.

6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX H

Fences Arbitration Committee

1. PURPOSE
   1.1. The purpose is to establish the Fences Arbitration Committee in accordance with the Fences and Detention of Stray Livestock Act.

2. DEFINITIONS
   2.1. In Appendix H,
   a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;
   b) "Clerk" means the Municipal Clerk of the Municipality;
   c) "Committee" means the Fences Arbitration Committee of the Municipality;
   d) "Council" means the Council of the Municipality;
   e) "Livestock" means cattle, sheep, swine, goats, horses, ponies, mules, ratites, farmed deer and game farm animals and other livestock designated by the Minister;
   f) "Minister" means the Minister of Agriculture;
   g) "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;
   h) "Non-livestock farm" means land upon which no livestock is maintained.
   i) "Owner" includes
      i. With respect to livestock, any person who has lawful custody of the livestock
      ii. With respect to a farm, the person occupying or operating a farm.

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.

3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.

3.3. Alternate members of the Committee may be appointed at the request of the member appointed by the Municipality or the Nova Scotia Federation of Agriculture.

3.4. All members or alternates will be residents of the Municipality.

3.5. Non-Council members will be paid remuneration in accordance with the Council Remuneration Policy.

3.6. The Committee will meet on an as needed basis.

3.7. Two (2) members of the Committee will form a quorum.

3.8. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

4. DUTIES

4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:

a) Hearing fencing disputes between the owners of a livestock farm(s) or between the owner of a livestock farm and a non-livestock farm; who have notified the Clerk in writing and paid the accompanied fee. With respect to the matter referred to the Committee, the Committee may, by written order,

i. Determine the location, height and material of construction of any fence;

ii. Determine the manner of maintenance of a fence;

iii. Direct the owner of a farm to construct or maintain any fence in accordance with the Act;

iv. Determine the proportion of costs of building and maintaining any fences and common boundaries to be borne by each of the adjoining livestock farm owners pursuant to the Act;

v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.

b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.

c) Disposing of stray livestock in such as manner as it deems fit, should no offer or reasonable offer be made at sale.

d) Distributing the proceeds of the sale or disposal of stray livestock in accordance with the Act.

e) Settling disputes regarding ownership and expenses of stray livestock that arise between the owner of the livestock, the person detaining it or the Municipality.

5. CONFLICT

5.1. Where there is a conflict between this Policy and the Act, the Act will prevail.

APPENDIX I

Windsor and Hantsport Area Advisory Committees

1. PURPOSE
   1.1. To establish area advisory committees for the communities of Windsor and Hantsport in accordance with Sections 201 and 202 of the *Municipal Government Act*.
   1.2. The Windsor Area Advisory Committee and Hantsport Area Advisory Committee will advise the Planning Advisory Committee of the Municipality on planning matters affecting its respective community including the preparation and amendment of planning documents and planning matters generally.

2. DEFINITIONS
   2.1. In Appendix I,
      a) "HAAC" means Hantsport Area Advisory Committee;
      b) "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;
      c) "WAAC" means Windsor Area Advisory Committee.

3. COMMITTEE COMPOSITION
   3.1. WAAC and HAAC will each consist of a maximum of eight (8) members and a minimum of four (4) members of which one (1) is a Council member (representing the relevant community), and seven (7) are resident members who are not members of Council.

   3.2. Resident members will be appointed to the Committee for a term of two (2) years, with the term expiring following the October meeting of the second year, and the Council member will be appointed for a term of four (4) years, with the term expiring following the October meeting.

4. ADMINISTRATION

4.1. A Chair and Vice-Chair will be elected annually during the November Committee meeting.

4.2. All non-Council members of the Committee will be provided remuneration in accordance with the Council Remuneration Policy.

4.3. The duties and procedures of the Area Advisory Committees will be as set out in the relevant Terms of Reference for the Advisory Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

APPENDIX J

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

2. DEFINITIONS

2.1. In Appendix J,

a) "Committee" means the Mills Lakes Watershed Advisory Committee;
b) "Councillor" means an elected member the Council of the Municipality;
c) "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;
d) "Staff" means a person employed by the Municipality.

3. PURPOSE

3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

4. ROLE OF THE MILL LAKES WATERSHED ADVISOTY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Four (4) Landowner Representatives
- One (1) Councillor and one (1) alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative

- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative (voting)

5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor. .

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.

6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

6.4. All Landowners are welcome to attend Committee meetings as observers.

6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.

6.6. Administrative services for the Committee will be provided by the Municipality.

6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX K

Planning Advisory/Heritage Advisory Committee

1. PURPOSE

1.1. To establish an advisory committee in accordance with Sections 200 and 202 of the *Municipal Government Act*.

The Planning Advisory/Heritage Advisory Committee will advise the Council of the Municipality on planning and heritage matters requiring a decision of Council affecting the Municipality, including the preparation and amendment of planning documents.

2. DEFINITIONS

2.1. In Appendix K,

a) "HAAC" means Hantsport Area Advisory Committee;

b) "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;

c) "PAC/HAC" means the Planning Advisory/Heritage Advisory Committee of the Municipality;

d) "WAAC" means Windsor Area Advisory Committee.

3. COMMITTEE COMPOSITION

3.1. The PAC/HAC will be established under the following terms:

a) The Committee will consist of seven (7) members as follows:

- four (4) members of Council of which one is the Mayor
- one (1) member of WAAC
- one (1) member of HAAC, and
- one (1) Resident member who is not a member of Council or a Municipal employee.

b) Non-Council members will be appointed to the Committee in November for a term of two (2) years and expire the following the October meeting of the second year.

4. ADMINISTRATION

4.1. The PAC/HAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.

4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.

4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.

APPENDIX L

Municipal Climate Change Action Plan Committee

1. PURPOSE

1.1. The Municipal Climate Change Action Plan Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Municipal Climate Change Action Plans of the Municipality hereafter referred to as "the MCCAP". These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.

2. DEFINITIONS

2.1. In Appendix L,

a) "MCCAP Committee" means the Municipal Climate Change Action Plan Committee;

b) "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.

3. COMMITTEE COMPOSITION

3.1. The Committee consists of ten (10) members:

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

3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.

3.3. Designates and alternates are at the discretion of the Chief Administrative Officer.

4. ADMINISTRATION

4.1. The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.

4.2. The Chair of the Committee acts as the liaison in providing recommendations to Council, as required from time to time.

4.3. The duties and procedures of the MCCAP Committee will be as set out in the relevant Terms of Reference for the MCCAP Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

APPENDIX M

Diversity and Inclusion Committee

1. PURPOSE

1.1. The purpose of the Diversity and Inclusion Committee is to engage the community and formulate action plans to address issues concerning social marginalization, equity, racism, and discrimination within the Municipality. The Committee will also examine issues and barriers in creating a community that is inclusive and welcoming to all.

2. DEFINITIONS

2.1. In Appendix M,

a) "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.

3. COMPOSITION

3.1. The Committee will consist of ten(10) voting members and two (2) non-voting members as follows:

- 2 Councillors
- 4 resident members of diverse race and ethnicity
- 1 resident over the age of 60
- 1 resident between the ages of 15-19
- RCMP Representative
- Provincial Government Representative
- 2 non-voting staff members appointed by the Chief Administrative Officer

4. ADMINISTRATION

4.1. A Chair and Vice-Chair will be elected annually during the November Committee meeting.

4.2. All non-Council and non-staff members of the Committee will be provided remuneration in accordance with the Council Remuneration Policy.

4.3. Administrative services for the Committee will be provided by the Municipality.

4.4. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

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 the Windsor and West Hants Municipality at a meeting duly called and held on the **23rd** day of **March, 2020.**

R. N. Brown
Municipal Clerk

Adoption	
Notice to Council:	March 9, 2020
Approval:	March 23, 2020
Description: Initial approval of the Meeting and Committee Procedural Policy, RCOGE-003.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality.	
First Amendment	
Notice to Council:	
Approval:	
Description:	

DIVERSITY AND INCLUSION COMMITTEE TERMS OF REFERENCE

1. Official Name

The Committee will be known as the Diversity and Inclusion Committee and may be referred to as the Diversity Committee.

2. Members/Composition

The Committee will consist of ten(10) voting members and two (2) non-voting members as follows:

- 2 Councillors
- 4 resident members of diverse race and ethnicity
- 1 resident over the age of 60
- 1 resident between the ages of 15-19
- RCMP Representative
- Provincial Government Representative
- 2 non-voting staff members appointed by the Chief Administrative Officer

All Councillors and resident members of the Committee are appointed by resolution of Council, and each member appointed serves the Committee for a term specified in the Policy establishing the Committee. Members are eligible for reappointment.

Resident members are chosen through a public process and recommendation to Council. Selection will include consideration of, but not exclusive to, gender, disabilities and geography.

All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the specified term is over.

In the case of any unexpected vacancy, Council may undertake the selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

Committee members are expected to share information and consult with organizations and communities they are representing.

The Diversity Committee may recommend to Council that a Committee member who fails to attend three (3) consecutive meetings of the Committee, without good reason accepted by the Committee Chair be dismissed from the Committee.

3. Goals

The goal if the Diversity Committee is to engage the community and formulate action plans to address issues concerning social marginalization, equity, racism, and discrimination within the Municipality. The Committee will also examine issues and barriers in creating a community that is inclusive and welcoming to all.

4. Deliverables

- Create and implement an action plan to eliminate racism, discrimination and social marginalization within the Municipality.
- Determine and educate the public about where and how racism, discrimination and social marginaliztion occurs within the Municipality.
- Recommend and monitor effectiveness of policies, programs and practices designed to eliminate racism, discrimination and social marginalization.
- Provide an annual report to Council of projects and their progress.

5. Jurisdiction

On July 28, 2020 Municipal Council approved the creation of a Diversity and Inclusion Committee as an advisory committee in accordance with Section XX of the Municipal Government Act. The Committee was included in the Meeting and Committee Procedural Policy as a Committee of Council.

The Committee's duration is indefinite, based on Council's continued support of the above Goals and Deliverables.

6. Resources/Budget

Diversity Committee resident members are remunerated in accordance with the Councillor Remuneration Policy and included in the annual operating budget.

The Committee will prepare an budget for consideration during the the annual budgeting process.

Municipal staff will provide administrative support to the Committee, such as but not limited to:

- arrange meeting times and venues and take Committee minutes;
- circulate meeting agendas and minutes; and
- provide reports or status updates on identified projects or applications.

7. Governance

The Diversity Committee meetings will generally take place the morning of the second Wednesday of the month in February, April, September and November but additional meetings may be called by the Chair on an as-needed basis or as directed by Council. Members will be informed of all meetings and supplied with an agenda prior to each scheduled meeting date.

A quorum is a majority of the number of appointed voting members at the time of the meeting.

The Chair and the Vice-Chair are elected by a majority of the members and hold office for a one-year term. The Chair acts as the liaison with Council.

Orders and rules of conduct for debate for the Diversity Committee meetings are the same as those for Council in the Meeting and Committee Procedural Policy.

8. Communications

Committee members and staff will communicate with each other at meetings (in person or electronic), by telephone or by email.

Draft minutes of the Diversity Committee meetings are available to the public and will be approved at the next meeting.

All Diversity Committee meetings are open to the public, except as specified in Section 22 (2) of the Municipal Government Act.

9. Related Policies, Procedures and Legislation

- Meeting and Committee Procedural Policy, RCOGE-003.00
- Councillor Remuneration Policy, RCOHR-001.00
- Code of Conduct of Elected Municipal Officials Policy, RCOHR-002.00

Approved by: _____

Committee Chair

Adoption	
Notice to Council:	Not Applicable
Approval:	*Date*
Description:	

WEST HANTS REGIONAL MUNICIPALITY
RECOMMENDATION REPORT

To: Committee of the Whole

Submitted by: _____

Peter Johnston, Fire Chief Southwest Hants Fire
Shelleena Thornton, Administrative Supervisor

Date: October 13, 2020

Subject: Fire Rescue Truck – Tender Award and TBR

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 65A - Authorized municipal expenditures.

RECOMMENDATIONS

…that Committee of the Whole recommends to Council the award of Tender WHRMAD20-04 for a Fire Rescue Truck to Rocky Mountain Phoenix at a cost of $252,299.68 plus applicable taxes.

…that Committee of the Whole recommends to Council to approve a temporary borrowing resolution in the amount of $263,123, for Fire Rescue Truck for the Southwest Hants Fire Department.

BACKGROUND

In 2019, Goudreault Associates was hired for a Regional Fire Services Review.

The November 2019 report prepared by Goudreault Associates is an accumulation of local information measured against current legislation, regulations, recognized standards, and guidelines. Included was a compiled 'table of recommendations' that identified suggested responsibilities and timeframes.

At the January 27, 2020 Co-ordinating Committee Meeting, the consultants report was adopted including the attached recommendations which included Recommendation # 145 – Scheduled Fire Apparatus Replacements (p. 290 of the Regional Fire Services Review).

DISCUSSION

Tenders were called on the Provincial Procurement site and closed on September 17, 2020.

Three proponents responded to the public tender, as follows:

Proponent Name	Item	Unit Price (before tax)
Rocky Mountain Phoenix	New Fire Rescue Truck	$ 252,299.68
Metalfab Ltd	New Fire Rescue Truck	$ 343,190.00
Carl Thibault	New Fire Rescue Truck	$ 306,434.77

The tender was reviewed by Chief Peter Johnston and 1st Deputy Chief Paul Maynard to confirm compliance with our requested specifications and the tender meets our operational requirements.

The truck being replaced is a 2001 Ford F450 (19 years old) and there have been on-going maintenance issues. It is solely a rescue truck and has been on the replacement schedule since 2015.

The replacement truck will be a dual-purpose truck, a rescue truck and a mini pumper. This will compliment Station 2 (Southwest) with the ability to have a trained member without the proper license to drive the larger pumper to calls. They will be able to respond with the new truck and begin an exterior attack on the fire. This truck will be able to draft from the lakes or dry hydrants to supply the larger pumper. With this truck being a 4x4 it will be useful in Cottage county during bad weather events.

Purchase cost of this tender exceeds the spending authority of the CAO.

FINANCIAL IMPLICATIONS

For the 2020/2021 fiscal period, the amount of $259,000 was approved under the Southwest Fire Department in the capital budget for the procurement of a replacement light rescue truck. The incurred cost of the proposed vehicle would be $263,123.33 including applicable taxes (non-recoverable portion), to be funded by Municipal Finance Corporation (MFC). The additional $4,123.33 will add $253.12 to 2020/2021 debt servicing costs.

ALTERNATIVES

1. Council may choose not to fund or award this contract.

This alternative is not being recommended to Council.

ATTACHMENTS

- Recommendations approved at the January 27, 2020 Co-ordinating Committee Meeting
- TBR Fire Rescue Truck SWHFD

Report Prepared by: _____
Shelleena Thornton, Administrative Supervisor

Report Reviewed by: _____
Peter Johnston, Fire Chief Southwest Hants Fire

Report Reviewed by: _____

Carlee Rochon, Director of Finance

Report Approved by: _____

Mark Phillips, Chief Administrative Officer

2020-01-23

WWH Fire Study Recommendations

	PRIORTY		ACTION
CC = Coordinating Committee or Council Responsibility	Immediate (I)	CC Responsibility	RECOMMEND ADOPTION
FS = Fire Service Responsibility	Short-term (S)	0 to 1 year	RECOMMEND ADOPTION WITH REVISIONS
Joint = CC or Council and FS Responsibility	Long-term (L)	1 year +	RECOMMEND ADOPTION IN PRINCIPLE
			NOT RECOMMENDING

The following table references only 25 of 151 recommendations identified in the fire study.

	REC #	Recommendations	Priority	Report Page	Joint CAO(s) and Fire Chief(s) Position
1	10	GA recommends that the current **1.5 FTE fire-inspectors in Planning and Development be reassigned to the regional fire service.**	I	xv	NOT RECOMMENDING
2	61	GA recommends the hiring of a full-time Assistant Fire Chief.	I	127	NOT RECOMMENDING
3	62	GA recommends the hiring of a part-time Divisional Chief.	I	127	NOT RECOMMENDING
4	65	GA recommends the transfer of 1.5 FTE Fire-Inspectors from Planning & Development, Building, to the regional fire services.	I	127	NOT RECOMMENDING
5	63	GA recommends the hiring of a full-time Administrative Assistant.	I	127	NOT RECOMMENDING (CAPACITY WITHIN EXISTING WWH STAFFING)
6	64	GA recommends the hiring of four part-time paid on call fire-investigators.	I	127	NOT RECOMMENDING (TRAINING SCHEDULE TO BE DEVELOPED)
7	7	GA recommends that all **purchasing of significant-cost items be coordinated**.	I	xiv	RECOMMEND ADOPTION
8	99	GA recommends, based on the travel-time predictions, the following fire station response districts. {detail on page}	I	197	RECOMMEND ADOPTION
9	1	GA recommends the **hybrid organizational model** because it is the best compromise in providing regional coordination and efficiencies yet maintains the local volunteer character of the fire department.	I	xiv	RECOMMEND ADOPTION
10	3	GA recommends a **District Fire Chief management committee** as a key recommendation, to bring together all the local fire district management personnel; so that plans and decisions on common issues of concern and service delivery can be made.	I	xiv	RECOMMEND ADOPTION
11	13	GA recommends that when the new regional municipality officially comes into being April 1, 2020, **that all the fire departments, municipal or otherwise, providing fire and rescue services within the region,** including those that are contracted by the municipality, register with the new municipality on an annual basis.	I	11	RECOMMEND ADOPTION
12	15	GA recommends that a review of the current r**egistration form used by the Municipality of West Hants be used as the base registration document,** and that it be amended to reflect the new regional municipality and its needs.	I	12	RECOMMEND ADOPTION
13	122	GA recommends that these Minor Capital expenditures be treated differently in future budgets and will address this recommendation in the benchmark portion of this analysis.	I	254	RECOMMEND ADOPTION
14	140	GA recommends that Windsor's other aerial (ALF) be scrapped without direct replacement and an unsuitable wildland/urban interface pumper be sold.	I	284	RECOMMEND ADOPTION
15	6	GA recommends the proposed **20-year capitalization plan**, primarily for fire apparatus replacements, using a standardized approach to specification and group purchasing.	I	xiv	RECOMMEND ADOPTION IN PRINCIPLE
16	39	GA recommends that the Regional municipality r**egister their volunteer firefighters with WCB** before the eventual requirement for such registration occurs.	I	38	RECOMMEND ADOPTION IN PRINCIPLE
17	107	GA recommends that the following replacement schedule be adopted for the purposes of determining fire apparatus suitability for continued service. {detail on page}	I	215	RECOMMEND ADOPTION IN PRINCIPLE
18	110	GA recommends a standardized vehicle specification be used Region-wide. Standardized apparatus descriptions are included in Appendix IX; Standardized Fire Apparatus Features starting on page 377.	I	216	RECOMMEND ADOPTION IN PRINCIPLE
19	111	GA recommends that specifications for the major classes of fire apparatus be standardized across all stations in the new regional municipality. This will generate savings in total cost of ownership for the municipality.	I	219	RECOMMEND ADOPTION IN PRINCIPLE
20	139	GA recommends that the following fire apparatus replacement schedule be adopted for the purposes of determining fire apparatus suitability for continued service and as a budget planning tool for fire apparatus replacement. {detail on page}	I	283	RECOMMEND ADOPTION IN PRINCIPLE
21	145	GA recommends the following table of scheduled fire apparatus replacements. {detail on page}	I	290	RECOMMEND ADOPTION IN PRINCIPLE
22	9	GA recommends that **all fire prevention activities, including ~~fire-inspection~~, fire-investigation, and fire-safety education be brought inhouse.** These are mandated services and require coordination, proper execution, and prioritizing in order to meet legislative mandates.	I	xv	RECOMMEND ADOPTION WITH REVISIONS
23	2	GA recommends providing **centralized administration support**, management and leadership. A full-time ~~Director~~ Manager of Public Safety Services – Regional Fire Chief, ~~and a full-time Assistant Fire Chief with primary responsibilities for fire prevention are recommended. A part-time Divisional Chief is also recommended to take responsibility for developing and coordinating of firefighter qualifications and training.~~	I	xiv	RECOMMEND ADOPTION WITH REVISIONS
24	59	GA recommends the implementation of Model 3; Hybrid Regional Fire Service, for all of the reasons discussed starting on page 120.	I	127	RECOMMEND ADOPTION WITH REVISIONS
25	60	GA recommends the hiring of a full-time ~~Director~~ MANAGER of Protective Services/Fire Chief.	I	127	RECOMMEND ADOPTION WITH REVISIONS

MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION

Amount: $ 263,123 Purpose: Fire Rescue Truck - SWHFD

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

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

WHERAS the Council of the Region of Windsor and West Ha has determined to borrow the aggregate principal amount of two hundred sixty-three thousand one hundr Dollars ($ 263,123) for the purposes of Fire Rescue Truck - SWHFD ;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Region of Windsor and West Har borrow a sum or sums not exceeding two hundred sixty-three thousand one hundred twenty-three Dollars ($ 263,123) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Region of Windsor and West Har to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding two hundred sixty-three thousand one hundred twenty-three Dollars ($ 263,123) in total from any chartered bank or trust company doing business in Nova Scotia;

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

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

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Region of Windsor and West Har held on the 27 day of October, 2020.

GIVEN under the hands of the Clerk and under the seal of the Region of Windsor and West Har this _____ day of _____, 2020.

_____

Clerk

WEST HANTS REGIONAL MUNICIPALITY
RECOMMENDATION REPORT

To: Municipal Council

Submitted by: _____
Todd Richard, Director of Public Works

Date: Oct 13, 2020

Subject: Extension of Contract – Waste Collection and Hauling Services

ORIGIN

The original 2010 contract agreement with Hide Tide Eco Management for waste collection and hauling services for the former Town of Windsor was for five years and contained an extension option clause to allow, by mutual agreement, the extension of the contract for an additional five years. Windsor Town Council extended the agreement to September 30, 2020 as per Schedule A.

RECOMMENDATION

It is recommended that:

Staff be authorized to extend the current contract with High Tide Eco Management for the collection and hauling of solid waste, recyclables and organics as outlined in Schedule A and effective to March 31, 2022.

BACKGROUND

High Tide Eco Management has been providing solid waste collection and hauling services in the former Town of Windsor boundaries for the past 21 years. Staff have been very pleased with the level of service this firm has supplied.

In Windsor, garbage, recyclables and organics are collected every two weeks (alternating weeks), metal items twice a year, leaf and yard waste monthly April through October and an annual Christmas tree collection is provided. Garbage, metals and leaf & yard waste are taken to the GFL West Hants Landfill, recyclables are taken to Scotia Recycling in Kentville and organics are taken to Northridge Farms in Aylesford.

In West Hants, garbage, recyclables and organics are also collected every two weeks, metal once per year, leaf and yard waste does not have special collections but are collected along with organics year round and Christmas trees are collected only in the organics cart or community drop off locations. Any extra services are optional and at an additional cost. The materials are taken to the same facilities as noted above.

The cost basis for both waste collection agreements are a flat rate charge for the area to be covered and the services required. A fuel adjustment clause is included. There is no relationship between price for the service and how much waste is placed out each collection day.

The collection of waste is not tied to the relationship the Region has with the GFL West Hants landfill. While our waste materials will be taken to the landfill, the contractor providing our collection service is separate and independent from the landfill and may be awarded to the contractor that the municipality feels provides the best value.

The contract for the former Municipality of West Hants, runs until March 31, 2023 and includes 3 one-year extensions to March 31, 2026. As there is good value in this contract, it is reasonable to allow this contract to run its term and consider the options available to extend to 2026.

DISCUSSION

While it may seem reasonable to compare this contract with the municipal contract on a per unit (household/business) basis, the fundamental differences are the number of units to be provided the service and the total area to be covered. West Hants contains 7985 units and Windsor 1612. There are efficiencies and economies of scale that can be achieved in a larger contract that do not easily translate.

As noted, staff have been very pleased with the level of service delivery from this contractor over the past 21 years. Reliability, willingness to work with the municipality in helping to educate the residents on proper sorting along with support for staff to enforce the solid waste by-law, has been very successful.

The cost for the service continues to be competitive compared to the second low bidder in the last tender call ($194,163 current pricing compared to $207,625 next bid). This fact speaks to the value the former Town has and would continue to receive for this service. Due to competitive pricing and service provided, staff see no reason to not extend the contract to March 31, 2022.

The West Hants contract is in year 2 of the 5-year agreement. Pricing achieved in that agreement, illustrates the value in allowing it to run to term, including extensions, to March 31, 2026.

Extending the Windsor agreement to March 31, 2022, would allow staff time to review current levels of service, prepare a new Regional Waste Collection By-Law and plan for a few potential options for council to consider;

- Prepare a new tender for collection and hauling services for the former area of the Town of Windsor with a 4-year term to run April 1, 2022 through March 31 2026. This term would then align with the West Hants contract and a regional tender be prepared for 2026 forward.
- Prepare a new tender for the Region to begin April 1, 2022 forward and prematurely end the West Hants agreement.
- Continue with separate agreements for the former units.

FINANCIAL IMPLICATIONS

As noted in Schedule A, Hide Tide Eco has agreed to hold the current years pricing 2019/20 (year 10) with no price increase for the proposed extension agreement to March 31, 2022. The proposed extension for this service area is within budget for waste collection services. As new options are proposed to cover the period of April 1, 2022 onward, staff will reflect these estimated costs in the 2022/23 operating budget.

ALTERNATIVES

1. Council may choose not to extend this contract, and have staff prepare a new tender immediately.

This alternative is not being recommended to Council at this time.

ATTACHMENTS

Extension Agreement

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

Report Reviewed by: _____
Christine McClare, Waste Services Specialist

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Extension Agreement for Waste Collection and Hauling Services

Between

West Hants Regional Municipality (former Town of Windsor)

And

Hide Tide Eco Management Limited

Term

October 1, 2020 to March 31, 2022

Approved - *****

EXTENSION AGREEMENT FOR SOLID WASTE COLLECTION;

GARBAGE, RECYCLING AND ORGANIC CART COLLECTION

FOR THE WEST HANTS REGIONAL MUNICIPALITY (FORMER TOWN OF WINDSOR)

This agreement is entered into this ____ day of _____, 2020 by and between

WEST HANTS REGIONAL MUNICIPALITY, 76 Morison Dr Wentworth Creek NS on behalf of the former Town of Windsor, 100 King St, Windsor NS ("**the Municipality**")

AND

HIGH TIDE ECO. MANAGEMENT LTD., 10 Havenwood Dr Shubenacadie NS ("**High Tide**").

Recitals

A. The Town of Windsor and Hide Tide Eco entered into a contract effective October 5, 2010 to September 30, 2015 for waste collection and hauling services. This contract expired on September 30, 2015 (the Original Agreement).

B. The Town of Windsor and Hide Tide Eco extended the term of the above contract for an additional 5 years beginning on October 1, 2015 through and including September 30, 2020 (First Extension Agreement).

C. The Municipality and Hide Tide are both desirous of extending the term of the existing contract for an additional period beginning on October 1, 2020 through and including March 31, 2022 (Second Extension Agreement).

Now in consideration of the mutual covenants contained herein, both parties agree as follows:

1. All of the terms and provisions contained in the First Extension existing agreement shall remain in full force and effect unless specifically modified by the terms of this Second Extension Agreement.
2. Notwithstanding that the term of the First Extension Agreement was to run October 1, 2015 to September 30, 2020, this Second Extension Agreement and all of its terms, shall come into effect October 1, 2020 and shall continue until March 3, 2022.
3. That portion of the First Extension Agreement entitled "Schedule A 2015" is attached to this agreement.
4. All fees charged by High Tide under this Second Extension Agreement shall be in accordance with "Schedule A 2015" year 10 pricing less a $100 cost offset from the Recyclables collection invoice. The $100 cost offset represents half of the anticipated tipping fee increase and less mileage to reach the destination resulting from changing recyclables facilities from Colchester Recycling in Kemptown to Scotia Recycling in Kentville in July 2020.

5. This agreement is binding on the successors of the parties.
6. This Second Extension Agreement may not be assigned by High Tide without the written consent of the Municipality.
7. The signatories hereto represent that they have the authority to bind their respective parties.

Signed and sealed this ____ day of _____ 2020.

WEST HANTS REGIONAL MUNICIPALITY

_____ Per: _____
Witness Abraham Zebian, Mayor

_____ Per: _____
Witness Mark Phillips, CAO

HIGH TIDE ECO. MANAGEMENT LTD.

_____ Per: _____
Witness Kevin Murphy, President

SCHEDULE “A” 2015

High Tide Eco Management & The Town of Windsor

Waste Collection & Hauling Services

Schedule of Rates

YEAR	GARBAGE	ORGANICS	RECYCLING	LEAF & YARD MTHLY	ANN. FALL LEAF YARD	METAL SPRING	METAL FALL	ANNUAL XMAS TREE	TOTAL / YEAR
6	$37,755.90	$51,842.70	$57,330.00	$5,460.00	$1,837.50	$1,837.50	$1,837.50	$1,837.50	$159,738.60
7	$39,643.70	$54,434.84	$60,196.50	$5,733.00	$1,929.38	$1,929.38	$1,929.38	$1,929.38	$167,725.56
8	$41,625.89	$57,156.58	$63,206.33	$6,019.00	$2,025.84	$2,025.84	$2,025.84	$2,025.84	$176,111.16
9	$43,707.18	$60,014.41	$66,366.64	$6,320.63	$2,127.14	$2,127.14	$2,127.14	$2,127.14	$184,917.42
10	$45,892.54	$63,015.13	$69,684.97	$6,636.66	$2,233.49	$2,233.49	$2,233.49	$2,233.49	$194,163.26
							Total 60 Months =		$882,656.00

Note (1) Fuel Adjustment will remain the same at $706.00 per cent / litre with the benchmark set at 1.056 +/-

(2) House count for the increase of every 10 units will be as follows:

Year 6 - $472.50 per stream x 3 = $1417.50

Year 7 - $496.13 per stream x 3 = $1488.39

Year 8 - $520.94 per stream x 3 = $1562.82

Year 9 - $546.99 per stream x 3 = $1640.97

Year 10- $574.34 per stream x 3 = $1723.02

(3) Requested Holiday Working that was agreed upon after signing the contract and has been exercised in 2014 and forward. If the Municipality requests for High Tide to work on Holidays, rather than using alternative collection days (exception of Christmas Day which is nonnegotiable), a price of $1723.02 plus HST as per year 10 pricing below, will be charged for working each requested Holiday..

Year 6 - $1399.65 Year 7 - $1469.63 Year 8 - $1543.11 Year 9 - $1620.27 Year 10 - $1701.28

(4) High Tide is willing to negotiate an additional 2 one-year extensions beyond this contract using the year 10 prices listed above, with the mutual agreement of both parties and either party has the right to not enter into an extended contract. For any reason that the contract may be extended beyond the agreed term, year 10 pricing shall remain in effect.

REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
INFORMATION REPORT

To: Committee of the Whole

Submitted by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Date: October 13, 2020

Subject: COVID-19 Property Tax Financing Program

LEGISLATIVE AUTHORITY

Municipal Government Act, Sections 111 through 113
Municipal Government Act, Section 66

BACKGROUND

Given the impacts of COVID-19 the Association of Municipal Administrators of Nova Scotia (AMANS) in collaboration with Nova Scotia Federation of Municipalities (NSFM) developed a program to assist residents who have experienced financial hardships during this time while addressing the loss of revenues and impacts on Municipal cash flow.

On July 28, 2020, RCOFN-009.00 COVID-19 Property Tax Financing Program Policy was approved by Council to assist the residents and business owners of West Hants Regional Municipality during this difficult time. Following approval, the online application was available to residents with a deadline date of September 9, 2020.

Included in the approval was a temporary borrowing resolution for the short-term operating loan of $9,000,000 offered by the Municipal Finance Corporation to assist municipalities with providing this support to residents.

DISCUSSION

As of September 9th, we had five applications for our program. Of the five we have two qualified applicants. One applicant has decided to remove themselves from the program, while the remaining two were unable to provide sufficient support for their application. Alternative support options were created and suggested to these applicants, but they were unable to produce the support. At this time, the two qualified applicants have been notified and the process of setting up their pre-approved payment plans has begun.

Due to the level of financing that would be required to cover these two tax accounts, the temporary borrowing resolution previously approved by council will not be forwarded to Municipal Finance Corporation. The two tax accounts in the program have

a combined value of just over $9,500. This amount can be maintained inhouse without interrupting cash flow or operations.

Though we will not be moving forward with the temporary borrowing resolution, these two applicants will still be required to follow the guidelines set forth in RCOFN-009.00 COVID-19 Property Tax Financing Program Policy:

- All payments will be made via pre-approved payment plans.
- Starting in October there will be six (6) months of $25 installment payments, payable on the 28th of each month.
- Following the first six (6) months, the remaining balance of the account will be divided evenly over a 24-month period and installment payments will be adjusted to this amount, payable on the 28th of each month.
- Interest and administration fees will be set at 1.35% annually on these accounts.
- Default of payment on any installment will result in removal from the program which makes the outstanding taxes immediately payable and subject to the program interest (noted above) and the Municipality's normal rate of interest.

NEXT STEPS

Moving forward, we will begin to receive payment from the two qualified applicants on October 28th. Financial Services will begin to calculate the installment payments that will be required after the first six (6) month period has been completed.

FINANCIAL IMPLICATIONS

By not requesting the short-term loan from Municipal Finance Corporation, it will mean that WHRM will carry the receivable for these two accounts. There will be no cash flow or operating impacts resulting from carrying the $9,500 as a receivable.

ATTACHMENTS

NA

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

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

WEST HANTS REGIONAL MUNICIPALITY
RECOMMENDATION REPORT

To: Mayor Zebian and Member of Council

Submitted by: Rhonda Brown

Rhonda Brown, Municipal Clerk

Date: September 22, 2020

Subject: Easement Lease Agreement with Rogers Wireless

LEGISLATIVE AUTHORITY

Municipal Government Act,
50 (5) A municipality may….
(c) lease property owned by the municipality at market value;

RECOMMENDATION

… Committee of the Whole recommends that Council approve the Roger's Wireless Telecommunication Site Lease Agreement Extension, for three 5-year terms starting April 1, 2021 as presented in their letter dated September 9, 2020.

BACKGROUND

In May 2001, the former Town of Hantsport entered into a 20-year lease agreement with Rogers Wireless for an easement access on to their land containing a telecommunication tower. The easement is on lands owned by the Municipality which contains the Water Standpipe used by the community of Hantsport. The Lease was re-confirmed and registered in an agreement dated January 17, 2003.

DISCUSSION

Rogers is seeking a lease extension of three 5-year terms, totalling 15 years, for the continued access to their land containing the telecommunication tower. Should all three terms be used the extension agreement would terminate March 31, 2036.

Staff do not foresee disposing of the land during the next 15 years due to the use by the Water Utility. In addition, the Municipality has Co-Location Agreement with Rogers to use the tower for Hantsport Fire communication equipment, making the arrangement mutually beneficial.

NEXT STEPS

Should Council approve the lease extension, the Mayor and Municipal Clerk will sign the agreement letter and arrange to meet all other legal requirements.

FINANCIAL IMPLICATIONS

The original lease agreement provided for a rent payment of $500 per annually for a total of $10,000 over the 20-year agreement. The extension agreement is proposed to be the last rent paid adjusted by the variation in percentage of the past five years of the Consumer Price Index. The approximate rent for the first 5-year extension would be $2700.

ALTERNATIVES

Council could choose not to extend the agreement; this is not recommended as it would also affect communications for the Hantsport Fire Department.

ATTACHMENTS

1. Rogers Telecommunication Site Lease Agreement Extension Letter
2. Rogers Wireless 2003 Notice of Lease Agreement and 2001 Lease Agreement

Report Prepared by: _____
Rhonda Brown, Municipal Clerk

Report Reviewed by: _____
Carlee Rochon, Director of Finance

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

September 9th, 2020

Registered mail and e-mail

Region of Windsor and West Hants Municipality
C/o Mr. Mark Phillips
Chief Administrator Officer
76 Morison Drive
Windsor, NS, B0N2T0

Re: **Telecommunication Site Lease Agreement extension (ROW)**
Rogers's site: Hantsport (A0280A / 80112002)
Located at Pleasant Street, West Hants Municipality (NS), P.I.D. 45060340 and 45033925

Mr. Phillips,

In conformity with the Telecommunication Site Lease Agreement (ROW) which began on April 1st, 2001 (the "**Lease**") between the Town of Hantsport, now the Region of Windsor and West Hants Municipality (the "**Landlord**") and Rogers Wireless Inc., now Rogers Communications Inc. (the "**Tenant**"), and following your discussion with Mr. Serge Lavigne from Rogers, herein are the conditions discussed by the Landlord and the Tenant to extend the Lease.

The Landlord grants to the Tenant three (3) additional terms of five (5) years each, said terms to begin respectively on April 1st, 2021, April 1st, 2026 and April 1st, 2031. The rent for each of these terms will be the last rent paid, adjusted by the variation in percentage for the past five (5) years, of the Consumer Price Index for the Province of Nova Scotia.

At the exception of the terms and conditions provided in this letter, all other terms and conditions of the Lease continue in full force and effect and without any change.

If you agree to these conditions, please acknowledge your agreement by signing this letter and returning a copy via e-mail (two originals to follow by mail). Should you have any question or concerns, please do not hesitate to contact Serge Lavigne at 514-927-8677 or at sergea.lavigne@rci.rogers.com.

Yours very truly,

Pierre Auger, B.B.A., C. App.
Manager, Real Estate and Municipal Affairs
Eastern Canada

We accept to extend and modify the Lease under the terms and conditions stipulated in the present letter.

REGION OF WINDSOR AND WEST HANTS MUNICIPALITY

By:_____ Date:_____

Name and title:

(*Duly authorized to act on behalf of the Landlord).*

By:_____ Date:_____

Name and title:

(*Duly authorized to act on behalf of the Landlord).*

New Site Development
Rogers AT&T Wireless
911-6080 Young Street
Halifax, NS B3K 5L2
Telephone : 902-493-7175
Fax : 902-493-7173

January 23, 2003

Jeffrey Lawrence
Town of Hantsport
20 Main Street
Hantsport, NS B0P 1N0

Dear Mr. Lawrence,

Re: Hantsport*Town (A0280A)

Please find enclosed, for your files, an original signed copy of the Lease Agreement between the Town of Hantsport and Rogers Wireless Inc. and a registered copy of the Notice of Lease relating to the same matter.

If you have further questions regarding our Agreement, please contact Ginette Collin at 514-734-7393.

Thank you for your co-operation on this project.

Sincerely,

Phung Ngo (Ms)
NSD Coordinator

Enclosures

™Rogers Communications Inc. Used under License. ®AT&T Corp. Used under License.

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THIS NOTICE OF LEASE made this 17th day of January 2003.

BETWEEN:

TOWN OF HANTSPORT
hereinafter called the "Landlord"

OF THE ONE PART

- and -

ROGERS WIRELESS INC., a body corporate
hereinafter called the "Tenant"

OF THE OTHER PART

WHEREAS:

(a) The Landlord is the owner of the lands situate at or near Pleasant Street, Hants Border, N.S. being PID # 45060340 (the "Property") and being the land more particularly described in the Deed registered in the Hants County Registry Office in Book 336 at Page 192;

(b) By a telecommunications site lease agreement executed by the Landlord on May 24, 2001 and executed by the Tenant on August 22, 2001 (the "Lease"), the Landlord did lease to the Tenant a portion of the Property and grant easements to the Tenant for utility service and access purposes on, over and through the Property, all of which are more particularly depicted in the Lease (collectively the "Demised Premises");

(c) The Landlord and Tenant have agreed to execute this Notice of Lease for registration purposes;

WITNESSES in consideration of the sum of One Dollar ($1.00) paid by the Tenant to the Landlord, the receipt of which is hereby acknowledged, and other good and valuable consideration as more fully described and set forth in the Lease, the Landlord has agreed to demise, lease and grant and does hereby confirm its demise, lease and grant to the Tenant and the Tenant has agreed to lease and take and does hereby confirm its lease and take (according to the terms of the Lease and governed by the limitations, restrictions and covenants therein contained) the Demised Premises, subject to the obligations and covenants of the Tenant as contained in the Lease.

1. The initial term of the Lease is twenty (20) years commencing on April 1, 2001, unless such lease term shall terminate sooner under the provisions of the Lease.

2. The Lease provides that the Tenant shall have the exclusive right to operate telecommunications facilities and equipment at the Property during the term and all extensions.

3. The Lease provides that all equipment, including but not limited to towers, poles, shelters, cabinets, pedestals, antennas and mounts shall remain the personal property of the Tenant.

4. The Lease provides the right to the Tenant of unimpeded access to the Demised Premises at any time during the term of the Lease and all extensions thereof.

5. The Lease provides that the Landlord shall ensure the Tenant with peaceful and quiet use of the Demised Premises during the entire term of the Lease and any extensions thereof and shall not permit others or cause any interference to any telecommunications services being rendered by the Tenant from the Demised Premises.

6. It is understood that this Notice of Lease and the Lease referred to herein together constitute the entire Agreement between the parties and all terms of the Lease are

incorporated herein by reference. This Notice of Lease and the Lease shall bind the heirs, successors and assigns of the Landlord and Tenant.

IN WITNESS WHEREOF the parties hereto have properly executed these presents on the day and year first above written.

Executed in the presence of:

TOWN OF HANTSPORT

Per:
H. Wayne Folker (Mayor)

Per:
Jeffrey A. Lawrence (Chief Administrative Officer)

(Witness)

ROGERS WIRELESS INC.

Per:
GUYLAINE N. CORMIER
Regional Manager, Real Estate
Eastern Canada

(Witness)

A280A

::ODMA\PCDOCS\MCRLIB\507573\1

HANTS COUNTY REGISTRY OF DEEDS
I certify that this document was registered as shown here.
Tina Landzaat Registrar

322 Document # | 987 Book | 66-68 Pages
JAN 17 2003 MM DD YYYY | 2:59Pm Time

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PROVINCE OF NOVA SCOTIA

ON THIS 17th day of January, 2003, before me the subscriber personally came and appeared, Tim Lynch, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the **TOWN OF HANTSPORT**, one of the parties thereto, caused the same in to be executed in its name and on its behalf by its proper officer(s) duly authorized in that behalf, his/her presence.

Cameron A. Starritt

A Commissioner ~~A Barrister~~ of the Supreme Court of Nova Scotia

CAMERON A. STARRITT
A Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF QUEBEC

ON THIS 11th day of JANUARY, 2003, before me the subscriber personally came and appeared, QUETTE COLLIN, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that **ROGERS WIRELESS INC.**, one of the parties thereto, caused the same to be executed in its name and on its behalf by its proper officer(s) duly authorized in that behalf, in his/her presence.

Joanne Rinfret

A Commissioner of Oaths
for the Province of Quebec

Commissaire à l'assermentation
JOANNE RINFRET
155151
tous les districts judiciaires du Québec et l'extérieur du Québec

(::ODMA\PCDOCS\MCRLIB\507573\1)

DATED: 2003

BETWEEN:

TOWN OF HANTSPORT

Landlord

- and -

ROGERS WIRELESS INC.

Tenant

NOTICE OF LEASE

David T.S. Fraser
McInnes Cooper
1601 Lower Water Street
P.O. Box 730
Halifax, NS B3J 2V1

FH-2843 (::ODMA\PCDOCS\MCRLIB\507573\1)

TELECOMMUNICATION SITE LEASE AGREEMENT

Property (legally described on Schedule "A"): **HANTSPORT Town: Pleasant St. (PID 45060340 & 45033925), Hants Border, NS** Location Code : **A0280A**

1. IN CONSIDERATION of $ 2.00, the receipt of which Landlord acknowledges, Landlord leases to Tenant the premises and access rights shown on Schedule "B" at the property described above as follows: (*check appropriate box(es)*)

- ☒ Land comprising **Parcel R-ANC on Schedule B**
- ☐ Building interior space comprised of approximately _____ X ___ feet
- ☐ Building exterior space for attachment of antennas
- ☐ Building interior space for attachment of antennas
- ☐ Space required for cables and wires
- ☐ Rooftop space
- ☒ Access road to be constructed by Tenant
- ☐ Other

together with the non-exclusive right of unrestricted access thereto and connections to the appropriate utilities, fibre optic and telephone facilities. **See Schedule C, Clauses C-1 thru C-5.**

2. TERM. The term of this Agreement shall be for a period of Twenty (20) years beginning on **April 1, 2001**, ("Commencement Date").

3. RENT. The rent shall be paid **annually** in advance in the amount of **Five Hundred** dollars (**$500.00**) plus applicable HST, starting on the first day of the month following the beginning of construction. ~~The first rent payment will be adjusted proportionally to the number of months left until the anniversary date of the agreement.~~ Landlord's HST number is R106985724 and the DUNS number is 2549 78133. Realty taxes attributed directly to the premises shall be payable by the Tenant and Tenant shall pay only the taxes which may from time to time be levied or assessed on the business of the Tenant conducted on the premises or taxes which are related to such business. **See Schedule C, Clause C-2**.

~~4. RIGHT TO RENEW. The Tenant shall have the right to renew the term of this agreement for three (3) additional five (5) year periods. The monthly rent shall be set at market rate for similar premises as agreed by the parties, or failing agreement, by a single arbitrator appointed under provincial arbitration legislation. If Tenant elects not to renew the Lease, it shall so notify Landlord by written notice to this effect at least 60 prior to the expiration of the initial lease term or the current extension period.~~

5. USE of the premises and access rights by Tenant shall be for the purpose of installing, removing, replacing, relocating, maintaining, supplementing and operating, at its sole expense, telecommunications facilities and equipment and the provision of telecommunication services, and where applicable, Tenant may connect its equipment and provide telecommunication services by cables and wires to the equipment of other occupants at the property.

6. UTILITIES required for the operation of the telecommunications facilities and equipment shall be the sole responsibility of Tenant, and electrical consumption shall be determined by: (*check appropriate box(es)*)

- ☐ included in rent or not applicable
- ☒ separate meter invoiced directly from local utility, if available
- ☐ check meter installed by Tenant, with invoices from Landlord
- ☐ annual consumption estimates provided by Tenant based on verifiable charges paid by Tenant for similar Telecommunications facilities and equipment.

7. ALL EQUIPMENT, including, but not limited to, towers, poles, shelters, cabinets, pedestals, antennas and mounts shall remain the personal property of Tenant and shall be removed by Tenant upon expiration or termination of this agreement and the premises will be restored to its original condition, reasonable wear and tear excepted. Tenant is not required to remove concrete foundations or roof piers at the end of the term.

8. NOTICES shall be in writing and sent by mail, postage prepaid, deemed received 3 days after mailing or by facsimile transmission, deemed received on date transmitted, to the address or telecopy number of the party set forth below.

9. ASSIGNMENT of this agreement or subletting all or part of the premises by Tenant may be made to any corporate affiliate, principal lenders or a purchaser of most or all of Tenant's assets. All other assignments require Landlord's consent, acting reasonably. Tenant may permit use of all or any portion of the premises by other entities consistent with the uses permitted herein.

10. TERMINATION. This agreement may be terminated by Tenant at any time on thirty (30) days notice to Landlord, without further liability, if Tenant cannot obtain all necessary rights and approvals required from any government authority and/or any third party to operate the telecommunication facilities and equipment, or if any such right or approval is cancelled, terminated or expired, or if Tenant determines that it will not be able to use the premises for their intended purpose (e.g. interference with Tenant's signals, damage or destruction, non construction of the site, commercial impracticality, technical reasons or for any other *bona fide* reason). Upon termination, all prepaid rent shall be adjusted to the date of termination. Should Tenant default under this agreement and not have begun to diligently remedy such default within thirty (30) days of a written notice from Landlord (Acts of God excepted), Landlord may terminate this agreement on thirty (30) days written notice by registered mail.

11. INDEMNITY: Tenant and Landlord indemnify and hold the other harmless against any and all costs (including legal costs) and claims of liability or loss which arise out of the use and/or occupancy of the premises by such indemnifying party. Tenant shall maintain during the term and any extensions, public liability and property damage insurance coverage of not less than $2,000,000 and upon notice Landlord shall be added as an additional insured and provided with evidence of coverage.

12. HAZARDOUS SUBSTANCES: Landlord represents that it has no knowledge of any substance on the property that is identified as hazardous, toxic or dangerous in any applicable federal, provincial or local law or regulation. Landlord and Tenant shall not introduce or use any such substance on the property in violation of any applicable law.

13. MISCELLANEOUS

a) The Landlord shall ensure Tenant with peaceful and quiet use of the premises during the entire term and extensions of the lease. Landlord shall not cause or permit others to interfere with or impair the quality of the telecommunication services being rendered by Tenant from the property. Tenant shall have 24 hour a day and 7 day a week access to the premises subject to Landlord's reasonable security requirements and shall be issued 3 access cards and/or keys by Landlord at Tenant's expense.

b) Prior to original installation, Tenant shall supply Landlord with plans and/or surveys as applicable (collectively the "plans"). Landlord shall, at Tenant's expense, assist and co-operate with Tenant in obtaining governmental approvals for Tenant's permitted uses. Tenant shall use the premises in accordance with the laws and regulations applicable in the jurisdiction where the property is located.

c) Tenant shall have the option to purchase the property (subject to planning legislation compliance) for $_____at any time during the term and all extensions, as provided on Schedule "E" attached. Notwithstanding the above, Landlord grants to Tenant a right of first refusal for the duration of the lease in the event that the former receives an offer to purchase the property in whole or in part. Tenant shall have a period of 30 days from receipt of a copy of such an offer in which to notify Landlord of its intention to purchase the property in whole or in part. The contract of sale shall be signed before the lawyers of the Tenant within the next 30 days. In the event that the Tenant shall not have delivered an acceptance as aforesaid, then the Landlord shall be entitled to proceed with the sale within the next (60) days in accordance with the terms of the offer, and if not, the right of first refusal granted to the Tenant shall be reinforced.

d) Tenant shall have exclusive right to operate a telecommunications facilities and the equipment at the property during the term and all extensions.

e) Landlord and/or property manager represents and warrants that Landlord and/or property manager has full authority to enter into and sign this agreement and bind Landlord accordingly. They hereby agree to provide, upon request, any documents to this effect.

f) This agreement contains all agreements, promises and understandings between Landlord and Tenant. All schedules and plans are incorporated by reference.

g) The terms and conditions of this agreement shall extend to and bind the heirs, personal representatives, successors and assigns of Landlord and Tenant.

h) Landlord will permit Tenant or its contractors full access to the property and premises, in advance, for the purpose of satisfying itself, at its own expense, as to the appropriate conditions for the intended use of the premises. Tenant shall repair any damage caused by any tests or inspections.

i) If Tenant remains in possession at end of term(s), Tenant shall be monthly tenant at the then current rent.

j) This agreement shall be governed by the laws of the province in which the property is located. Invalid provisions are severable and do not impair the validity of the balance of this agreement.

k) A Short Form Lease, Notice of Lease or caveat may be registered on title at Tenant's expense. In the event of a discrepancy between the lease and the telecommunication site agreement, the telecommunication site agreement will govern.

l) ~~If a matrimonial home is located at the property, Landlord's spouse hereby consents to the agreement.~~

14. ADDITIONAL PROVISIONS: See Schedule C attached.

DATED this 24th day of May, 2001.

Landlord :
Town of Hantsport
20 Main Street
Hanstport, NS B0P 1N0

Telephone No. : 902-684-3211
Telecopy No. :

Attention: Jeffrey Lawrence

Per : _____
Name : Jeffrey Lawrence
Title : Town Manager

Per : _____
Name : Wayne Folker
Title : Mayor

~~Spouse Consent~~: _____
Name:

DATED this 22nd day of August, 2001.

Tenant
ROGERS WIRELESS INC. (A-0280A)
One Mount Pleasant Road
Toronto, Ontario M4Y 2Y5
c/o Real Estate Services (Toronto) Fax : (416) 935-7799 (original)
c/o Real Estate Services (Montreal) Fax : (514) 345-6896 (copy)

Par : _____
Nom : Guylaine N. CORMIER
Title : Real Estate Manager, Eastern Canada

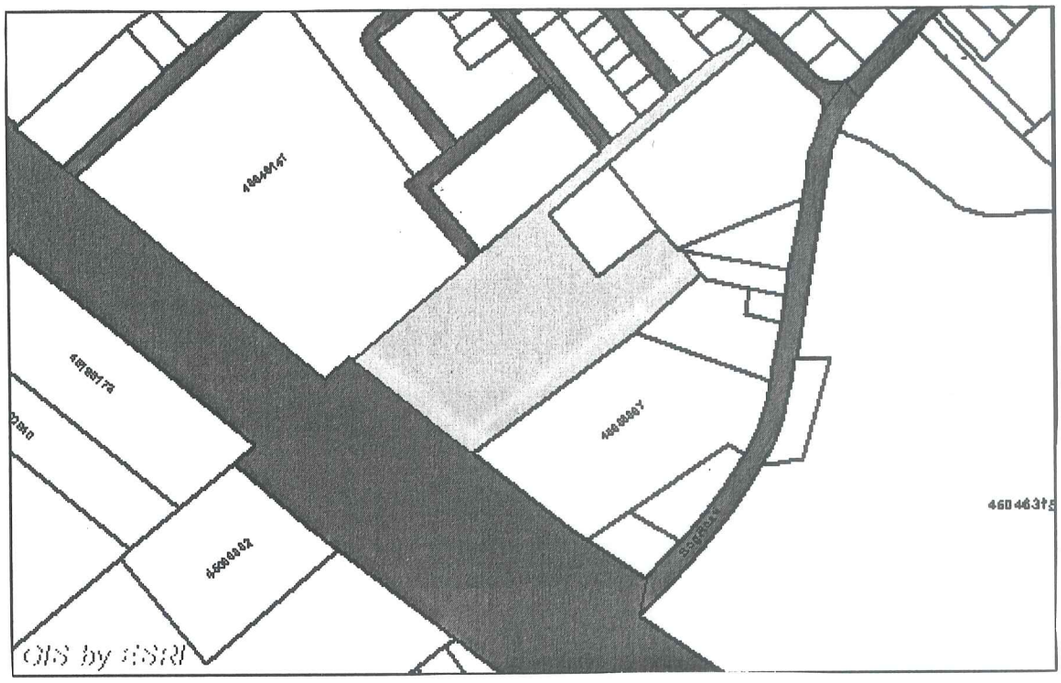
A0280A*Town
JM/pn

SCHEDULE "A"

LEGAL DESCRIPTION OF LANDLORD'S PROPERTY (" A0280A ")

Following description may be replaced, if necessary at Tenant's option, by a legal description of the property, after examination of title by the Tenant.

Located At: (PID 45060340 & 45033925), Pleasant St., Hants Border, NS



GNC

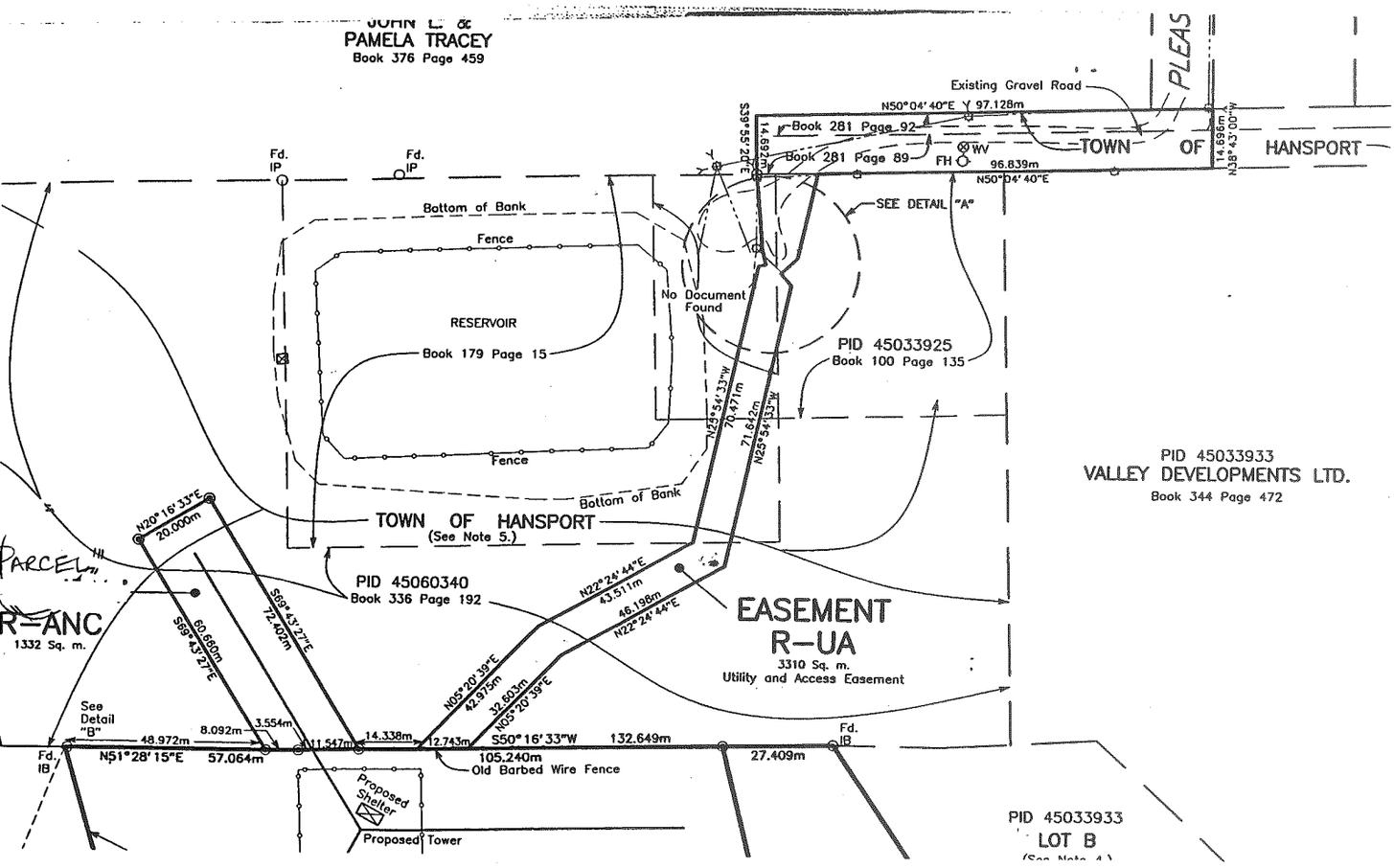
SCHEDULE "B"

DESCRIPTION OF PREMISES
(including access rights)

Subject to the Tenant's right to make changes, as provided for in the agreement, such as the modification or addition of equipment.

Located at: (PID 45060340 & 45033925), Pleasant St., Hants Border, NS

Concept plan, may be cancelled and replaced by plans " As Built ".



A0280A*Town
JM/pn

SCHEDULE " C "

ADDITIONAL PROVISIONS

C-1 The Landlord acknowledges that the Tenant intends to purchase a parcel of land from John G. Faulkner and Mary E. Faulkner, being a portion of PID No. 45033867, which property is adjacent to property owned by the Landlord. The Landlord hereby covenants and agrees to grant an easement to the Tenant for access and utility purposes in order for the Tenant and others to have access to and from the property being purchased from Mr. and Mrs. Faulkner. The easement, referenced as Easement R-UA on Schedule "B" shall extend from Pleasant Street over and through the lands of the Landlord to the northern boundary of the Faulkner property, without interference to the reservoir located on the Landlord's property.

C-2. In exchange for the above-mentioned easement, the Tenant shall pay to the Landlord the sum of ~~$8,000~~ 10,000 (inclusive of any applicable HST) and shall also grant to the Landlord a right of first refusal with respect to the parcel of land the Tenant will be purchasing from the Faulkners. In the event the right of first refusal is exercised by the Landlord, there shall also be a reconveyance of the easement to the Landlord such that the easement will be extinguished.

C-3. With respect to the easement to be granted by the Landlord to the Tenant, the Tenant acknowledges and confirms that the Landlord shall have the right to repair, maintain and replace the waterline located in or under the lands subject to the easement provided:

(a) whenever reasonably possible, the Landlord will provide the Tenant with at least one month advance written notice prior to undertaking any repairs, maintenance or replacement;

(b) in emergency situations, the Landlord shall notify the Tenant immediately;

(c) all repairs, maintenance and replacement shall be undertaken with a view to minimizing the interruption and interference with the Tenant's use of the easement and, the Tenant shall be provided with a similar alternate means of access, if reasonably required, in order that the Tenant shall have continual access to and from the leased premises for vehicles and persons; and

(d) upon completion of the work relating to any such repairs, maintenance and replacement, the Landlord shall return the lands to the same condition as they were prior to any such work.

C-4. The obligations contained in sections 1 and 2 above are conditional upon the Tenant completing the purchase of the Faulkner property.

C-5. The Landlord and Tenant covenant and agree to execute such legal documents reasonably requested by the other party to effect the grant of easement and right of first refusal referred to herein.

SCHEDULE "E"

RIGHT TO PURCHASE

The Landlord hereby grants to the Tenant the right to purchase (the "Right") upon the following terms:

1. **Description of Premises**

The lands and premises subject to the Right are:

(a) the lands described on Schedule "A" ("Lands"); or

(b) the premises, together with easements for access and utilities enjoyed pursuant to the telecommunication site lease agreement and to be surveyed by the Tenant upon exercise of this Right.

[Delete (a) or (b) as may be appropriate]

(the " Property")

2. **Purchase Price**

The purchase price shall be ($) Dollars payable by way of certified cheque on closing, subject to usual adjustments, including an adjustment for prepaid rent in favour of the Tenant.

3. **Exercise of**

The Right may be exercised by the Tenant any time during the Term of the telecommunication site lease agreement or any renewal term thereof and shall be exercised by notice in writing by the Tenant to the Landlord.

4. **Agreement of Purchase and Sale**

Upon the exercise of the Right by the Tenant, an agreement of purchase and sale shall be executed by the Landlord and the Tenant on the terms herein set forth including:

(a)

(i) the title to the Property shall be good and marketable free from all encumbrances, restrictive covenants, except for minor easements for electrical, gas, telephone, or like services and shall be in compliance with all governmental laws, by-laws and regulations; and

(ii) the Tenant shall be allowed sixty (60) days from the date of exercise of the Right to examine title and determine compliance of the Property as aforesaid at its own expense. If any valid objection to title or in respect to the compliance of the Property is made to the Landlord which the Landlord is unable to remove or remedy and which the Tenant will not waive, the agreement resulting from the exercise of the shall, notwithstanding any action or negotiations with respect to such objections, be null and void, without prejudice to the Tenant's other rights and recourses.

(b) **Landlord's Undertaking**

Upon the exercise of the Right the Landlord shall execute and deliver at the request of the Tenant any authorisations that may be required by the Tenant addressed to any relevant government authority, agency or department (the "Authority") allowing the inspection of the Property by the Authority and permitting the release by the Authority of any relevant information concerning the Property to the Tenant or its solicitors.

(c) **Adjacent Land Servitude or Rights of Way**

In the event that the Tenant shall be utilising servitude or rights of way over abutting lands for the purposes of access or egress or for any of the purposes set out in the Lease (the "Adjacent Servitude or Rights of Way"), the agreement arising from the exercise of this Right shall be conditional on the Tenant obtaining good title to the Adjacent within the time limit set out in subparagraph (c) above, failing which the Tenant may, at its sole option, terminate this agreement.

(d) **Residency**

The Landlord shall comply with the provisions of Section 116 of the Income Tax Act.

(e) **Time Of The Essence**

Time shall be of the essence of the Right and the agreement resulting from the exercise thereof.

(f) **Closing**

The agreement of purchase and sale arising from the exercise of the Right shall be completed on the date which is the first business day 90 days following the date upon which the is exercised.

(g) **Enurement**

The Right and the Agreement resulting from the exercise thereof shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

(h) **Tender**

Any tender of documents or money hereunder may be made upon the Landlord or Tenant or upon the solicitor acting for the party on whom tender is desired.

Extract from *the minutes of a meeting* of the Board of Directors of the

Corporation: Town of Hantsport

held at its ~~corporate headquarters~~ town office on May 15th, 2001

ON A MOTION DULY PRESENTED AND SECONDED, IT IS HEREBY RESOLVED:

1. THAT the proposed lease to ROGERS WIRELESS INC., having been submitted to the Board, be and is hereby duly approved;

2. THAT Mayor H. Wayne Folker and Chief Administrative Officer Jeffrey A. Lawrence be and is (are) authorised to sign the said lease for and in the name of the Corporation in substantially the same form and terms as the proposed lease submitted to the Directors, as well as any appropriate document necessary to give effect to this resolution or to the provisions of the said lease.

I, the undersigned, certify hereby that the foregoing is a true copy of a resolution duly adopted by the directors of the Corporation at a meeting held on May 15th, 2001, and subsequently approved, ratified and confirmed at a special general meeting of the shareholders of the Corporation duly convened and held for this purpose on May 15th, 2001, by a vote of at least two-thirds in value and in number of the shares represented by shareholders present in person or represented by proxy at the said meeting.

Hantsport
City

May 24th, 2001
Date

President and / or Secretary

Jeffrey A. Lawrence
Print Name

Chief Administrative Officer
Print Title

GNC

A0280A*Town
JM/pn

Rogers Cell Tower
Pleasant St
Bog Rd
Bog Rd
Holmes Hill Rd
Highway 101 WB
Highway 101 EB

WEST HANTS REGIONAL MUNICIPALITY
RECOMMENDATION REPORT

To: Committee of the Whole

Submitted by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Date: October 13, 2020

Subject: Debt Refinancing

LEGISLATIVE AUTHORITY

Municipal Government Act, Part VI, Power to Spend Money 65 (A) & Power to Borrow Money 66.

RECOMMENDATION

Committee of the Whole recommends that . . .

. . . Council approves a temporary borrowing resolution in the amount of $1,335,000 to refinance the loan for the Brooklyn Fire Department and Civic Centre.

. . . Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 5.5%, to enable the West Hants Regional Municipality to issue a 15-year debenture of $1,335,000.

BACKGROUND

In 2005, the former Municipality of the District of West Hants received a loan from the Municipal Finance Corporation (MFC) to finance the building of the Brooklyn Fire Department and Civic Centre. This loan was taken out over a 15-year period and the intention was to refinance as the debenture matures in 2020.

DISCUSSION

On November 20, 2020, the outstanding balance of $1,424,000 will be due in full, unless it is refinanced through a lending source. to meet the necessary lending requirements a Temporary Borrowing Resolution (TBR) is required, which needs Council's approval.

To be able to participate in the upcoming MFC semi-annual debenture call, a 'Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate' must be approved by

Council. Approving this now, would qualify the Municipality to take part in the Fall debenture call. It should be noted that the Minister approval date of the TBR in the resolution document has been left blank. The resolution document is an MFC procedural step and it has been made clear by them on numerous occasions that it is okay to leave this blanket and they will fill it in should the Minister approve the TBR.

FINANCIAL IMPLICATIONS

The full financing charges of $89,000 are included in the 2020-21 budget. As a result, the overall borrowing request is lowered from $1,424,000 to $1,335,000.

TBR is a necessary step to allow the Municipality to maintain its current payment schedule and refinance the loan. The Municipal Finance Corporation offers favourable fixed lending rates for municipal capital purchases.

ALTERNATIVES

1. Council could choose to not refinance the loan and direct staff on how to cover the financial shortfall.
2. Council could approve the TBR and not the resolution, and an alternative funding source to MFC would have to be found.

ATTACHMENTS

- Notification of Balloon Payment due Fiscal 2020-2021
- Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate
- Temporary Borrowing Resolution

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

Mailing address
PO Box 850
Station M
Halifax, NS
B3J 2V2

NOVA SCOTIA
MUNICIPAL FINANCE
CORPORATION

Office location
Maritime Centre
1505 Barrington Street
Halifax, NS
B3J 3K5
Telephone
(902) 424-6333
Fax
(902) 424-0525
Website
www.nsmfc.ca

January 17, 2020

Martin Laycock
Chief Administrative Officer
District of Hants West
76 Morrison Drive
Box 3000
Windsor, N.S. B0N 2T0

Dear Mr. Laycock:

RE: Notification of Balloon Payment Due in Fiscal 2020-2021

This letter is a reminder that the District of Hants West has a balloon payment due in the upcoming fiscal year. Balloon payments may be paid in full upon the maturity date as indicated in the table below, or they may be refinanced in full or part through the Nova Scotia Municipal Finance Corporation (MFC) for the remaining life of the term of the original debenture. If you are interested in refinancing balloon payment, the MFC must receive confirmation that you wish to do so prior to the maturity date of the debentures.

The MFC typically issues debentures in the spring (May or June) and then again in the fall (October or November). For those units seeking refinancing and whose balloon payment maturity date may be in advance of the debenture issue date, the MFC has a short-term bridge financing program that may be used to bridge the loan until such time that a debenture financing can be secured.

Balloon Payment Options

Payment of Debenture:

Original Loan Date	Payment Due Date	Total Balloon Payment Required
November 20, 2015	November 20, 2020	$1,424,000.00

Refinancing of Balloon Payment:

Original Loan Date	Loan Outstanding	Payment Required in 2020-2021	Amount Eligible for Refinancing	Term
November 20, 2015	1,424,000.00	89,000.00	1,335,000.00	15

* Payments required in 2020-21 are for the balloon payments only and do not include any other outstanding principal and interest payments due to the MFC in fiscal 2020-21.

Name of Unit: _Region of Windsor and West Hants Municipality_

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (hereinafter "the Minister);

AND WHEREAS the resolution of council to borrow for Brooklyn Fire Department & Civic Centre was approved by the Minister _____;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Region of Windsor and West Hants Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding $1,335,000, for a period not to exceed 15 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Region of Windsor and West Hants Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

Region of Windsor and West Hants Municipality

_____
(Name of Unit)

held on the _____ day of _____ 20

GIVEN under the hands of the Mayor and the Clerk of the

West Hants Regional Municipality

_____
(Name of Unit)

this _____ day of _____ 20

_____
Mayor

_____
Clerk

MUNICIPAL COUNCIL OF THE

West Hants Regional Municipality

TEMPORARY BORROWING RESOLUTION

Amount: $ 263,123 Refinancing Project: Brooklyn Fire Department & Civic Centre

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

WHEREAS clause 66 (4)(b) of the Municipal Government Act authorizes the Municipality to expend funds for the purpose of paying or retiring debentures;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Region of Windsor and West Hants Municip borrow a sum or sums not exceeding two hundred sixty-three thousand one hundred twenty-three Dollars ($ 263,123) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

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

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding two hundred sixty-three thousand one hundred twenty-three Dollars ($ 263,123) in total from any chartered bank or trust company doing business in Nova Scotia;

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

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

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Region of Windsor and West Hants Municip held on the 27 day of October, 2020.

GIVEN under the hands of the Clerk and under the seal of the Council of the Region of Windsor and West Hants Municip this _____ day of _____, 2020.

_____
Clerk

WEST HANTS REGIONAL MUNICIPALITY
RECOMMENDATION REPORT

To: Committee of the Whole

Submitted by: _____
Carlee Rochon, Director, Financial Services

Date: October 13, 2020

Subject: Temporary Borrowing Resolutions Renewal

LEGISLATIVE AUTHORITY

Municipal Government Act, Part VI, Power to Spend Money 65 & Power to borrow money 66

RECOMMENDATION

Committee of the Whole recommends that…

> …Council approves the renewal of temporary borrowing resolution 19/20-02 in the amount of $2,625,000, for Hantsport Fire Department Station.
>
> …Council approves the renewal of temporary borrowing resolution 19/20-03 in the amount of $5,135,000, for the West Hants Sports Complex.

BACKGROUND

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

West Hants Council approved the capital cost to build a new Hantsport Fire Station and new Sports Complex, during the 2019-20 budget deliberations following a presentation and discussion. The West Hants Regional Council approved continuing these projects in the 2020-2021 capital budget on June 3rd, 2020.

Both temporary borrowing resolutions are set to expire this month.

DISCUSSION

TBR 19/20-02

During the 2019-20 budget deliberations, Council approved the construction of a new fire station for the Hantsport Fire Department due to on-going capacity issues and safety concerns. In 2020-2021 budget deliberation, West Hants Regional Council

approved $200,000 for pre-construction costs, such as design. Construction will be brought back to Council during 2021-22 budget deliberations.

Renewing the original TBR for the whole cost will put the West Hants Regional Municipality, and Hantsport Fire Department in a good position to start next year as this renewal will not expire till November 2021.

A temporary borrowing resolution does not impact the Municipality debt ratio until the actual borrowing occurs.

TBR 19/20-03

On April 9th, Council made a motion to award the for the design-build contract for the West Hants Sports Complex to Lindsay Construction Limited in the amount of $14,601,794 plus applicable taxes and contingencies.

Further West Hants Regional Council approved additional costs added to the project, resulting in a new cost of $17,523,384, with $15.6 million has been contributed from operating reserve ($2 million – WHM, $1.5 million – TOW), consolidation ($4 million), and Federal and Provincial government ($8.1 million).

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

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

ATTACHMENTS

- TBR RESO - 1920-02 Hantsport Fire Station – RENEWAL
- TBR RESO - 1920-03 WH Sports Complex - RENEWAL

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION RENEWAL

Amount: $ 263,123_____ Renewal Project: ___19/20-02 Hantsport Fire Station___

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

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

WHERAS pursuant to a resolution passed by the Municipal Council on the __9__ day of ____July____, __2019__, the Council postponed the issue of debentures and with the approval of the Minister of Municipal Affairs and Housing dated the __2__ day of __October__, 2019, did borrow from a chartered bank or trust company doing business in Nova Scotia a sum not exceeding two million six hundred twenty-five thous Dollars ($ 263,123_____) for the purposes set out above and for a period not exceeding twelve months; and

WHERAS Council has deemed it expedient that the period of borrowing be further extended;

BE IT THEREFORE RESOLVED

THAT subject to the approval of the Minister of Municipal Affairs and Housing, the authorized period of borrowing in the amount not exceeding two million six hundred twenty-five thous Dollars ($ 263,123_____) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs and Housing.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Region of Windsor and West Hants Muni held on the __27__ day of __October__, 2020.

GIVEN under the hands of the Clerk and under the seal of the Region of Windsor and West Hants Muni this _____ day of _____, 2020.

_____

Clerk

MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION RENEWAL

Amount: $ 5,135,000 Renewal Project: 19/20-03 West Hants Sport Complex

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

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

WHERAS pursuant to a resolution passed by the Municipal Council on the 9 day of July, 2019, the Council postponed the issue of debentures and with the approval of the Minister of Municipal Affairs and Housing dated the 2 day of October, 2019, did borrow from a chartered bank or trust company doing business in Nova Scotia a sum not exceeding five million one hundred thirty-five thousa Dollars ($ 5,135,000) for the purposes set out above and for a period not exceeding twelve months; and

WHERAS Council has deemed it expedient that the period of borrowing be further extended;

BE IT THEREFORE RESOLVED

THAT subject to the approval of the Minister of Municipal Affairs and Housing, the authorized period of borrowing in the amount not exceeding five million one hundred thirty-five thous Dollars ($ 5,135,000) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs and Housing.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Region of Windsor and West Hants Muni held on the 27 day of October, 2020.

GIVEN under the hands of the Clerk and under the seal of the Region of Windsor and West Hants Muni this _____ day of _____, 2020.

_____

Clerk

WEST HANTS REGIONAL MUNICIPALITY
RECOMMENDATION REPORT

To: Committee of the Whole

Submitted by: _____
Carlee Rochon, Director, Financial Services

Date: October 13, 2020

Subject: MFC Fall 2020 Debenture

LEGISLATIVE AUTHORITY

Municipal Government Act, Part VI, Power to Spend Money 65 (A) & Power to Borrow Money 66.

RECOMMENDATION

Committee of the Whole recommends that . . .

> …Council approves a temporary borrowing resolution 20/21-01 in the amount of $24,455, for radios for the Brooklyn Fire Department station 1 and 2.
>
> . . . Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 5.5%, to enable the West Hants Regional Municipality to issue a 10-year debenture of $24,455.

BACKGROUND

The purchase of radios for Brooklyn Fire Station 1 and 2 was first presented during the 2019-20 budget deliberations in the Municipal Fire Services budgets to the former West Hants Council.

It was brought back to West Hants Council on May 14, 2019, after being removed. At that meeting West Hants Council approved the purchase of radios for a total of $24,500.

Leading up to consolidation as per bill 55, all capital purchases needed Coordinating Committee approval. Once approval from the Coordinating Committee was received, the radios were purchased for Bell Mobility for $24,455.07.

DISCUSSION

The Municipal Finance Corporation offers favorable fixed lending rates for municipal capital purchases. To meet the necessary lending requirements a Temporary Borrowing Resolution (TBR) is required, which needs Council's approval.

To be able to participate in the upcoming MFC semi-annual debenture call, a 'Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate' must be approved by Council. Approving this now, would qualify the Municipality to take part in the Fall debenture call.

It should be noted that the Minister approval date of the TBR in the resolution document has been left blank. The resolution document is an MFC procedural step and it has been made clear by them on numerous occasions that it is okay to leave this blank and they will fill it in should the Minister approve the TBR.

FINANCIAL IMPLICATIONS

The Municipal Finance Corporation offers favourable fixed lending rates for municipal capital purchases. Participating in the MFC debenture will allow the Municipality to clear its internal loan between the General Operating fund and the Capital fund.

ALTERNATIVES

1. Council could reject moving forward with the MFC fall debenture and to direct staff as to how the items are to be funded internally. This is not the recommended approach.
2. Council could approve the TBR and not the resolution, and an alternative funding source to MFC would have to be found.

ATTACHMENTS

- Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate
- TBR RESO – 20/21-01 BFD Station 1 & 2 Radios

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Name of Unit: _Region of Windsor and West Hants Municipality_

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (hereinafter "the Minister);

AND WHEREAS the resolution of council to borrow for Brooklyn Fire Department, Station 1 & 2 Radios was approved by the Minister _____;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Region of Windsor and West Hants Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding $24,455, for a period not to exceed 10 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Region of Windsor and West Hants Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

Region of Windsor and West Hants Municipality

(Name of Unit)

held on the day of 20

GIVEN under the hands of the Mayor and the Clerk of the

West Hants Regional Municipality

(Name of Unit)

this day of 20

Mayor

Clerk

MUNICIPAL COUNCIL OF THE

Region of Windsor and West Hants

TEMPORARY BORROWING RESOLUTION

Amount: $ 24,455 Purpose: BFD Station 1 & 2 Radios

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

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

WHERAS the Council of the Region of Windsor and West H has determined to borrow the aggregate principal amount of twenty-four thousand four hundred fifty-five Dollars ($ 24,455) for the purposes of BFD Station 1 & 2 Radios ;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Region of Windsor and West H borrow a sum or sums not exceeding twenty-four thousand four hundred fifty-five Dollars ($ 24,455) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Region of Windsor and West H to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding twenty-four thousand four hundred fifty-five Dollars ($ 24,455) in total from any chartered bank or trust company doing business in Nova Scotia;

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

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

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Region of Windsor and West H held on the 27 day of October, 2020.

GIVEN under the hands of the Clerk and under the seal of the Region of Windsor and West H this _____ day of _____, 2020.

_____

Clerk

WEST HANTS REGIONAL MUNICIPALITY
RECOMMENDATION REPORT

To: Committee of the Whole

Submitted by: _____
Mark Phillips, Chief Administrative Officer

Date: October 13, 2020

Subject: Rezoning Application – Former Hantsport Town Hall Property

LEGISLATION

MGA – Sections 219 and 220

Hantsport Municipal Planning Strategy - Policy IM-4

RECOMMENDATION

…that Committee of the Whole recommends to Council

That the Chief Administrative Officer be directed to submit an application to the Planning and Development Department for the rezoning of the property formerly known as the Hantsport Town Hall, 20 Main Street, Hantsport NS (PIDS # 45043312 and 45043304), from the current zoning of Institutional (I) to Mixed Commercial / Residential (C-2).

BACKGROUND

The former Hantsport Town Hall has transitioned from the primary municipal complex for the former Town to a satellite office used by the former West Hants Municipality, housing members of the Public Works Department, leading up to consolidation. As a result of consolidation staff no longer reside at the Hantsport location leaving the facility vacant. The building remains in good condition and is visited frequently to ensure security is maintained as well as the overall upkeep. The building still contains furniture and some historic files associated with administration and EMO that are being inventoried and moved to either the Windsor or West Hants facilities.

What might appear as a single property on the ground actually consists of 2 lots; 20 Main Street PID 45043312 and a second lot PID 45043304. For the convenience of both the municipality, as the current owner, as well as for the benefit of the property going forward the parcels are being consolidated. However, at this time they remain as two parcels until the property consolidation process is completed.

DISCUSSION

The future of the property and the building is unknown at this time, but it is anticipated that in the very near future staff will be forwarding a report to Council deeming the property as surplus. At that time we will explore the options of retaining the property and recommend the option to lease to a third-party or to recommend the property to be sold.

The purpose of this report in part is for staff to recommend to Council how to best transition the property for a new future use. Additionally, the recommendation to rezone the property to the Mixed Commercial / Residential (C-2) zone provides for a broad scope of opportunities for future use.

Next Steps

1. Transition staff and municipal assets out of the building.	Complete
2. Evaluate the overall condition of the building and property.	Complete
3. Have an appraisal carried out on the property.	Complete
4. Consolidate the two parcels of land.	Underway
5. Request Council's approval to apply to have the property rezoned.	Pending
6. A report to Council regarding the property being surplus.	Outstanding

Current Zoning
Institutional (I) – Examples of allowable uses: Schools, government offices, hospitals, community centres.
Examples of uses that would not be permitted: Anything that is not identified as an institutional use. Generally, any residential, commercial, or general retail uses would not be permitted.

Future Land Use
Residential (R)
Within the existing Hantsport Municipal Planning Strategy (HMPS) the Generalized Future Land Use Map indicates that the overall intention for the property would be Residential (R). The designation is essentially a forecast for the property owner to consider. It is the choice of the property owner, in this case the Municipality, to consider whether they would like to rezone to a residential zone from the current Institutional (I) zone. This could be considered during the HMPS review process which is currently ongoing or could be considered as a separate amendment.

Requested Zoning Change
Mixed Commercial / Residential (C-2) – Examples of allowable uses: Any residential uses, commercial uses, retail, workshops, medical offices, and existing institutional uses.
As Chief Administrative Officer for the Municipality I am recommending that the property be rezoned to Mixed Commercial / Residential (C-2). The Mixed Commercial / Residential (C-2) zone will best position the property for a broader possibility of future uses including institutional should the municipality choose to retain the property for municipal purposes.

It is important to note that through this report the CAO is an agent of the Municipality and the Municipality is the property owner. Additionally, the Municipality and Council is the eventual decision maker as it relates to the rezoning process. In this case the CAO and Municipality must adhere to the same procedural process and policies regarding rezoning as a private property owner must. Council's role as a decision-maker will appear at the completion of the process as the rezoning application will be reviewed initially by the Hantsport Area Advisory Committee as well as the Planning Advisory Committee.

FINANCIAL IMPLICATIONS

N/A

ALTERNATIVES

- Council may elect to leave the property zoned Institutional (I).
- Council may elect to rezone the property to a different zone.

ATTACHMENTS

- 20 Main Street, Hantsport Aerial View
- 20 Main Street, Hantsport Street View

Report Prepared by: _____
Mark Phillips, Chief Administrative Officer

Report Reviewed by: _____
Shelleena Thornton, Administrative Supervisor

Report Reviewed by: Sara Poirier
Sara Poirier, Planner

WINDSOR / WEST HANTS TOGETHER

20 Main Street, Hantsport

Base data derived from the Nova Scotia Property Records Database (NSPRD) and the Nova Scotia, Geomatics Centre (NSGC), Copyright Her Majesty The Queen in Right of the Province of Nova Scotia.

This map is a graphical representation only. It is not a land survey and is not intended for used for legal descriptions or to calculate exact dimensions or area.

Prepared by: West Hants Regional Municipality Planning Department September 2020

Orthophoto

0 10 20
Metres
Scale: 1:600

Subject Properties
Parcels
Civics
Roads

20 Main Street, Hantsport Street View

REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
AGENDA REQUEST FORM

Name:	Jim Ivey		
Date:	Sept 18, 2020	**Date Submitted to CAO:**	Sept 18, 2020

Request– Initial – to be completed by Council Member

Detail	A. **Trash collection contract and recyclable tender** was discussed during budget sessions. This is request for a status update and discussion on the contract and the potential value to aggregate the contracts through a consolidated approach with the combined values of pickup within Windsor and West Hants. As trash collection is area-rated, the potential opportunity exists for the region as a whole to benefit with an aggregated trash collection program to reduce costs to the districts impacted and our tax payers or by allowing savings realized to go to more productive services, (services that provide a return, socially, physically, environmentally or structurally - including, tourism, marketing, sidewalk installations where none exist and the like). B. **Trash collection pickup times** in Windsor appear to be taking place beginning at 6:45 am but delivery of trash to curbside is advertised as 7:30.
Decision Requested:	1. Update from staff on the trash collection tender question raised during the budget process. 2. If deemed necessary / appropriate direction from Council to staff with a motion to place the West Hants Regional Municipality's trash collection service for the region out to tender. 3. Understanding of what appears to be an early pickup time for trash in the Windsor community.

Background: What? Who? How? When?	Property☐	Public Opinion☐ ✓	Environment☐	Social☐	Economic ✓
Strategic Implication: with Dashboard	Current ✓		Short Term ✓		Long Term ✓
Budget:	Yes ✓ No ☐		Policy: MGA section		Yes ☐ No ☐
Desired Outcome:	1. Update from staff on the trash collection tender question raised during the budget process. 2. If deemed necessary / appropriate direction from Council to staff with a motion to place the West Hants Regional Municipality's trash collection service for the region out to tender. 3. Understanding of what appears to be an early pickup time for trash in the Windsor community.				
Recommendation:	Report/Document: Attached ☐ Available ☐ Nil ☐				

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative☐ Protective Services ☐ Administration ☐ Planning☐ Engineering Public Works☐ Parks and Recreation☐ Finance☐ Economic Development ☐
	Operational Matter☐ Decision of Council Required☐

Decision Requested:	Policy Change☐ Other☐
Background:	
Budget:	
Staff Workload:	
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	This request is currently addressed on the COTW agenda for review. If the noted "Desired Outcomes" are not met through the discussions, staff will take direction from Council.

REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
AGENDA REQUEST FORM

Name:	Jim Ivey		
Date:	Sept 18, 2020	**Date Submitted to CAO:**	Sept 18, 2020

Request– Initial – to be completed by Council Member

Detail	**Highland Ave Churchill Street renewal Project Timing** 1. Project status – Originally targeted to be a 16 week project with completion early December. The project appears to be running behind. Response: The contractor was delayed in starting the Highland project to commitments on the Hantsport Main Street reconstruction. The east side of Highland avenue will most likely be substantially completed by early December. Staff are meeting with the contractor on the remaining work and schedule. There is a possibility that the Churchill Section may be started this fall. The west side of Highland will not be started this construction season however will be deferred to the 2021 construction season. 2. Dashboard update submitted to Committee of the Whole Sept 8th regarding the previous question on the municipal property measurements and the cul de sac question was coded closed / completed. The survey was redone in July and stakes in the ground appear to confirm the original survey was incorrect. An email from the survey form notes the survey was off a

	'couple of feet' however it appears to have been more like 12 feet.
Decision Requested:	Information update is requested: Response: There was a street alignment issue with the survey and the ROW was adjusted. According to the revised Highland Avenue plan from DesignPoint, the road right-of-way has been relocated 1.40m to the north. This has been confirmed by Matt Williams, NSLS, from DesignPoint. **Overall Project Timing:** Is there any communication planned or an update that is able to be provided if appropriate to the residents of Highland and Churchill? Response: Yes, staff and contractors have been communicating with residents on a face to face basis when encountered. Staff can prepare a notice and circulate to residents. This will be done after staff meet with the general contractor and design engineer. **Cul De Sac / Survey Measurements:** 1. Is there an explanation for the variance in the surveyed measurements? Response: After speaking with Matt Williams, NSLS, at DesignPoint, it was determined that the original topographic survey was conducted using outdated evidence. The revised survey was based on measurements from an Iron Bar found in the South-West corner of Civic 464, using bearings and distances found on a Lot Plan by G.D. Spence, PLS in 1961 and a Subdivision Plan by Michael McKenna, NSLS in 1997. 2. Who is paying / paid for the second survey? Response: the survey costs would be included as part of the cul-de-sac change order paid for by the municipality and cover as part of the contingency funds.

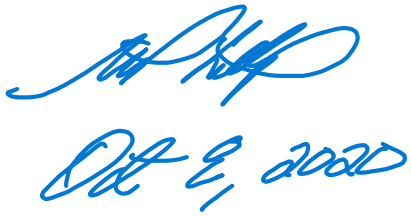
	3. What is the final design that has been decided upon and who is paying for / paid for the 'new' design that appears to be in the process of being implemented? Response: the change order approved is for a modified cul-de-sac design. (proposed drawing attached). All costs associated with the design and contract obligations are the responsibility of the municipality.				
Background: What? Who? How? When?	Property ✓	Public Opinion☐	Environment☐	Social☐	Economic ✓
Strategic Implication: with Dashboard	Current ✓	Short Term ✓	Long Term ✓		
Budget:	Yes ✓ No ☐	Policy: MGA section	Yes ☐ No ☐		
Desired Outcome:	As identified in the decision requested section above 1.Information update if appropriate on the project timing and 2 Information update on the measurement variance as well as and costing and who is paying for the redesign.				
Recommendation:	Report/Document: Attached ☐ Available ☐ Nil ☐				

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative☐ Protective Services ☐ Administration ☐ Planning☐ Engineering Public Works☐

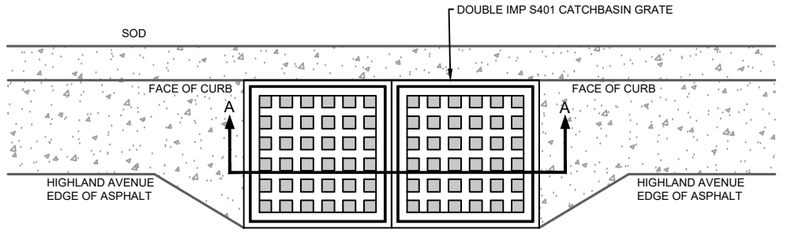
	Parks and Recreation☐ Finance☐ Economic Development ☐
Decision Requested:	Operational Matter☐ Decision of Council Required☐ Policy Change☐ Other☐
Background:	In addition to the comments and answers provided by staff above the project was approved as part of the 2020/21 Capital Budget. The project has many variables presenting challenges on the ground. All efforts have been made to maintain municipal priorities and road construction requirements as well as accommodating the requests from residents where challenges were presented in relation to project delivery. I have been onsite for a group meeting at the start of the project and have observed its progress throughout the construction season. Inconveniences are present with the project as they are with older streets and sections of the former Town. Staff are working within the budget allocation at the present time.
Budget:	As noted in the 2020/21 Capital Budget for the WHRM.
Staff Workload:	The following request form and questions within have been responded to by Public Works staff. There are no additional time requirements from staff. Questions of this nature can also be directed to staff via email through the CAO's office or directly to the Director of Public Works and copying the CAO.
Policy:	N/A
Response Options:	Responses have been provided by staff and highlighted in RED.

Preferred Strategy:	Staff to create a printed project update handout for residents in the affected area once the construction meeting is concluded.
CAO Comments:	No additional comments.

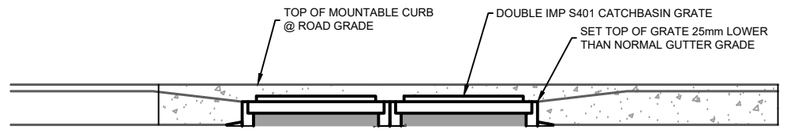


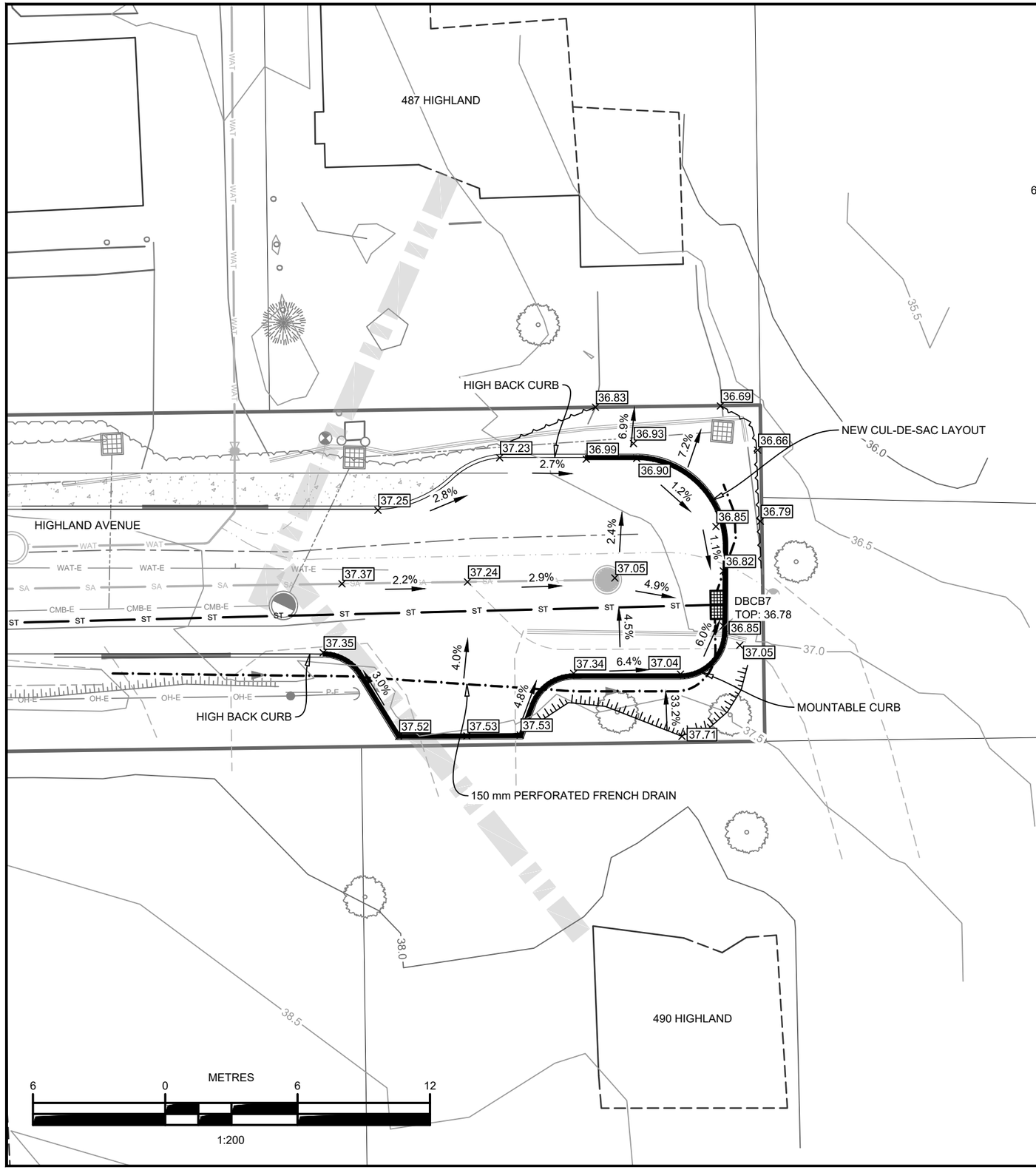
DOUBLE CATCH BASIN ON CURB

N.T.S



SECTION A-A





PRELIMINARY

NOTES

CLIENT

WEST HANTS REGIONAL MUNICIPALITY

CONSULTANT

DESIGN POINT ENGINEERING & SURVEYING

PROJECT DESCRIPTION

HIGHLAND CUL-DE-SAC
CSK-1

WINDSOR, NOVA SCOTIA

PROJECT NO.	DATE	DRAWING SCALE
18-167	AUG. 10, 2020	1:200

C:\Users\Jordan.Keeping\DesignPoint\Proj - 2018\18-167 Highland & Churchill Upgrade\01 - Drawings\Engineering Design\Sheets\18-167CDS.dwg, Plot Date: 2020-Aug-10, Plot Size: ANSI FULL BLEED B (11.00 X 17.00 INCHES)

WEST HANTS REGIONAL MUNICIPALITY
AGENDA REQUEST FORM

Name:	Jim Ivey		
Date:	October 7, 2020	**Date Submitted to CAO:**	October 7, 2020

Request– Initial – to be completed by Council Member

Detail	**Financial Status Updates of WH Regional Municipality** 1. Regular updates to Council on our current financial condition for Operating Revenue / Operating expenses and Capital Expense (Actual year to date and Budgeted year to Date). One of the primary responsibilities of Council is setting the budget and the resulting tax rates and borrowing authorities. Council should be appraised of our current financial condition on a monthly basis allowing council to be better informed of the current status of our operation and for the pre-planning of the ensuing one to five years in front of Council. 2. Capital Planning Budget: During our budget process in May, Council approved the Capital budget for 2020-21 with a current year detailed and the aggregate forecast for the next 5 years. Council should also be provided with the 2 to 5 year detail of projects that were included in the five-year budget calculation.

<table>
<tr><td>Decision Requested:</td><td colspan="5">Through a motion of Council, that direction be provided to the Director of Finance for the monthly presentation of financial statements (actual compared to budget year to date) to Council including Operating Revenues, Operating Expenses and Capital Expenditures for our municipal operations as well as our water utility.

Through a motion of Council, that direction be provided to the Director of Finance for provision of the details 5-year Capital budget, identifying projects, timing and planned sources of funding for the initiatives identified.</td></tr>
<tr><td rowspan="2">Background: What? Who? How? When?</td><td>Property</td><td>Public Opinion☐ P</td><td>Environment</td><td>Social</td><td>Economic P</td></tr>
<tr><td colspan="5"></td></tr>
<tr><td rowspan="2">Strategic Implication: with Dashboard</td><td colspan="2">Current P</td><td>Short Term P</td><td colspan="2">Long Term P</td></tr>
<tr><td colspan="5"></td></tr>
<tr><td>Budget:</td><td colspan="2">Yes P No ☐</td><td>Policy: MGA section

Section 65 – Adoption of Budgets</td><td colspan="2">Yes ☐ No ☐</td></tr>
<tr><td>Desired Outcome:</td><td colspan="5">Monthly Financial Status update to council as identified about including: Operating Revenues, Operating Expenses and Capital Expenses.</td></tr>
<tr><td>Recommendation:</td><td colspan="5">Report/Document: Attached ☐ Available ☐ Nil ☐</td></tr>
</table>

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative☐ Protective Services ☐ Administration ☐ Planning☐ Engineering Public Works☐ Parks and Recreation☐ Finance☐ Economic Development ☐
Decision Requested:	Operational Matter☐ Decision of Council Required☐ Policy Change☐ Other☐
Background:	The current process of reporting on the "current" fiscal position of the municipality is through the Audit Committee. The Committee's responsibilities are reflected in the "duties and responsibilities" section of the Terms of Reference for the Audit Committee. Admittedly, the current policy and practice is more reflective of the former West Hants environment and not the former Town of Windsor's process.
Budget:	
Staff Workload:	I will have to discuss alternative reporting processes with the Director of Finance to determine what impacts will result on staff workload. Currently the workload and reporting process is in alignment with the meeting frequency of the Audit Committee. Pending Council's direction to staff, staff would note that reporting is more effective and meaningful as the first and second quarter expenses are recorded and reviewed.
Policy:	MGA Section 31 1(c) – The Chief Administrative Officer shall be responsible for the administration of the budgets after adoption.

	MGA Section 65 – Adoption of Budgets – The Council shall adopt an operating and Capital budget for each fiscal year. MGA Section 44 – Audit Committee
Response Options:	Staff want to ensure Council has their expectation surrounding fiscal oversight in alignment with policy and process.
Preferred Strategy:	To define through discussions with Council the preferred mechanism for reporting on the operating and capital budgets for the municipality within each fiscal year.
CAO Comments:	Staff recognize fiscal oversight is a primary responsibility of Council and will take direction from Council on how to best move forward if there is a desire to report in a manner above and beyond the roll and responsibilities currently recognized through the Audit Committee. Staff also recognize departmental fiscal management is the responsibility of each Director and ultimately the CAO. Working within the budget allocations and signing authorities is a responsibility taken very seriously. Expenditures in any given year falling outside the approved operating and capital budgets require the approval of Council.

REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
AGENDA REQUEST FORM

Name:	Jim Ivey		
Date:	Sept 18, 2020	**Date Submitted to CAO:**	Sept 18, 2020

Request– Initial – to be completed by Council Member

Detail	**Dangerous and Unsightly Property Updates:** Dangerous and unsightly properties prior to consolidation continue to exist within the former Town of Windsor area. An update on outstanding / previously identified properties would be appreciated and serve to prevent duplication of new complaints being filed. o Textile Mill on Colonial Rd (368 Nesbit Street) PID 45056447 o O'Brien Street - 792 Other properties can be identified however these are two that complaints were registered over a year ago.				
Decision Requested:	- A regular (perhaps quarterly) updates to council as deemed appropriate for properties being addressed				
Background: What? Who? How? When?	Property ✓	Public Opinion☐ ✓	Environment ✓	Social ✓	Economic ✓
Strategic Implication: with Dashboard	Current ✓	Short Term ✓	Long Term ✓		

Budget:	Yes ✓ No ☐	Policy: MGA section MGA – Part XV – Dangerous or Unsightly Premises WHRM – Dangerous or Unsightly Premises Policy RCOGE-005-00	Yes ☐ No ☐
Desired Outcome:	Direction to staff for updates to be provided as appropriate on dangerous and unsightly properties.		
Recommendation:	Report/Document: Attached ☐ Available ☐ Nil ☐		

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative☐ Protective Services ☐ Administration ☐ Planning☐ Engineering Public Works☐ Parks and Recreation☐ Finance☐ Economic Development ☐
Decision Requested:	Operational Matter☐ Decision of Council Required☐ Policy Change☐ Other☐
Background:	**MGA Section 345 (3)** The administrator shall at least twice per year table a public report to the council describing the status of dangerous or unsightly property orders including remedial progress made regarding properties for which orders were issued pursuant to this Part. 1998, c. 18, s. 345; 2011, c. 4, s. 7. (This is also identified in WHRM – Dangerous or Unsightly Premises Policy RCOGE-005.00)

Budget:	N/A
Staff Workload:	No additional workload to provide bi-annual reports as per MGA and policy.
Policy:	MGA – Part XV – Dangerous or Unsightly Premises WHRM – Dangerous or Unsightly Premises Policy RCOGE-005-00
Response Options:	Provide bi-annual reports to Council.
Preferred Strategy:	The CAO's Office will produce bi-annual reports to Council as directed by the MGA municipal policy at January and July COTW meetings. Current files as noted in the report will be updated in the October CAO Activity Report.
CAO Comments:	Dangerous and Unsightly files can vary in their complexity, determination of non-compliance, remediation options, level of cooperation between enforcement officials and property owner and potential determination that Council's support is required, such as with a demolition of property execution. Our enforcement officials have a good track record of applying enforcement as we have many diverse communities within our region requiring tactful application of property and building standards as well as evaluating unsightliness and /or dangerous properties. Bi-annual reports allow the officers to work with property owners with the appropriate level of force and work towards a solution before a public report is filed. It also addresses the accountability being sought in the request form to ensure files are being addressed and action is being carried out.

Reviewed by: _____

Mark Phillips, Chief Administrative Officer

REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
AGENDA REQUEST FORM

Name:	Bob Morton		
Date:	Oct 7 2020	**Date Submitted to CAO:** Oct 7 2020	

Request– Initial – to be completed by Council Member

Detail	**Accessibility Audit** – Town Center and entire region				
Decision Requested:	That COTW recommends council direct staff to complete an accessibility audit of both the town center and the region as a whole.				
Background: What? Who? How? When?	Property☐	Public Opinion☐	Environment☐	Social☐	Economic☐
	Imagine a community where persons regardless of there physical capabilities are supported to fully participate in all aspects of life. Knowing that physical capabilities vary person to person we need to create a community that encourages participation and does not limit said Participation by any barriers. Almost 19% of Nova Scotians 15 years and older identify as having a disability which is approximately 144,000 people. The provincial government has an initiative called Access by design which has a goal of an accessible province by 2030. We as a municipality can get a jump start on this by making small changes that have a big impact. Example – shaved curbs by accessible parking on Gerrish street to allow easy access to side walks. Ensuring all intersections equipped with audible indicators for seeing impaired are in working order, likewise the				

	visual Crossing indicators for the hearing impaired. Ensuring that all outdoor spaces such as public parks are accessible for everyone would be another example of an area we could improve. I am confident with an accessibility audit we will identify areas of improvement that will help to enhance the lives of everyone within our community.		
Strategic Implication: with Dashboard	Current ☐	Short Term ☐	Long Term x
Budget:	Yes x No ☐	Policy: MGA section Nova Scotia Accessibility Act MGA Section 14(2) – Powers of Council	Yes ☐ No ☐
Desired Outcome:	That the recommendation be supported.		
Recommendation:	Report/Document: Attached ☐ Available ☐ Nil ☐ See Decision Requested		

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative☐ Protective Services ☐ Administration ☐ Planning☐ Engineering Public Works☐ Parks and Recreation☐ Finance☐ Economic Development ☐

Decision Requested:	Operational Matter☐ Decision of Council Required☐ Policy Change☐ Other☐
Background:	An Accessibility Advisory Committee (AAC) was established by Council with two members currently appointed: Councillor Debbie Francis and Resident-member, Jennifer Davison. The NS Accessibility Act (Act) states "*at least half* of the committee members must have a disability or represent an organization that represents people with disabilities. Committee members may be staff, members of council, community members, partners, or others." The "Act" does not state a minimum or maximum number of committee members but rather, its composition. As per the "Act," a Municipality must develop an "Accessibility Plan" and it must include the following: • achievements to date in identifying, removing, and preventing barriers in policies, programs, practices, and services • how you will identify, remove, and prevent barriers in policies, programs, practices, and services • processes in place to assess the effect of your policies, programs, practices, and services on accessibility The Municipality has advertised to fill vacancies on this committee at various time through various methods (newspaper, website and social media) without much success to-date.
Budget:	Request for Decision: In relation to the request for decision, it is advised that consulting services should be considered in order to meet the desired outcome. Costs associated with such services have not been researched or included in the 2020/21 Operating Budget at this time. Infrastructure Changes: In relation to the noted changes to the physical environment the 2020/21 Operating and Capital Budgets do not include provisions that could accommodate

	these requests at this time. Projects would have to be researched and costs provided for Council should these actions be desired within the current fiscal year. Due to the number of projects currently slated for 2020/21 and the shortness of the construction season I would advise that it would be difficult to carry through with these projects at this time. Consideration for these projects can be explored during the 2021 budget deliberations. There will be items associated with accessibility that are identified through operations as "low hanging fruit" and should be addressed when possible through current resources or as scheduled repairs or projects are carried out.
Staff Workload:	Staff are available to support the AAC when the committee is mobilized.
Policy:	Nova Scotia Accessibility Act MGA Section 14(2) – Powers of Council
Response Options:	Re-advertise for committee members, activate the committee, and move forward with the legislated requirements. Refer the matter to the AAC. An audit as described in the report is a probable first step for the committee and will serve as an "environmental scan" or condition report as it relates to the current level of accessibility or legislative compliance.
Preferred Strategy:	That the matter be directed to the Accessibility Advisory Committee for their consideration.
CAO Comments:	This request is supported, but directed to the AAC who's mandate is to address the noted issues.

Reviewed by :

Mark Phillips, Chief Administrative Officer