



WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**

January 12, 2021 - 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.

1. Call to Order
2. Attendance
3. Approval of the Agenda, including additions or deletions
 - a) Dashboard Action Items – Information Log
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes/**New Business – Part 1**
 - a) 2020-12-08 Special Committee of the Whole minutes
 - b) 2020-11-10 Committee of the Whole minutes
 - c) Parking Enforcement – Recommendation Report**
7. Presentations
 - a) Jennifer Tufts, Valley REN – Activity Update
 - b) Property Owners' Associations – Lot Owner Fees
 - c) Andrea Boone, West Hants Dial-a-Ride – Permanent Budget Line-item Request
 - d) Lee Chalmers – Consider development/implementation of Framework for Stormwater Management Planning
8. Unfinished Business/Postponed Motions
 - a) Rural Internet
 - I. Rural Internet Service for NS Initiative Update – (Standing Item)
 - b) Hantsport Fire Station Design Build – Request for Direction Report
9. Reports
 - a) CAO Activity Update – Information Report
10. Correspondence
 - a) Avon River Causeway Related Log (Standing Item)
 - b) Dept of Municipal Affairs & Housing (Dec. 3, 2020) – Re-appointment of Ms. Cindy Shupe to the Board of Western Regional Housing Authority
 - c) NS Federation of Municipalities (NSFM) (Dec. 2, 2020) – CAP Map Assessment Tool and Report
 - d) Gordon (Chick) Martin Correspondence – Home Grown Produce All-Year Round
 - e) Belinda Bezanson Correspondence-related Items re. Panuke Road
 - i. Ms. Bezanson to MLA Chuck Porter Correspondence (Sep. 28, 2020) – Formally received by Council at the Oct. 13, 2020 Committee of the Whole Meeting
 - ii. NSTIR to Ms. Bezanson Correspondence (Nov. 17, 2020)

- iii. Ms. Bezanson to Mayor Zebian Correspondence (e-mail Nov. 30, 2020)
- f) Family Resource Centre of West Hants – Request to waive application fee
- g) Dept of Municipal Affairs and Housing (Jan 8, 2021) – Regional Mun Name Change in MGA

11. New Business – Part 2

- a) Family Resource Centre of West Hants – Request to waive application fee
- b) Moved to Item 6.c)
- c) Property Owners' Association – Recommendation Report
- d) Creation of RCMP Operating Reserve – Recommendation Report
- e) Region 6 2021/22 Budget – Recommendation Report
- f) Sewer Billing Review – Recommendation Report
- g) Fire Services Temporary Borrow Resolutions - Recommendation Report
- h) MCCAP 2021 Work Plan - Recommendation Report
- i) Hantsport Fire Department/Municipality of Kings County Cost-sharing Agreement – Request for Decision Report from Councillor Murphy
- j) West Hants Ground Search and Rescue Funding – Request for Decision Report from Councillor Murphy
- k) Tax Dollars/Tax Bill Breakdown – Request for Decision Report from Councillor Murphy
- l) Planning Process Review – Request for Decision Report from Councillor M. McLean

12. Public Participation Period

13. In-Camera

- a) Approval of 2020-11-10 COTW In-Camera Minutes
- b) Labour Relations/Contract Negotiations - MGA Section 22(2)(d & e)

14. Next Meeting Date / Adjournment

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
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 access for WHRM residents. (Cross-ref with 2020-09-08 COTW direction)	Council	M	2020-04-28			CAO
Sewer Billing Review - Staff explore what the sewer rates would be if sewer util. fees were put back on the taxes. (Tabled until after budget) (Also at 2020-04-14 COTW mtg)	COTW	M	2020-05-12	2021-01		CAO/Fin
Asset Mgmt (Strategic Sustainability) - Strategic Sustainability Plan is needed	COTW	D	2020-05-12	On-going until approx. Oct. 2022		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			CAO
Branding for Region - proceed with Branding project	Council	M	2020-05-26	2021-03		CAO
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

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
Blended Rates (restructuring of existing tax rate) - Staff and council to review over the next year.	COTW	D	2020-06-01	2021-01		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
Hantsport Fire Station Design - staff explore a space in Hantsport for a community space and warming centre	Council	M	2020-07-28			PW/Comm. Dev
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
James Salter (Funding Req) - Resurrection of wooden statue. Staff to meet with Mr. Salter re proposed project cost(s) and meet with Hantsport Fire Dept. to discuss potential preservation options & report back.	Council	M	2020-09-22	2021-03		CAO
Restaurants/Mobile Canteens - Staff review existing by-laws/policies/fees (incl sidewalk cafes and mobile vending units). Report to include info on location permissions as well as comparable fees in our region for similar services along with any recommended changes.	Council	M	2020-09-22	2021-02		CAO/Planning

M - Motion
D - Direction/Discussion

**West Hants Regional Municipality
Dashboard (Action List) 2020/21**
Jan 4, 2021

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

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
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
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
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	2021-01		Fin
Belinda Bezanson Correspondence (that expanded to Police Adv Board Discussions) - Advertise and mobilize the Police Advisory Board Committee	COTW	D	2020-10-13	2020-11		CAO

M - Motion
D - Direction/Discussion

**West Hants Regional Municipality
Dashboard (Action List) 2020/21**
Jan 4, 2021

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

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
Diversity & Inclusion Committee (from Meeting & Committee Procedural Policy Amendments) - Advertise for Committee members and mobilize the committee	COTW	M	2020-10-13	2021-02 (also with Rad Consulting Engagement Sessions)		CAO
Waste Collection Contract - Draft and put out to tender (to expire 2023)	COTW	M	2020-10-13	2021-01		PW
Rezoning Application (20 Main St, Hantsport PIDs 45043312 & 45043304) - Work with Planning Dept for Rezoning	COTW	M	2020-10-13	2021-02	on-going	CAO/ Planning
Financial Status Updates - Staff to look at new structure to include more frequent reporting	COTW	D	2020-10-13	2021-01		CAO/Fin
Accessibility Audit - Advertise for Committee members and mobilize the committee	COTW	D	2020-10-13	2020-11		CAO
Burning Permit - Staff reviewing existing Fire-related by-laws	COTW	D	2020-11-10	2021-02		CAO/Fire Chiefs
In-Camera - (b)MGA 22(2)(a) Acquisition, Sale, Lease and Security of Municipal Property – Land Sale - Proceed with next steps/presentation	COTW	D	2020-11-10	2021-01		CAO
W.B. Stephens Building Design Project Management - On-hold. Get appraisals of Morison & King St Complexes, review of staffing complement, and review parking availability at King.	Council	D	2020-11-24	2021-02		CAO
Hantsport Food Bank - \$47,000 in funding and renovation space for their operations	Council	M	2020-11-24	2020-03-31		CAO/PW/CD

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List) 2020/21
Jan 4, 2021

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

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
Hantsport Municipal Office Surplus - Put on the market for sale.	Council	M	2020-11-24	2021-01		CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
--------------------------------------	------------------	---	--

To: Committee of the Whole

Submitted by: Shawn Levy

Date: January 12, 2021

Subject: Parking Enforcement

LEGISLATIVE AUTHORITY

Motor Vehicle Act

Sections 143-160, all parking violations pursuant to the Act

RECOMMENDATION or DECISION REQUEST

...that Council require parking regulations to be enforced as deemed necessary by the Traffic Authority, primarily in the communities of Hantsport and Windsor, and any other Municipal owned roads outside of Windsor and Hantsport when deemed necessary and that paper parking tickets continue to be used.

BACKGROUND

Prior to consolidation the former Town of Windsor had parking enforcement approximately 3 days per week, enforced by Commissionaires. Hantsport did not have parking enforcement.

DISCUSSION

By-law Enforcement Officers are responsible to enforce more than twelve by-laws in the Region, including existing West Hants, Windsor and Hantsport by-laws. We try to gain compliance by means of education or issuing fines. Some of the commonly used by-laws are:

Dog By-Laws (2: Windsor & West Hants)- dogs running at large, capturing and transporting lost dogs to the pound, fierce and dangerous dogs, barking dogs and ensuring dogs are registered yearly with the Region among other duties.

Solid Waste By-laws (2: Windsor & West Hants) which includes illegal dumping and solid waste related complaints.

Fire Protection By-laws: (3: Windsor, West Hants & Hantsport) illegal burning

Noise By-laws (2: Windsor and Hantsport)

Dangerous or Unsightly Premises- Investigate and remedy dangerous or unsightly premises. Includes issuing clean up letters and Orders for the Dangerous or Unsightly Premises Administrator or recommendations to demolish for Council. At times involves having contractors remedy conditions when an Order is not complied with.

Parking Enforcement: for mainly Windsor, Hantsport and other municipal owned roads as required.

By-Law Enforcement Officers are primarily responsible for enforcing parking violations pursuant to the Motor Vehicle Act on Municipally owned roads, mainly the former towns of Windsor and Hantsport, and including any other Municipal owned roads outside of Windsor and Hantsport when deemed necessary where the Traffic Authority has identified there to be the need for parking restrictions. RCMP also can enforce parking violations.

Rather than chalking tires, meaning marking with chalk on a tire to monitor duration of time parked, officers generally digitally and manually record the location of valve stems. This method does not leave any markings on the vehicle and done with a camera and notebook. For example, if a driver's side front tire is in the 12 o'clock position drivers rear in 6 o'clock position, passenger front at 2 o'clock position and passenger rear 9 o'clock position they are noted, and pictures taken of each. Chalking of tires may still be done when required. When drivers violate the parking restrictions, the By-Law Enforcement Officer may issue a warning or a citation for a specific offence. Vehicles may also be towed at the owner's expense particularly during snowstorms should the vehicle be obstructing snow clearing operations.

The Administrative aspect of parking tickets was done in Windsor by an Administrative Assistant; it is currently the responsibility of the By-Law Enforcement Officers. This includes recording all issued tickets, issuing Form "C" letters to the owners of the license plate, Form "D" letters to Department of Justice and tracking payments.

Most parking infractions are a \$15.00 ticket if paid within 60 days to the Municipality, if made after 60 the payment is \$51.60 only payable to Kentville Justice Center.

Parked in a Handicapped zone carries a fine of \$75.00 if paid within 60 days to the Municipality and \$136.60 if made after 60 days only payable to Kentville Justice Center.

After a parking ticket has been issued it is logged in our tracking system. The owner has 60 days to make the payment to the Municipality from date of issue. After 60 days, the payment must be made to Kentville Justice Center. Should the municipality receive no payment within 30 days of issuance an officer will get the license plate owners name and mailing address from the RCMP. Next the Administrator will draft and send a Form "C" letter advising the date, street their vehicle was found in violation and the section of the Motor Vehicle Act the vehicle violated. The letter also gives a court date and directions should payment be sent after 60 days. Once 60 days expires and no payment is received a Form "D" is sent to Kentville Justice along with a copy of the ticket and Form "C". Both Form "C" and Form "D" have a court date and time if not paid. All steps are tracked in our tracking system

- Issue a ticket, ensure photos of the offence are taken
- Log ticket in our tracking system
- Contact RCMP for license plate owners name and mailing address
- Issue Form "C" by mail
- Ensure no in person or online payments received
- Issue Form "D"
- Log all payments, Form "C" and "D" sent in our tracking system

NEXT STEPS

Nothing further is needed.

FINANCIAL IMPLICATIONS

There is an immediate need to order paper Parking Tickets. A quote received was in the amount of \$2639.00 plus HST for 5000 tickets.

Staff attended a demonstration presented by a digital permitting company that would GPS the vehicle and valve stem mark a vehicle. A digital handheld ticket machine would generate a parking ticket to be placed under the wiper blade. Other Provinces would allow the company to access license plates owner information to forward a form "C" letter too automatically if not paid within 30 days. It is not possible in Nova Scotia as Justice Enterprise Information Network will not release the plate information unless it is to the RCMP. As a result, we would still rely on RCMP to provide license plate information and manually type Form "C" and Form "D" letters. Therefore, there would be little staff time saved by investing in the digital ticketing system at this time. The cost of the system is \$10,000 per year over a three-year contract.

The first round of paper tickets purchased will be a transition cost.

ALTERNATIVES

Council can choose not to enforce parking restrictions in Windsor and Hantsport and on other Municipal owned roads. The main goal of parking enforcement is to keep traffic flowing and from vehicles being parked in such a manner to be dangerous. Should parking not be enforced there could be unsafe parking practices as well no time limits for parking which would reduce the traffic flowing, especially in the downtown merchant area.

ATTACHMENTS

Attachment A	Form "C"
Attachment B	Form "D"
Attachment C	Windsor Parking Ticket
Attachment D	Municipal Roads Parking Authority Map
Attachment D1	Municipal Roads Parking Authority: Windsor and Falmouth
Attachment D2	Municipal Roads Parking Authority: Three Mile Plains

Attachment D3 Municipal Roads Parking Authority: Hantsport

Report Prepared by: _____
Ryan Parker; Shawn Levy

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

Report Reviewed by: _____
Troy Burgess, Traffic Authority

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

Report Approved by:  _____
Mark Phillips CAO

Attachment A
Form C – Notice of Parking Infraction

In the Provincial Court
For the Province of Nova Scotia

**NOTICE OF PARKING INFRACTION
(Summons to Appear)**

Ticket #XXXXXX

To: **Name**
Mailing address

The informant, By-Law Officer, **Name**, says that:

On **date**, Nova Scotia vehicle number plate **ABC123** registered in your name was found parked **violation** at **Street** in **Windsor/Hantsport**, Nova Scotia, contrary to **Section** of the Motor Vehicle Act.

Therefore, you are ordered to attend Court on **date** at 9:30 A.M. at Windsor Provincial Court before the presiding Judge or Justice and to attend as required by the Court.

Dated at Wentworth Creek, Windsor Nova Scotia, on **date**.

Parking-Infraction Ticket Administrator
Town of Windsor

PAYMENT OPTIONS (Voluntary Payment: Guilty Plea)

If you pay the amount of **\$15.00 (or \$75.00)** within **60 days from the date this ticket was issued**, you do not have to appear on the court date, time, and place indicated on the above notice. Payments in this case must be made by either mail or in person at: The West Hants Regional Municipality, 76 Morison Drive, Windsor , NS, B0N 2T0 or on line at <http://www.town.windsor.ns.ca>.

Should you choose to settle out of court after the expiry of the 60 days but prior to the date of appearance before the presiding judge, pay the penalty of \$51.60 (or 136.60). This payment will only be accepted at the Kentville Justice Centre, 87 Cornwallis Street, Kentville Nova Scotia. Note: This notice MUST accompany payment.

IMPORTANT: Failure to attend court (if payment has not been made) will result in an automatic conviction and Registry of Motor Vehicles being advised, which will result in you having to pay all outstanding fines before renewing your license and/or vehicle registration.

Attachment B

**Form D – Certificate of Service
(Parking-Infraction Ticket Information)**

1. I hereby certify that

- (a) Town of Windsor parking infraction ticket # issued for violation at street in Windsor, Nova Scotia, and was affixed to the vehicle bearing Nova Scotia number plate AAA111 in a conspicuous place or served on the operator of the vehicle(s) date, and
- (b) Notice of the parking infraction was sent by ordinary mail on date to the last known name and address, as indicated by the records of the registrar of Motor Vehicles, of the owner of Nova Scotia plate number AAA111 requiring the owner, namely name of civic, mailing address, to appear in Provincial Court at 240 King Street, Windsor, Nova Scotia on date at 9:30 AM.

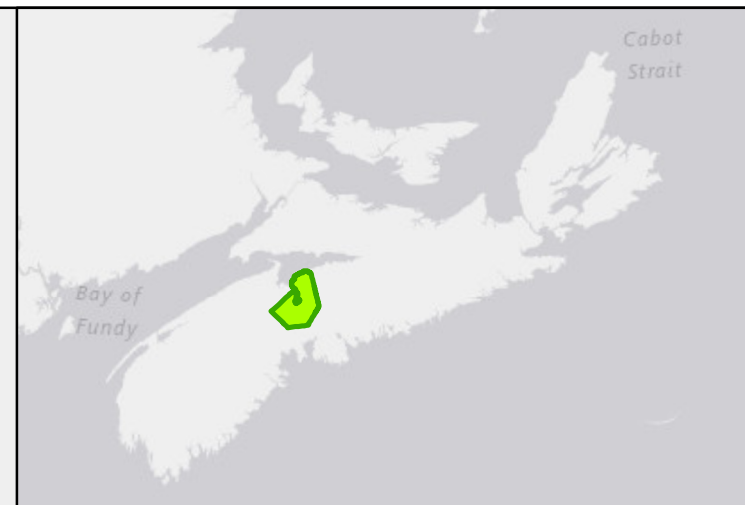
2. The out of court penalty for this violation is \$61.60.

Dated at Windsor, Nova Scotia, on date

Parking Infraction Ticket Administrator
Town of Windsor

Attachment D

N



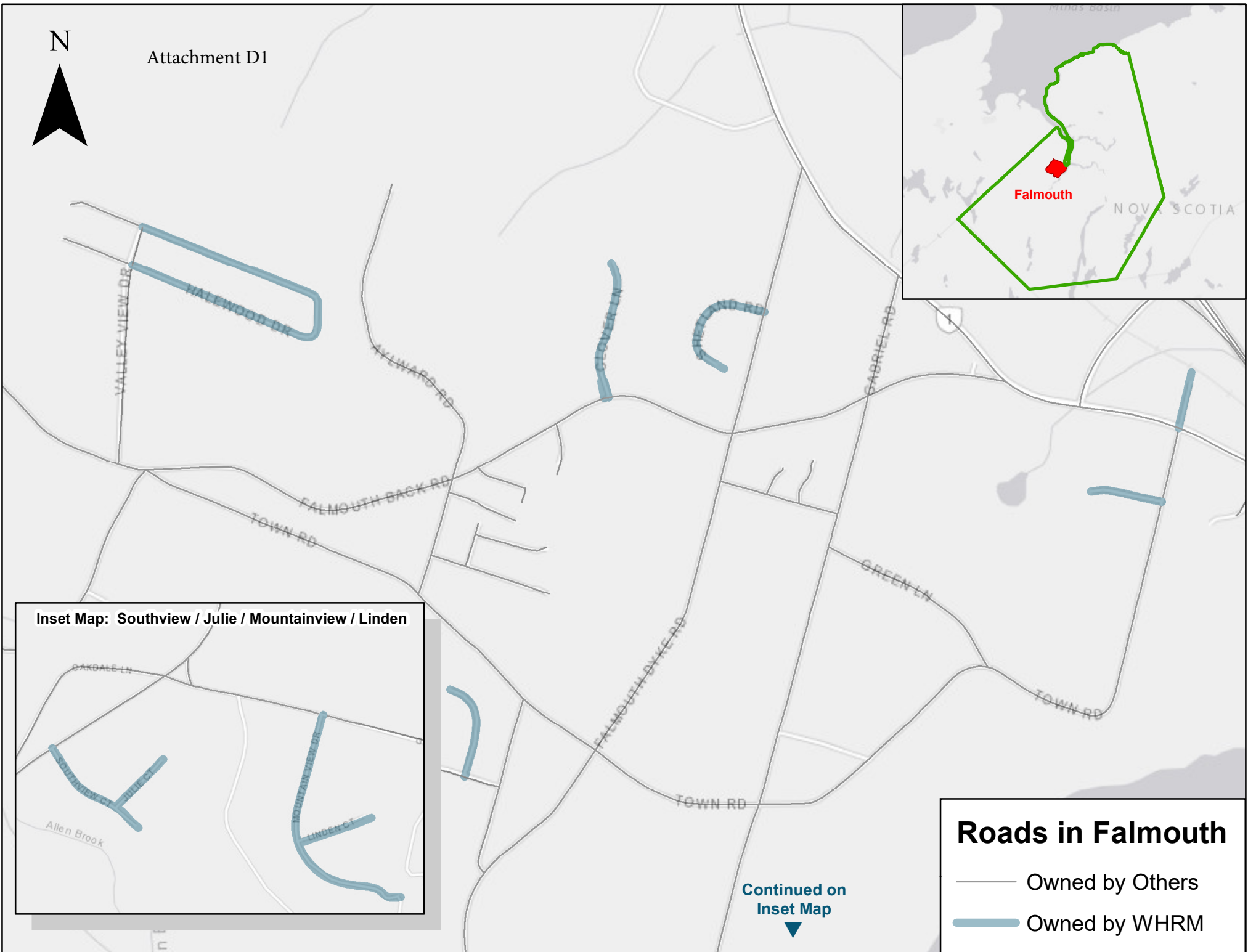
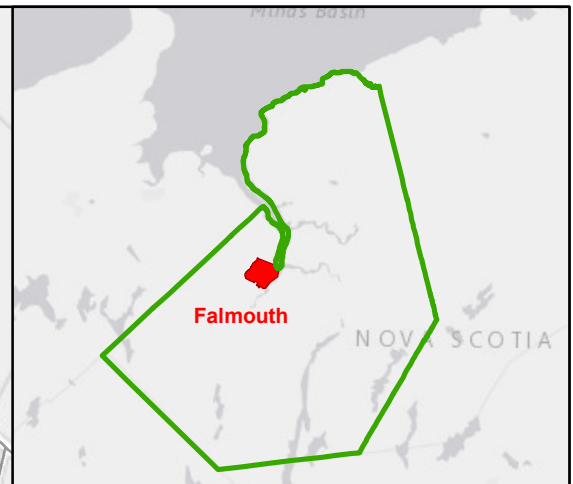
Refer to Hantsport Map

Refer to Falmouth Map

**Refer to Windsor /
Three Mile Plains Map**

N

Attachment D1



Inset Map: Southview / Julie / Mountainview / Linden

Roads in Falmouth

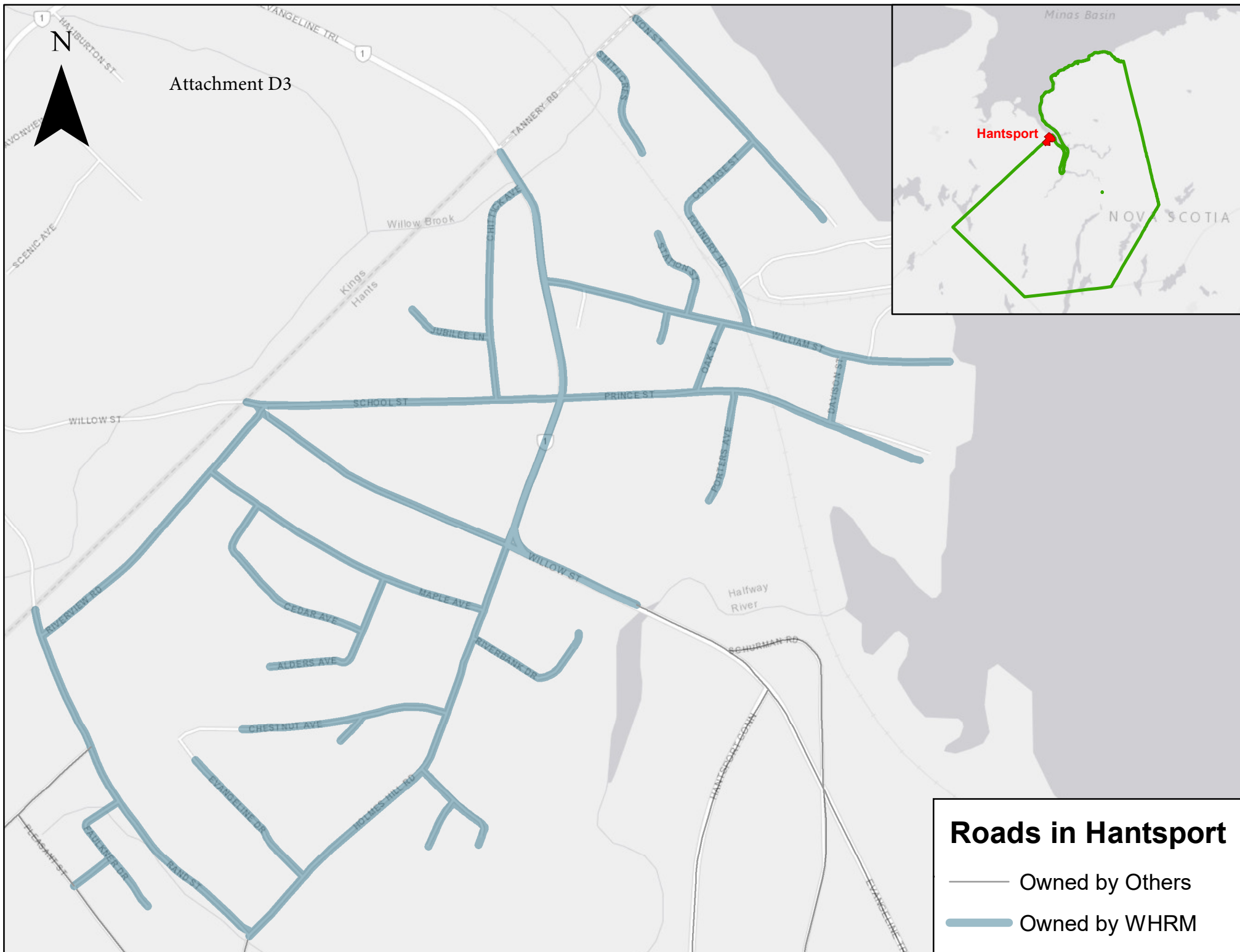
- Owned by Others
- Owned by WHRM

Continued on
Inset Map

N



Attachment D3





WEST HANTS REGIONAL MUNICIPALITY
Presenter/Presentation Overview

Date: 12/3/20

Name of Presenters & Organization: Valley Regional Enterprise Network
Jennifer Tufts, CEO
Gerard d'Entremont, Board Chair

Presentation Outline/Summary (Matter): _____

Presentation to update Council on the activities of the Valley
Regional Enterprise Network (Valley REN)

Request of WHRM Council: N/A

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



Valley Regional Enterprise Network Update

Jennifer Tufts
Valley REN CEO



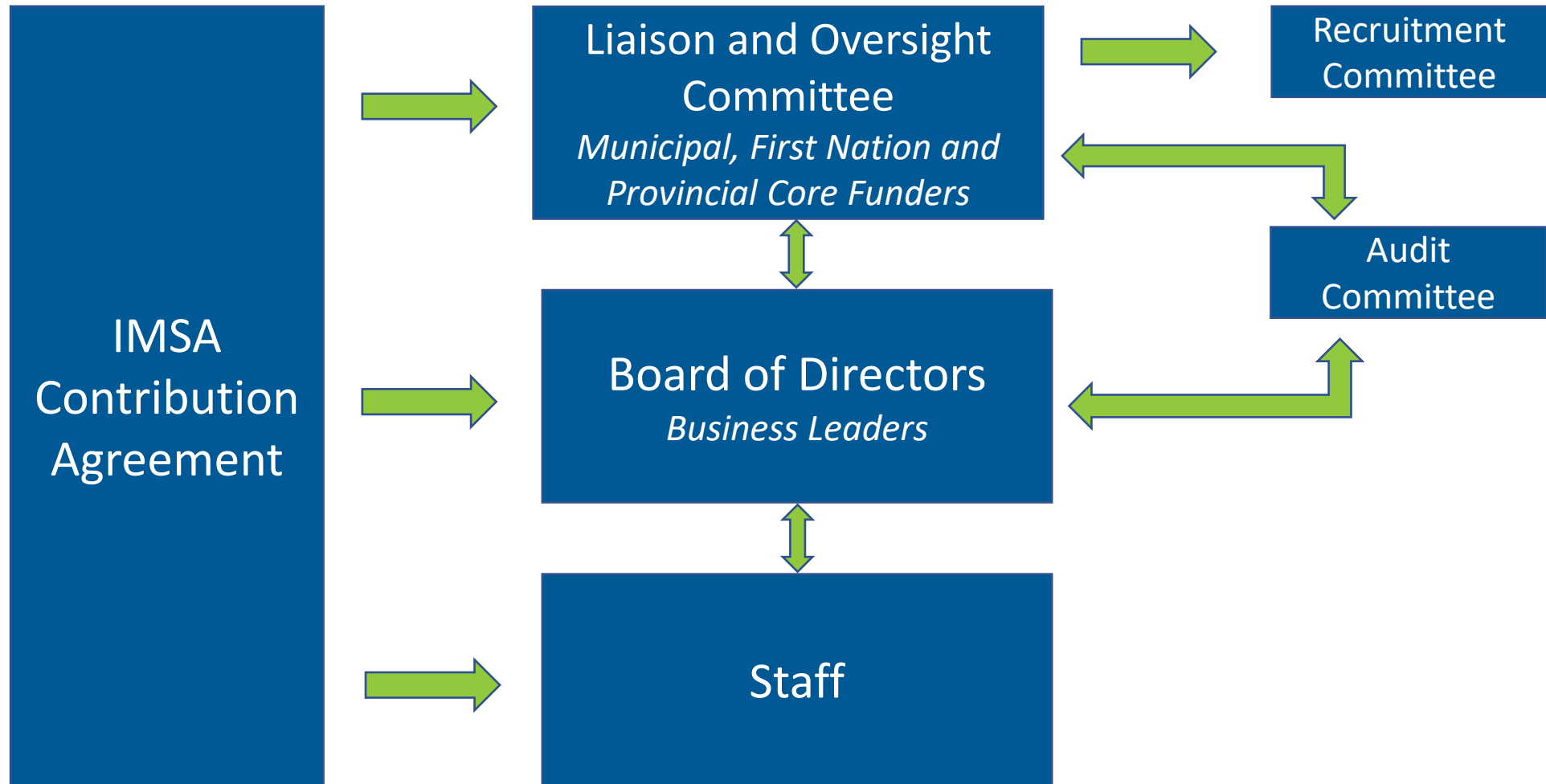
Plan Inform Connect

Regional Enterprise Networks of NS



Our Partners





Programs and Services

1. BusinessNOW Program
2. Connector Program
3. Valley Manufacturing Taskforce
4. Regional Marketing
5. Opportunities Ahead
6. Regional Economic Recovery Taskforce

BusinessNOW Program

- Providing one-on-one customized supports to businesses of all sizes across industries
- Helping businesses connect to opportunities
- Meeting businesses at their point of need
- Relationship management



BusinessNOW

Supports Provided

- Program navigation
- Business to Business connecting
- Business growth/expansion support
- Location assistance
- Coaching
- Start-up support
- Patent and innovation information
- Business purchase and sale linking
- Staffing resources
- Market research
- Access to training.

BusinessNOW Program

- ✓ 77 businesses served in 2019-2020: 36 start ups, 33 existing businesses, 8 community enterprises
- ✓ 2 Business Expos – Windsor and New Minas
- ✓ 54 businesses served to date in 2020-2021: 20 start ups, 31 existing, 3 community enterprises
- ✓ BRE Program: 9 interviews completed
- ✓ Virtual Advisor Program

Connector Program

Connectors

- Business and Community leaders
- Know large numbers of people through social, cultural, professional and economic circles
- Have a special gift for bringing people together

Connectees

- Must be eligible to work in Canada
- Sufficient English (or French) language skills
- Recent graduate or graduating within 6 months
- Unemployed or Underemployed



3 Easy Steps



MATCH



CONNECT



REFER



Connector Program

- ✓ 33 Connectees (71 total), 17 Connectors (39 total) in 2019-2020
- ✓ 26 jobs secured
- ✓ Part Time Job Fair
- ✓ How to Network Workshop
- ✓ Resume building workshops
- ✓ Graduate to Opportunity Presentations with LAE – February/March 2020
- ✓ 12 new Connectees, 15 new Connectors and 2 jobs found to date in 2020-2021

Valley Manufacturing Taskforce

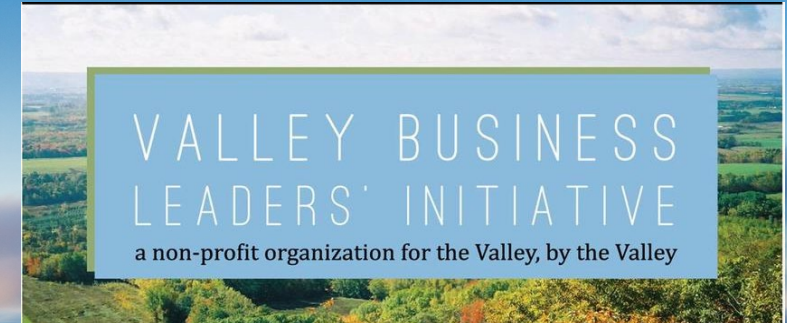
- Launched in Summer 2018
- Identify and gain consensus on top three challenges
- Collaborate on strategies and solutions
- Kick-Off – August 2018
- Quantitative and Qualitative Data – September and October 2018
- Summit – January 2019
- Action Teams formed and plans developed – February – April 2019
- Implementation 2019-2020



Valley Manufacturing Taskforce

- ✓ Action Plans completed
- ✓ Design Thinking Workshops
- ✓ Manufacturing Your Future – Showcase
- ✓ Manufacturing video -
<https://www.youtube.com/watch?v=DNP6kohAS0w>
- ✓ EMC's National Conference
- ✓ Continuous Improvement Workshop
- ✓ Continuous Improvement Leadership Sharing
- ✓ Rapid Response Team
- ✓ Contemporary Leadership Training Program (NSCC)
- ✓ Continuous Improvement Challenge

Regional Marketing



Regional Marketing

- ✓ Creative and brand guidelines completed
- ✓ Website created - www.haveitallav.ca
- ✓ Tourism campaign in market (end of August to end of October): 2 million impressions, over 250,000 video views
- ✓ Live Here campaign design

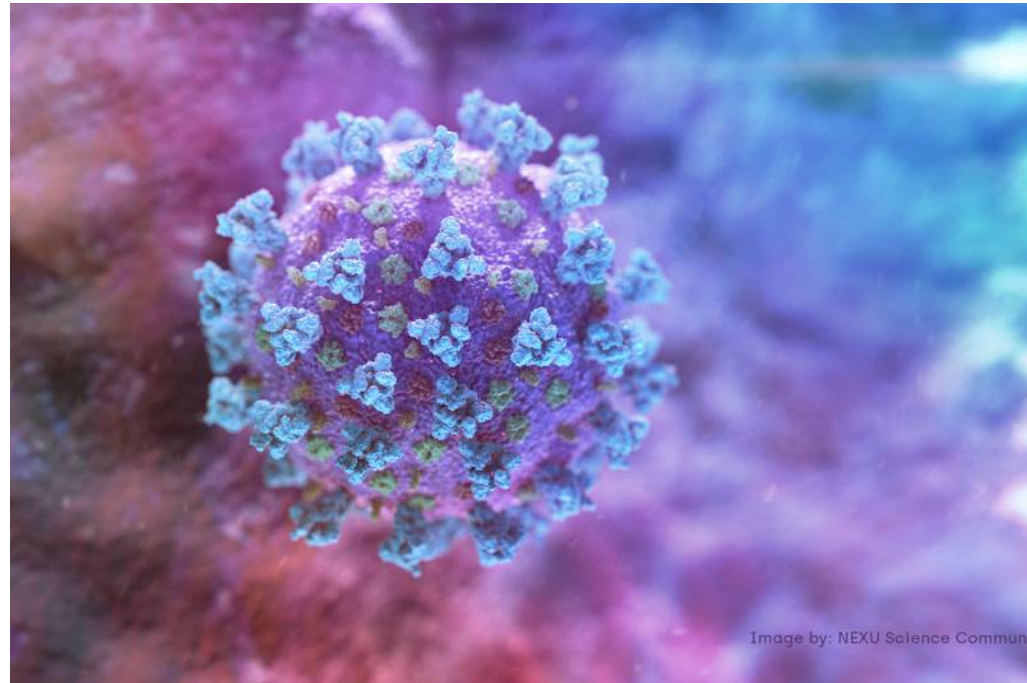


Opportunities Ahead

1. Regional Workforce Strategy
 - ✓ Workforce Supports Response Team
 - ✓ Proponent contracted
2. Investment Readiness Tools
 - ✓ RFP posted
 - ✓ Proponent contracted
3. STAR Program
 - ✓ Delayed due to COVID-19
 - ✓ Submit application and proposal
4. NS REAP – MIT Program
 - ✓ Facilitator for Valley Region
 - ✓ Delayed due to COVID-19
 - ✓ Full Team
 - ✓ Kick Off January 2021
5. Strategic Plan
 - ✓ RFP posted
 - ✓ Proponent contracted

Pivoting for the Pandemic

- ✓ Phase 1: Information Distribution
- ✓ Phase 2: Program Navigation
- ✓ Phase 3: Recovery



Regional Economic Recovery Taskforce Structure

Regional Economic Recovery Taskforce

Local Leadership: Municipal, First Nation, Provincial and Federal Stakeholders



Business Support Services Team

*Business Supports
Chambers
Business Associations
Post Secondary
Municipal EDOs*



Workforce Support Services Team

*Provincial Supports
Local Workforce Supports
Immigration Supports
Post Secondary*



Sector and Employer Development Team

*Agriculture Sector Supports
Tourism Sector Supports
ICT Sector Supports
Manufacturing Sector
Supports
Major Impact Employers*

Regional Economic Recovery Taskforce Activities

- 44 meetings to date, 47 organizations involved
- COVID-19 resources website
- Reopening the Annapolis Valley Guide for Businesses
- Finding Child Care Guide for Employers
- Recorded information sessions
- Taskforce Newsletter
- Valley Victories
- Connecting support organizations with information related to broadband/internet initiatives
- Act Local Campaign
- Online Directory
- Resiliency and preparedness tools for businesses



buy. live. grow

Supported by:



Thank you!



Lot Owners Associations Joint Proposal
Municipal Collection Services Proposal – Lot Owner Fees
October 2020

The five Property Owners' Associations thank you for the service you have provided and for attending the Committee of the Whole meetings in July and in September when this item was discussed.

We would like to continue this service in a more efficient way for you and for us. We do appreciate the concept of municipal collection.

However, upon reflection, some of the current services are not necessary to the operation of our associations and, as a result, we are proposing reduced services along with a proposed reduced service fee.

Guiding Principles to our Proposal:

After discussions with Municipal Council and staff regarding their concerns about workload to provide the current service we would like to partner with the Municipality to lower our cost footprint so that only necessary services are provided. Similarly, we would hope the municipal staff and Council would partner with our associations to determine a fee based on the incremental cost that we create instead of charging a fee for costs that the Municipality already incurs, irrespective of whether they do this service for us.

We are proposing a service charge based on a *per lot collected fee* which we believe is a more reasonable representation of costs than charging a *percentage of the Associations' revenue figure, as shown in Note 1 below*.

Proposed services to be provided:

- a)** Municipality receives by January 31 from each association the information required by the Municipality to provide for the collection of annual dues service. This will ensure that our minutes provide for the authorization of our membership to have the Municipality provide the collection service and what rate of annual dues needs to be entered into the tax billing system for each association. As well, verification that the associations are in good standing with the Registry of Joint Stocks, and our annual financial statements.
- b)** Download and e-mail to each association the tax roll information as provided at time of tax billing for each association's record keeping. This listing would be provided once per year and would include the PID number, current registered owner, contact information and lot identification.
- c)** Billing of annual dues on tax bills as currently done with the information provided by each association before January 31
- d)** Issue cheques or bank transfers to each association as follows:
 - 75% of current annual dues for each association by November 15
 - 25% of remaining annual dues for each association by May 15

Note: Our logic for these two payments is that there is a very traditional pattern for association fee collections on average with 75% of taxes collected from each year's billing prior to October 31. As well there is a pattern of at least another 10% being collected by April 30 in the following year. At that point, 15% of our revenue, maybe less, would be left and could take up to the next two years to realize. Realization is guaranteed through tax sale threat and/or procedures. Interest charged on these overdue amounts by the Municipality is kept by the Municipality, ensuring that the Municipality is well compensated for the cost of carrying the unpaid amounts.

No reporting to the associations is required for either of these two payments because this system ensures 100% payment of dues within each association's fiscal year. Some form of transitional arrangement can be made for current

arrears that have not yet been remitted to the associations, say paying that out with the next occurring May 15th.

With respect, we feel a sufficient allowance for the incremental cost required for these functions would be in the range of \$2,500. At roughly 500 lots, we are proposing a \$5 cost per lot collected.

We are proposing an initial startup fee when an association grows through the addition of a new subdivision phase or a new association wants to participate in the municipal collection system, to take into account other setup costs associated with adding new lots to the collection system.

Our Appeal to Council

Please consider that we are trying to make this service a very low cost item for your administration. We believe it is low enough that in fact that you could consider providing this service for free in recognition of the value of our associations' tax dollars as well as lower costs to Municipality to provide services to residents through the bulk garbage stations and private road arrangements that you do not service.

Also, a recognition for the hundreds of thousands of dollars we have spent each year, and the \$3 million our associations intend to spend in the coming 10 years, supporting local businesses and improving roads in Windsor West Hants that also provide access to municipal parks and beaches. We hope that our Council values the community of private subdivisions and the socio-economic benefit that our property owners bring to Windsor West Hants.

We are asking you to give serious consideration to our proposal. We have worked to show you a less expensive and more efficient way to do what we really need at a reduced cost in the range of \$5 per lot for this service.

On behalf of the Associations,

Blomidon View Residents Association _____  *Heather Simpson* _____ Heather Simpson, Chairperson
10/27/2020 10:57:43 PM ADT

Chateau Village Property Owners' Association _____  *Barbara Regan* _____ Barbara Regan, Treasurer
10/28/2020 9:34:31 AM ADT

Chalet Hamlet Property Owners' Association _____  *Linda Skinner* _____ Linda Moxsom-Skinner, Chairperson
10/28/2020 12:17:12 PM ADT

Falls Lake West Owners Association _____  *Wout Dekoe* _____ Wout DeKoe, Chairperson
10/28/2020 10:29:27 AM ADT

North Canoe Lake Property Owners Association _____  *Judy Lynch* _____ Judy Lynch, Secretary
10/29/2020 10:05:40 AM ADT

Note1: The fees assessed per property for the municipality to collect POA fees varies by Association and ranges from \$5.96 to \$47.54 for the same service.

Property Owner Association	Type of Property	Annual Dues	Amount Landowner pays to Municipality to collect Annual Dues
Blomidon View	Vacant Lot	\$105.00	\$10.50
	Seasonal	\$210.00	\$21.00
	Full-time	\$420.00	\$42.00
Chalet Hamlet	All	\$426.65	\$42.67
Chateau Village	All	\$475.41	\$47.54
Falls Lake West	All	\$287.50	\$28.75
North Canoe Lake	Lots before bridge	\$59.53	\$5.96
	Lots after bridge	\$238.13	\$23.81



WEST HANTS REGIONAL MUNICIPALITY
Presenter/Presentation Overview

Date: JAN 5, 2020

Name of Presenters & Organization: ANDREA BOONE - WH DIAL A RIDE
NANCY MCKINLEY - WH DIAL A RIDE
SARA DOWNING - WH DIAL A RIDE (E.D.)
KIM FAHIE - FRC.

Presentation Outline/Summary (Matter): WH DIAL A RIDE IS IN
DESPERATE NEED OF FINANCIAL SUPPORT FROM
OUR MUNICIPALITY. WH DAR IS CURRENTLY THE ONLY
DAR WITHIN THE RTA WHO IS NOT SUPPORTED.

Request of WHRM Council: WEST HANTS DIAL A RIDE
IS REQUESTING TO BE A PERMANENT LINE ON
THE WHRM BUDGET, RECEIVING THE EQUIVALENT
FUNDING AMOUNT AS PROVINCE OF NS, \$75,000.00/YEAR
FOR SUBSIDIZED DRIVES FOR ENTIRE COUNTY.

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



SUPPORTING
WEST HANTS DIAL A RIDE

Accessible transportation is not just for those that that may need accommodations because of mental or physical disabilities but can also assist individuals that are **transportation challenged, such as individuals that may not have the means or opportunity to use other transportation options.**

Two Accessible Van Drivers

*Part-time, as needed, paid per hour

Ten Volunteer Drivers

*Use their own vehicles, reimbursed by kilometre

RURAL TRANSPORTATION ASSOCIATION

The Rural Transportation Association is a provincial wide body that provides information and a network of community-based organizations that are on-the-ground, door-to-door accessible ride providers.

Kings Point2Point: \$81,500 (Mun. Kings)

Trans County Transportation Service: \$80,000 (Mun. Annapolis)

CHAD Transit: \$60,000 (Mun. Pictou)

Sou'West Nova Transit: \$82,000 (Mun. Barrington)

Transport De Claire: \$53,000 (Mun. Claire/Digby)

W.H.D.A.R'S CURRENT FUNDING (2020)

- ▶ PROVINCE OF NOVA SCOTIA (\$76,598)
- ▶ MUNICIPALITY OF WEST HANTS (\$8,550)
 - ▶ UNITED WAY (\$11,000)
- ▶ COMMUNITY HEALTH BOARD (\$2664)

WITH YOUR SUPPORT...

- ▶ \$6,250 PER MONTH FOR ANYONE IN OUR MUNICIPALITY TO USE FOR TRANSPORTATION

THIS HELPS...

- ▶ THOSE NEEDING TRIPS TO THE FOODBANK
- ▶ ANYONE (INCLUDING THE ELDERLY) COMBAT SOCIAL ISOLATION
- ▶ PHYSICALLY DISABLED WITH TRANSPORTATION FOR A MUCH LOWER COST
- ▶ SINGLE PARENTS
- ▶ LOW INCOME FAMILIES AND INDIVIDUALS
- ▶ THOSE GOING TO SCHOOL, WORK AND/OR APPOINTMENTS OF ANY KIND
- ▶ **REDUCE POVERTY**

LET'S GO BACK IN TIME...

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

EXERPTS FROM 2010

- 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

- 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

- 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

KINGS TRANSIT (2014/15)

KINGS TRANSIT REQUESTS CEASING SERVICES IN WEST HANTS: JAN 31/16.

“Ridership is down 50 per cent from where it was last year. The daily counts that are coming through range from 47 to 53 people. The average is 49 a day” – CATHIE OSBORNE (CAO)

PROJECTED BUDGET FOR 2015: **\$120,000**

WEST HANTS DIAL A RIDE (2018-2020)

TOTAL RIDERSHIP (2018):	5082
TOTAL RIDERSHIP (2019/20):	5873
	→ 16% INCREASE

BUDGET FOR 2020: **\$8,550**

We are requesting to be a permanent line on your budget as a service, receiving \$75,000 per year to provide the people of West Hants Regional Municipality the subsidized drives they deserve.

In 2010, the municipality felt they had many gaps and challenges they wanted to fix. Let's start with reducing poverty, increasing food security and allowing everyone to participate in their communities.

**IT ALL STARTS WITH AFFORDABLE
TRANSPORTATION**



WEST HANTS REGIONAL MUNICIPALITY
Presenter/Presentation Overview

Date: _____

Name of Presenters & Organization: Valley Regional Enterprise Network
Jennifer Tufts, CEO
Gerard d'Entremont, Board Chair

Presentation Outline/Summary (Matter): _____

Presentation to update Council on the activities of the Valley
Regional Enterprise Network (Valley REN)

Request of WHRM Council: N/A

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



Stormwater Management in Windsor/West Hants

**Presentation to
Windsor/West Hants
Municipal Committee of
the Whole**

Lee Chalmers January, 2021

Here to request for 2021...

that the Municipality develop and implement a Framework for Stormwater Management Planning to guide and regulate land use and infrastructure development in accordance with Low Impact Development (LID) principles and techniques.

Low Impact Development (LID)

“A comprehensive stormwater management strategy that seeks to mitigate the impacts of increased runoff and stormwater pollution *by managing runoff as close to its source as possible.*” (CVC, 2012, p. 1, emphasis added)

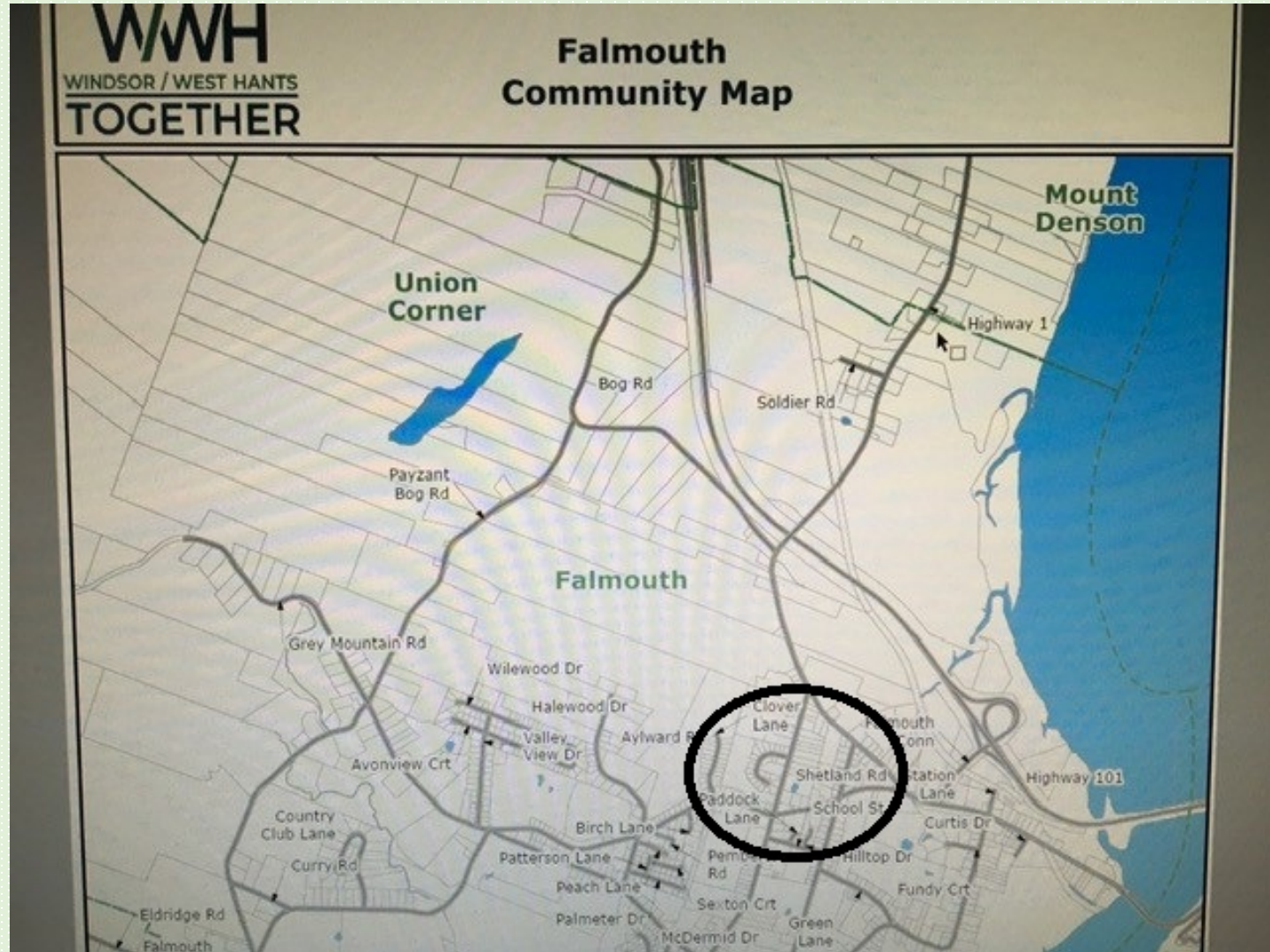
Approaches to Stormwater Management

Conventional	LID
“Concentrate it and convey it downstream”	“Slow it down, spread it out, sink it in”

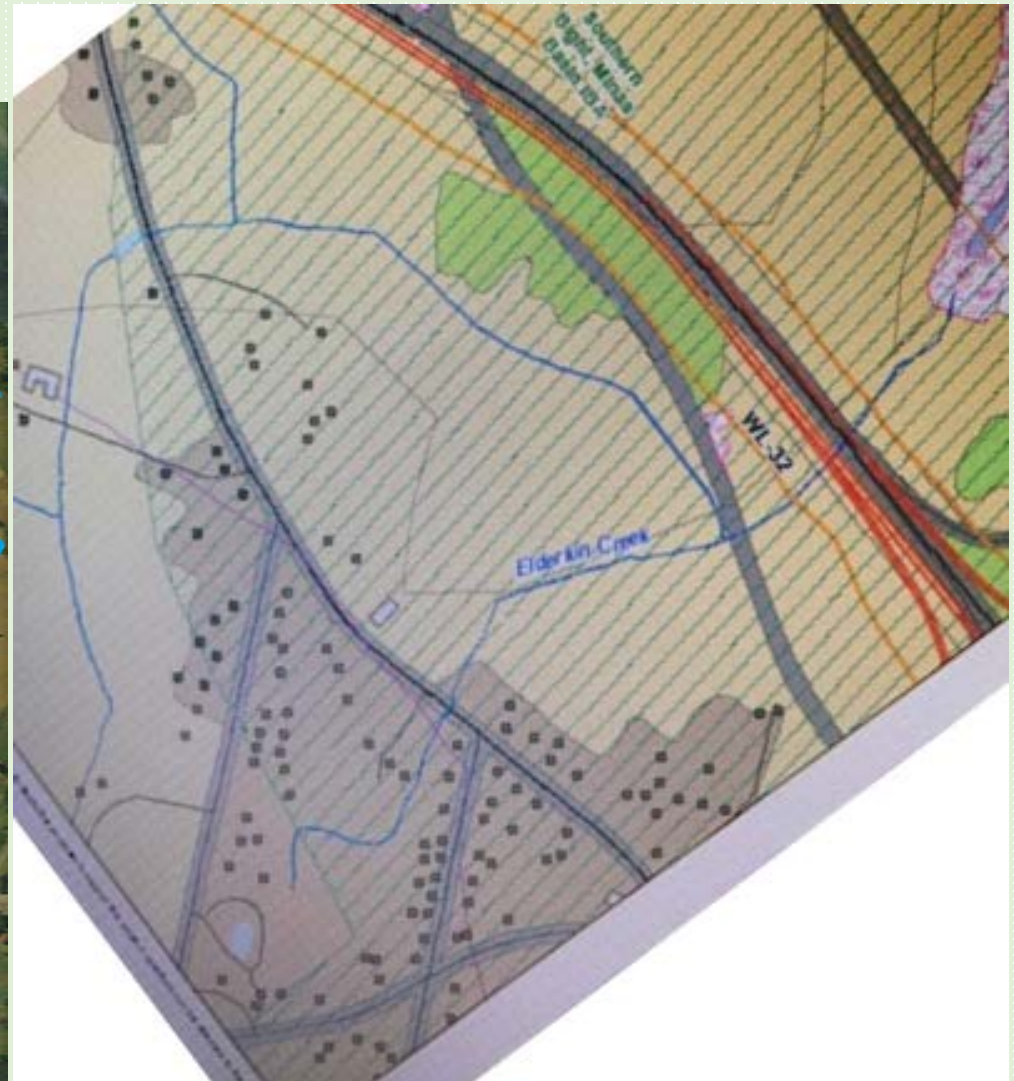
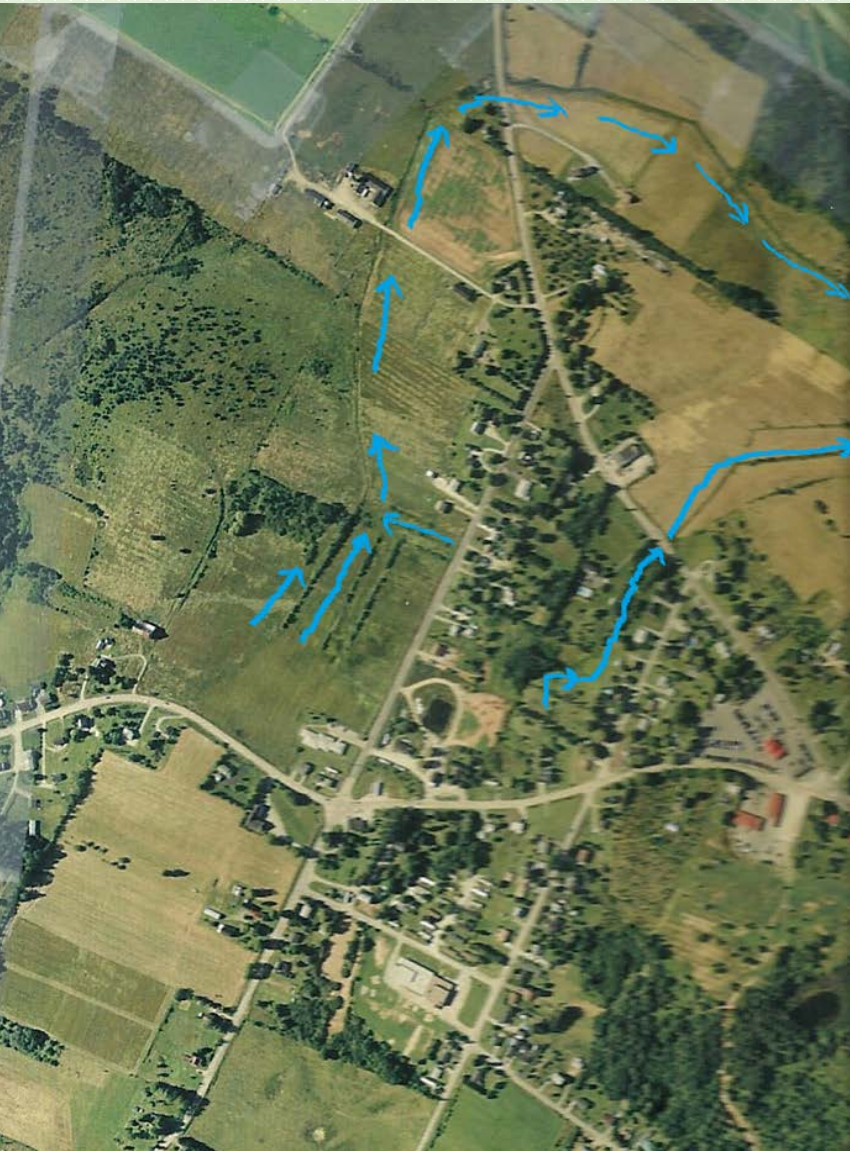
Low Impact Development (LID)

- Two recent reports by engineering consultants have recommended our Municipality implement an LID approach to stormwater management at the planning and by-law levels and employ LID principles and techniques to address runoff issues and reduce flood risk:
 - CBCL (2016). *Falmouth Stormwater Management Plan*
 - Dillon Consulting (2019). *Three Mile Plains Flood Risk Assessment Study*

Stormwater Issues in Falmouth



North Ditch and Elderkin Creek Drainage Systems (channels in blue)



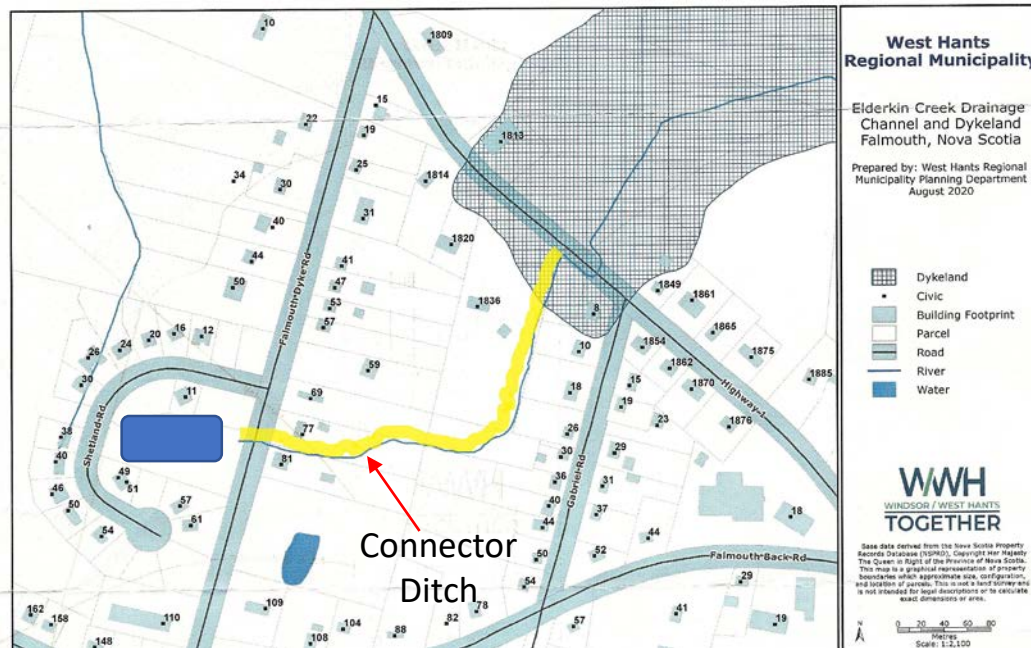
Map Source: Stantec (2017) Highway 101 Twinning...
Environmental Assessment, Figure 5.9 map 4.

[Additional Detail: Appendix B]

Municipality held an information meeting on Sept. 15 with selected property owners along Falmouth Dyke Rd, Gabriel Rd, Hwy#1

Background

- Municipal staff indicated “this drainage channel requires maintenance that will allow for a less restricted flow and potentially lessen some standing water/pooling areas that have flooded due to poor drainage.”



WWT map distributed for info meeting (portion of Elderkin Creek DC highlighted and Connector Ditch segment indicated)

Concerns

1. Focus on allowing for a “less restricted flow” seems at odds with the 2016 *Falmouth Stormwater Management Plan*:
 - Modelling showed “floodlines are not estimated to be significantly reduced under unrestricted flow conditions compared to existing conditions” (p. 26).
 - “to deal with flooding risks ... manage the issue of high runoff at its source” (p. 28)

Concerns

2. Focus on this ditch segment alone risks neglecting how recent developments may be affecting the broader North Ditch and Elderkin Creek drainage systems and the volume and velocity of runoff reaching this ditch.
 - E.g., the Meadows Development, the Windsor Elms, lot level ditch developments.

Stormwater Management at the Meadows

Stormwater management plan – Shetland Road 2005:

- AMEC E&C Services Ltd. (2005) designed a stormwater drainage system for the Meadows relying on a retention pond and series of drainage channels to convey stormwater from the development and surrounding area in two directions: one to North Ditch Drainage System and one to Elderkin Creek Drainage system, working together.
- The design was intended to keep post-development flows at or below pre-development flows in both directions (no increase in runoff volume).

Stormwater Management at the Meadows

Construction – Shetland Road 2005-2006:

- The system was **not** constructed according to the engineering plans (upon which environmental approvals had been based). As a result:
 - More water than intended was being allowed to flow to the North Ditch.
 - Post-development flows entering Elderkin Creek system (via Dyke Rd. culvert and Connector Ditch) were calculated to exceed pre-development flows for 1 in 2 & 1 in 5 year storm events.

Source: Brison, Re (2006, sections 136-138, 143 and 153).

For additional detail, see Appendix C.

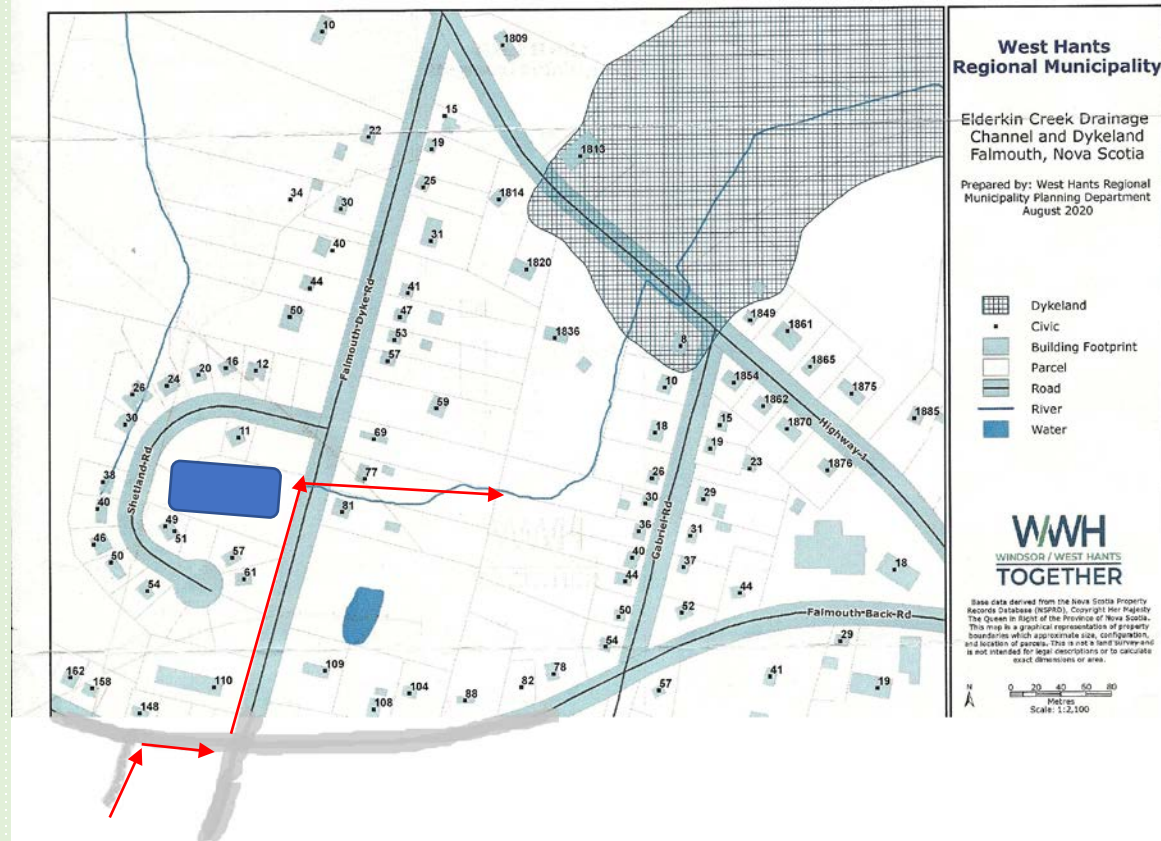
Stormwater Management at the Meadows



Outstanding questions?

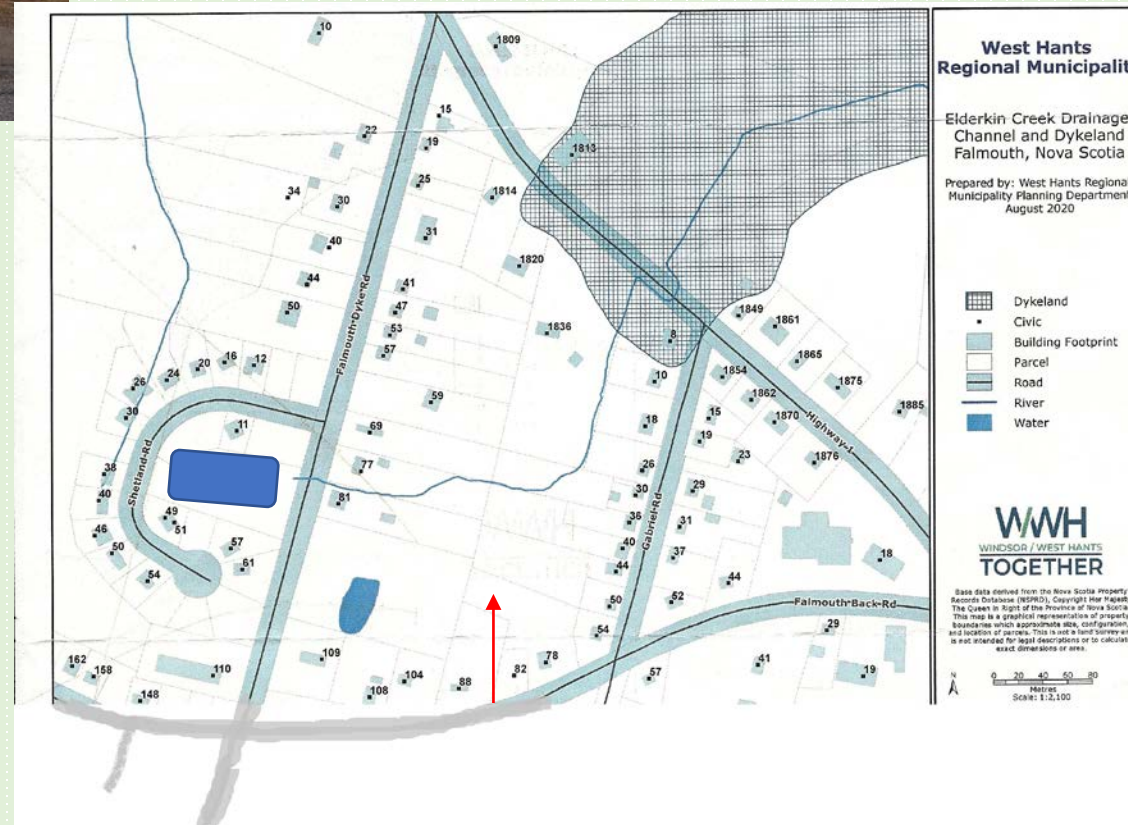
- Were these problems with higher than planned post-development flows at Shetland Road corrected for both the North Ditch and Elderkin Creek systems?
- What is the status of pre-/post-development flows with the more recent Meadows developments?
 - Is more runoff being directed to the Elderkin Creek Drainage System? (see photos of current stormwater path, Meadows to Gabriel Rd ditch., Appendix D)
- Is there a need for stronger oversight over the design/implementation of stormwater management plans?

Windsor Elms



Water from Elms Service Entrance directed to Back Rd (#1), then to Dyke Rd West (#2-3), to Dyke Rd culvert (#4-5) leading to Connector Ditch (#6)
(Photos: 02Nov20)

Lot-Level Ditch Developments



Example: Lot before and after development

Water will now run more directly towards Gabriel Rd Properties Ditch

“So here’s the thing”...

- “The development of property causes an increase in both the volume and velocity of stormwater.” (Brison Re 2006, section 145)
- Recent developments raise concern that, as natural areas where stormwater had a chance to infiltrate are reduced, more runoff is being concentrated and conveyed at speed (“with less restricted flows”) to the Elderkin Creek Drainage System via the Dyke Rd culvert and Connector Ditch.
- With rising sea levels (higher tides) and more intense rainfall events expected with climate-change, this *conventional approach to stormwater management is inadequate* and likely to exacerbate flood risk in the area.

“So here’s the thing”...

- The capacity of Elderkin Marsh to drain high volumes of precipitation and runoff is limited (WH MCCAP, 2013).
- Higher rain and runoff combined with limited drainage capacity is likely to result in stormwater backing up and causing flooding, erosion, and property damage in the areas of Falmouth that rely on the Elderkin Creek Drainage System and are vulnerable to flooding.

“So here’s the thing” ...

- We need to “reverse” course and use an LID approach to mimic/return to natural hydrologic structures and processes.
- “Slow it down, spread it out, and sink it in” is the appropriate strategy to employ, especially in higher flood-risk areas (as have been identified in Falmouth).
- “Flooding is only amplified when runoff is allowed to increase, and infiltration of water into the ground is decreased.... The more water is encouraged to infiltrate the ground, the more high water levels are controlled....”
 - (CBCL, *Falmouth Stormwater Management Plan*, 2016, p. 28)

Effectiveness of LID as means of reducing flooding risks in Falmouth

CBCL's (2016) simulation:

- Looked at impact of implementing an LID technique (minimizing % of imperviousness in the catchment) on the number of current culverts to have their capacity exceeded during significant rain events.
- Results – runoff reduced!
 - Without LID, 27 of 51 culverts were expected to have their capacity exceeded in a 1 in 100 year rainfall/high tide event.
 - With LID, only 8 of the 51 culverts were estimated to have their capacity exceeded in the same event (with 7 of the 8 at lower volume than “without LID”, and 1 at same volume).

A course change is needed....

It's do-able...

- LID has been implemented in other countries, other provinces, and within NS (e.g., HRM, Wolfville, Dalhousie University, NSCC...)
- There is much supportive material providing guidance on adopting an LID approach to stormwater management:
 - applying LID principles and practices to various sites (at regional, watershed, neighbourhood, and lot levels);
 - performance effectiveness and cost effectiveness;
 - maintenance requirements and costs;
 - development of stormwater management plans;
 - development of regulatory mechanisms and incentives.

And it's vital...

- “The fundamental changes that are required in order to cope with the new rainfall/runoff regime are to shift from draining and removing water from sites, to storing, detaining and infiltrating rainwater and by enhancing the natural processes that provide these functions.” (Schreier, 2014, p. 2)



Request for 2021:

that the Municipality develop and implement a Framework for Stormwater Management Planning to guide and regulate land use and infrastructure development in accordance with Low Impact Development principles and techniques.

~~~~~

**Thank you**

**Questions?**

# Sources

- AMEC E&C Services Ltd. (2005). *The Meadows at Falmouth Stormwater Management Report*.
- Bhatt, A., Bradford, A., Abbassi, B. E. (2019). Cradle-to-grave life cycle assessment (LCA) of low-impact-development (LID) technologies in southern Ontario. *Journal of Environmental Management*, 231, 98-109.
- Brison, Re, 2006 NSUARB 113 (CanLII), <<http://canlii.ca/t/1pxbm>>, retrieved on 2020-10-09.
- CBCL Ltd., Consulting Engineers (2016, April). *Falmouth Stormwater Management Plan for the Municipality of the District of West Hants* (<https://www.westhants.ca/stormwater-management.html>).
- Centre for Water Resource Studies, Dalhousie U. (2015). *Low Impact Development within Integrated Water Management Systems: Barriers, Opportunities, and Risks*. A white paper prepared for the Canadian Water Network research project: “An Integrated Risk Management Framework for Municipal Water Systems.”
- CVC (2014). *Contractor’s & Inspector’s Guide for Low Impact Development, Version 1.0*. Mississauga, ON: Credit Valley Conservation (<https://cvc.ca/>).
- CVC (2012). *Low Impact Development Construction Guide, Version 1.0*. Mississauga, ON: Credit Valley Conservation (<https://cvc.ca/>).



# Sources, cont'd

- CVC & TRCA (2010). *Low Impact Development Stormwater Management Planning and Design Guide, Version 1.0*. Mississauga, ON: Credit Valley Conservation Authority (<https://cvc.ca/>); & Downsview, ON: Toronto and Region Conservation Authority.
- Dillon Consulting (2019, May). *Municipality of the District of West Hants: Three Mile Plains Flood Risk Assessment Study* (<https://www.westhants.ca/stormwater-management.html>).
- Ishaq, S., Hewage, K., Farooq, S. & Sadiq, R. (2019). State of provincial regulations and guidelines to promote low impact development (LID) alternatives across Canada: Content analysis and comparative assessment. *Journal of Environmental Management*, 235, 389-402.
- Marsalek, Jiri & Schreier, Hans (2009). Innovation in stormwater management in Canada: the way forward. *Water Quality Research Journal of Canada*, 44(1), v-x.
- Marvin, Jeff & Fernandez, Victoria (2016, winter). Low Impact Development: moving forward in stormwater management. *The ENGINEER*, winter, 8-9. (The Magazine of the Engineers of Nova Scotia.)



# Sources, cont'd

- Municipality of the District of West Hants (2013) *Climate-Wise & Weather-Prepared*. (MCCAP 2013).
- Remme, Kristyn (2018, May 24). *Stormwater Management: Utilizing Low Impact Development*. Information Report to Municipal Climate Change Action Plan (MCCAP) Committee, Municipality of the District of West Hants, Nova Scotia.
- Schreier, Hans (2014). *Innovative Stormwater Management: Translating Science into Actions*. Waterloo: Canadian Water Network, University of Waterloo (<https://cwn-rce.ca/report/innovative-stormwater-management-translating-science-into-actions/>).
- Sprague, Ashley (March 30, 2012), Ecology Action Centre. Reducing stormwater runoff and infrastructure damage through Low Impact Development techniques: Final report. Nova Scotia Environment Climate Change Adaptation Fund.
- Wolfville (2019, August). *Design Criteria Manual for Municipal Services*.

# **Appendix A**

## **Low Impact Development Principles and Practices**

# **LID and the need for a new stormwater management paradigm**

“Emerging changes in land use and climate show that conventional stormwater management systems in urban watersheds are no longer adequate to deal with increased runoff and flooding events. The conventional approach focuses on rapid drainage and removal of stormwater runoff from all urban surfaces without addressing the problem of contaminants from urban land use activities.... [A] major shift is needed to address these new conditions by focusing on runoff detention, temporary storage and infiltration of runoff water which also reduces the contamination problem.”

# Differences between the traditional approach and the new innovative [LID] approach at the three spatial scales

|                    | TRADITIONAL<br>APPROACH                                                                                                       | INNOVATIVE<br>APPROACH                                                                                        |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| PROPERTY SCALE     | Drain and remove rain & runoff                                                                                                | Retain rain on site, slow release of water through infiltration systems                                       |
| NEIGHBORHOOD SCALE | Drain and remove rain & runoff                                                                                                | Store and delay runoff using detention and filter systems                                                     |
| WATERSHED SCALE    | Store water in ponds, develop protective structures (dams & dykes), channelize streams<br>Land use restriction in flood plain | Delay runoff in wide buffer zone and naturalized stream channels, improve flood storage within the watershed. |

**Source:** Schreier, H. (2014). *Innovative Stormwater Management: Translating Science into Actions* (Table 1). Canadian Water Network.

# Low Impact Development (LID)

Relies on a range of techniques:

- suited to watershed, neighbourhood, and individual lot level applications
- pertain to both site design (e.g., preserving stream buffers/tree clusters, constructing wetlands) and smaller scale practices (e.g., rain gardens, infiltration trenches)
- best used in combination
- aimed at mimicking natural or predevelopment hydrology through processes of infiltration, evapotranspiration, harvesting, filtration, and detention of stormwater (CVC & TRCA, 2010, p. 1-1)



# A Sampling of LID Techniques

- Wetland enhancement/creation
- Preserve stream buffers, tree clusters
- Reduce impervious area
- Vegetated/grass swales
- Infiltration trenches
- Permeable pavements
- Riparian buffers
- Sand and organic filters
- Soil amendments
- Vegetated filter strips
- Curb and gutter elimination
- Roof downspout disconnection
- Rain gardens/bioretention cells
- Green parking design
- Rainwater harvesting
- Stormwater planters
- Tree box filters
- Vegetated roofs

# Innovative [LID] approaches to reduce stormwater runoff and contamination

| PROPERTY SCALE                                                                        | NEIGHBORHOOD SCALE                                                                  | WATERSHED SCALE                                                                         |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Rainwater harvesting from roofs and impervious surfaces for re-use during dry periods | Minimize the size of roads, parking lots and impervious surfaces                    | Create large, continuous riparian buffer zones along streams and lakes                  |
| Green roofs to reduce and delay runoff                                                | Create infiltration swales to direct road and impervious surface runoff into swales | Diversify stream channels into meandering and side stream systems (naturalize drainage) |
| Improve soil conditions to maximize infiltration and water storage                    | Create and incorporate wetlands into neighborhoods                                  | Build wetlands and detention systems in the buffer zones                                |
| Minimize impervious surface and soil compaction                                       | Provide temporary water storage in the form of ponds and detention systems          | Select appropriate topographic areas for deliberate temporary water storage             |
| Plant trees to reduce runoff where possible                                           |                                                                                     | Enforce land use zoning in the floodplain                                               |

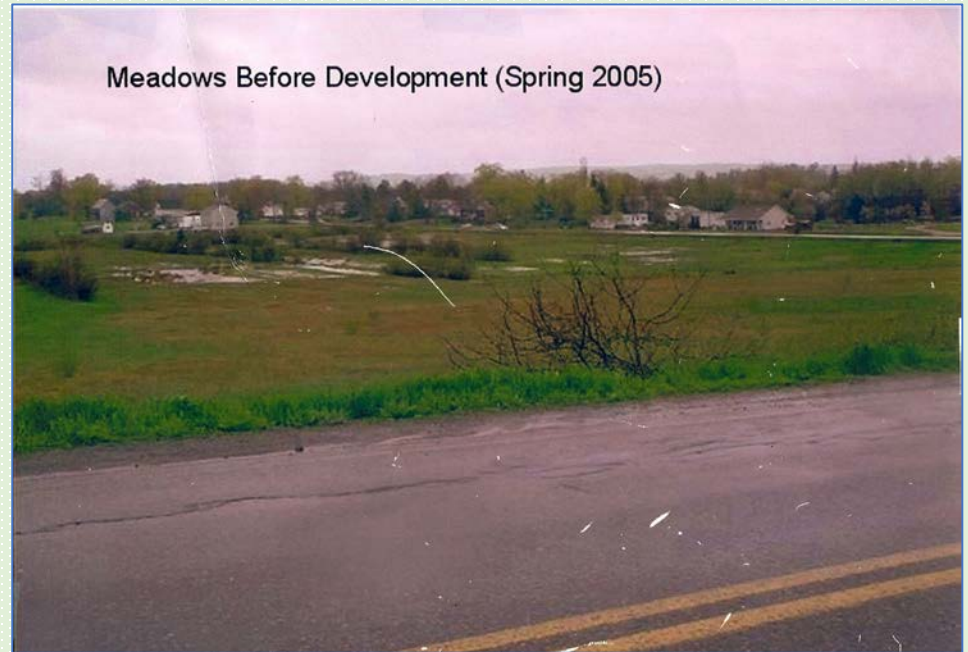
**Source:** Schreier, H. (2014). *Innovative Stormwater Management: Translating Science into Actions* (Table 2). Canadian Water Network.

# **Appendix B**

**North Ditch and Elderkin Creek Drainage Systems:  
Areas of Rainwater Accumulation Prior to Developments**

# North Ditch Drainage System

(showing where rainwater accumulated  
prior to Meadows Development)



From Falmouth Back Road Looking  
Toward Falmouth Dyke Road  
(area circled in aerial photo at left)



# Elderkin Creek Drainage System

(showing where rainwater has accumulated)



From Falmouth Back Road  
Looking Toward Highway 1  
(area circled in aerial photo at left)



# **Appendix C**

## **Stormwater Management at The Meadows (Shetland Rd) Development**

# ***The Meadows at Falmouth***

## ***Stormwater Management Report***

**AMEC E&C Services Ltd., (2005)**

### **The plan:**

“Stormwater flows presently leave the area in two directions; the culvert that crosses Dyke road [to Elderkin Creek Drainage System] and a drainage swale that flows to the North [North Ditch Drainage System]. The ditch downstream of the culvert is over-grown with weeds and is not functioning properly. This model assumes this ditch has been cleaned out and is free flowing without any downstream restrictions. The drainage swale to the North is at an elevation of approximately 300m (1 foot) above the invert of the culvert. At low flow levels the culvert will carry most of the flow. At high flow conditions the flow is split and the swale to the North will carry more flow than the culvert. There will be no change in this flow condition after development.” (p. 2)



# Construction of Meadows Stormwater Drainage System deviated from AMEC plan

**“The Meadows stormwater management system was not constructed in accordance with the plans of their engineers.”**

- Testimony of AMEC engineer at preliminary hearing for Brison/Brison Sand & Gravel [appeal](#) to Nova Scotia Utility and Review Board (2006), Section 143.

# Deviations from AMEC plan

**Regarding the Elderkin Creek Drainage System (1970s Connector Ditch):**

**“The elevation on the east side of the Dyke Road was not cleared out to enable the stormwater to flow freely to the Avon River after it exits the Dyke Road culvert. What was thought to have been overgrown with weeds, once the ice was removed, was found to have been of a permanent nature and therefore remained unchanged.”**

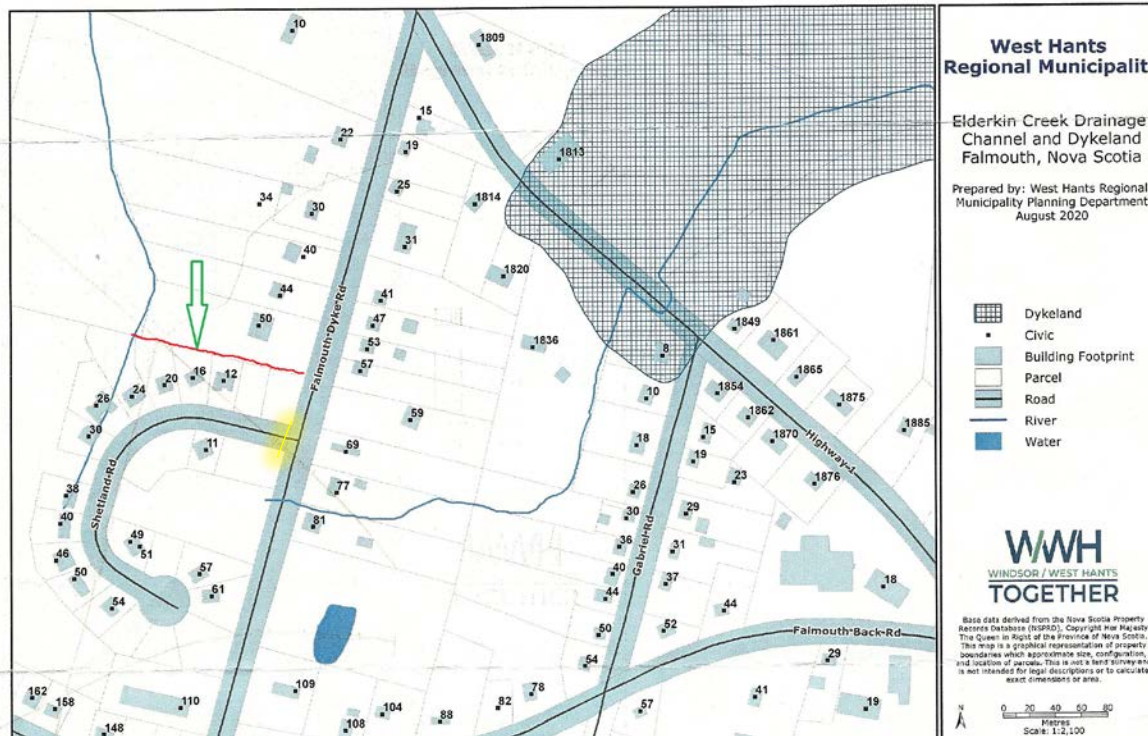
**- Testimony of AMEC engineer at preliminary hearing for Brison/Brison Sand & Gravel [appeal](#) to Nova Scotia Utility and Review Board (2006), Section 143.**



# Deviations from AMEC plan

## Regarding the North Ditch Drainage System:

- **Shetland Rd. culverts were incorrectly positioned, and Meadows Ditch section of North Ditch system was dug too deep, which together allowed more water than planned to flow into North Ditch.**



**Meadows Ditch  
(marked by red line, green arrow)  
and Shetland Rd culverts  
(marked in yellow)**

- Testimony of AMEC engineer at preliminary hearing for Brison/Brison Sand & Gravel [appeal](#) to Nova Scotia Utility and Review Board (2006), Section 143.**

# **Elderkin Creek Drainage System Stormwater Flows**

**AMEC engineer's revised report of stormwater flows from Meadows property (April 28, 2006):**

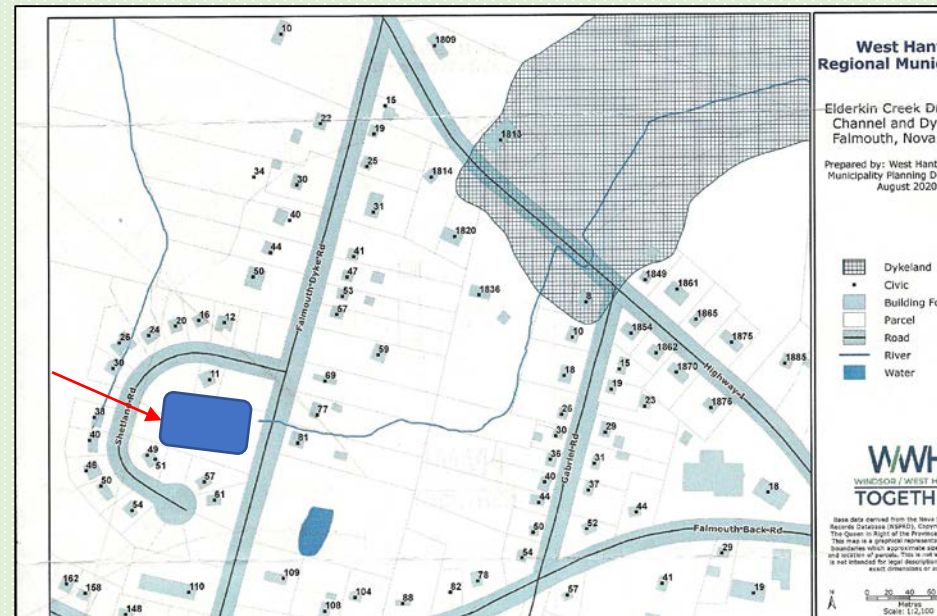
- Using “as built” survey elevations, “a storm that occurs once in two years would generate 50% more stormwater flowing into the Dyke Road culvert post-development storm than pre-development.... After the system is fully constructed the post-development stormwater flows...into the Dyke Road culvert...are at 128% and 10% greater for the storms which occur once in two years and once in five years, respectively.”**

- Testimony at preliminary hearing of [appeal](#) (2006, Section 153)**

# **Appendix D**

## **Stormwater Runoff from The Meadows to Gabriel Road**



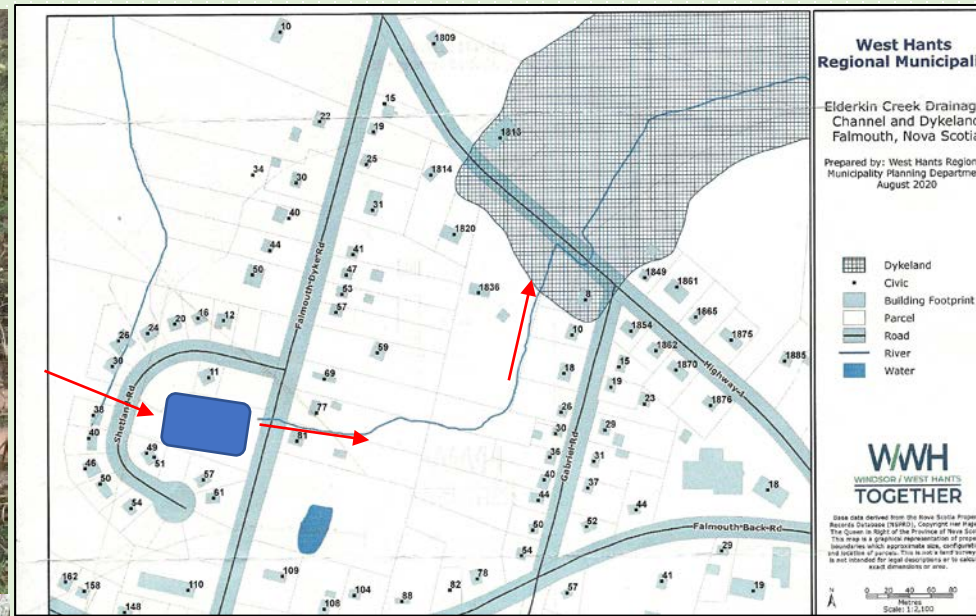


Stormwater runoff from Clover Lane area, entering below ground storm sewer system (photos 1-3) and crossing under Shetland Rd (photo 3) to retention pond inlet (photo 4). Path depicted by red arrow on above map (and continued on next slide).

Silty due to current construction...but is there more post-development flow?

**Stormwater Path from Meadows...to Gabriel Rd.  
November 2 rain event, 2020 ( $\cong$  25-30mm)**





Stormwater from Meadows enters Shetland Rd retention pond (photo 5) and outlets to Dyke Rd West ditch and culvert (photo 6). Runoff proceeds through culvert under Dyke Rd and enters Connector Ditch (photo 7). Runoff continues along behind Gabriel Rd properties towards Highway 1 (photo 8). Path depicted by red arrows on above map.

**Stormwater Path from Meadows...to Gabriel Rd.  
November 2 rain event, 2020 ( $\cong$  25-30mm)**



## Shelleena Thornton

---

**Subject:** FW: Internet Service Question

---

**From:** Mark Phillips <MPhillips@westhants.ca>

**Sent:** Wednesday, November 18, 2020 10:44 AM

**To:** Abraham Zebian <AZebian@westhants.ca>; Scott McLean <smclean@westhants.ca>; WWH Council <wwhcouncil@westhants.ca>

**Subject:** Re: Internet Service Question

Hi Folks

I have copied you all on this response to Councillor McLean as I'm sure you're all equally curious.

I have a good relationship with the Bell rep responsible for the install side of Phase 1 and 2. I do send a text here and there when I'm looking for an update, today I made a call and he provided me with the following:

- There are still no maps for Phase 2.
- Their time and priorities are focused on the continuation of providing costs to Develop NS to continue to negotiate the full buildout of fibre throughout the province if achievable (100% build-out). If 100% is not achievable the 95 to 97% buildout will be delivered.
- Once cost are confirmed, as well as the scope of work, a contract will be secured between Bell and Develop NS.
- They are carrying out field work now for Phase 2 to ensure their costs are accurate and so that they get ahead of some of the issues that caused delays in Phase one . Items such as River Crossings, land easements and pole installations between NSPI and Bell.
- Once the above noted items are finished they will start to work on detailed mapping.
- They would like to provide even more detailed mapping to support Phase 2 as the past mapping was not fantastic and created as many questions as it provided answers as to where the installs would be. It is hopeful that civic addresses will be better displayed on the mapping.
- Bell and Develop NS are getting plenty of calls and ask for continued patience as they finalized the scope of work and contract.

I'm not defending Bell or Develop NS but it is worth noting that we were a community that had an early install for Phase 1 compared to other communities. I assume other Phase 1 communities are still waiting. I think we were 2<sup>nd</sup> on the list for Phase 1 install. It's apparent through my conversations that Bell is extremely motivated to finalize the contract with Develop NS but the process is taking due to the overall size and scale of Phase 2 and the various components.

A further reminder that we have been told in the past, that the Bell home or business service connection side (sales) does not confirm service for an area or predict the install timeline for an area when they are called by a resident. They don't promote service availability until it's available and live. I recognize the frustration from residents but this is the reality of the service provider. Finally, this is the obvious benefit of the mapping and being able to share these with our residents when they become available.

I appreciate that's little comfort for those without internet, I'm just stating what's been relayed to me.

I will provide this update at the next meeting for the benefit of the public and so that you can make comments if you desire.



**Mark Phillips**

Chief Administrative Officer

West Hants Regional Municipality

PO Box 3000, 76 Morison Drive, Windsor, NS, B0N2T0

T 902-798-8391 Ext. 133

M 902-670-4255

E [MPhillips@westhants.ca](mailto:MPhillips@westhants.ca)

W [www.westhants.ca](http://www.westhants.ca)

---



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** Committee of the Whole

**Submitted by:**   
Todd Richard

**Date:** January 12, 2021

**Subject:** Hantsport Fire Station Design Report

---

### LEGISLATIVE AUTHORITY

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

### DECISION REQUEST / REQUEST FOR DIRECTION

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

Council gives direction to staff to proceed with Option 2, general design for the new replacement Hantsport Fire Station, as provided by HarveyARCHITECTURE Limited;

And,

Council provides direction for staff to proceed with the release of a 2-Part public Request for Proposal for the evaluation and selection of the project general contractor, in accordance with the approved Municipal procurement process.

Further,

Council approves the creation of capital reserve fund for Hantsport Fire Department fundraising and donations.

### BACKGROUND

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

The existing Hantsport Fire Station building constructed in 1961, is a one-story building consisting of an assembly hall and truck garage with five bays. The 2014 OPUS Report classified the building in "fair" condition, with numerous recommendations for upgrade and/or immediate improvement.

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

Additionally, in 2019 a Regional Fire Services Review was completed by Goudreault Associates. In this review the consultants endorsed the recommendation of the Hantsport Fire Station replacement and further identified the location of this station remain as close as possible to the densely populated, high-risk area in the center of the community.

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

In 2020 the replacement of the Hantsport fire station was included and approved by Regional Council. Design was approved for 2020 with forecasted construction in the 2021 capital budget.

In accordance with Regional Council direction in 2020, staff authorized a Geotechnical evaluation at the existing Hantsport Fire Station site by Harbourside Engineering as well as the work to perform a Hazardous Materials evaluation at the existing Hantsport Fire Station and the Hantsport Food Bank buildings by Strum Environmental.

In July 2020, as a result of a favorable assessment of environmental conditions at the proposed site, 5 Oak Street, it was recommended by West Hants Regional Municipality Council to award a contract to HarveyARCHITECTURE to proceed with the design component.

## **DISCUSSION**

In October, the design working group initiated biweekly in-person meetings with Wade Noiles and Mike Harvey of HarveyARCHITECTURE to establish a base design and refine design options to be considered for the Hantsport Fire Station. The original conceptual design incorporated the recommended user space allocations that were previously established in the 2018 Hantsport Fire Hall Renovation Feasibility Report.

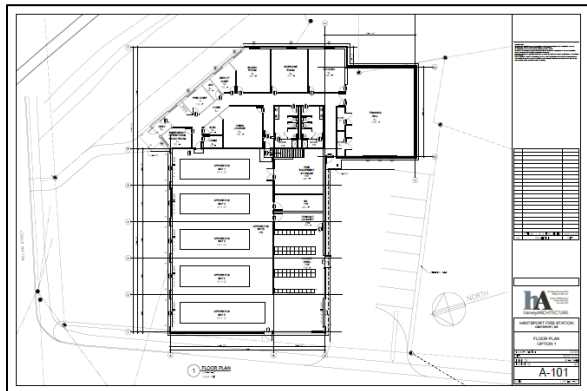
The project site has proven challenging to fit the required building features into the relatively small and unique shaped property lot. With the subject property located on a corner lot, there was consideration for the building to face Oak Street (as existing) or

[illegible][illegible]

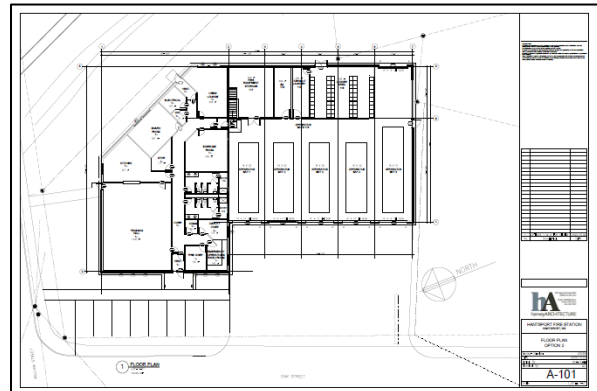
**Figure 2: HFD Conceptual Plan (Original Concept)**



Due to the property shape constraints, it was determined the preferred configuration was to have the apparatus bays face Oak Street, with the administrative offices along William Street. A limited number of parking spaces would be located along Oak Street, with supplemental parking available in the rear of the building adjacent to the rail corridor walking trail (as per existing parking conditions). Building location then required modification to accommodate bylaw requirements for setback distances from adjacent properties. Refined concept design drawings are shown in Figure 3 and Figure 4 below, showing both apparatus bay facing configurations.



**Figure 3: Concept Facing William Street**



**Figure 4: Concept Facing Oak Street**

The design working group turned their attention to the architectural review of room and space sizes, overall ergonomic configuration, and flow of users throughout the building. Included in this was appropriate allocation of space for building electrical, mechanical, and emergency generator.

It was decided the most appropriate use of space was to locate the main electrical room, mechanical room (including compressor room), and emergency generator in the mezzanine second floor space behind the fire apparatus. HFD members were consulted to ensure the space was adequate to accommodate the current and future needs for fire apparatus, locker space for 60 members, breathing air room requirements, laundry and degassing space, and workshop and storage spaces.

A preliminary review was conducted by HFD admin members for administrative requirements for the spaces allocated for kitchen space, training room, exercise room, crew lounge space, suitable accessible washroom spaces, radio room, offices and boardroom. This review has also included a review of required kitchen appliances to accommodate the needs of the HFD. User-benefit features were added to allow access to washrooms and crew lounge directly from the fire apparatus floor. During this review it was also determined that a drive-through bay was not practical with the existing size, shape and topography of the site. The working group realized the proposed budget for this project would be tight, therefore the decision to remove the drive-through bay was considered an area to reduce costs and influenced the decision. This along with other concessions to keep the project budget from escalating too high.

Architectural, mechanical, and electrical review produced both **OPTION 1** and **OPTION 2** layouts as shown in Figure 5 and Figure 6 below (full size drawings included as Appendix A & B; General architectural drawing package included as Appendix C).

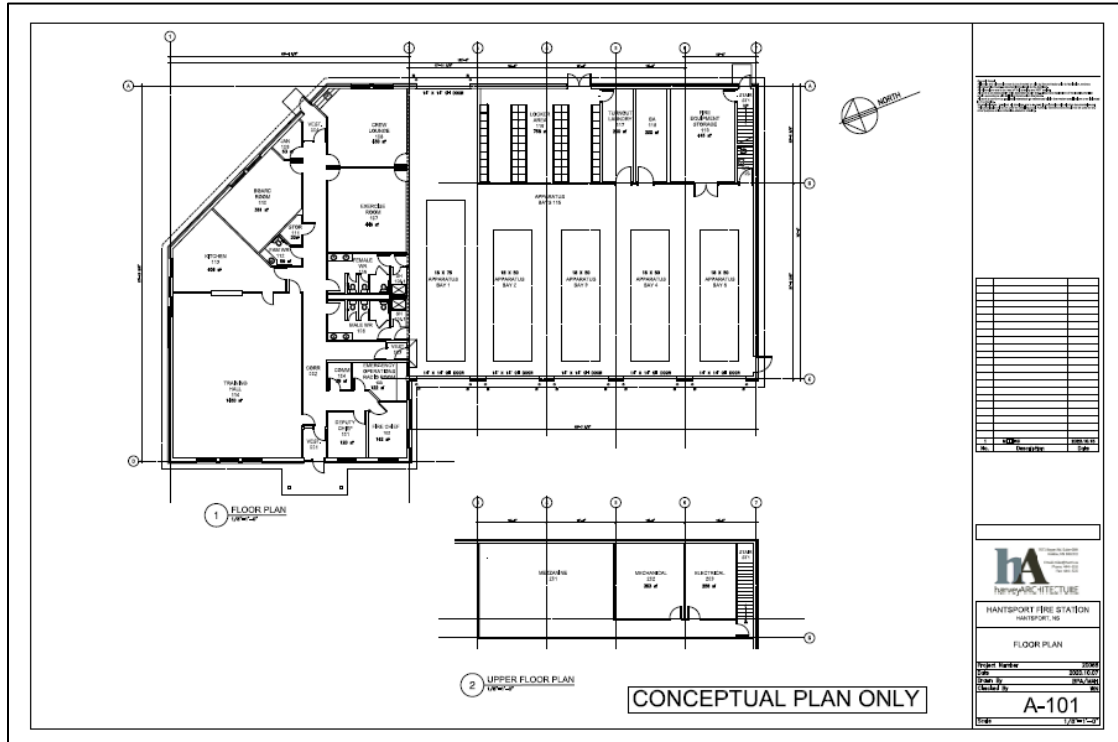


Figure 5: OPTION 1 Hantsport Fire Station

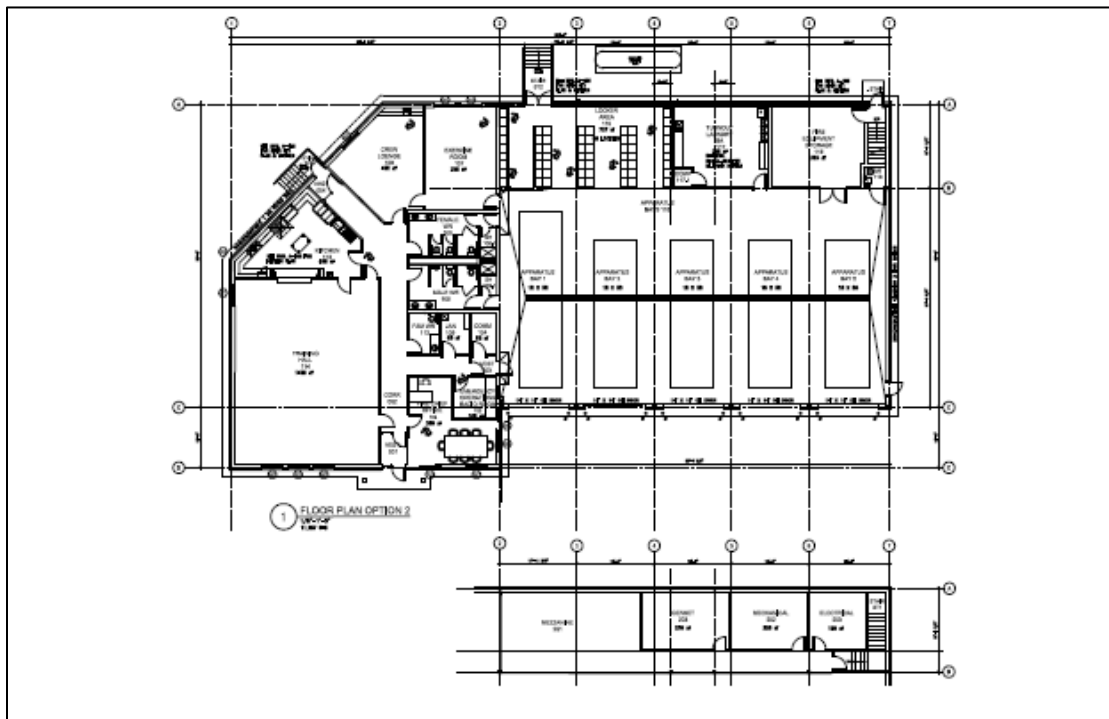


Figure 6: OPTION 2 Hantsport Fire Station (reduced space layout)

### Option 1 Design Plan

With the Option 1 design plan established, HarveyARCHITECTURE engaged QS Online to produce a Class D Order of Magnitude Cost Estimate. The Class D estimate for construction (excluding demolition and contingency) was **\$3,307,167**. Based on the 14,353 sf building space, budget costs equated to \$230.42 per square foot.

### Option 2 Design Plan

The design working group looked at all possible ways to reduce the overall building footprint to reduce the overall construction cost. The Option 2 design plan was achieved by reducing approximately 1,200 sf of apparatus bay space and administrative space from the design layout. Reducing this space would eliminate the plan for a stand-alone board room and would reduce the facility to a single shared space office (combines 2 administrative offices and boardroom into one space). Option 2 also minimizes the bay floor space for the largest apparatus, reduces the locker and storage spaces, breathing air filling and laundry space, workshop space, electrical, mechanical and generator spaces. Overall a reduction of 1491 sf.

Although the Option 2 space has been identified as the **absolute minimum space required**, it leaves no contingency space for future expansion or for a modified use of the space, i.e. reduces capacity to be used as an emergency warming centre. It is important to note reducing the square footage in these spaces for a building that is planned to meet the needs for the next 50 plus years should be considered.

HarveyARCHITECTURE engaged QS Online to produce a second, Class D Order of Magnitude Cost Estimate. The Class D estimate for construction (excluding demolition and contingency) was **\$3,063,817**. Based on the 12,862 sf building space, budget costs equated to \$238.21 per square foot.

### Class D Order of Magnitude Estimates

The Quantity Surveyor has noted that the Mechanical and Electrical rates seem higher than expected at roughly 45% of the budget, where they typically come in at the range of 35% of the budget. One factor being a major contributor to this influx is the outline specification completed that the estimator based the rates upon has a large level of incompleteness to it. Architectural and Civil design has additional detail that allows the project site, building systems and envelope to be marginally priced correctly.

The designer's hesitation with resting on this Class D being assumed to be the final cost is that these numbers always err on the high side, as very little design has been completed by the project team; this is clearly the case here. In most Class D estimate deliveries, the rough overage factor is near 25% of the total project budget. As the design progresses through the various stages of completion that pricing accuracy comes down significantly to be in the range of 5-10% of the real estimated project value.

Option 1 and Option 2 estimates are summarized in Table 1 below (detailed estimates have been included as Appendix D & E).

|                               | <b>OPTION 1</b> | <b>OPTION 2</b> |
|-------------------------------|-----------------|-----------------|
| Floor Area: Ground Floor      | 12,450 sf       | 11,045 sf       |
| Floor Area: Mezzanine         | 1,903 sf        | 1,817 sf        |
| Floor Area: Total Area        | 14,353 sf       | 12,862 sf       |
| Shell                         | \$1,104,684     | \$1,019,994     |
| Interiors                     | \$491,484       | \$424,353       |
| Mechanical Services           | \$614,455       | \$597,495       |
| Electrical Services           | \$419,750       | \$397,197       |
| Site & Ancillary Work         | \$204,990       | \$187,690       |
| General Requirements (8%)     | \$226,829       | \$210,138       |
| Contractor Fee (8%)           | \$244,975       | \$226,949       |
| Total – Excluding Contingency | \$3,307,167     | \$3,063,817     |
| Unit Rate                     | \$230.42 /sf    | \$238.21 /sf    |
| Estimated Demolition          | \$66,982        | \$66,982        |

**Table 1: Summary Comparison of Design Option 1 vs Option 2**

## **NEXT STEPS**

Pending decision of Council; the preparation of the 2-part Request for Proposal procurement documents will begin immediately. Awarding the construction tender to the successful proponent is planned for award in conjunction with the 2021/2022 fiscal budget.

Staffs forecasted schedule is demolition of the existing buildings, and new building construction by the successful proponent, to begin early spring 2021 with occupancy planned around December 31, 2021.

### Community Use

It should also be noted that the designs reflected in Options # 1 and #2 are rooted with the principle that the building is designed for the purpose of serving the needs of the fire service and not the community. Similarly, as sports facilities are designed for recreational use vs. large event use. Both Options #1 and #2 allow for and assume minimal community use.

During the discussions at Council, concerns were expressed that the comfort centre needs of the community be met. It was determined that the fire station would not be designed as the primary space to service these needs. This should be noted. However, the kitchen and training areas do have the capacity if need be to accommodate community use. To-date, staff have explored the usage of all schools in our Region for Comfort Centre and Shelter support if need be. We further recognize there are some limitations to the full utilization of schools due to lack of generators. Other community centres / halls and municipal buildings continue to be explored in addition.

## **FINANCIAL IMPLICATIONS**

The financial implications for the estimated construction costs of both design options, are identified above for consideration.

There are no substantial financial implications for the preparation of documents for the public release of the Request for Proposal. This RFP would be prepared by Public Works staff with the technical support of HarveyARCHITECTURE Limited.

### Current Project Funding

As per 2020-2021 Capital Budget, the Hantsport Fire Stations is to be funded through Municipal Finance Corporation (MFC). Any budgeted debt servicing from 2019-2021, will be used to reduce the final borrowing amount with MFC.

#### Budgeted Debt Servicing:

|                                                              |                   |
|--------------------------------------------------------------|-------------------|
| 2019/20 Budgeted Debt Servicing Carryover (WH Portion)       | \$139,825.06      |
| 2020/21 Debt Servicing Carryover (Phase 1, Spring Debenture) | <u>\$7,084.30</u> |
| Total Carryover Reserve                                      | \$146,909.36      |

#### Capital Budget:

|                                    |                       |
|------------------------------------|-----------------------|
| 2020/2021 Capital Budget (Phase 1) | <u>\$200,000.00</u>   |
| 2021/2022 Capital Budget (Phase 2) | <u>\$2,420,800.00</u> |
| Total Budget                       | \$2,620,800.00        |

### Expenditures

|                            |                     |
|----------------------------|---------------------|
| Geotechnical Investigation | \$12,123.25         |
| HarveyARCHITECTURE Limited | <u>\$207,132.85</u> |
| Total Expenditures         | \$219,256.10        |

Pending Kings County Council approval, a percentage of the debt servicing costs determined by a three-year fire call average is funded by Kings County area rate. Hantsport Volunteer Fire Department would like to setup a special capital reserve for fundraising to be used for furniture, fixtures, and equipment for the new station and future needs of Hantsport Fire Department.

## **ALTERNATIVES**

Not applicable as this is a request for direction for a decision on which option to proceed with for the detailed design of the new Hantsport Fire Station.

## **ATTACHMENTS**

Appendix A: OPTION 1 Hantsport Fire Station Design Drawing Package

Appendix B: OPTION 2 Hantsport Fire Station Design Drawing Package



Appendix C: Architectural Drawing Package

Appendix D: OPTION 1 Class D Order of Magnitude Estimate

Appendix E: OPTION 2 Class D Order of Magnitude Estimate

Appendix F: 2018 Hantsport Fire Hall Renovation Feasibility Report

Appendix G: November 3, 2020 Hantsport Fire Department Reserve Request Letter

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

The following report is the culmination of the meetings and design direction given to the architect by the working group. All working group members want an appropriately sized facility that will meet the current needs of the fire service while providing for a minimal amount of future proofing. Past studies, as well as the November 2019 study titled, "The Region of Windsor and West Hants Municipality, Regional Fire Services Review", have heavily influenced the design and facility components reflected in Options #1 and #2.

To put it simply Option #1 represents the ideal layout for the fire service based on the feedback from the HFD leadership team, studies, municipal staff and the architect. Option #2 is a result of final revisions reflecting the reduction of floor space in an attempt to reduce the projected construction costs while providing the core space requirements of a modern fire service.

I have participated in the final two meetings associated with the reduction in floor space and the creation of Option #2. I endorse Option #2 as the option for Council's consideration but encourage Council to explore components noted in Option #1 as this version does provide added benefits to the fire service and potentially the community.

Report Prepared by: \_\_\_\_\_

Brad Carrigan, P.Eng., Capital Projects Engineer

Todd Richard, Director of Public Work

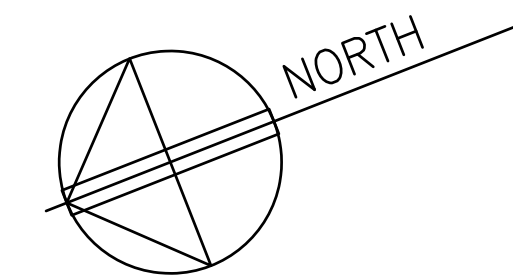
Carlee Rochon, Director of Financial Services

Report Reviewed by: \_\_\_\_\_

Todd Richard, Director of Public Works

Report Approved by:  \_\_\_\_\_

Mark Phillips, Chief Administrative Officer



CONCEPTUAL PLAN ONLY

**General Notes:**

- All levels and dimensions are to be checked on site by the contractor prior to fabrication, and any discrepancies must be reported immediately to the Architect.
- All dimensions are to be read off this drawing and NOT scaled.
- All work to be executed in strict accordance with the by-laws and regulations of the local authorities and in accordance with the British Construction Standards.
- All work to conform to applicable British Standards as indicated within the master specifications or as indicated in the drawing.

Where indicated / required, all drawings are to be read in conjunction with all other documents issued. This drawing is only to be used for obtaining Local Authority Consents and should not be used for any other purpose unless otherwise stated on drawing.

[illegible]

**hA**  
7071 Bayers Rd. Suite 3004  
Halifax, NS B3L 2C2  
Email: [mike@harch.ca](mailto:mike@harch.ca)  
Phone: 444-0555  
Fax: 444-7522  
**harveyARCHITECTURE**

HANTSPORT FIRE STATION  
HANTSPORT, NS

## FLOOR PLAN

|                |            |
|----------------|------------|
| Project Number | 20068      |
| Date           | 2020.10.07 |
| Drawn By       | BPA/MAH    |
| Checked By     | WN         |

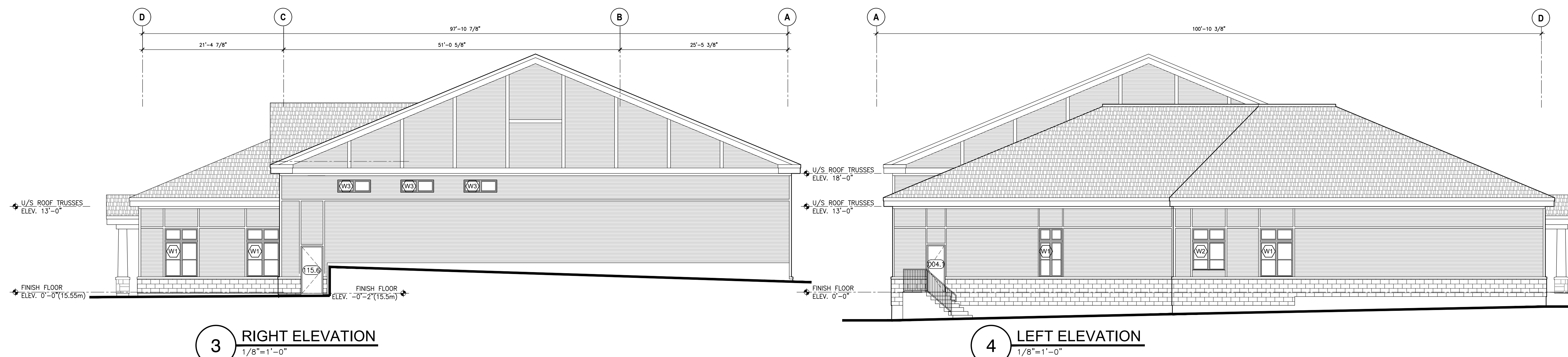
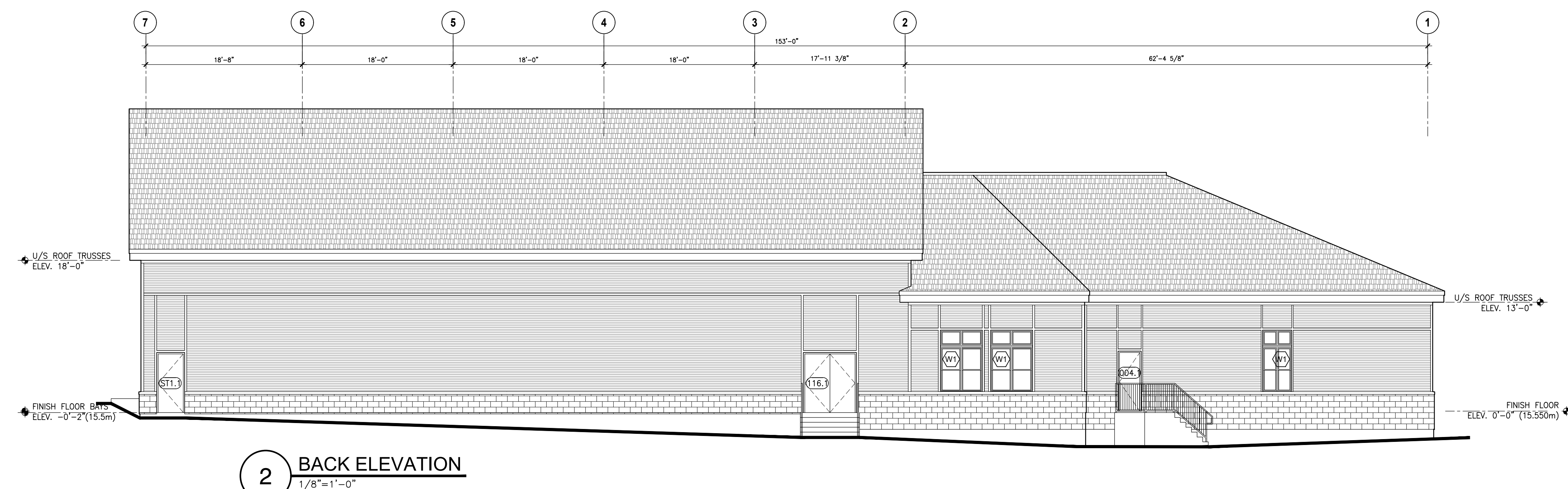
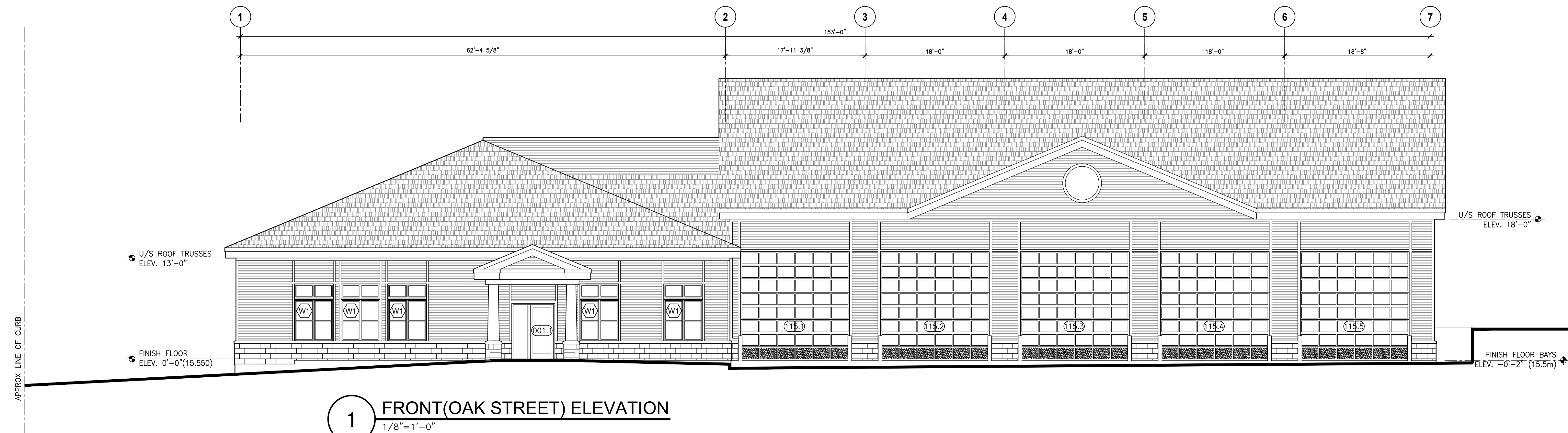
A-101

|       |                  |
|-------|------------------|
| Scale | $1/8" = 1' - 0"$ |
|-------|------------------|





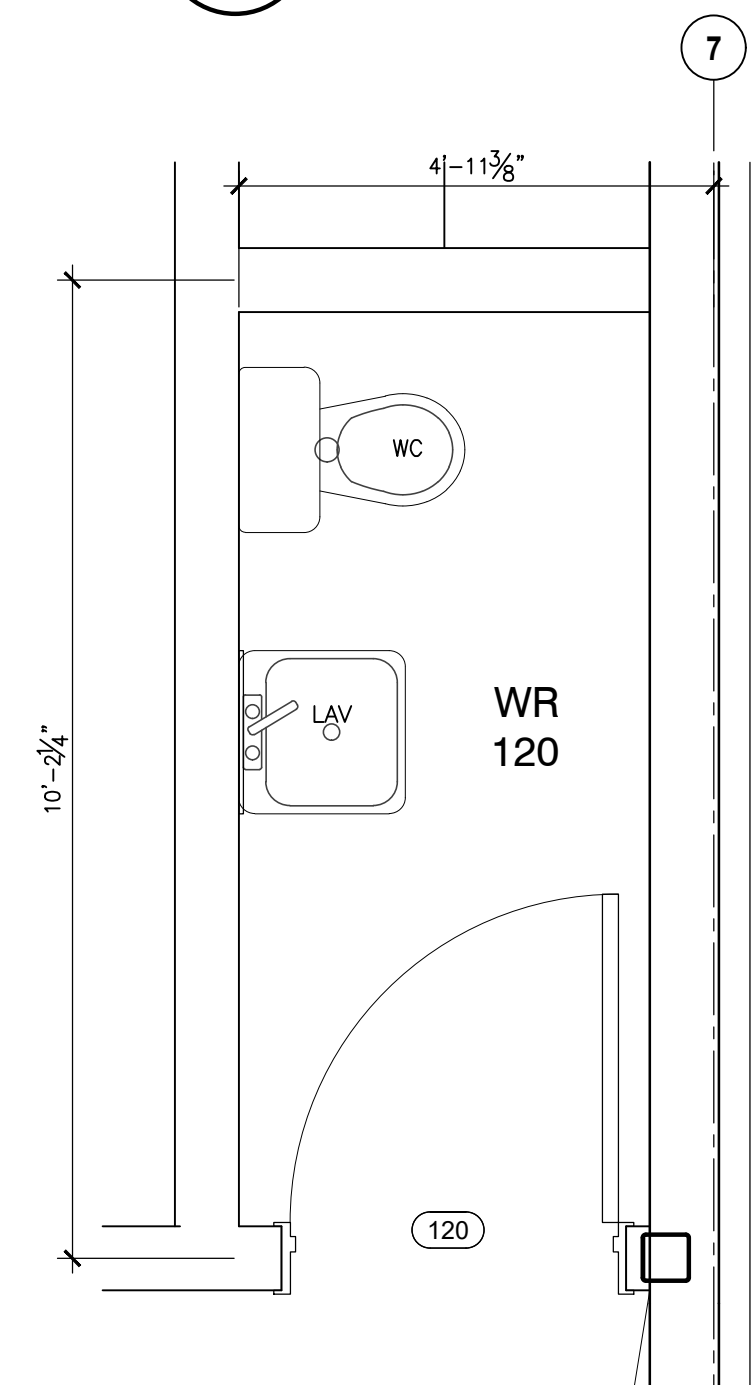
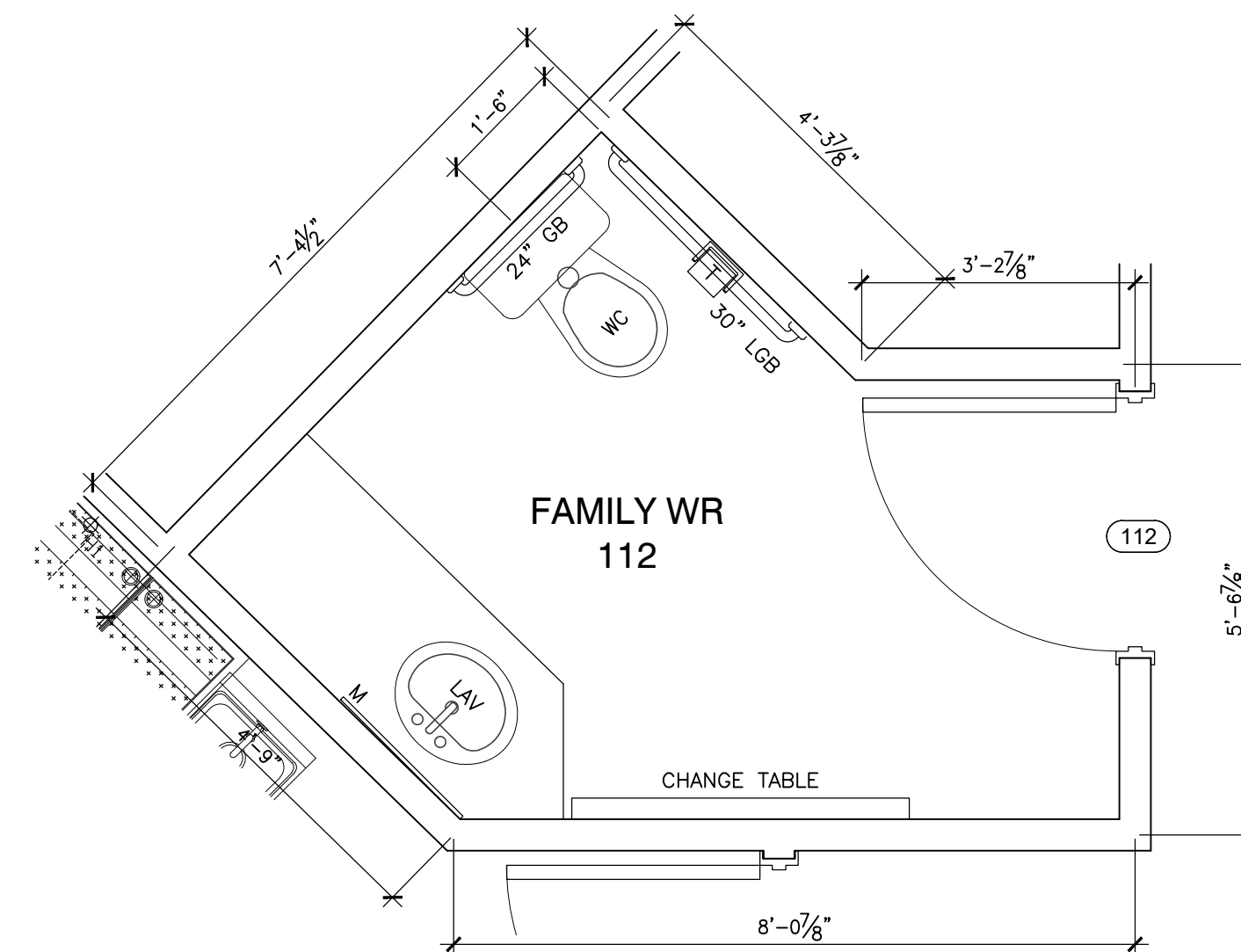
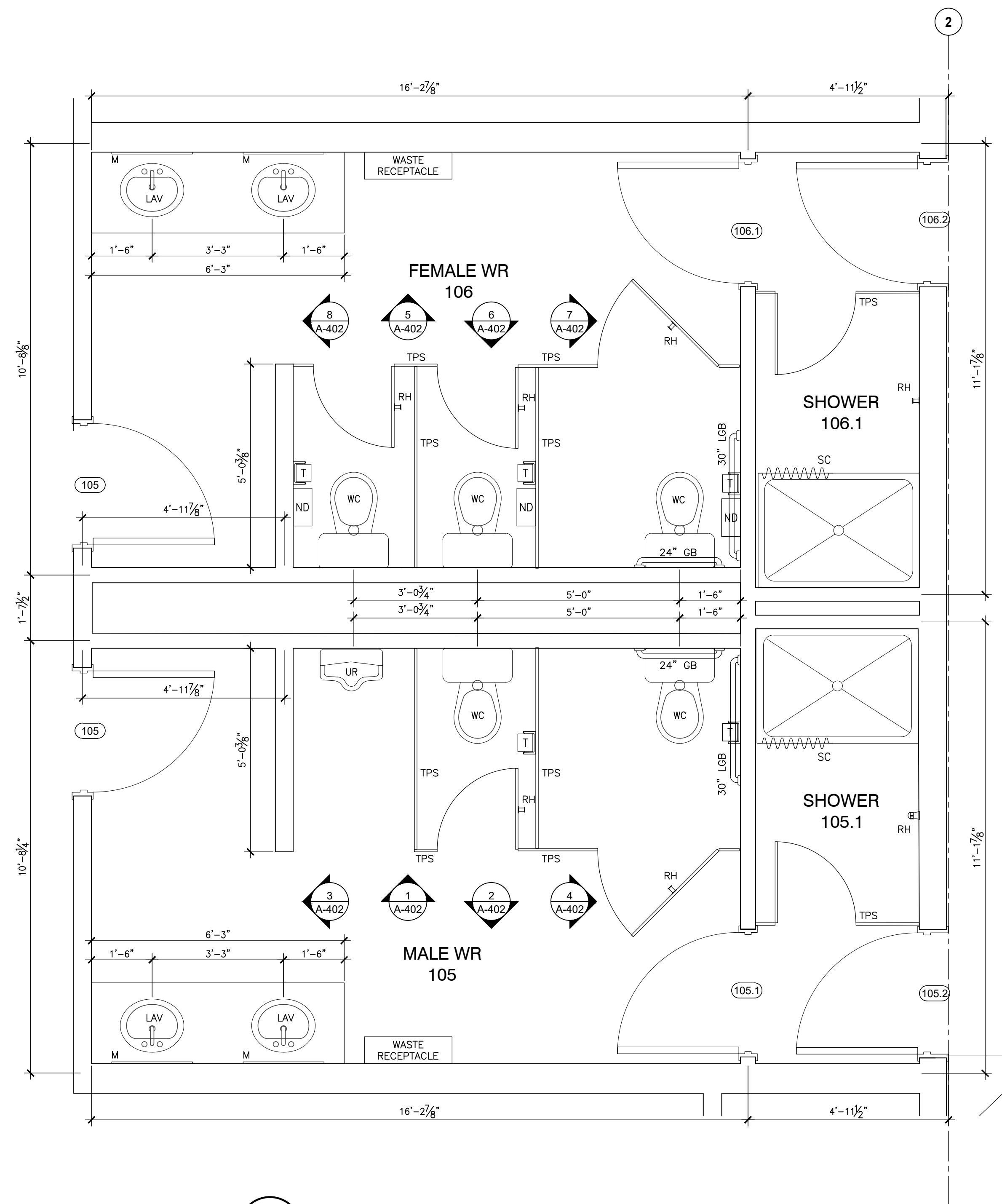












|       |            |
|-------|------------|
| Scale | 1/2"=1'-0" |
|-------|------------|







[illegible]

## KITCHEN EQUIPMENT SCHEDULE

**General Notes:**  
All levels and dimensions are to be checked on site by the contractor prior to fabrication, and any discrepancies must be reported immediately to the Architect.  
All dimensions are to be read off this drawing and NOT scaled.  
All work to be executed in strict accordance with the by-laws and regulations of the local authorities and in accordance with Building Construction Standards.  
All work to conform to applicable standards as referenced within the master specifications or as indicated in the drawing.  
Where indicated / required, all drawings are to be read in conjunction with all other documents issued. This drawing is only to be used for obtaining Local Authority Consents and should not be used for any other purpose unless otherwise stated on drawing.

[illegible]

HANTSPORT FIRE STATION  
HANTSPORT, NS

## KITCHEN PLAN, ELEVATIONS & SCHEDULE

|                |            |
|----------------|------------|
| Project Number | 20068      |
| Date           | 2020.10.07 |
| Drawn By       | BPA/MAH    |
| Checked By     | WN         |

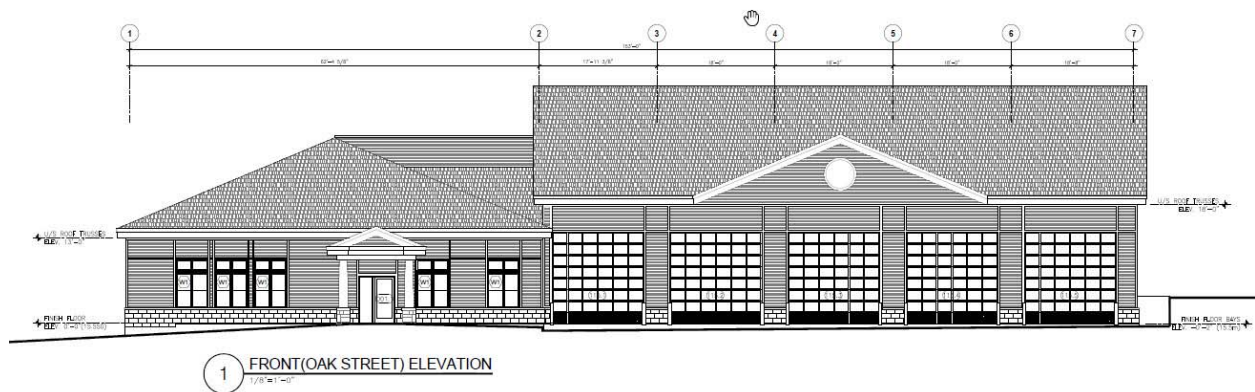
A-408

|       |          |
|-------|----------|
| Scale | AS NOTED |
|-------|----------|



QS Online

HANTSPORT FIRE STATION  
NEW CONSTRUCTION



CLASS D – ORDER OF MAGNITUDE ESTIMATE

## 1. Estimate Approach and Methods

This Class D Order of Magnitude Estimate is intended to provide a realistic allocation of direct construction costs for the intended new construction work to the Hantsport Fire Station located within the Community of Hantsport Nova Scotia.

From the documentation and information provided, quantities for all major elements were assessed or measured where possible and priced at rates considered competitive for a project of this type under a stipulated form of contract in this region of Nova Scotia.

The estimate is a determination of fair market value for the construction of this project and is not a prediction of low bid, as pricing assumes competitive bidding for every portion of work.

For building components and systems where specifications and design details are not available, quality standards have been established by discussions with the design team and typical quality standards for a structure of this type. Allowances for various "miscellaneous" may be used within the body of the estimate, this is to attempt to capture the value of specific project items or elements which are not fully drawn, specified or developed.

## 2. Basis of Costs Used in Estimate

QS Online makes reasonable efforts to determine conditions of market for construction work in the intended area of the project. QS Online cannot and will not guarantee that bids or actual construction costs will not vary from this or subsequent cost estimates due to lack of competitive bidding, market conditions, or any other factors.

This opinion of probable construction costs is made on the basis of experience, qualifications, and best judgement of the professional cost consultants assigned to this project. QS Online has no control over the eventual cost of labour, materials, and equipment, or the Contractor's method of determining prices.

QS Online has prepared this estimate in accordance with generally accepted principles and practices. We remain available to discuss the contents of this estimate with any interested party.

## 3. Compare to Contractor Quotes

All costs are estimated on the comparative basis of competitive bidding by at least 5 (five) General Contractors who call on at least 3 (three) Sub-Contractor's quotes for each major scope of trade work as well as similar calls to Suppliers, all based on stipulated lump sum form of Contracting.

The unit rates used in the preparation of this estimate, include labour, material, equipment, Sub-Contractor's overhead, and profits.

## 4. Scope of Work

QS Online recommends that the Owner, the Design Team, and all other proponents with interest to this estimate, carefully review this document, including line item description, unit prices, clarifications, exclusions, assumptions, contingencies, escalation, and mark-ups if applicable.

Requests for modifications of any apparent errors or omissions to this document must be made to QS Online within 10 (ten) days of receipt of this estimate. Otherwise, it will be understood that the contents have been concurred and accepted.

## 5. Allowances

The Construction Allowance is intended to provide the owner with a reasonable reserve of funds to help mitigate and resolve any potential change orders which may present themselves during the course of the development of the work of the project.

The Design and Pricing allowance is not intended to cover the costs of any program space modifications.

The intention is to provide some flexibility for the designers and cost planners during the remaining design stages of the project.

The Construction Cost Escalation Allowance is used when the project is anticipated to begin a minimum of 6 (six) months to a year, or more, from the date of this estimate, then it is suggested that a % rate of the estimate should be considered to cover potential project cost escalations which may be incurred during that period.

An Escalation allowance should be considered if the projects duration extends beyond 1 year from the date of project award for potential cost increases during the work and it's commissioning.



## 6. Sources of Information

This Estimate has been prepared from the documentation listed herein at Appendix B, Drawing List and Documents.

All of the documentation may be supplemented with information gathered in meetings, telephone calls, emails, and internet searches.

Documents provided are sourced as follows;

- Architectural – Harvey Architecture
- Structural – BMR Engineering
- Mechanical and Electrical – MCW Engineering
- Surveyor – B. Davison
- Surveyor – Design Point

## 7. Areas of the Project

### Floor Areas - GFA

|                        |               |    |
|------------------------|---------------|----|
| Ground Floor           | 12,450        | SF |
| Mezzanine              | 1,903         | SF |
|                        |               | SF |
|                        |               | SF |
| Total Gross Floor Area | <u>14,353</u> | SF |

### Site Developed Area

|                           |               |    |
|---------------------------|---------------|----|
| Area of site              | 25,871        | SF |
| Building Footprint        | 12,450        | SF |
| Total Site Developed Area | <u>13,421</u> | SF |

Site Developed Area is the area of the site less the footprint area of the building.

The above areas have been measured in accordance with the Canadian Institute of Quantity Surveyors Method of Measurement of Buildings by Area and Volume.

|                                                                                                                                                                          |                                       |           |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------|-----------|
| Project Hantsport Fire Station<br>Title New 5 Bay Facility<br>Location Hantsport, Nova Scotia<br>Owner West Hants Regional Municipality<br>Architect Harvey Architecture | Executive Summary                     |           |           |
|                                                                                                                                                                          | Class D - Order of Magnitude Estimate |           |           |
|                                                                                                                                                                          | New Fire Station                      |           |           |
|                                                                                                                                                                          | December 2, 2020                      |           |           |
|                                                                                                                                                                          | GFA : 14,353 SF                       |           |           |
|                                                                                                                                                                          | Quantity                              | Unit Rate | Total     |
| <b>SHELL</b>                                                                                                                                                             | 14,353 SF                             | 76.97     | 1,104,684 |
| A1 SUBSTRUCTURE                                                                                                                                                          | 12,450 SF                             | 9.86      | 122,722   |
| A2 STRUCTURE                                                                                                                                                             | 14,353 SF                             | 40.10     | 575,523   |
| A3 EXTERIOR ENCLOSURE                                                                                                                                                    | 14,353 SF                             | 28.32     | 406,438   |
| <b>B INTERIORS</b>                                                                                                                                                       | 14,353 SF                             | 34.24     | 491,484   |
| B1 PARTITIONS & DOORS                                                                                                                                                    | 8,689 SF                              | 27.91     | 242,521   |
| B2 FINISHES                                                                                                                                                              | 14,353 SF                             | 8.25      | 118,384   |
| B3 FITTINGS & EQUIPMENT                                                                                                                                                  | 14,353 SF                             | 9.10      | 130,578   |
| <b>C SERVICES</b>                                                                                                                                                        | 14,353 SF                             | 72.05     | 1,034,205 |
| C1 MECHANICAL                                                                                                                                                            | 14,353 SF                             | 42.81     | 614,455   |
| C2 ELECTRICAL                                                                                                                                                            | 14,353 SF                             | 29.24     | 419,750   |
| <b>NET BUILDING COST - EXCL. SITE</b>                                                                                                                                    | 14,353 SF                             | 183.26    | 2,630,373 |
| <b>D SITE &amp; ANCILLARY WORK</b>                                                                                                                                       | 14,353 SF                             | 14.28     | 204,990   |
| D1 SITE WORK                                                                                                                                                             | 13,421 SF                             | 15.27     | 204,990   |
| D2 ANCILLARY WORK                                                                                                                                                        | 25,871 SF                             | 0.00      | 0         |
| <b>NET BUILDING COST - INCL. SITE</b>                                                                                                                                    | 14,353 SF                             | 197.54    | 2,835,363 |
| <b>Z1 GENERAL REQUIREMENTS &amp; FEE</b>                                                                                                                                 | 14,353 SF                             | 32.87     | 471,804   |
| Z15 GENERAL REQUIREMENTS                                                                                                                                                 | 8.00%                                 |           | 226,829   |
| Z16 CONTRACTOR FEE                                                                                                                                                       | 8.00%                                 |           | 244,975   |
| <b>TOTAL-EXCLUDING CONTINGENCY</b>                                                                                                                                       | 14,353 SF                             | 230.42    | 3,307,167 |
| <b>Z2 ALLOWANCES</b>                                                                                                                                                     | 14,353 SF                             | 4.67      | 66,982    |
| Z21 DESIGN AND PRICING ALLOWANCE                                                                                                                                         | -                                     |           | 0         |
| Z22 ESCALATION ALLOWANCE                                                                                                                                                 | -                                     |           | 0         |
| Z23 CONSTRUCTION ALLOWANCE                                                                                                                                               | -                                     |           | 0         |
| Z24 ADDITIONAL LUMP SUMS                                                                                                                                                 | 14,353 SF                             | 4.67      | 66,982    |
| 1 Demolition Existing Town Hall - 1 1/2 storey wood framed                                                                                                               | 3,117 SF                              |           | 14,027    |
| 2 Demolition Existing Fire Station - 1 storey brick and wood framed                                                                                                      | 7,810 SF                              |           | 42,955    |
| 3 Grub and site removals by machine - allow                                                                                                                              | 1 Sum                                 |           | 10,000    |
| <b>TOTAL ESTIMATE</b>                                                                                                                                                    | 14,353 SF                             | 235.08    | 3,374,149 |
| <b>TAX</b>                                                                                                                                                               | -                                     |           | 0         |
| <b>TOTAL CONSTRUCTION ESTIMATE</b>                                                                                                                                       | 14,353 SF                             | 235.08    | 3,374,149 |

APPENDIX A  
DETAILED ELEMENTAL ESTIMATE

|                                       |                                  |                                       |           |           |
|---------------------------------------|----------------------------------|---------------------------------------|-----------|-----------|
| Project                               | Hantsport Fire Station           | Class D - Order of Magnitude Estimate |           |           |
| Title                                 | New 5 Bay Facility               |                                       |           |           |
| Location                              | Hantsport, Nova Scotia           |                                       |           |           |
| Owner                                 | West Hants Regional Municipality |                                       |           |           |
| Architect                             | Harvey Architecture              |                                       |           |           |
|                                       |                                  | New Fire Station                      |           |           |
|                                       |                                  | December 2, 2020                      |           |           |
|                                       |                                  | GFA : 14,353 SF                       |           |           |
|                                       |                                  | Quantity                              | Unit Rate | Total     |
| <b>SHELL</b>                          |                                  | 14,353 SF                             | 76.97     | 1,104,684 |
| A1 SUBSTRUCTURE                       |                                  | 12,450 SF                             | 9.86      | 122,722   |
| A11 Foundations                       |                                  | 12,450 SF                             | 9.86      | 122,722   |
| A2 STRUCTURE                          |                                  | 14,353 SF                             | 40.10     | 575,523   |
| A21 Lowest Floor Construction         |                                  | 12,450 SF                             | 10.64     | 132,498   |
| A22 Upper Floor Construction          |                                  | 1,903 SF                              | 51.80     | 98,585    |
| A23 Roof Construction                 |                                  | 12,450 SF                             | 27.67     | 344,440   |
| A3 EXTERIOR ENCLOSURE                 |                                  | 14,353 SF                             | 28.32     | 406,438   |
| A31 Walls Below Grade                 |                                  | 0 SF                                  | 0.00      | 0         |
| A32 Walls Above Grade                 |                                  | 7,602 SF                              | 18.43     | 140,142   |
| A33 Windows & Entrances               |                                  | 1,716 SF                              | 87.29     | 149,790   |
| A34 Roof Covering                     |                                  | 12,450 SF                             | 6.83      | 85,007    |
| A35 Projections                       |                                  | 14,353 SF                             | 2.19      | 31,500    |
| <b>B INTERIORS</b>                    |                                  | 14,353 SF                             | 34.24     | 491,484   |
| B1 PARTITIONS & DOORS                 |                                  | 8,689 SF                              | 27.91     | 242,521   |
| B11 Partitions                        |                                  | 7,954 SF                              | 16.87     | 134,156   |
| B12 Doors                             |                                  | 735 SF                                | 147.44    | 108,365   |
| B2 FINISHES                           |                                  | 14,353 SF                             | 8.25      | 118,384   |
| B21 Floor Finishes                    |                                  | 14,353 SF                             | 2.61      | 37,417    |
| B22 Ceiling Finishes                  |                                  | 14,353 SF                             | 4.00      | 57,458    |
| B23 Wall Finishes                     |                                  | 23,510 SF                             | 1.00      | 23,510    |
| B3 FITTINGS & EQUIPMENT               |                                  | 14,353 SF                             | 9.10      | 130,578   |
| B31 Fittings & Fixtures               |                                  | 14,353 SF                             | 5.96      | 85,578    |
| B32 Equipment                         |                                  | 14,353 SF                             | 3.14      | 45,000    |
| <b>C SERVICES</b>                     |                                  | 14,353 SF                             | 72.05     | 1,034,205 |
| C1 MECHANICAL                         |                                  | 14,353 SF                             | 42.81     | 614,455   |
| C11 Plumbing & Drainage               |                                  | 14,353 SF                             | 10.19     | 146,295   |
| C12 Fire Protection                   |                                  | 14,353 SF                             | 0.10      | 1,500     |
| C13 HVAC                              |                                  | 14,353 SF                             | 28.65     | 411,160   |
| C14 Controls                          |                                  | 14,353 SF                             | 3.87      | 55,500    |
| C2 ELECTRICAL                         |                                  | 14,353 SF                             | 29.24     | 419,750   |
| C21 Service & Distribution            |                                  | 14,353 SF                             | 5.26      | 75,450    |
| C22 Lighting, Devices & Heating       |                                  | 14,353 SF                             | 15.76     | 226,150   |
| C23 Systems & Ancillaries             |                                  | 14,353 SF                             | 8.23      | 118,150   |
| <b>NET BUILDING COST - EXCL. SITE</b> |                                  | 14,353 SF                             | 183.26    | 2,630,373 |
| <b>D SITE &amp; ANCILLARY WORK</b>    |                                  | 13,421 SF                             | 15.27     | 204,990   |
| D1 SITE WORK                          |                                  | 13,421 SF                             | 15.27     | 204,990   |
| D11 Site Development                  |                                  | 13,421 SF                             | 9.58      | 128,615   |
| D12 Mechanical Site Services          |                                  | 13,421 SF                             | 4.20      | 56,375    |
| D13 Electrical Site Services          |                                  | 13,421 SF                             | 1.49      | 20,000    |
| <b>NET BUILDING COST - INCL. SITE</b> |                                  | 14,353 SF                             | 197.54    | 2,835,363 |
| <b>Z1 GENERAL REQ'S &amp; FEE</b>     |                                  | 14,353 SF                             | 32.87     | 471,804   |
| Z15 General Requirements              |                                  | 8.00%                                 |           | 226,829   |
| Z16 Contractor Fee                    |                                  | 8.00%                                 |           | 244,975   |
| <b>TOTAL-EXCLUDING CONTINGENCY</b>    |                                  | 14,353 SF                             | 230.42    | 3,307,167 |
| <b>Z2 ALLOWANCES</b>                  |                                  | 14,353 SF                             | 4.67      | 66,982    |
| Z21 Design & Pricing Allowance        |                                  | 0.00%                                 |           | 0         |
| Z22 Escalation Allowance              |                                  | 0.00%                                 |           | 0         |
| Z23 Construction Allowance            |                                  | 0.00%                                 |           | 0         |
| Z24 Additional Lump Sums              |                                  | 14,353 SF                             | 4.67      | 66,982    |
| <b>TOTAL ESTIMATE</b>                 |                                  | 14,353 SF                             | 235.08    | 3,374,149 |
| <b>TAX</b>                            |                                  | 0.00%                                 |           | 0         |
| <b>TOTAL CONSTRUCTION ESTIMATE</b>    |                                  | 14,353 SF                             | 235.08    | 3,374,149 |

APPENDIX B  
EXCLUSIONS LIST



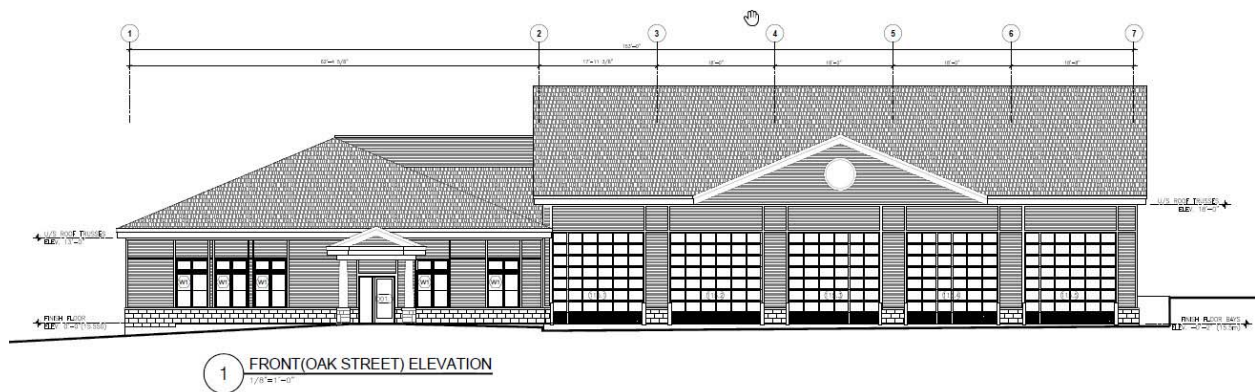
**EXCLUSIONS LIST**

If any of these excluded items are included in the body of the estimate, then their inclusion shall only be limited to the amounts allowed within the estimate for those items.

**The following items if applicable to your project, are excluded from the estimate:**

1. Cost of Design Exclusions, Omissions and Errors
2. Professional Fees and Expenses
3. Location Factor
4. Phasing Allowance
5. Escalation Contingency
6. Infection Control
7. Preventative Maintenance Contracts
8. Land Acquisition and Impost Charges
9. Development Charges
10. Legal Fees and Expenses or other Insurance Related Fees
11. Value Added Tax
12. Right of Way Charges or Easement Requirements
13. Financing Fees and Carrying Costs
14. Fund Raising Requirements
15. Owner's Staff and Associated Management
16. Owner Furnished Material or Associated Labour
17. Impact of Adjacent Properties and their Conditions
18. Removal or Mitigation or Remediation of Contaminated Soils
19. Removal of Asbestos or Mitigation of any Hazardous Material
20. Removal of PCB Contaminated Electrical Equipment
21. Trucking beyond 10 kilometers Return (excavation work)
22. Mitigation of Water Conditions
23. Winter Conditions Affecting the Work
24. Salvage Costs from Woodlot Clearing or Demolition, or any other materials
25. Mitigation or Handling of any Explosives or Ordinances
26. Partial Load Restrictions on Roads to Project

## THE TOWN OF HANTSPORT NEW 5 BAY FIRE STATION



CLASS D – ORDER OF MAGNITUDE ESTIMATE

## 1. Estimate Approach and Methods

This Class D Order of Magnitude Estimate is intended to provide a realistic allocation of direct construction costs for the intended new construction work to the Hantsport Fire Station located within the Community of Hantsport Nova Scotia.

From the documentation and information provided, quantities for all major elements were assessed or measured where possible and priced at rates considered competitive for a project of this type under a stipulated form of contract in this region of Nova Scotia.

The estimate is a determination of fair market value for the construction of this project and is not a prediction of low bid, as pricing assumes competitive bidding for every portion of work.

For building components and systems where specifications and design details are not available, quality standards have been established by discussions with the design team and typical quality standards for a structure of this type.

Allowances for various "miscellaneous" may be used within the body of the estimate, this is to attempt to capture the value of specific project items or elements which are not fully drawn, specified or developed.

## 2. Basis of Costs Used in Estimate

QS Online makes reasonable efforts to determine conditions of market for construction work in the intended area of the project. QS Online cannot and will not guarantee that bids or actual construction costs will not vary from this or subsequent cost estimates due to lack of competitive bidding, market conditions, or any other factors.

This opinion of probable construction costs is made on the basis of experience, qualifications, and best judgement of the professional cost consultants assigned to this project. QS Online has no control over the eventual cost of labour, materials, and equipment, or the Contractor's method of determining prices.

QS Online has prepared this estimate in accordance with generally accepted principles and practices. We remain available to discuss the contents of this estimate with any interested party.

## 3. Compare to Contractor Quotes

All costs are estimated on the comparative basis of competitive bidding by at least 5 (five) General Contractors who call on at least 3 (three) Sub-Contractor's quotes for each major scope of trade work as well as similar calls to Suppliers, all based on stipulated lump sum form of Contracting.

The unit rates used in the preparation of this estimate, include labour, material, equipment, Sub-Contractor's overhead, and profits.

## 4. Scope of Work

QS Online recommends that the Owner, the Design Team, and all other proponents with interest to this estimate, carefully review this document, including line item description, unit prices, clarifications, exclusions, assumptions, contingencies, escalation, and mark-ups if applicable.

Requests for modifications of any apparent errors or omissions to this document must be made to QS Online within 10 (ten) days of receipt of this estimate. Otherwise, it will be understood that the contents have been concurred and accepted.

## 5. Allowances

The Construction Allowance is intended to provide the owner with a reasonable reserve of funds to help mitigate and resolve any potential change orders which may present themselves during the course of the development of the work of the project.

The Design and Pricing allowance is not intended to cover the costs of any program space modifications.

The intention is to provide some flexibility for the designers and cost planners during the remaining design stages of the project.

The Construction Cost Escalation Allowance is used when the project is anticipated to begin a minimum of 6 (six) months to a year, or more, from the date of this estimate, then it is suggested that a % rate of the estimate should be considered to cover potential project cost escalations which may be incurred during that period.

An Escalation allowance should be considered if the projects duration extends beyond 1 year from the date of project award for potential cost increases during the work and it's commissioning.

## 6. Sources of Information

All of the documentation may be supplemented with information gathered in meetings, telephone calls, emails, and internet searches.

Documents provided are sourced as follows;

- Architectural – Harvey Architecture
- Structural – BMR Engineering
- Mechanical and Electrical – MCW Engineering
- Surveyor – B. Davison
- Surveyor – Design Point

## 7. Areas of the Project

### Floor Areas - GFA

|                        |              |    |
|------------------------|--------------|----|
| Ground Floor           | 11,045       | SF |
| Mezzanine              | 1,817        | SF |
| Total Gross Floor Area | <hr/> 12,862 | SF |

### Site Developed Area

|                           |              |    |
|---------------------------|--------------|----|
| Area of site              | 25,871       | SF |
| Building Footprint        | 11,045       | SF |
| Total Site Developed Area | <hr/> 14,826 | SF |

Site Developed Area is the area of the site less the footprint area of the building.

The above areas have been measured in accordance with the Canadian Institute of Quantity Surveyors Method of Measurement of Buildings by Area and Volume.

|                                                                     |  |                                       |           |           |
|---------------------------------------------------------------------|--|---------------------------------------|-----------|-----------|
| Project The Town of Hantsport                                       |  | Executive Summary                     |           |           |
| Title New 5 Bay Fire Station                                        |  | Class D - Order of Magnitude Estimate |           |           |
| Location Hantsport, Nova Scotia                                     |  | New Fire Station                      |           |           |
| Owner West Hants Regional Municipality                              |  | December 14, 2020                     |           |           |
| Architect Harvey Architecture                                       |  | GFA : 12,862 SF                       |           |           |
|                                                                     |  | Quantity                              | Unit Rate | Total     |
| <b>SHELL</b>                                                        |  | 12,862 SF                             | 79.30     | 1,019,994 |
| A1 SUBSTRUCTURE                                                     |  | 11,045 SF                             | 10.22     | 112,934   |
| A2 STRUCTURE                                                        |  | 12,862 SF                             | 40.55     | 521,500   |
| A3 EXTERIOR ENCLOSURE                                               |  | 12,862 SF                             | 29.98     | 385,560   |
| <b>B INTERIORS</b>                                                  |  | 12,862 SF                             | 32.99     | 424,353   |
| B1 PARTITIONS & DOORS                                               |  | 7,477 SF                              | 28.62     | 214,021   |
| B2 FINISHES                                                         |  | 12,862 SF                             | 6.94      | 89,313    |
| B3 FITTINGS & EQUIPMENT                                             |  | 12,862 SF                             | 9.41      | 121,018   |
| <b>C SERVICES</b>                                                   |  | 12,862 SF                             | 77.34     | 994,692   |
| C1 MECHANICAL                                                       |  | 12,862 SF                             | 46.45     | 597,495   |
| C2 ELECTRICAL                                                       |  | 12,862 SF                             | 30.88     | 397,197   |
| <b>NET BUILDING COST - EXCL. SITE</b>                               |  | 12,862 SF                             | 189.63    | 2,439,039 |
| <b>D SITE &amp; ANCILLARY WORK</b>                                  |  | 12,862 SF                             | 14.59     | 187,690   |
| D1 SITE WORK                                                        |  | 14,826 SF                             | 12.66     | 187,690   |
| D2 ANCILLARY WORK                                                   |  | 25,871 SF                             | 0.00      | 0         |
| <b>NET BUILDING COST - INCL. SITE</b>                               |  | 12,862 SF                             | 204.22    | 2,626,729 |
| <b>Z1 GENERAL REQUIREMENTS &amp; FEE</b>                            |  | 12,862 SF                             | 33.98     | 437,088   |
| Z15 GENERAL REQUIREMENTS                                            |  | 8.00%                                 |           | 210,138   |
| Z16 CONTRACTOR FEE                                                  |  | 8.00%                                 |           | 226,949   |
| <b>TOTAL-EXCLUDING CONTINGENCY</b>                                  |  | 12,862 SF                             | 238.21    | 3,063,817 |
| <b>Z2 ALLOWANCES</b>                                                |  | 12,862 SF                             | 5.21      | 66,982    |
| Z24 ADDITIONAL LUMP SUMS                                            |  | 12,862 SF                             | 5.21      | 66,982    |
| 1 Demolition Existing Town Hall - 1 1/2 storey wood framed          |  | 3,117 SF                              |           | 14,027    |
| 2 Demolition Existing Fire Station - 1 storey brick and wood framed |  | 7,810 SF                              |           | 42,955    |
| 3 Grub and site removals by machine - allow                         |  | 1 Sum                                 |           | 10,000    |
| <b>TOTAL ESTIMATE</b>                                               |  | 12,862 SF                             | 243.41    | 3,130,798 |
| <b>TAX</b>                                                          |  | -                                     |           | 0         |
| <b>TOTAL CONSTRUCTION ESTIMATE</b>                                  |  | 12,862 SF                             | 243.41    | 3,130,798 |



| <b>Project</b> The Town of Hantsport<br><b>Title</b> New 5 Bay Fire Station<br><b>Location</b> Hantsport, Nova Scotia<br><b>Owner</b> West Hants Regional Municipality<br><b>Architect</b> Harvey Architecture | ESTIMATE COMPARISON                           |           |           |  |                                                 |           |           |  |                         |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------|-----------|--|-------------------------------------------------|-----------|-----------|--|-------------------------|--|
|                                                                                                                                                                                                                | Class D Order of Magnitude<br>December 2 2020 |           |           |  | Class D Order of Magnitude<br>December 14, 2020 |           |           |  | DELTA<br>IN COSTS       |  |
|                                                                                                                                                                                                                | GFA : 14,353 SF                               |           |           |  | GFA : 12,862 SF                                 |           |           |  | (Current less Previous) |  |
|                                                                                                                                                                                                                | Quantity                                      | Unit Rate | Total     |  | Quantity                                        | Unit Rate | Total     |  | Total                   |  |
| <b>SHELL</b>                                                                                                                                                                                                   | 14,353 SF                                     | 76.97     | 1,104,684 |  | 12,862 SF                                       | 79.30     | 1,019,994 |  | -84,689                 |  |
| A1 SUBSTRUCTURE                                                                                                                                                                                                | 12,450 SF                                     | 9.86      | 122,722   |  | 11,045 SF                                       | 10.22     | 112,934   |  | -9,788                  |  |
| A2 STRUCTURE                                                                                                                                                                                                   | 14,353 SF                                     | 40.10     | 575,523   |  | 12,862 SF                                       | 40.55     | 521,500   |  | -54,023                 |  |
| A3 EXTERIOR ENCLOSURE                                                                                                                                                                                          | 14,353 SF                                     | 28.32     | 406,438   |  | 12,862 SF                                       | 29.98     | 385,560   |  | -20,878                 |  |
| <b>B INTERIORS</b>                                                                                                                                                                                             | 14,353 SF                                     | 34.24     | 491,484   |  | 12,862 SF                                       | 32.99     | 424,353   |  | -67,131                 |  |
| B1 PARTITIONS & DOORS                                                                                                                                                                                          | 8,689 SF                                      | 27.91     | 242,521   |  | 7,477 SF                                        | 28.62     | 214,021   |  | -28,500                 |  |
| B2 FINISHES                                                                                                                                                                                                    | 14,353 SF                                     | 8.25      | 118,384   |  | 12,862 SF                                       | 6.94      | 89,313    |  | -29,071                 |  |
| B3 FITTINGS & EQUIPMENT                                                                                                                                                                                        | 14,353 SF                                     | 9.10      | 130,578   |  | 12,862 SF                                       | 9.41      | 121,018   |  | -9,560                  |  |
| <b>C SERVICES</b>                                                                                                                                                                                              | 14,353 SF                                     | 72.05     | 1,034,205 |  | 12,862 SF                                       | 77.34     | 994,692   |  | -39,513                 |  |
| C1 MECHANICAL                                                                                                                                                                                                  | 14,353 SF                                     | 42.81     | 614,455   |  | 12,862 SF                                       | 46.45     | 597,495   |  | -16,960                 |  |
| C2 ELECTRICAL                                                                                                                                                                                                  | 14,353 SF                                     | 29.24     | 419,750   |  | 12,862 SF                                       | 30.88     | 397,197   |  | -22,553                 |  |
| <b>NET BUILDING COST - EXCL. SITE</b>                                                                                                                                                                          | 14,353 SF                                     | 183.26    | 2,630,373 |  | 12,862 SF                                       | 189.63    | 2,439,039 |  | -191,334                |  |
| <b>D SITE &amp; ANCILLARY WORK</b>                                                                                                                                                                             | 14,353 SF                                     | 14.28     | 204,990   |  | 12,862 SF                                       | 14.59     | 187,690   |  | -17,300                 |  |
| D1 SITE WORK                                                                                                                                                                                                   | 13,421 SF                                     | 15.27     | 204,990   |  | 14,826 SF                                       | 12.66     | 187,690   |  | -17,300                 |  |
| D2 ANCILLARY WORK                                                                                                                                                                                              | 25,871 SF                                     | 0.00      | 0         |  | 25,871 SF                                       | 0.00      | 0         |  | 0                       |  |
| <b>NET BUILDING COST - INCL. SITE</b>                                                                                                                                                                          | 14,353 SF                                     | 197.54    | 2,835,363 |  | 12,862 SF                                       | 204.22    | 2,626,729 |  | -208,634                |  |
| <b>Z1 GENERAL REQUIREMENTS &amp; FEE</b>                                                                                                                                                                       | 14,353 SF                                     | 32.87     | 471,804   |  | 12,862 SF                                       | 33.98     | 437,088   |  | -34,717                 |  |
| Z15 GENERAL REQUIREMENTS                                                                                                                                                                                       | 8.00%                                         |           | 226,829   |  | 8.00%                                           |           | 210,138   |  | -16,691                 |  |
| Z16 CONTRACTOR FEE                                                                                                                                                                                             | 8.00%                                         |           | 244,975   |  | 8.00%                                           |           | 226,949   |  | -18,026                 |  |
| <b>TOTAL-EXCLUDING CONTINGENCY</b>                                                                                                                                                                             | 14,353 SF                                     | 230.42    | 3,307,167 |  | 12,862 SF                                       | 238.21    | 3,063,817 |  | -243,350                |  |
| <b>Z2 ALLOWANCES</b>                                                                                                                                                                                           | 14,353 SF                                     | 4.67      | 66,982    |  | 12,862 SF                                       | 5.21      | 66,982    |  | 0                       |  |
| Z24 ADDITIONAL LUMP SUMS                                                                                                                                                                                       | 14,353 SF                                     |           | 66,982    |  | 12,862 SF                                       |           | 66,982    |  | 0                       |  |
| <b>TOTAL ESTIMATE</b>                                                                                                                                                                                          | 14,353 SF                                     | 235.08    | 3,374,149 |  | 12,862 SF                                       | 243.41    | 3,130,798 |  | -243,350                |  |
| <b>TAX</b>                                                                                                                                                                                                     | 0.00%                                         |           | 0         |  | -                                               |           | 0         |  | 0                       |  |
| <b>TOTAL CONSTRUCTION ESTIMATE</b>                                                                                                                                                                             | 14,353 SF                                     | 235.08    | 3,374,149 |  | 12,862 SF                                       | 243.41    | 3,130,798 |  | -243,350                |  |

APPENDIX A  
DETAILED ELEMENTAL ESTIMATE

|                                       |                                  |               |        |           |
|---------------------------------------|----------------------------------|---------------|--------|-----------|
| Project                               | The Town of Hantsport            |               |        |           |
| Title                                 | New 5 Bay Fire Station           |               |        |           |
| Location                              | Hantsport, Nova Scotia           |               |        |           |
| Owner                                 | West Hants Regional Municipality |               |        |           |
| Architect                             | Harvey Architecture              |               |        |           |
| Class D - Order of Magnitude Estimate |                                  |               |        |           |
| New Fire Station                      |                                  |               |        |           |
| December 14, 2020                     |                                  |               |        |           |
| GFA : 12,862 SF                       |                                  |               |        |           |
| Quantity                              |                                  | Unit Rate     |        | Total     |
| SHELL                                 |                                  | 12,862 SF     | 79.30  | 1,019,994 |
| A1 SUBSTRUCTURE                       |                                  | 11,045 SF     | 10.22  | 112,934   |
| A11 Foundations                       |                                  | 11,045 SF     | 10.22  | 112,934   |
| A2 STRUCTURE                          |                                  | 12,862 SF     | 40.55  | 521,500   |
| A21 Lowest Floor Construction         |                                  | 11,045 SF     | 10.71  | 118,342   |
| A22 Upper Floor Construction          |                                  | 1,817 SF      | 53.34  | 96,925    |
| A23 Roof Construction                 |                                  | 11,045 SF     | 27.73  | 306,232   |
| A3 EXTERIOR ENCLOSURE                 |                                  | 12,862 SF     | 29.98  | 385,560   |
| A31 Walls Below Grade                 |                                  | 0 SF          | 0.00   | 0         |
| A32 Walls Above Grade                 |                                  | 7,602 SF      | 18.98  | 144,308   |
| A33 Windows & Entrances               |                                  | 1,541 SF      | 89.82  | 138,415   |
| A34 Roof Covering                     |                                  | 11,045 SF     | 6.46   | 71,337    |
| A35 Projections                       |                                  | 12,862 SF     | 2.45   | 31,500    |
| B INTERIORS                           |                                  | 12,862 SF     | 32.99  | 424,353   |
| B1 PARTITIONS & DOORS                 |                                  | 7,477 SF      | 28.62  | 214,021   |
| B11 Partitions                        |                                  | 6,805 SF      | 16.48  | 112,151   |
| B12 Doors                             |                                  | 672 SF        | 151.59 | 101,870   |
| B2 FINISHES                           |                                  | 12,862 SF     | 6.94   | 89,313    |
| B21 Floor Finishes                    |                                  | 12,862 SF     | 2.41   | 30,946    |
| B22 Ceiling Finishes                  |                                  | 12,862 SF     | 2.89   | 37,155    |
| B23 Wall Finishes                     |                                  | 21,212 SF     | 1.00   | 21,212    |
| B3 FITTINGS & EQUIPMENT               |                                  | 12,862 SF     | 9.41   | 121,018   |
| B31 Fittings & Fixtures               |                                  | 12,862 SF     | 6.49   | 83,518    |
| B32 Equipment                         |                                  | 12,862 SF     | 2.92   | 37,500    |
| C SERVICES                            |                                  | 12,862 SF     | 77.34  | 994,692   |
| C1 MECHANICAL                         |                                  | 12,862 SF     | 46.45  | 597,495   |
| C11 Plumbing & Drainage               |                                  | 12,862 SF     | 11.37  | 146,295   |
| C12 Fire Protection                   |                                  | 12,862 SF     | 0.12   | 1,500     |
| C13 HVAC                              |                                  | 12,862 SF     | 30.65  | 394,200   |
| C14 Controls                          |                                  | 12,862 SF     | 4.32   | 55,500    |
| C2 ELECTRICAL                         |                                  | 12,862 SF     | 30.88  | 397,197   |
| C21 Service & Distribution            |                                  | 12,862 SF     | 5.87   | 75,450    |
| C22 Lighting, Devices & Heating       |                                  | 12,862 SF     | 16.34  | 210,222   |
| C23 Systems & Ancillaries             |                                  | 12,862 SF     | 8.67   | 111,525   |
| NET BUILDING COST - EXCL. SITE        |                                  | 12,862 SF     | 189.63 | 2,439,039 |
| D SITE & ANCILLARY WORK               |                                  | 14,826 SF     | 12.66  | 187,690   |
| D1 SITE WORK                          |                                  | 14,826 SF     | 12.66  | 187,690   |
| D11 Site Development                  |                                  | 14,826 SF     | 7.51   | 111,315   |
| D12 Mechanical Site Services          |                                  | 14,826 SF     | 3.80   | 56,375    |
| D13 Electrical Site Services          |                                  | 14,826 SF     | 1.35   | 20,000    |
| NET BUILDING COST - INCL. SITE        |                                  | 12,862 SF     | 204.22 | 2,626,729 |
| Z1 GENERAL REQ'S & FEE                |                                  | 12,862 SF     | 33.98  | 437,088   |
| Z15 General Requirements              |                                  | 8.00% 210,138 |        |           |
| Z16 Contractor Fee                    |                                  | 8.00% 226,949 |        |           |
| TOTAL-EXCLUDING CONTINGENCY           |                                  | 12,862 SF     | 238.21 | 3,063,817 |
| Z2 ALLOWANCES                         |                                  | 12,862 SF     | 5.21   | 66,982    |
| Z24 Additional Lump Sums              |                                  | 12,862 SF     | 5.21   | 66,982    |
| TOTAL ESTIMATE                        |                                  | 12,862 SF     | 243.41 | 3,130,798 |
| TAX                                   |                                  | 0.00% 0       |        |           |
| TOTAL CONSTRUCTION ESTIMATE           |                                  | 12,862 SF     | 243.41 | 3,130,798 |

**EXCLUSIONS LIST**

If any of these excluded items are included in the body of the estimate, then their inclusion shall only be limited to the amounts allowed within the estimate for those items.

**The following items if applicable to your project, are excluded from the estimate:**

1. Cost of Design Exclusions, Omissions and Errors
2. Professional Fees and Expenses
3. Location Factor
4. Phasing Allowance
5. Infection Control
6. Preventative Maintenance Contracts
7. Land Acquisition and Impost Charges
8. Development Charges
9. Legal Fees and Expenses or other Insurance Related Fees
10. Value Added Tax
11. Right of Way Charges or Easement Requirements
12. Financing Fees and Carrying Costs
13. Fund Raising Requirements
14. Owner's Staff and Associated Management
15. Owner Furnished Material or Associated Labour
16. Impact of Adjacent Properties and their Conditions
17. Removal or Mitigation or Remediation of Contaminated Soils
18. Removal of Asbestos or Mitigation of any Hazardous Material
19. Removal of PCB Contaminated Electrical Equipment
20. Trucking beyond 10 kilometers Return (excavation work)
21. Mitigation of Water Conditions
22. Winter Conditions Affecting the Work
23. Salvage Costs from Woodlot Clearing or Demolition, or any other materials
24. Mitigation or Handling of any Explosives or Ordinances
25. Partial Load Restrictions on Roads to Project

# 2018

Hantsport Fire Hall Renovation Feasibility Report: Final Report



Vincent den Hartog

Architect

3/26/2018



**Contents**

Mandate:..... 2

Assumptions:..... 2

Tasks:..... 2

Observations: ..... 3

Conclusions: ..... 4

Appendix A: Preliminary Building Program..... 5

Appendix B: Preliminary Renovation Budget..... 9

Appendix C: Photographs of existing conditions ..... 10

## Mandate:

The given mandate was to prepare a preliminary concept and construction budget for renovations to the existing fire hall. The intent would be that renovations be completed that will serve the fire department's needs for the next 2 to 3 decades. It is understood that this report will provide a comparison to building a new fire hall on a separate site as another means to meet the fire department's needs. The report is expected to be used as a discussion point around a request for funding for either a renovation of the existing facility or the construction of a new fire hall.

## Assumptions:

It is understood that the neighbouring building on PID 45048188 is owned by the municipality and that it currently houses the area food bank, but has no other current uses. We were told that the building requires significant deferred maintenance. For the purposes of this report it is assumed that this building will be removed.

The existing fire hall has a community hall with a bar, and kitchen facility. It has been used for rental income. During our initial meeting we were told that the use of the hall for rental purposes has been discontinued due to conflicts that arise during fire calls. For the purpose of this report it is assumed that there is no community space within the fire hall program.

Any renovation plan for this site will have to be undertaken in a manner that maintains the Fire Department operations throughout the work. Therefore we have investigated potential solutions that would incorporate new truck bays as an addition to the building. Renovations to the existing building could be undertaken once the new addition is operational.

## Tasks:

The tasks we have undertaken are as follows:

- Visual survey of the building to become familiar with the layout of the existing conditions
- Measurements of the existing conditions to prepare a base plan
- Photographic survey
- Review of the property survey information provided by the client
- Review of the property information available on Viewpoint.ca
- Preparation of a building program for the fire hall
- Preparation of a preliminary construction budget

## Observations:

Based upon our review of the property information available on viewpoint.ca we have the following observations

1. There appears to be an encroachment of the existing fire hall building on the PID number 45043825. The existing building straddles that property. On Viewpoint.ca PID 45043825 is listed for sale. It is recommended that this situation be investigated and resolved prior to sale of that property, if indeed there is a conflict
2. There are three separate properties upon which the fire hall development is proposed. PID's 45048170, 45048188, and 45048162. It is noted that consolidation of the properties would likely be required to develop the renovation /addition project on this location.
3. Note that the building on PID 45048188 that is assumed to be demolished also appears to be encroaching with the railroad property.
4. Note that most of the existing parking area is actually on the rail right-of-way. Any new development, whether building or parking area, cannot be located on the rail right-of-way.
5. The total area of the PID's 45048170, 45048188, and 45048162 is only +- 24,000 sq.ft. This is less than half the area, 55,000 sq.ft., required to accommodate the building program. (see appendix A).

Based upon our visual survey of the building, we have the following observations;

1. The building has had several additions built over the years. Enough have been created that each new addition becomes more complex to achieve.
2. The original building does not have an energy efficient envelope. It appears to be mostly concrete block backup wall with veneer brick exterior, with little to no insulation. It was not possible to determine the composition of the existing roof during our site visit.
3. The size of the existing truck bays is inadequate for the fleet of apparatus. The doors are only a few inches wider than the trucks. In order to leave as much room as possible between the trucks and the gear lockers at the rear some of the trucks must be parked so close to the front doors that it is not possible to walk around the front of them (see photo 2, appendix C). The space between the trucks and the gear lockers is so narrow that in some places fire fighters are leaning against the truck to put on their gear. The situation is hazardous.
4. There is currently only one storage room for the fire department's use. It is not adequate.
5. There is no administrative space, and no designated meeting space or training space.
6. There is currently no exercise space or equipment.

Based upon an analysis of the preliminary building program versus the review of the site and existing building, we have the following observations;

1. The building program including the exterior space requirements for fire fighter parking is more than 2 times the size of the existing site, making it impossible to fit all the program requirements on this property.
2. We have illustrated the minimum space required to accommodate 30 fire fighter parking spaces on the existing site plan. It is clear that this cannot be accommodated on the site.
3. We have illustrated three options for new truck bays on the existing site plan. It is clear from this exercise that the addition of truck bays cannot be accommodated on the site. Also illustrated at the same scale as the site is an example for a parking lot of 30 vehicles for fire fighter parking. When compared to the existing site it is also clear that the number of parking spaces required for fire fighter parking cannot be accommodated on the existing site.
4. It is also desirable to have space in front of the truck bays to accommodate at least the full length of the trucks on the property. It is clear that this cannot be accommodated on this property.

## Conclusions:

Upon our initial site visit it was apparent that existing fire hall is in need of significant upgrades to meet the functional requirements of the Fire department for the next 20 to 30 years. Current deficiencies include no administrative space, no showers, no exercise space or equipment, and no dedicated training space. The storage space for equipment is too small. All the laundry, storage and equipment is located in one small room.

The most glaring deficiency is the size of the truck bays themselves. The current apparatus barely fit within the building. The space remaining for the fire fighter gear lockers is so close to the trucks that the situation is not safe. There is no room for laying out hoses for drying.

**As soon as we prepared the building program and compared it to the size of existing site it became clear that the existing site is simply not large enough to accommodate the needs of the Fire Department.**

**The existing site is approximately 24,000 sq.ft. The minimum lot size required to accommodate the building program is 55,000 sq.ft.**

Although the program does not fit on the existing site, as a theoretical exercise only, we prepared a preliminary budget for a renovation on this property so that you could make some comparisons with construction costs for new fire-halls of similar size that have been built recently in the Annapolis Valley. The preliminary budget is presented with a high and low range.

Prepared by Vincent den Hartog, Architect

## Appendix A: Preliminary Building Program

This program is preliminary, intended for review and acceptance by the Hantsport Fire Department.

It comprises information from visiting the new Canning Fire Hall and recent RFP for a new Fire Hall in Middleton. Both these fire departments have approximately 40-50 fire fighters, similar in size to Hantsport Department.

The building program states the user needs. The same program could be used for both a new build or to renovate the existing facility. When renovating the existing conditions might lead to modifying slightly the parameters due to the implications of changing specific things about the building.

### Building Program

**Trucks & Support:** **8387 sq.ft.**

Truck bays: (5) 20'x70' bays. 7000sq.ft.  
                  alternative (3) double length 20'x100' drive thru type 6000sq.ft.

- At least one bay shall be drive thru type
- The additional space at the back of truck bays accommodates space to lay hoses for drying.
- Ceiling height 20'
- Concrete hardener on floor surface
- Trucks (80,000 lbs)
- Cord reels are required to power trucks from above
- Garage doors 14'Wx 16'H min. to include vision lites

Fire Fighters Gear Stalls: 50 stalls 22'x36', 792 sq.ft.

- open wire locker bins 2'x 1'-6" dp.
- Ideally located adjacent to the truck bays, but planned so that there is no conflict with moving trucks and fire fighters accessing their gear
- Gear locker space should also be located conveniently adjacent to parking area where fire fighters arrive at the station

Radio Room: 8'x12' 96 sq.ft.

- visibility to front of truck bays and the street
- space for two people to work
- (2) chairs and work stations

Hazmat Storage: 5'x5' 25 sq.ft.

- exhaust directly to the outdoors



SCBA: 12'x15' 180 sq.ft.

- breathing air equipment storage and refill
- shall have fresh air intake and exhaust

Laundry Room: 10'x15' 150 sq.ft.

- industrial washer, specialty drying machine
- drying racks for gear

Tools & Equipment: 12'x12' 144 sq.ft.

- Storage for equipment
- Work bench for repairs

**Office & Administration: 1100 sq.ft.**

Fire Chief Office: 10'x12' 120 sq.ft.

- (1) 30x60 desk, (1) desk chair
- (2) guest chairs, file, shelves

Office Storage: 8'x10', 80 sq.ft.

- copier, files, storage shelves

Conference / Board Room: 15'x20' 300 sq.ft.

- conference table and chairs for 14,
- AV equipment,
- storage cabinet

Training Room: 20'x30' 600 sq.ft.

- fold up tables and chairs for 30 people
- AV equipment,
- storage cabinet

**Fire Fighters' Services: 1680 sq.ft.**

Exercise Room: 20'x24', 480 sq.ft.

- (10) pieces of exercise equipment
- Flooring to be athletic rubber for weights

|                                                                                                                                                                                                                   |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Club Room: 20'x30'                                                                                                                                                                                                | 600 sq.ft.           |
| <ul style="list-style-type: none"> <li>w/ kitchenette, sink, microwave, fridge, dishwasher, stove</li> <li>large screen TV , soft seating for 12,</li> <li>table and chairs for 8</li> </ul>                      |                      |
| Washrooms: 20'x30'                                                                                                                                                                                                | 600 sq.ft.           |
| <ul style="list-style-type: none"> <li>mens and womens with shower stalls 1 per gender /</li> <li>(2)WC ,</li> <li>(2) sinks,</li> <li>1 shower stall in each</li> <li>Showers to be tiled, not prefab</li> </ul> |                      |
| <b>Common Spaces:</b>                                                                                                                                                                                             | <b>400 sq.ft.</b>    |
| Entrance Lobby: 10'x10'                                                                                                                                                                                           | 100 sq.ft.           |
| Utility: 20'x15'                                                                                                                                                                                                  | 300 sq.ft.           |
| <ul style="list-style-type: none"> <li>Power entrance</li> <li>HVAC / heating equipment</li> <li>Water entrance</li> </ul>                                                                                        |                      |
| <b>Subtotal:</b>                                                                                                                                                                                                  | <b>11,550 sq.ft.</b> |
| Circulation space, mechanical space, walls and structure 20%                                                                                                                                                      | 2,310 sq.ft.         |
| <b>Construction Area:</b>                                                                                                                                                                                         | <b>13,860 sq.ft.</b> |
| <b>Exterior:</b>                                                                                                                                                                                                  | <b>41,600 sq.ft.</b> |
| Fire Fighter Parking: up to 30 stalls with direct access to gear stalls area                                                                                                                                      | 10,500 sq.ft.        |
| <ul style="list-style-type: none"> <li>Should be identified for fire fighter use only</li> <li>Easy access for arrival</li> <li>Easy access to fire hall</li> <li>9'x18' typical parking stall size</li> </ul>    |                      |
| Visitor Parking                                                                                                                                                                                                   | 600 sq.ft.           |
| <ul style="list-style-type: none"> <li>3-5 spaces / 9'x18'</li> <li>Adjacent to entrance lobby</li> <li>Ideally distant from fire fighter parking and front of truck bays</li> </ul>                              |                      |

Space in front of truck bays 3500 sq.ft.

- There should be an area in front of the truck bays large enough that trucks can pull entirely out of the truck bays and be entirely within the property lines prior to pulling onto the street.

Landscaping & building setbacks 20,000 sq.ft.

Future Expansion area 7,000 sq.ft.

- Any project with a long term outlook should have a consideration for future expansion

The minimum lot size to accommodate the program identified above is **55,000 sq.ft.** = **1.25 acres**

End Appendix A

## Appendix B: Preliminary Renovation Budget

### Optimistic Outlook:

|                                   |                              |                     |
|-----------------------------------|------------------------------|---------------------|
| New Addition: Truck Bays          | 6000 sq.ft. @ \$100 / sq.ft. | \$600,000.00        |
| Renovations: Interior renovations | 6000 sq.ft. @ \$60 /sq.ft.   | \$360,000.00        |
| Demolition Neighbouring building  |                              | \$25,000.00         |
| Demolition old kitchen addition   |                              | \$10,000.00         |
| Consolidation of land parcels:    |                              | \$10,000.00         |
| Exterior site upgrades:           |                              | \$30,000.00         |
| Subtotal:                         |                              | <b>1,035,000.00</b> |

### Pessimistic Outlook:

|                                   |                              |                     |
|-----------------------------------|------------------------------|---------------------|
| New Addition: Truck Bays          | 7000 sq.ft. @ \$125 / sq.ft. | \$875,000.00        |
| Renovations: Interior renovations | 6500 sq.ft. @ \$80 /sq.ft.   | \$520,000.00        |
| Demolition Neighbouring building  |                              | \$30,000.00         |
| Demolition old kitchen addition   |                              | \$15,000.00         |
| Consolidation of land parcels:    |                              | \$10,000.00         |
| Exterior site upgrades:           |                              | \$40,000.00         |
| Subtotal:                         |                              | <b>1,490,000.00</b> |

The budget numbers above for renovation space do not address building energy efficiency of either the envelope or the mechanical or electrical systems.

End Appendix B

## Appendix C: Photographs of existing conditions



Space at rear of trucks



No space between trucks and doors



Doors are barely wider than trucks



The only space for storage is too small to accommodate the current needs





## Hantsport Fire Department

5 Oak Street  
Box 503  
Hantsport, Nova Scotia B0P 1P0  
Telephone: 902-684-9187



To: Mr. Mark Phillips, CAO West Hants Regional Municipality

From: Captain Karrie Ritchie, Hantsport Fire Department

Date: November 3, 2020

**Re: Request to establish a Capital Reserve Fund**

---

On behalf of the firefighters of the Hantsport Fire Department, we are requesting the Municipality of the District of West Hants establish a capital reserve fund for furniture, fixtures and equipment (FF&E). Funds for this capital reserve will be obtained from the revenues collected as participants in the provincial fire service 50/50 draws. These draws were established at the onset of the COVID 19 pandemic to assist fire departments with fundraising initiatives that would not be possible in the current environment.

The capital reserve money would be used for FF&E to help reduce the costs of outfitting a new station or other future needs within the Hantsport Fire Department.

We would ask that the Municipality of the District of West Hants provide confirmation that this capital reserve can be established on behalf of the Hantsport firefighters and that the monies held in this reserve can be used for future purchases of FF&E within the Hantsport Fire Department.

On behalf of the members of the Hantsport Fire Department, we thank you for the consideration of this request. Please contact me if you have any questions.

Karrie Ritchie  
Captain, Hantsport Fire  
CC. Chief Peter Johnston, Deputy Chief Paul Maynard

**West Hants Regional Municipality**  
**January 12, 2021**  
**Chief Administrative Officer Report**



The following report captures activities and events between November 10, 2020 and the date of the report.

**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.
- November Council Meeting
- Acadia University Covid Update – Dr. Peter Ricketts, Chancellor and Vice -President of Acadia University provided an update to Annapolis Valley Mayors and CAOS with regards to their Covid measures and modified student and campus life.

**Administration**

- CUPE – collective bargaining continued through the month of December and up to January 8<sup>th</sup> 2021. An update on the status will be provided to Council during the in-camera session.
- HR Policies – The final review of Administrative Human Resource Policies is being carried out. The policies will soon update the former Windsor and West Hants HR policies. These policies also align with the draft collective agreement and in some cases provide policy where the collective agreement does not.
- 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. A call was made to the Lands and Forest Division on January 5<sup>th</sup> to confirm the that all survey requirements and municipal responsibilities have been satisfied.
- Hantsport Municipal Complex – the final decommissioning is planned. The consolidation of the two lots, 20 and 22 Main Street, is underway and the rezoning process has been initiated at the Hantsport and Area Advisory Committee. A commercial listing will be negotiated and created once the decommissioning has started. After the listing is posted at market value as per the appraisal and when / if offers are made they will all be channelled through Council for their review. The CAO is responsible only to act as the agent of the municipality and must seek Council's approval to sell.

- The Municipal Complexes – Appraisals are being carried out for the King Street and Morison Drive buildings to support future discussions about municipal properties.
- Covid Staff survey – A second survey has been conducted since the onset of Covid to receive feedback from staff regarding their work environments, their productivity and supports from the municipality / employer. A large majority of staff are satisfied with the supports they are receiving and remain productive within their environments. Department Heads have received the survey and are addressing to the best of their abilities any employees who have heightened concerns about Covid.
- Community Branding Team Meeting – The Community Branding Team has met and provided with support materials to assist with the process. Tim Carr, Community Representative (School Street Studio Glass) has been appointed Chair and Melissa Velden, Community Representative (Flying Apron Restaurant) has been appointed Vice Chair. The RFP for consulting and design has been posted.

### **Finance**

- Property Owners Association (POA) - A meeting was held in December with participants from the various Property Owners Associations, Director Rochon and I. The purpose of the meeting was to further review the cost analysis for the service provision, to review the POA's proposal for services and to share staff's thoughts on a new model. This item and attached report are being presented at the this , January 12<sup>th</sup> COTW meeting for Council review.

### **Community Development**

- West Hants Sports Complex - The months of November and December included the opening and modified Covid operations of the facility, training, final inspections and ongoing corrections to mechanical systems. There are remaining items yet to be installed such as remaining technology, security caging under the bleachers and the track surface. These items will be completed soon. The selection of the track surface will appear before Council when the RFP has closed, and a report is ready for Council. We anticipate this report will be presented to Council at the Council meeting in February. A final report to Council on the project and opening ceremonies remain outstanding as the noted items continue to be ironed out. Feedback from the community is positive as the facility has been well received while under the Covid restrictions. There will be additional opportunities for thanks yous and recognition, but I would like to extend a sincere thank you to Kathy and her Community Development team as well as Brad Carrigan for their efforts during the "last mile" and final push to open the facility. These folks, especially those working in the facility, have dealt with numerous issues behind the scenes that come along with the "start-up" phase and have successfully opened the facility to the public under ever changing Covid conditions. THANK YOU!
- Uniacke Trails Association (UTA)/ Rail line – A decision from the Utility and Review Board (UARB) has been released regarding their application / complaint about the

inactivity of Windsor / Hantsport Rail line rail line . The following is noted in the conclusion section of the decision,

” Nevertheless, it has been convinced that the UTA is not the proper party to bring a complaint with respect to the issues raised before it. This proceeding should therefore not continue based on the UTA’s complaint” – Richard Melanson NSUARB M0882 Decision

- Hantsport Foodbank - Discussions with the Hantsport Foodbank continue. An onsite meeting was held in November to conceptualize the design and utilization of funding providing by Council to accommodate the relocation and renovation of the Foundry Building. Ongoing meetings occur and designs are being finalized so the renovations can start.
- Community Consultation Project – Public feedback continues under the revised Covid environment. A session is / was held on January 9<sup>th</sup> at the Three Mile Plains Community Center.
- Cheverie Land Exchange – Bekah Craik, Active Living Coordinator has met with a property owner adjacent to the Municipality’s Cheverie Salt Marsh Restoration Trail to discuss a potential land exchange that would benefit the property owner and the municipality mutually. A report is expected at the February COTW meeting for Council’s consideration.

### **Planning and Development**

- Meetings
  - Planning Advisory Committee Meetings
  - Residential Development Meeting – Brison Development
  - PAC/HAC Meeting
- Meadows Development – I have participated in discussions with members of the Planning, Public Works and Community Development Departments to review the draft Development Agreement for the next phase of development in the Falmouth area known as the Meadows. The draft DA is making its way through the planning process for review and consideration.
- Rezoning of 20 and 22 Main Street – The rezoning application process has started at the HAAC for the former Hantsport Town Hall property.
- Municipal Climate Change Action Plan Meeting - workplan adoption

### **Economic Development**

- Meetings
  - 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. The board is narrowing their focus to lighting projects on the waterfront, entrance signs and way-finding signage for key destinations.
- Internet for Nova Scotia Initiative – My last update from Develop Nova Scotia (DNS) included a confirmation that 98.5% of properties in our region would be receiving internet services as part of the phase two (2) program. The level of detail we continue to request has not been provided by the service provider or DNS. Various maps are provided on the DNS website but not at the level we desire. When we receive the requested details, it will be forwarded to Council.
- Valley Community Fire Network (VCFN) – VCFN continues to meet and regroup. The Phase 2 announcements from DNS are seen to be favorable but also compete with the prospect of VCFN supporting or becoming part of a more specific internet service provider model. Ongoing discussions continue about the best positioning of the network moving forward to ensure the assets and its potential are best utilized.
- Develop Nova Scotia Place Making Pilot Project – Preliminary discussions have taken place at the staff level for a potential pilot project lead by DNS to create community spaces or 3<sup>rd</sup> Places that promote community connectivity and pride.
- Former Windsor Regional High School (WRHS) Property Sale Meeting – Staff, our solicitor, geotechnical consultant and commercial realtor met to discuss the various aspects associated with the site. A report will be forwarded in February for Council's consideration regarding the list price and possible amendments to planning documentations to accommodate future development.

#### **Public Works and Infrastructure**

- Glooscap Water Agreement Meeting – A follow-up meeting was held with Glooscap Landing representatives to review outstanding matters associated specifically with The Landing.
- Avondale Museum / Newport Landing Flood Protection – A meeting with community and CBCL representatives was held to review the May 2019 Risk Assessment Study, and specifically the impacts on the Newport Landing area. A short-term plan was executed and completed protecting the museum from flood impacts in the short-term. A longer-term plan is being created by Public Works and the MCCAP Team to address the entire Landing area and adjacent properties.

#### **Protective Services**

- Fire Department Honorariums - The Municipality has now (as of 2020) and will continue to administer all honorariums for fire services within the Region. The current models for the various departments were honored in 2020. We have reengaged Goudreault Fire and Associates to create a uniform honorarium program for the Region. The program is expected by the end of March and will be shared and reviewed with the Chiefs with the expectation for implementation in 2021.



- REMO Meetings – Covid meetings occur bi-weekly on Wednesday mornings with the following stakeholders and representatives; Incident Commander, REMO Coordinator, Nova Scotia EMO, Finance, Community Development, Planning, Public Works, NSTIR, Fire, RCMP, IT, Department of Community Services, Hants Community Hospital, Glooscap 1<sup>st</sup> Nations, Communications, Safety and Logistics. The meetings last approximately 20 to 25 minutes and allow all reps to stay connect and current.
- Hantsport Fire Department Building – ongoing meetings have culminated in the attached report presented to COTW.
- RCMP – Staff Sergeant Dave Ferguson and CPL Matt Tucker have taken over leadership roles within the detachment. CPL Luc Cote is retiring and taking another position under the Nova Scotia Justice Department. Dave and Matt were welcomed and have been engaged with operations and the community since arriving.

Sincerely,

*Mark Phillips*

Mark Phillips  
Chief Administrative Officer  
West Hants Regional Municipality

## Avon River Causeway Correspondence

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

[illegible]



**Municipal Affairs and Housing  
Office of the Minister**

---

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

---

December 3, 2020

Ms. Rhonda Brown  
Municipal Clerk  
West Hants Regional Municipality  
76 Morrison Drive, PO Box 3000  
Windsor, Nova Scotia  
B0N 2T0

Dear Ms. Brown:

Thank you for your letter of October 28, 2020, addressed to Catherine Berliner, Deputy Minister, regarding Council's recommendation for Ms. Cindy Shupe, to continue serving on the Board of the Western Regional Housing Authority, as the Municipality's representative.

Accordingly, I wish to confirm Ms. Shupe's appointment for a second term. Her appointment commenced on October 15, 2020 and will expire on October 15, 2023.

I would like to thank Council for making a timely decision regarding this appointment.

Sincerely,

Chuck Porter  
Minister

c.c. Ms. Catherine Berliner, Deputy Minister  
Mr. John Campbell, Director, Western Regional Housing Authority  
Mr. Charles Haliburton, Chair, Western Regional Housing Authority Board

D50/kw

**Shelleena Thornton**

---

**Subject:** FW: Special Update from the NSFM

---

**From:** NSFM Communications <communications@nsfm.ca>

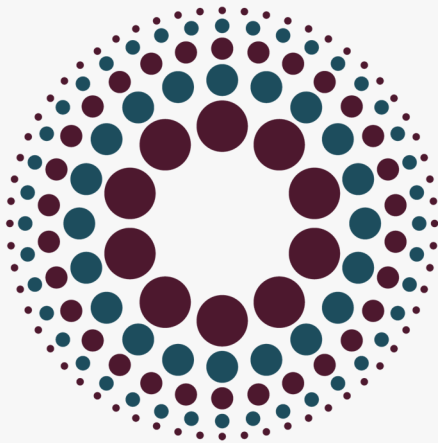
**Sent:** Wednesday, December 2, 2020 5:19 PM

**To:** Shelleena Thornton <SThornton@westhants.ca>

**Subject:** Special Update from the NSFM

**Caution**

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



**NOVA SCOTIA  
FEDERATION OF  
MUNICIPALITIES**

**NSFM Partners with AMANS, NSAR, IPOANS, on  
Release of CAP Map Assessment Tool**

**FOR IMMEDIATE RELEASE**

**NSFM Partners with AMANS, NSAR, IPOANS, On Creation of CAP Map  
Tool**

KJIPUKTUK (Halifax) - The Nova Scotia Federation of Municipalities (NSFM) has partnered with the Nova Scotia Association of REALTORS® (NSAR), Investment Property Owners Association of Nova Scotia (IPOANS), and the Association of Municipal Administrators of Nova Scotia (AMANS) to create a visual tool to aid in the understanding of the Capped Assessment Program (CAP).

Newly-elected NSFM President Emily Lutz spoke about the CAP Map at NSFM's Annual General Meeting today: "Every Nova Scotian is now able to access an online interactive map that will let them see what kind of effect the CAP has on them. The CAP is a regressive tax policy that systematically favours higher-income households. Structural inequalities call for structural remedies, and with the NSFM's CAP proposal it's time to let the CAP fade away and replace it with an improved structure that actually helps those who are struggling the most."

The tool, located at [https://nsfm.ca/cap\\_map.html](https://nsfm.ca/cap_map.html), is designed to illustrate the disparity in taxable value between homeowners resulting from the CAP program. Users can search their individual properties, to see who is benefitting and who is paying more than their fair share under the CAP.

To make the map, the tax bill was calculated for each property in Nova Scotia with the current CAP system in place, and without it. The map then visually represents the difference between the capped and uncapped bills.

AMANS President Mike Dolter acknowledged that the original intent of the CAP was good: "The CAP was intended to help keep taxes low, but our map and study show that under the CAP, more than 60% of homeowners and renters are actually paying more taxes."



“The CAP is a complicated issue and it’s hard to understand the impacts of it. Two similarly valued properties should not be paying dramatically different taxes just because one owner has lived there longer,” says Chris Peters, President of NSAR. “We’re very pleased to partner on a project that will help Nova Scotians, and our elected leaders, understand the unintended consequences of the CAP.”

“The CAP Map’s visuals and filters simplify the job of understanding the negative impact that Nova Scotia’s Capped Assessment program is having on the apartment rental industry and renters,” said Kevin Russell, the Executive Director of IPOANS.

Removing the CAP has been a priority of the NSFM going back many years. The work of an all-party committee looking into the CAP was put on hold earlier this year when COVID struck. NSFM is working to reconvene the committee early in 2021.

-30-

***For more information, contact:***

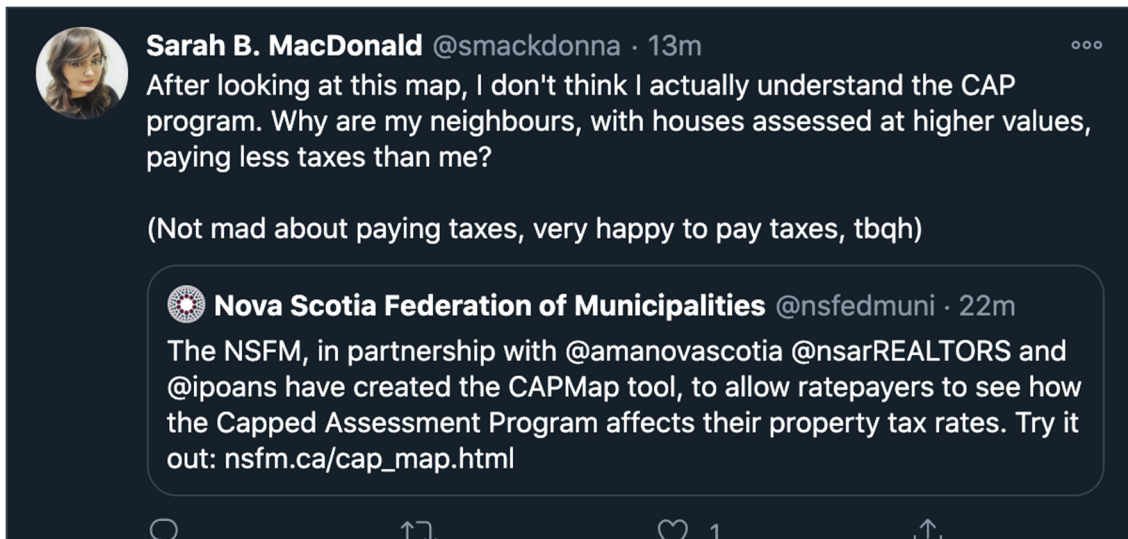
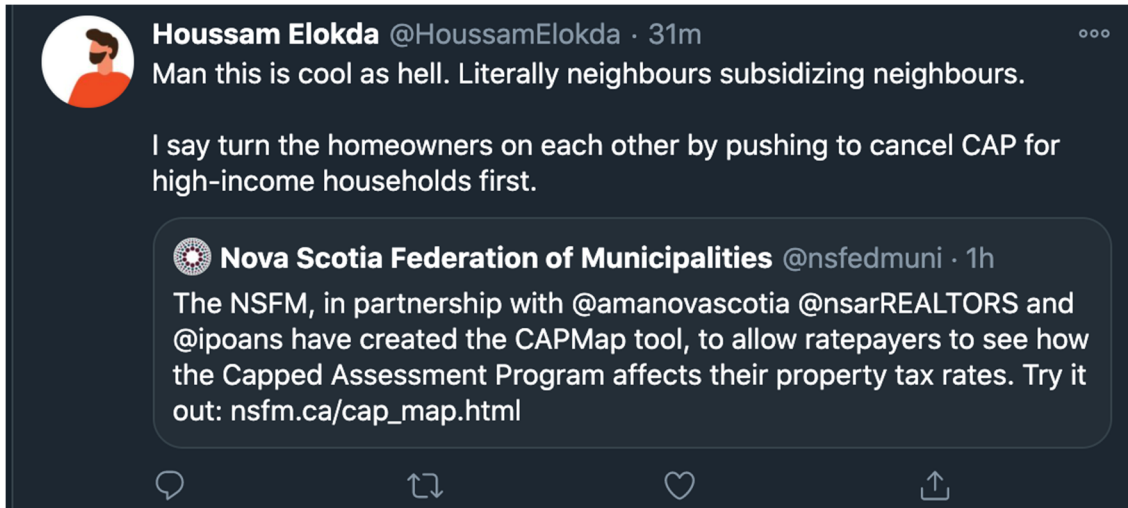
Kyle MacKay | He/Him | Communications Advisor c +902.986.8059 /

[kmackay@nsfm.ca](mailto:kmackay@nsfm.ca)

***Nova Scotia Federation of Municipalities is the collective voice of municipalities in the province. Members include all 49 of Nova Scotia’s municipalities, and the 373 mayors, wardens and councillors that represent them.***

---

## Early Public Reaction to the CAP Map Tool





---

## Help Spread the Word

As we roll out the CAP Map tool, we're asking members to [share the link](#) to the CAP Map on their social media channels. As seen above, we're getting significant attention on an issue that's been our top priority for many years running.

---

## New NSFM Board of Directors

President: Emily Lutz (County of Kings)

Vice President: Amanda McDougall (Cape Breton Regional Municipality)

Past President: Pam Mood (Town of Yarmouth)

AMANS Representative: Alain Muise (District of Argyle)

Towns Caucus Chair: Brenda Chisholm Beaton (Town of Port Hawkesbury)

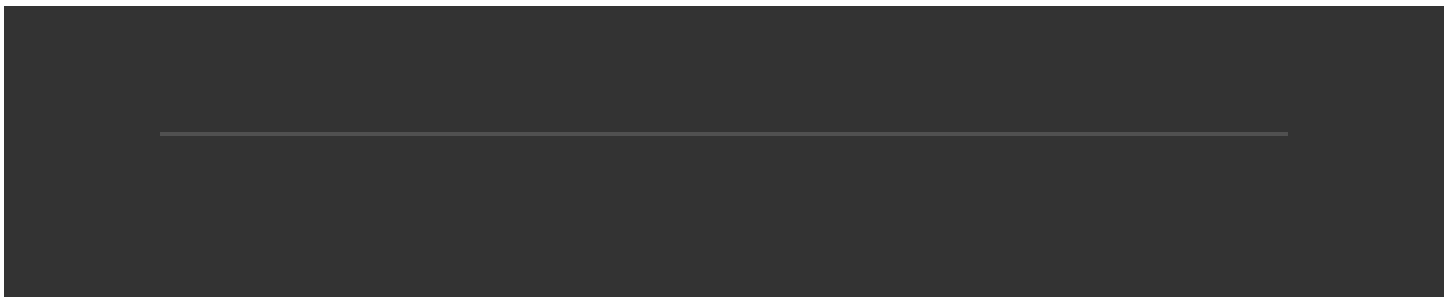
Towns Representatives: Sandra Snow (Town of Kentville) and Andrew Tanner (Town of Bridgewater)

Rural Caucus Chair: Carolyn Bolivar-Getson (Municipality of the District of Lunenburg)

Rural Representatives: Patti Durkee (District of Yarmouth) and Deborah Wadden (Municipality of Pictou County)

Regional Caucus Chair: Waye Mason (Halifax Regional Municipality)

Regional Representatives: Pam Lovelace (Halifax Regional Municipality) and Eldon MacDonald (Cape Breton Regional Municipality)



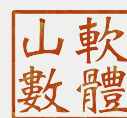
---

This email was sent to [sthornton@town.windsor.ns.ca](mailto:sthornton@town.windsor.ns.ca)

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

Nova Scotia Federation of Municipalities · Suite 1304, 1809 Barrington Street · Halifax, NS, NS B3J 3K8 · Canada



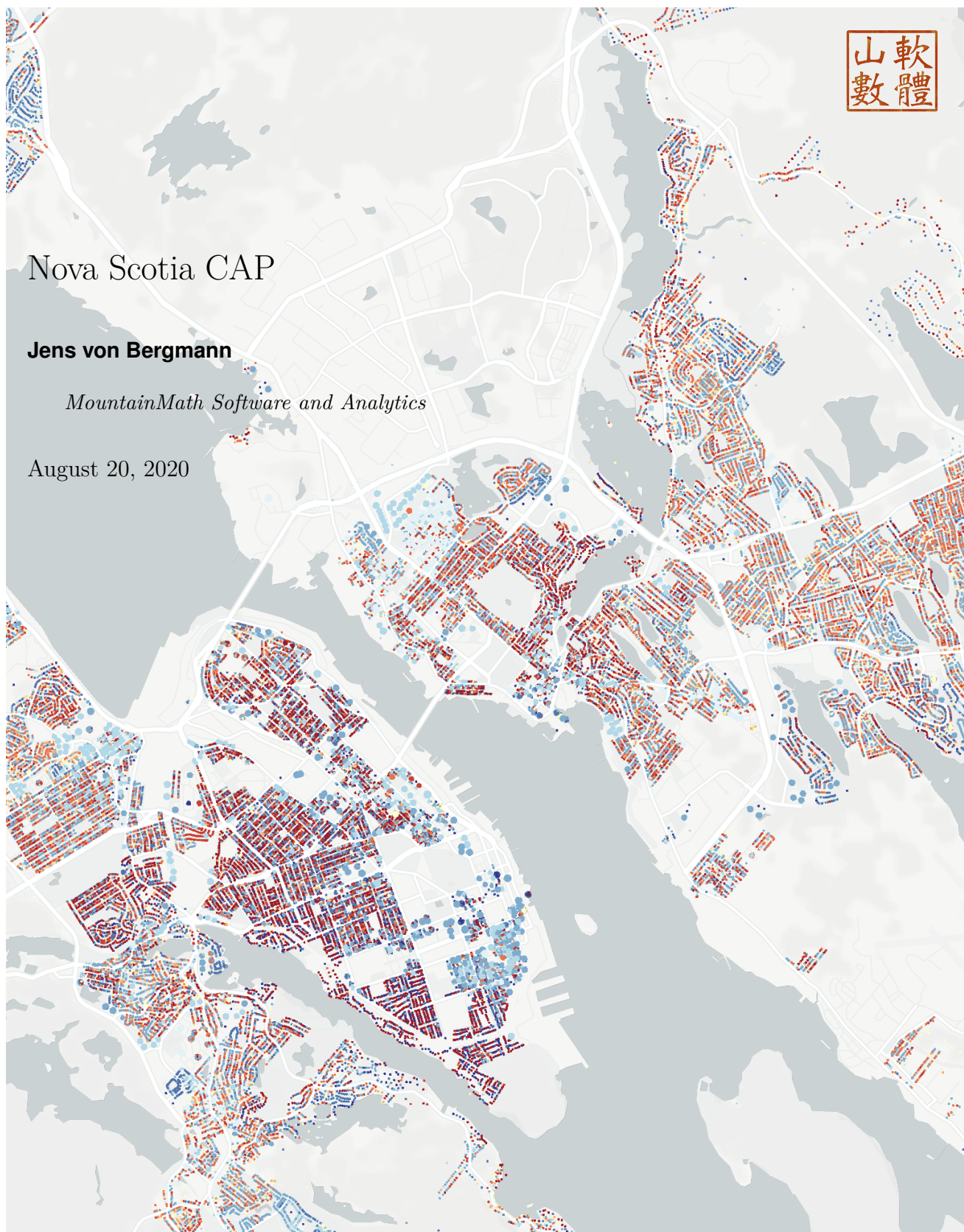


# Nova Scotia CAP

**Jens von Bergmann**

*MountainMath Software and Analytics*

August 20, 2020





## 1. PROPERTY TAXES

In 2005 Nova Scotia introduced a cap on property taxes (CAP), back-dated to 2001, that caps eligible residential property assessments for the purpose of calculating property taxes. The capping rate was set to inflation (NSCPI) in 2007.

### 1 Property taxes

Property taxes pay for municipal as well as portions of some provincial services, the latter including schools. The total amount of property taxes to be collected is determined by budgetary requirements, and this total is split among properties proportional to the assessed property, possibly depending on the property class (commercial, residential, resource).

This is usually expressed through the tax rate

$$\text{tax rate} = \frac{\text{Municipal Budget}}{\text{Aggregate assessed property value}}$$

with the tax payable by an individual property owner calculated via

$$\text{tax due} = \text{tax rate} \times \text{assessed property value}$$

In general the formula gets a bit more complicated, part of the municipal budget might get covered by user fees, the provincial portion of the property tax gets added on, and commercial properties, which generally get taxed at a higher rate, shift some of the tax load.

### 2 Nova Scotia CAP

The Nova Scotia CAP changes the above equation on how taxes are calculated by limiting increases in the assessed property value used for taxation purposes for eligible properties. Eligible properties in Nova Scotia have two assessed values, the *assessed value* given by the estimated market value of a property, and the *taxable assessed value* that is the lesser of the assessed value and the inflation-adjusted assessed value taken at the time of purchase of the property.

With some properties getting taxed at a lower *taxable assessed value* the above equation for the tax rate gets modified with the aggregate *taxable assessed value* in the denominator, which increases the tax rate.

$$\text{CAP tax rate} = \frac{\text{Municipal Budget}}{\text{Aggregate taxable assessed property value}}$$

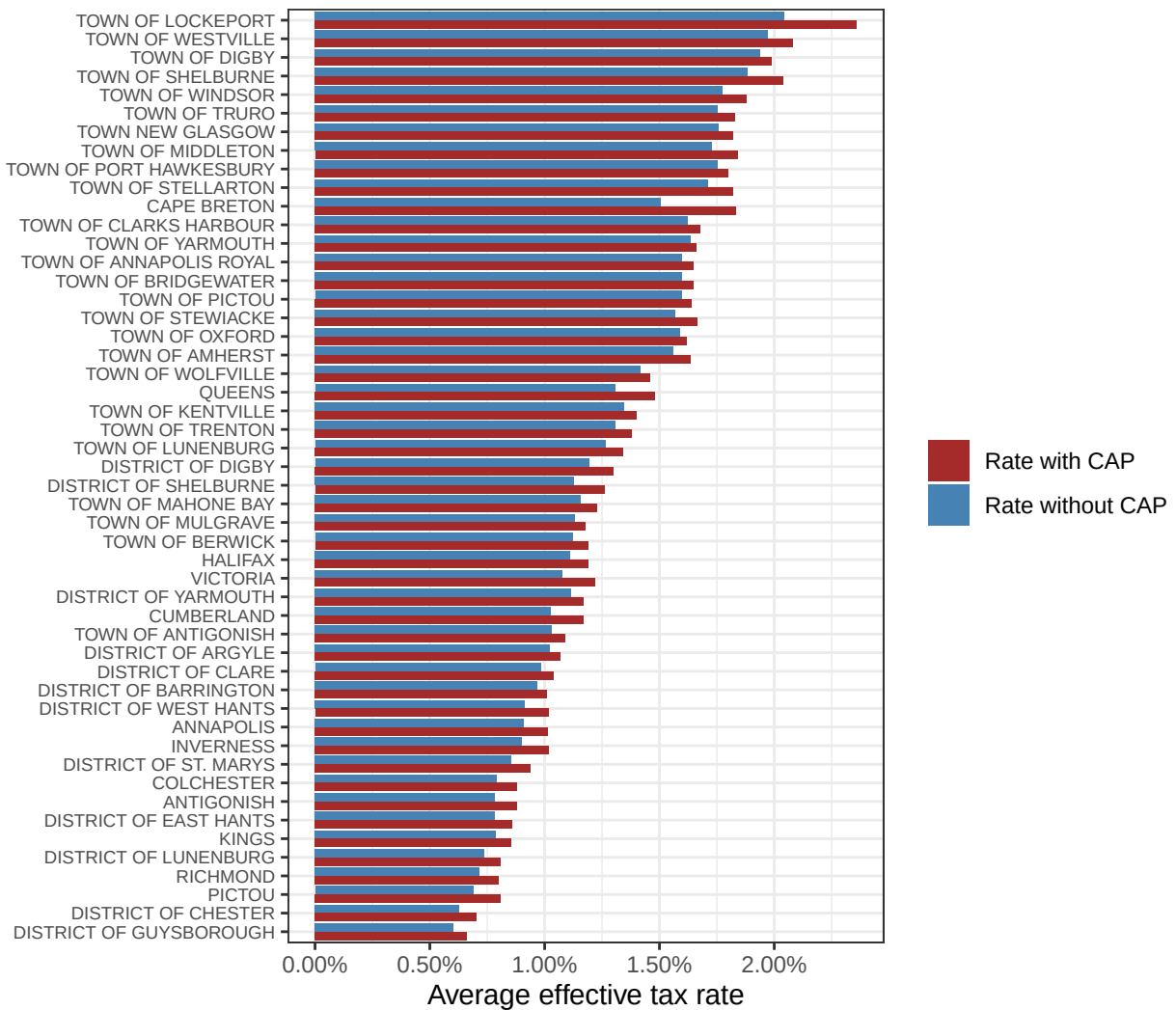
This in turn raises the property taxes for everyone not benefiting from the CAP where the *taxable assessed value* is the same as the *assessed value*.

$$\text{CAP tax due} = \text{CAP tax rate} \times \text{taxable assessed property value}$$

The CAP applies to [eligible properties](#) which includes detached houses and owner-occupied condominiums, but categorically excludes rental apartments, as well as rented or vacant residences in condos.

The tax rates, and by how much CAP raises them, varies by municipality.

Average effective residential tax rates in Nova Scotia 2019



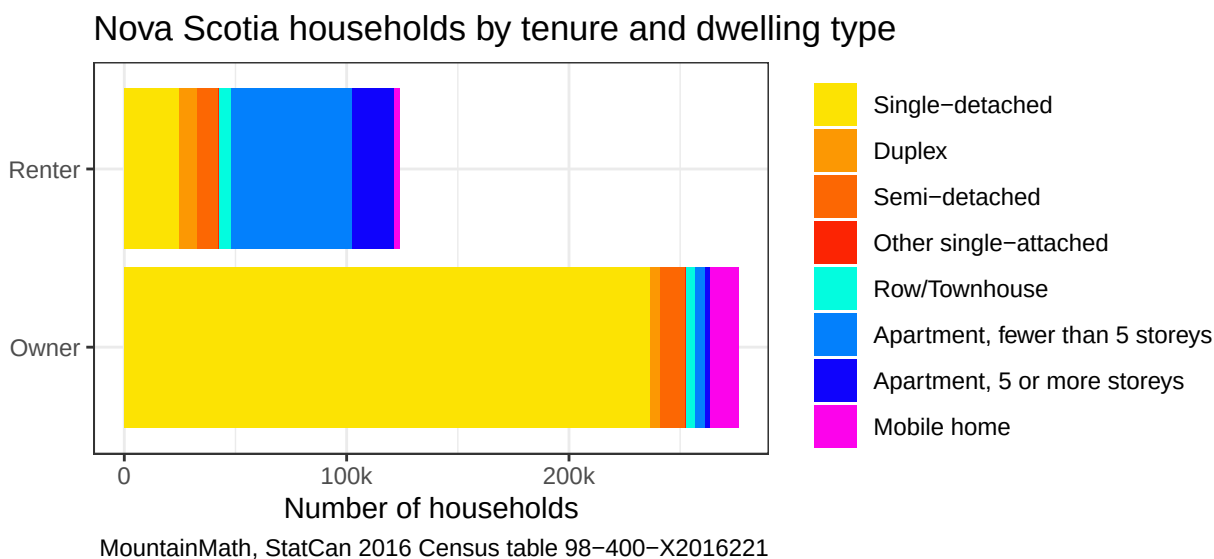
MountainMath, Nova Scotia Open Data

This raises two questions, one about the [social equity of CAP](#) and one about [behaviour change due to CAP](#).

### 3 Social equity of CAP

By design, non-condo homeowners who bought a long time ago, as well as long-time owner-occupying condo owners, profit from CAP through lower property taxes, whereas renters in apartments and condos, as well as recent homeowners, pay higher property taxes. Recent owners pay the higher property taxes directly. Renters pay them indirectly as landlords are more inclined to raise rents on longtime renters when their expenses increase, as well as via downward pressure on overall rental supply (and subsequently on rents) by making investment in new rental properties less attractive.

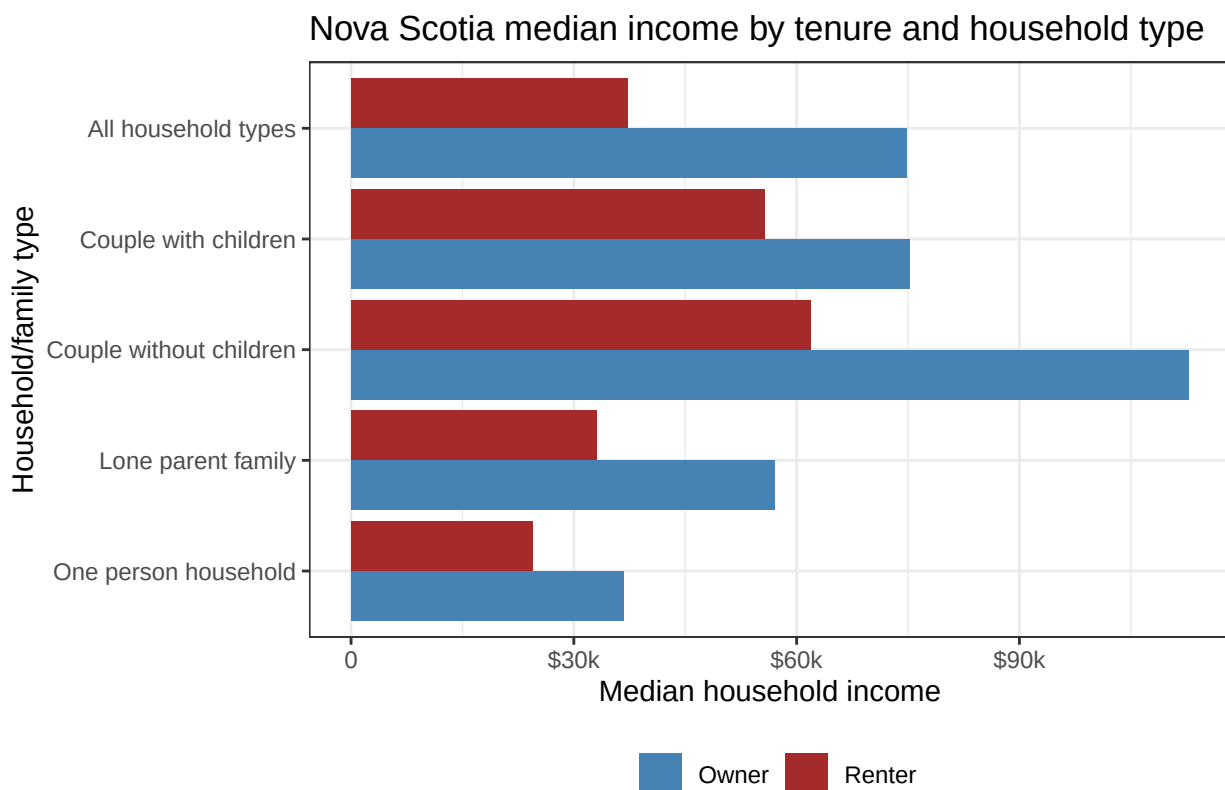
The categorical exclusion of most renter households from benefiting from CAP gives a straight-forward way to understand some of the equity implication of the Nova Scotia assessment cap.



Renter households in Nova Scotia live in a mixture of dwelling types, with low-rise apartments being the most prevalent one. The vast majority of owner households lives in single-detached homes.

CAP applies differently to condominium units. Only 3% of the occupied dwelling stock is strata titled.

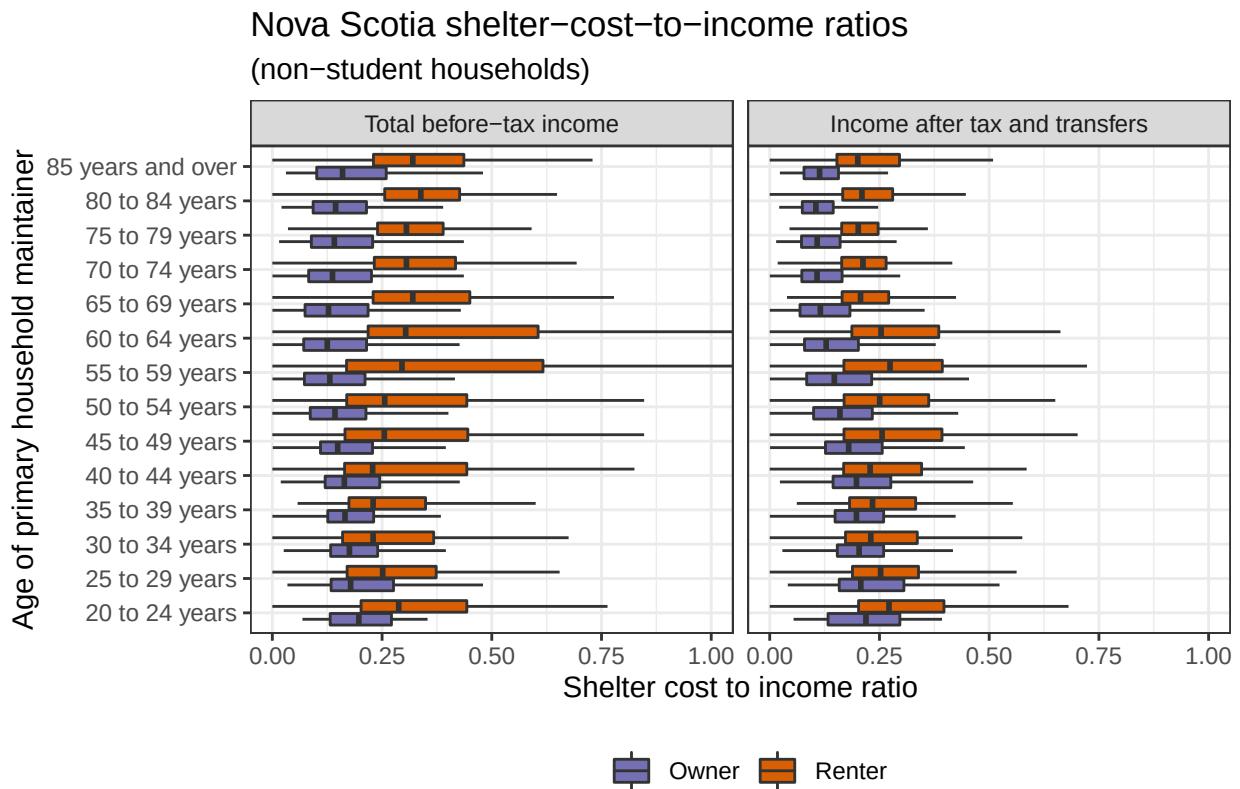
While the vast majority of renter households are categorically excluded from benefiting directly or indirectly from the Nova Scotia CAP, renter households tend to have incomes that are substantially lower than that of similar owner households.



MountainMath, StatCan Census 2016 table 98-400-X2016225

However, we have seen that some renters, in particular those in (non land-strata) single detached homes, indirectly profit from CAP, so those deserve special attention. Microdata shows that the median income of the 20% of renters in (non-land strata) single detached homes is 13% higher than the income of renters in other dwellings, reconfirming that households with higher incomes stand to profit from CAP.

Income is not the only metric of importance, ability to pay also matters. In particular, ability to pay may impact seniors that no longer have employment income. On the other hand, seniors that own their home often have lower shelter costs as they are more likely to be mortgage-free. The distribution of shelter cost to income ratios can help shed light on this. Generally people focus on shelter cost to total household income ratios, which is the metric traditionally employed by the Canada Mortgage and Housing Corporation (CMHC), but sometimes people also consider income after tax and transfers as an alternative metric. The graph below includes both and looks separately at owner and renter households. Shelter costs for owner households include mortgage payments, utilities, condominium fees and property taxes. Shelter costs for tenant households include rent and utilities.

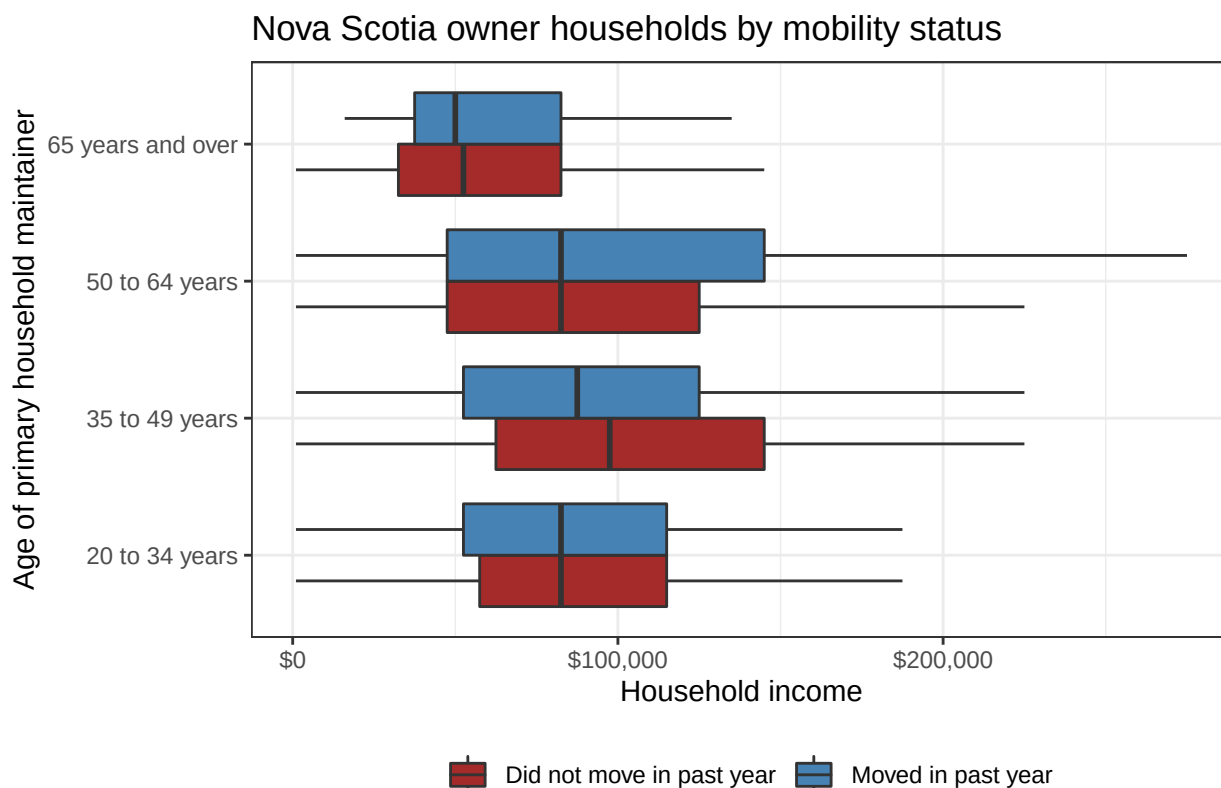


MountainMath, StatCan 2016 Census PUMF

Again, the distribution of shelter-cost-to-income ratios for renter households lies consistently above that of owner households in each of the age groups, sometimes substantially so. There is little indication that Nova Scotia senior households are in general more stressed to pay their shelter costs, especially when considering income after tax and government transfers.

The CAP favours owner households that have stayed in their residence for longer times over those that bought recently. The census does not have data on when owner households bought their home, but owner households that lived at a different address in the previous year is often seen as a good proxy for owner households that bought recently.





MountainMath, StatCan 2016 Census PUMF

Grouping by rough age bands to avoid small sample sizes, we don't see a consistent pattern supporting the argument that recent buyers (proxied by owners that moved recently) have incomes that are different from the owner population that did not move.

## 4 Behaviour change

Changes in taxes impacts people's decisions by shifting costs associated with their choices. In the case of the Nova Scotia CAP the tax impacts decisions on residential mobility, tenure, re-development and new developments, especially rental housing. The tax is comparatively recent, and the overall amount of the tax shift is still relatively small compared to other transaction costs involved in the aforementioned decisions. Despite anecdotal evidence that the Nova Scotia CAP impacts owners' decisions on whether or not to move, we could not find conclusive evidence of behaviour change (or the lack thereof) in census, taxfiler, or construction data. But places with similar legislation that has been in place for longer, like California's Prop 13, can show what one might be able to expect from the Nova Scotia CAP if left in place.

Fernando Ferreira showed that California's Prop 13 reduced residential mobility of owners, which may negatively impact labour mobility ([Ferreira \[2010\]](#)). At the same time, a reduction of residential mobility could also be interpreted as stability when it is the result of

a reduction in involuntary moves. This question was investigated by Isaac William Martin and Kevin Beck, who analyzed potentially gentrifying areas across several states and found no measurable impact of property assessment caps on involuntary moves of owners ([Martin and Beck \[2018\]](#)).

While individual implementations of property assessment caps differ across jurisdictions, the experience from places with longer-running property assessment caps are a point of caution that the Nova Scotia assessment cap may face increasing negative consequences on residential mobility in the future without meaningfully reducing involuntary moves.

## 5 Conclusion

The Nova Scotia CAP is problematic from both the equity perspective, as well as in regards to the possible impact on behaviour.

By excluding renter households, the Nova Scotia CAP is a regressive tax policy. It systematically favours higher incomes households, and households with a lower shelter-cost burden. While adverse impacts on residential mobility is mostly anecdotal at this point, experience from other jurisdictions shows that adverse effects on residential mobility may increase to measurable levels in the future if the gap between capped and uncapped assessments widens.

Phasing out the Nova Scotia CAP will likely increase overall equity and enhance residential mobility. As with any tax change there will be winners and losers, and phasing out the Nova Scotia CAP may in rare cases result in involuntary moves by those currently benefiting from the CAP. While these cases are rare, they may pose a concern to policy makers. A property tax deferral program that allows for deferral of the difference of the phased out property tax to the capped tax before the phase-out could address those concerns.

## Acknowledgement

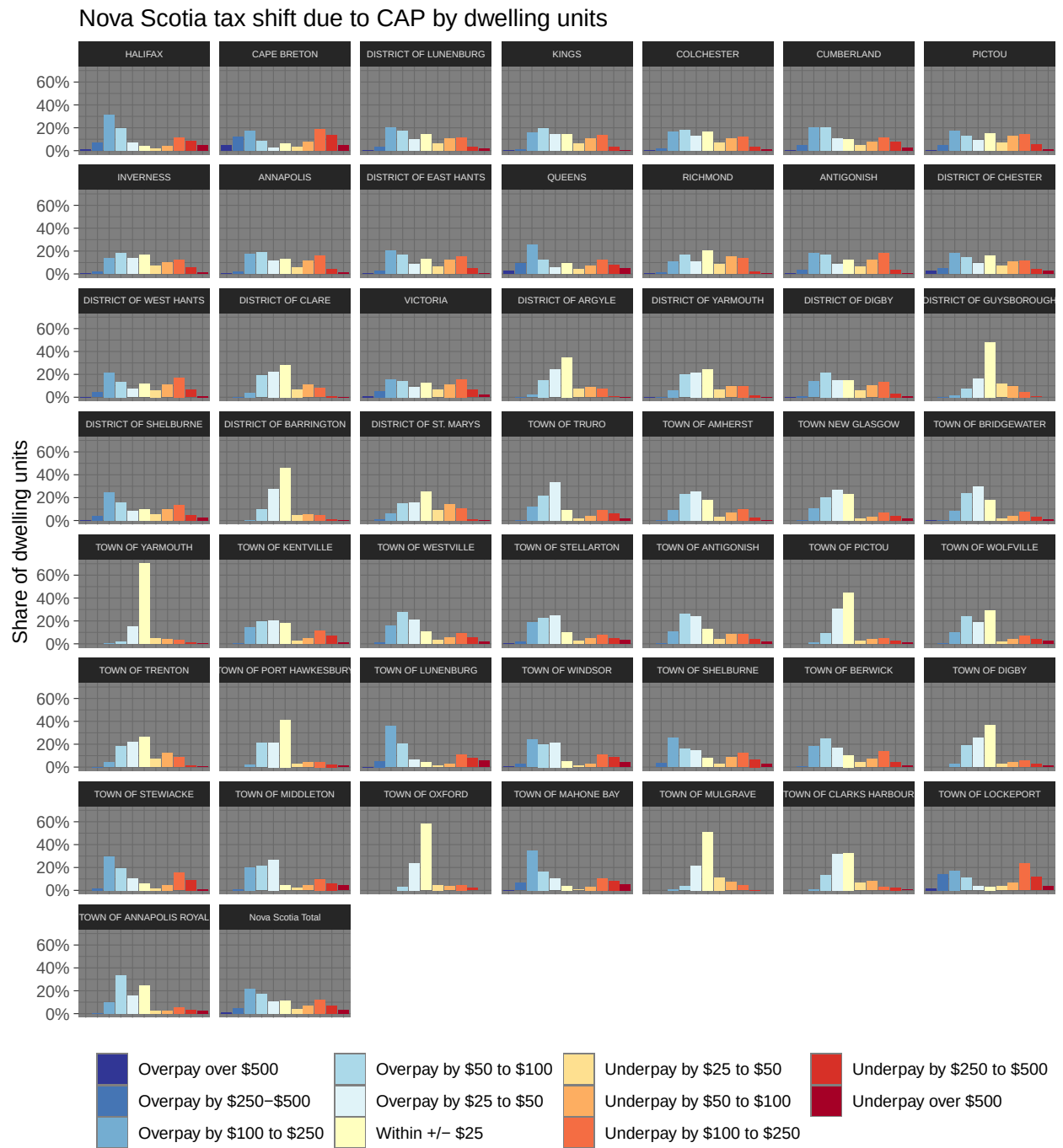
This report was supported through funding from the Nova Scotia Federations of Municipalities, Association of Municipal Administrators Nova Scotia, Nova Scotia Association of Realtors, and Investment Property Owners Association of Nova Scotia.

## A Appendix

This appendix serves to collect summary statistics of the tax shift due to CAP for each municipality, as well as statistics about the distribution of renter households. An accompanying interactive map showing the tax shift for individual properties is available at [https://nsfm.ca/cap\\_map.html](https://nsfm.ca/cap_map.html).

### A.1 *Tax shift of dwelling units*

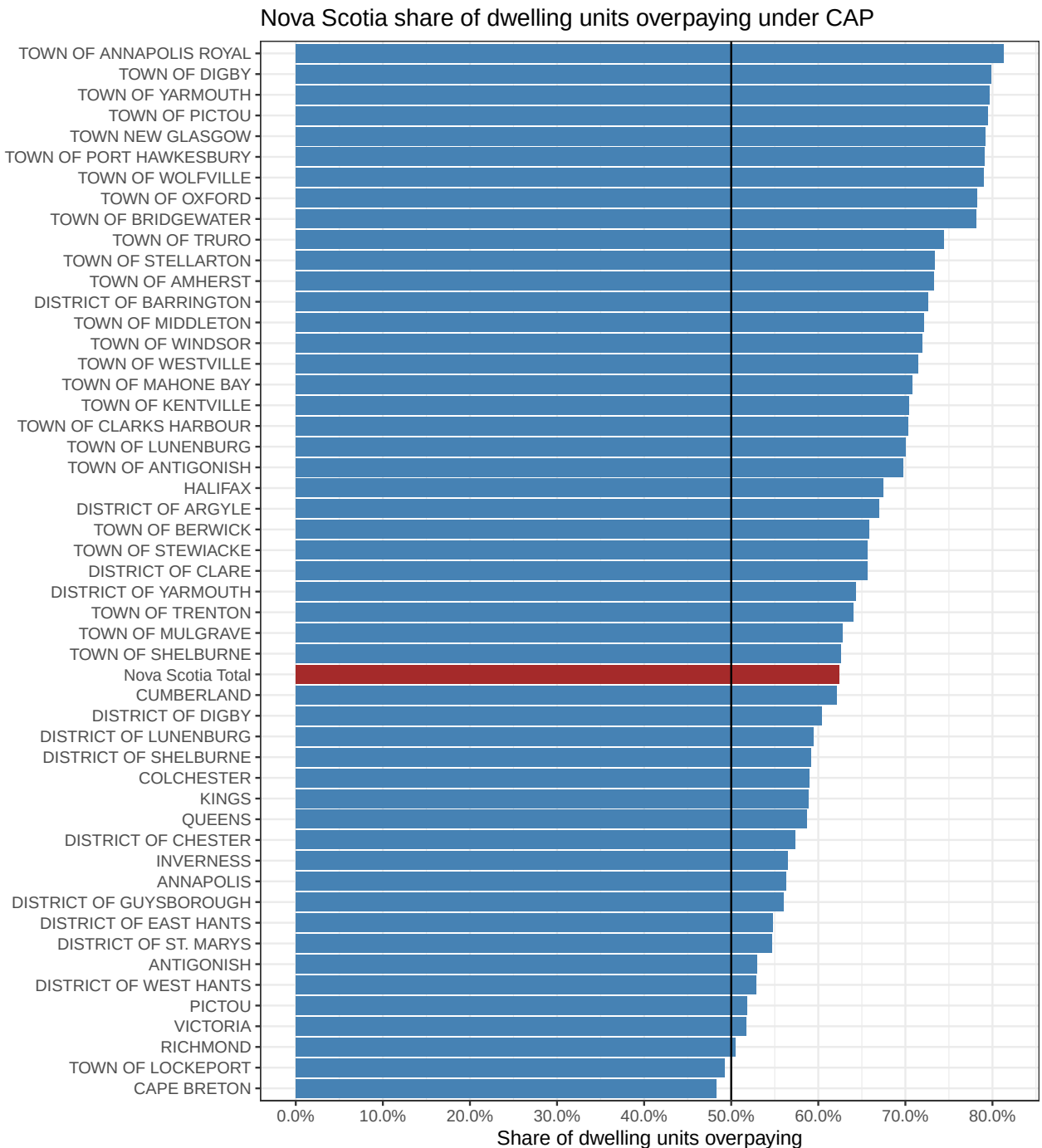
Throughout we have focused on dwelling units instead of properties and have generally dropped properties without a residential component from our consideration. The impact on each individual dwelling unit in a rental apartment building is not known as taxes are only assessed at the entire building level, and we estimate the tax and tax shift for each unit by the average taxes paid per unit. The following graph depicts the distribution of tax shift for each residential unit. If there was a resource component attached to the property that is assessed based on value it was included in the tax shift calculation.



MountainMath, Data: PVSC

## A.2 Share of dwelling units overpaying

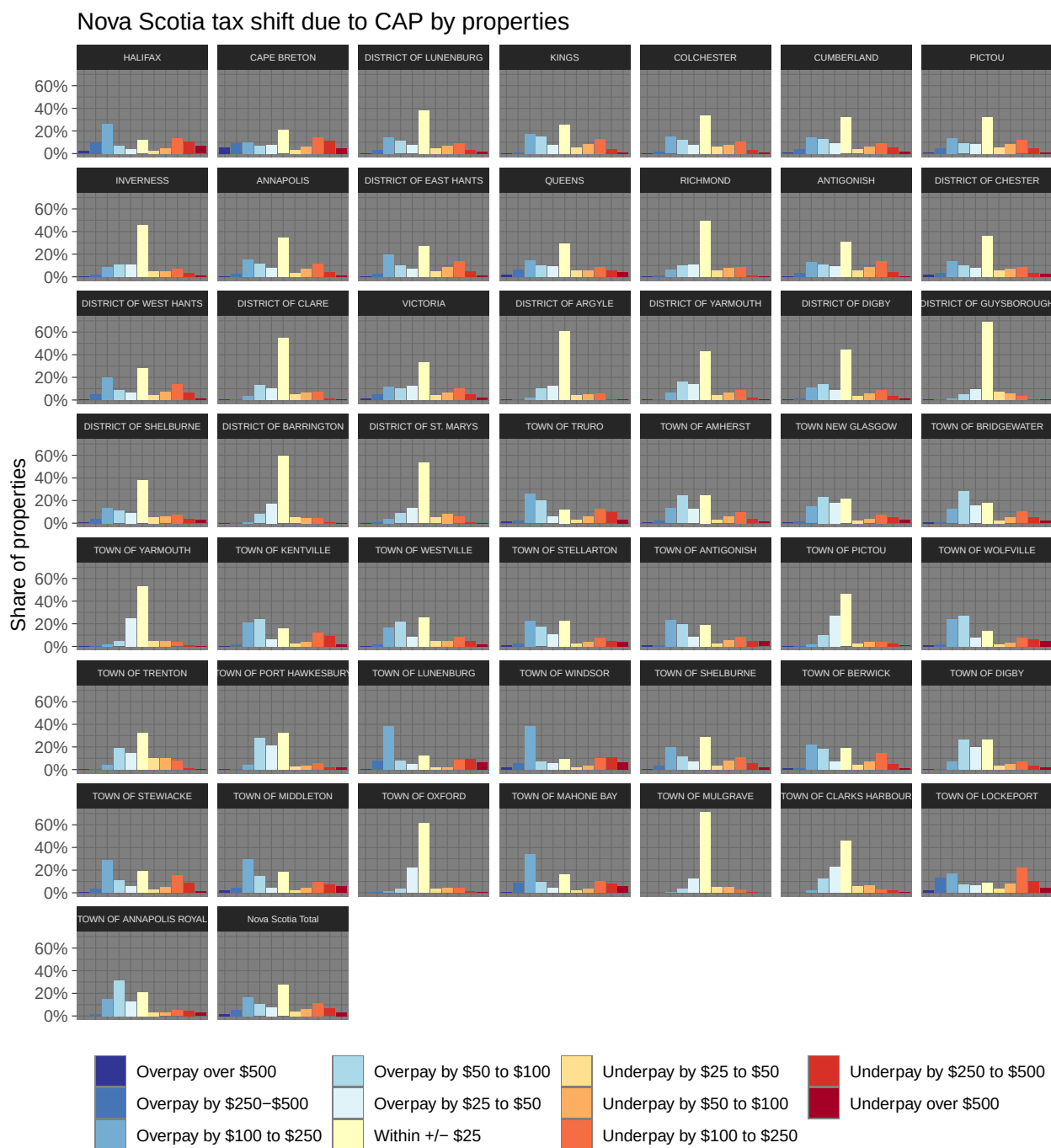
From the above graphs we already see that the distribution of dwelling units skews to more units overpaying than underpaying, which has be be made up for by some units underpaying by large amounts. To simplify the distribution further we show the share of dwelling units in each municipality that are overpaying under the Nova Scotia CAP.





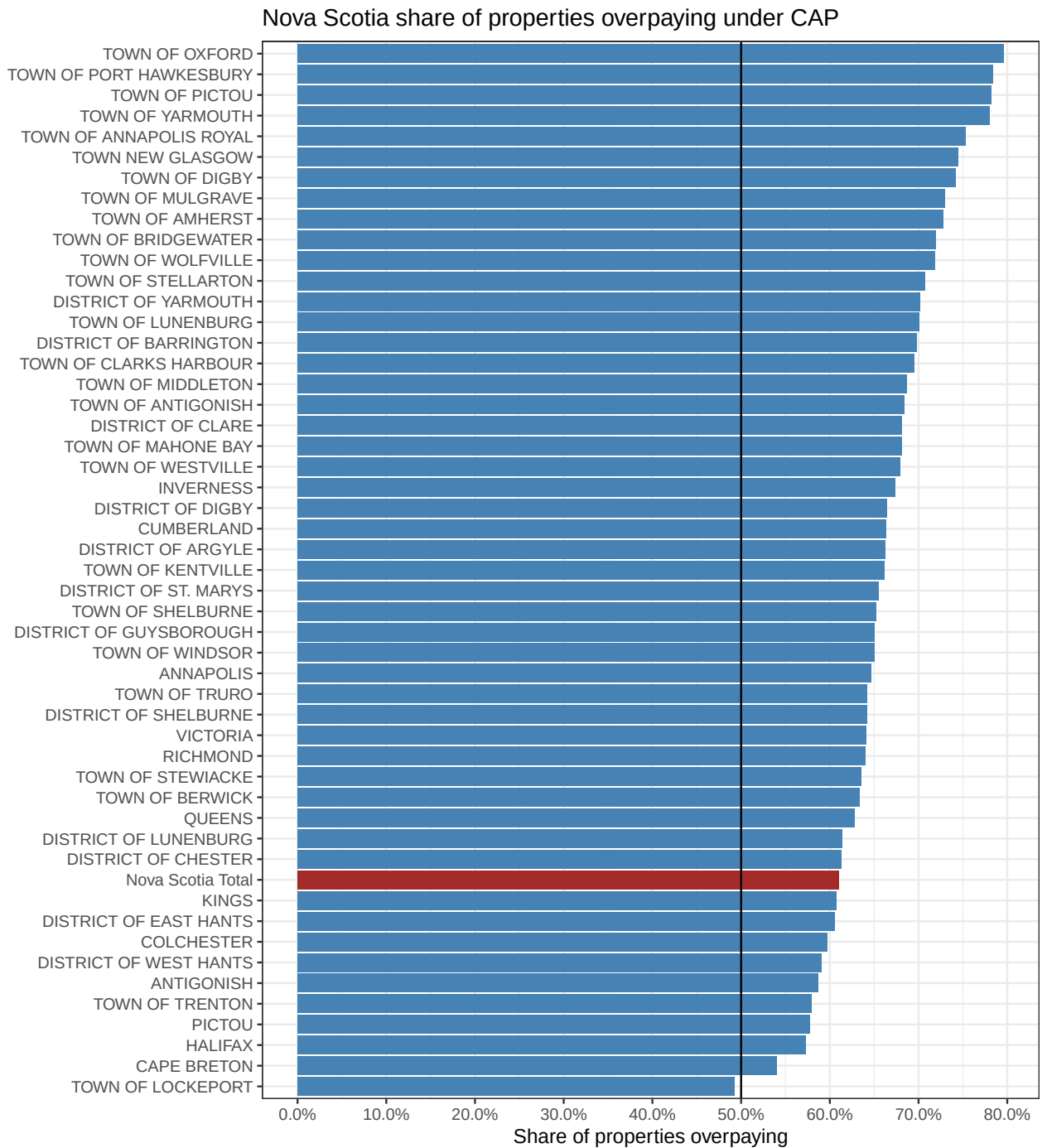
## A.3 Tax shift of properties

Another way to represent the data is to look at the tax shift by residential and resource properties instead of dwelling units. This view is useful from the perspective of municipal tax authorities and the revenue they are collecting, and it includes properties with pure resource and no residential uses.



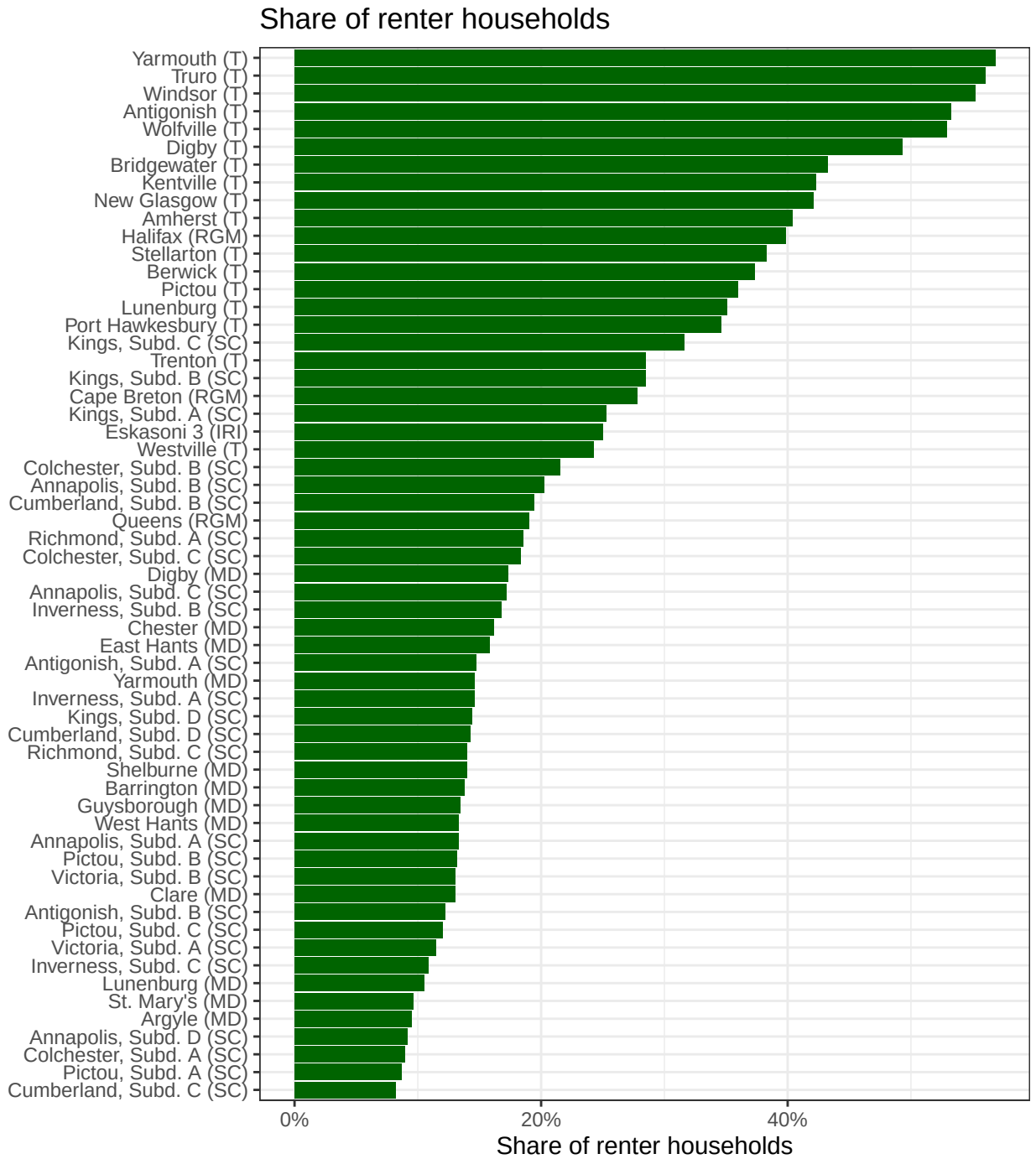
A.4 *Share of properties overpaying*

We again simplify the distribution further and consider how many properties are overpaying under the Nova Scotia CAP, with a similar result that more properties are overpaying than underpaying.



## A.5 Share of renters across Nova Scotia municipalities

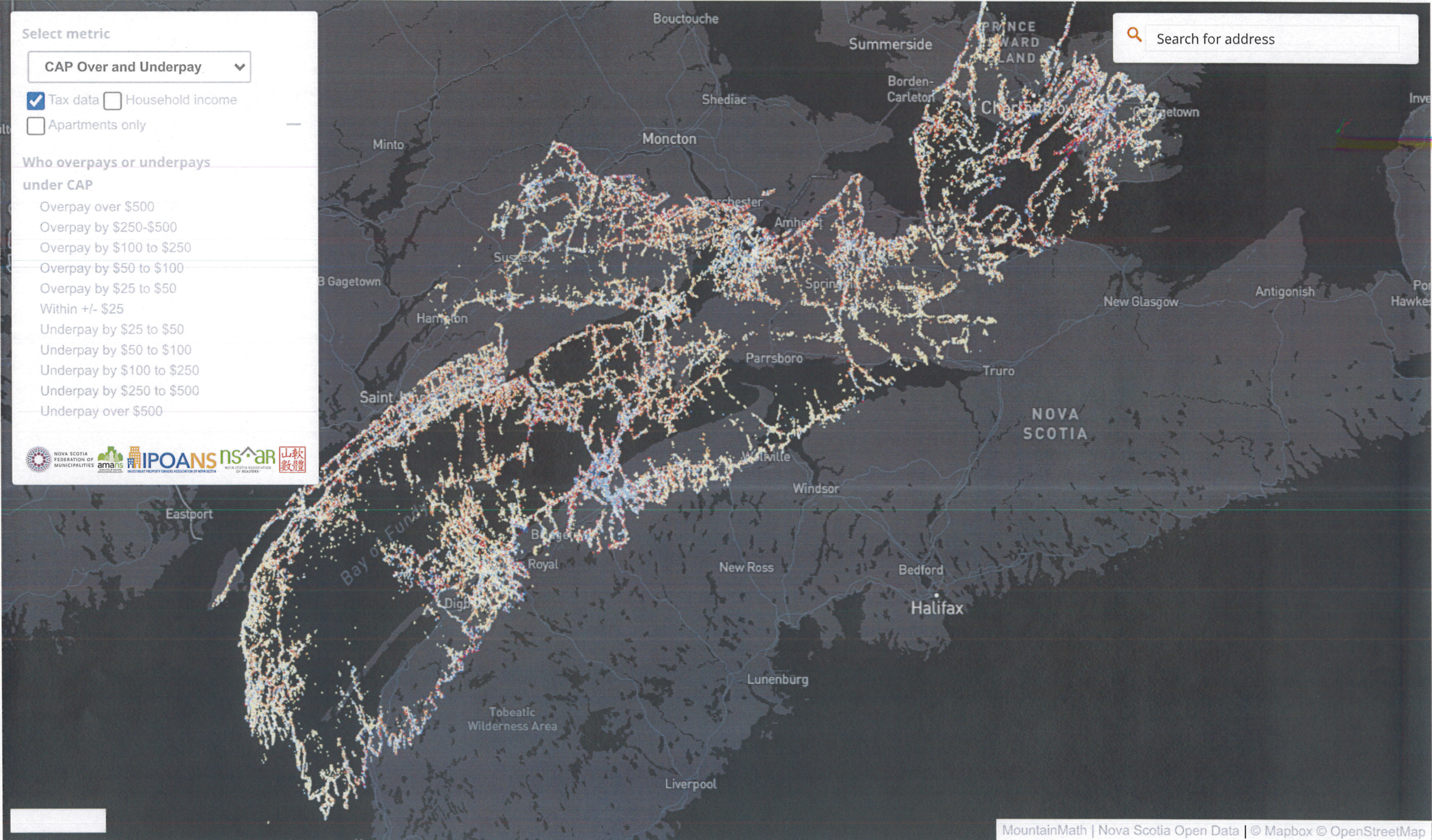
Renters play a special role as most of them are categorically excluded from benefiting from the Nova Scotia CAP. This graph gives a breakdown of the share of renter households by municipality.



## References

- Fernando Ferreira. You can take it with you: Proposition 13 tax benefits, residential mobility, and willingness to pay for housing amenities. *Journal of Public Economics*, 94(9):661 – 673, 2010. ISSN 0047-2727. doi: <https://doi.org/10.1016/j.jpubeco.2010.04.003>. URL <http://www.sciencedirect.com/science/article/pii/S0047272710000435>.
- Isaac William Martin and Kevin Beck. Gentrification, property tax limitation, and displacement. *Urban Affairs Review*, 54(1):33–73, 2018. doi: 10.1177/1078087416666959. URL <https://doi.org/10.1177/1078087416666959>.







## **Home grown produce - all year round**

### **Overview:**

For the most part, Canadian consumers have come to accept poor produce quantity and quality during our long, dark winter. Not only are we paying premium prices for products that wilt and become unappetizing in a matter of days, but our money is going to support jobs and economies in other countries like the United States, South America, New Zealand and Australia.

We seem to have accepted this perishable food importing trend as a fact of life during our winter season.

Is it time to think 'outside the box' ?

Not really. Let's just change the box.

This new box would be located right here at home in Nova Scotia. Inside that box will be a creative, fresh food growing industry that will spurn agriculture and transportation jobs in Atlantic Canada.

### **Ground View:**

Football field-sized greenhouses would be built and heated by solar panels, and/ or with geothermal hot water systems . Power would be provided by commercial sized wind turbines. Inside, agriculture workers would be growing and harvesting a multitude of crops - carrots, beets, turnip, radish, yams, peas, lettuce, onions, tomatoes, bush beans, cauliflower, cabbage, etc. Even our world famous Nova Scotia pumpkins and squash could be grown, indoors, all winter long.

Trucks would be constantly picking up produce and delivering orders to markets across Atlantic Canada (and beyond). Consumers would be enjoying fresh produce all year round.

These greenhouses would be located on vacant tracts of land, ideally in the Truro area (central part of the province) and the Annapolis Valley,

traditionally the heart of our agriculture industry. Greenhouses would go up near Sydney to supply the Cape Breton market.

### **Insider View:**

All the technology that would be used for this ventures exists today. The rapid advancement of solar energy in recent years has made it a viable choice. Geo-thermal heated hot water systems work. You just have around the countryside to see the expanding number of wind turbines in use today.

It's all there for us to use. No need for fossil fuels.

Once set up, this greenhouse system would all but eliminate the importing of produce. It would also eliminate the high transportation costs and price fluctuations due to ever-changing monetary exchange rates.

### **Distribution View:**

Central marshalling locations would be set up. Produce would be delivered to these locations and wholesalers would pick-up goods there to be distributed to their companies, stores, restaurants, military bases, etc. This type of operation happens every night in places like Boston.

### **Employment View:**

Jobs would be created reducing EI payments and welfare. Our new Canadians would be willing workers and some would even create new companies.

### **Costs View:**

Costs would be high initially but the advantages would be tremendous. Look at how the wine industry started and where it is now with the future promising to be even greater.

Studies would be needed to gather expert advice and information from engineers, heating and water technicians, transportation and agricultural specialists, etc.

It's time to get started. This proposal is being put out there after much discussion with my MLA Chuck Porter and MP Scott Brison as well as successful business people who agree that the idea has merit.

May I bring to your attention an article that appeared in The Chronicle-Herald (Saturday, Nov. 5, Page B4) titled *Town turns to hydroponics for greenery* (see copy attached). A new industry in Kotzebue, Alaska, is converting shipping containers to grow produce using hydroponics. Because they rely on expensive diesel fuel, costs of the local produce is equivalent to imported produce from the South. But consumers in the town are buying the local goods for the freshness, taste and increased shelf life.

Although not exactly the same as my proposal, this Alaska model shows the possibilities for success exist elsewhere. Why not here in Nova Scotia.

---

**Gordon (Chick) Martin**  
**Windsor, Nova Scotia**  
**902-757-2466**  
**[g-martin@eastlink.ca](mailto:g-martin@eastlink.ca)**

# Town turns to hydroponics for greenery

Arctic city turns to indoor growing plant operation

**RACHEL D'ORO**  
**THE ASSOCIATED PRESS**

ANCHORAGE, ALASKA — The landscape is virtually treeless around a coastal hub town above Alaska's Arctic Circle, where even summer temperatures are too cold for northern-growing forests to take root.

Amid these unforgiving conditions, a creative kind of farming is sprouting up in the largely Inupiat community of Kotzebue.

A subsidiary of a local Native corporation is using hydroponics technology to grow produce inside an insulated, 40-foot shipping container equipped with glowing magenta LED lights. Arctic Greens is harvesting kale, various lettuces, basil and other greens weekly from the soil-free system and selling them at the supermarket in the community of nearly 3,300.

"We're learning," Will Anderson, president of the Native Kiktagruk Inupiat Corp., said of the business launched last spring. "We're not a farming culture."

The venture is first of its kind north of the Arctic Circle, according to the manufacturer of Kotzebue's pesticide-free system. The goal is to set up similar systems in partnerships with other rural communities far from Alaska's minimal road system — where steeply priced vegetables can be more than a week in transit and past their prime by the time they arrive at local stores.



Joe Carr stands outside a new indoor hydroponics farm owned by a local Alaska Native corporation in Kotzebue, Alaska. Arctic Greens is harvesting kale, various lettuces, basil and other greens weekly from the soil-free system and selling them at the supermarket in the community of nearly 3,300. **WILL ANDERSON - AP**

rooted in a binding material such as rock wool.

Anchorage-based Vertical Harvest Hydroponics, which builds enclosed systems out of transformed shipping containers, partnered with Kiktagruk. The two year old company also sold the system to a farmer in the rural town of Dillingham.

"Our vision is that this can be a long-term solution to the food shortage problems in the north," said Ron Perpich, a company

The town also relies heavily on expensive diesel power, so operations could eat into profits.

In addition, moving tender produce from its moist, warm growing enclosure to a frigid environment can be challenging. And farming can be a largely foreign concept to Native communities with deeply imbedded traditions of hunting and gathering.

Still, the potential benefits outweigh the downsides, according to Inhamna Herron, state mar-

to look into."

Alaska Commercial Co., which has stores in nearly three dozen remote communities, is carrying Arctic Greens in the Kotzebue store. This week, the Dillingham AC store is beginning to sell produce grown in the local farm's hydroponics system. The chain will bring the Arctic Greens brand to more locations if expansion plans prove cost-effective, AC general manager Walter Pickett told The Associated Press.

"The produce is fantastic, at

greens are superior to the produce that's transported north.

"It's so much better," she said. "It tastes like it just came out of your garden."

For now, the new business is operating as a prototype, especially as it enters the long, harsh winter season in Kotzebue, 26 miles north of the Arctic Circle.

The town, the regional hub for northwest Alaska villages, is built on a three mile long spit, and many there live a subsistence lifestyle. The community has a

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 term 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 markings 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 term 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](mailto:dfrancis@westhants.ca)

[bmorton@westhants.ca](mailto:bmorton@westhants.ca)

[gary.rafuse@novascotia.ca](mailto:gary.rafuse@novascotia.ca)

[c.portermal@eastlink.ca](mailto:c.portermal@eastlink.ca)

[hineslp@novascotia.ca](mailto:hineslp@novascotia.ca)

Hard copy

Honourable Chuck Porter/ e-mail

Honourable Lloyd Hines/e-mail

Mayor Abraham Zebian

Mark Phillips

November 17, 2020

Belinda Bezanson  
289 Panuke Road  
Three Mile Plains, NS  
B0N 2T0  
[Belinda.Bezanson@novascotia.ca](mailto:Belinda.Bezanson@novascotia.ca)

Dear Ms. Bezanson:

Thank you for your letter dated September 28, 2020, to MLA Chuck Porter, which you copied to Lloyd Hines, Minister of Transportation and Infrastructure Renewal (TIR), regarding Panuke Road. The Minister has requested that I respond on his behalf.

I can certainly appreciate your frustration with the increased truck traffic on Panuke Road. With respect to your specific requests, I can provide the following information:

On October 5th and 7th, 2020, traffic counts were conducted to help determine the truck/vehicle breakdown. TIR already does this on regular basis for all our roads which helps us determine proper treatment methods when rehabilitating a road. The signage and line markings were also reviewed at these times.

The Vehicle Compliance Manger has agreed to increase patrols on and around Panuke Road. TIR has also erected radar speed boards to help inform vehicles when they are speeding and encourage them to slow down.

Panuke Road has been previously identified for future rehabilitation work and does appear on our Capital priority list as a future project, although it is not funded at this time. With respect to monitoring, our Operations staff are constantly monitoring our roads to assess the state and provide feedback to myself which, in turn, along with traffic counts, feeds into the decision making and prioritization. The cost to operate heavy vehicles on provincial roads is determined by their registered gross vehicle weight. Operators of heavy trucks are already required to pay a significantly higher registration cost than passenger vehicle operators.

Our Operations Contact Centre is the best way to report any violations you may suspect. They can be contacted at 1-844-696-7737 or [tir-occ@novascotia.ca](mailto:tir-occ@novascotia.ca). They can pass the information along to our Vehicle Compliance Officers who can use that to better target violators. However, to your example, TIR does not place time of day restrictions on its roads.

Again, thank you for bringing your concerns to our attention. If you wish to discuss further, please contact me at the above noted phone number.

Sincerely,



Matt Clarke, P. Eng.  
Acting Area Manager, Hants

MC/cb  
20-50948

c: Honourable Lloyd P. Hines, Minister, Transportation and Infrastructure Renewal  
Guy Deveau, District Director Central  
Honourable Chuck Porter, MLA West Hants  
Mayor Abraham Zebian, Windsor/West Hants  
Debbie Francis, Councillor, Polling District 5  
Bob Morton, Councillor, Polling District 6  
Mark Phillips, Chief Administrative Officer, Windsor/West Hants

## Shelleena Thornton

---

**Subject:** FW: Panuke Road

**From:** "Bezanson, Belinda" <>  
**Date:** November 30, 2020 at 12:20:58 PM AST  
**To:** Abraham Zebian <[AZebian@westhants.ca](mailto:AZebian@westhants.ca)>  
**Cc:** Debbie Francis <[DFrancis@westhants.ca](mailto:DFrancis@westhants.ca)>, Mark Phillips <[MPhillips@westhants.ca](mailto:MPhillips@westhants.ca)>  
**Subject:** RE: Panuke Road

Caution

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

---

Mayor Zebian

Thank you for your prompt follow-up to the conversation that we had on Saturday regarding my previous correspondence. I am at a loss to understand why the original hard copy of my letter did not find its way to your desk. However, having said that, I do appreciate receiving the explanation regarding the jurisdictional status of Panuke Road.

I hope you can appreciate why it felt upsetting to not receive at least an acknowledgement of my letter from ANY of the municipal officials – including Mr. Phillips as the CAO.

Notwithstanding the formal jurisdictional status of the Road, if any informal influence can be expressed on our behalf through inevitable discussions of mutual concerns (i.e. municipal/provincial matters), it would be sincerely appreciated. It is my assumption that enhancing safety measures for our children through installing school bus signage or “watch for children” signs etc. is an issue with seamless boundaries - particularly on an artery that has as many as 500 trucks travelling the road daily!

Thank you again Mayor Zebian for taking time to follow up on our discussion. Best wishes for the Christmas season.

Belinda Bezanson

-----Original Message-----

From: Abraham Zebian <[AZebian@westhants.ca](mailto:AZebian@westhants.ca)>  
Sent: November 28, 2020 10:37 PM  
To: Bezanson, Belinda <>  
Cc: Debbie Francis <[DFrancis@westhants.ca](mailto:DFrancis@westhants.ca)>  
Subject: Panuke Road

**\*\* EXTERNAL EMAIL / COURRIEL EXTERNE \*\***

Exercise caution when opening attachments or clicking on links / Faites preuve de prudence si vous ouvrez une pièce jointe ou cliquez sur un lien

Good evening Belinda. Thank you for the stop in visit today. Just following up on the confusion to your email.

It appears your email did not include myself but it shows a hard copy was sent to me. I do not recall receiving a hard copy.

Panuke Road is a Provincially owned and maintained road. The Municipality has no jurisdiction over the maintenance, paving, signage, or speed limits in regards to it. The truck traffic that travels this road daily is regulated by the Province and again we have no jurisdiction over the permitting of this traffic. In saying this, the Municipality owns and maintains the underground infrastructure such as water and sewer piping.

I was happy to see you committee appointment at our last Council meeting. Thank you for being engaged in our communities.

Kindest regards.

Abraham Zebian  
Mayor, West Hants Regional Municipality  
(902)790-1566  
[azebian@westhants.ca](mailto:azebian@westhants.ca)  
76 Morrison Drive  
P.O. Box 3000  
Windsor, N.S. B0N 2T0





Family Resource Centre of West Hants  
61 Morison Drive  
P.O. Box 2847  
Windsor, NS  
B0N 2T0  
Email: [frcowh@gmail.com](mailto:frcowh@gmail.com)  
Phone: 902-798-5961

---

To Whom It May Concern,

Kayla Todd the Housing Support Worker, with the support of the Family Resource Centre of West Hants is applying for an amendment through the Planning and Development Department and request that council consider waiving the application, advertising, and processing fees for this application.

The reason we are requesting these fees be waived is because we are a non-profit organization, and we may not have a means to cover the application, advertising and processing fees associated with this application. However, we believe this amendment will help address the issue of homelessness in the community by increasing the number of housing opportunities available.

Our hope is that if there are increased numbers of housing opportunities available in our community that we can decrease the number of people suffering from or at risk of being homeless.

Sincerely,

Sara Downing  
Executive Director



**Municipal Affairs and Housing  
Office of the Minister**

---

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

---

January 8, 2021

Abraham Zebian  
Mayor  
West Hants Regional Municipality  
VIA EMAIL: [azebian@westhants.ca](mailto:azebian@westhants.ca)

Dear Mayor Zebian:

I am pleased to confirm that as of November 3, 2020, by way of Order in Council 2020-21, the Municipal Government Act has been amended by replacing the name Region of Windsor and West Hants Municipality with West Hants Regional Municipality.

Your leadership, and the leadership of the transition team, throughout this process has been imperative to its success and I look forward to continuing our work together in the future.

Sincerely,

A handwritten signature in blue ink that reads "Chuck Porter".

Chuck Porter  
Minister of Municipal Affairs & Housing

Attachment

No log /gm



**Executive  
Council**

*A certified copy of an Order in Council dated  
December 1, 2020*

2020-321

The Governor in Council on the report and recommendation of the Minister of Municipal Affairs and Housing dated November 3, 2020, pursuant to subsection 19(2) of Chapter 26 of the Acts of 2018, the *Region of Windsor and West Hants Municipality Act*, is pleased to order and declare by proclamation that subsection 18(2) of Chapter 26 of the Acts of 2018, the *Region of Windsor and West Hants Municipality Act*, do come into force on and not before December 1, 2020.

**Certified to be a true copy**

  
.....  
**Laura Lee Langley**  
Clerk of the Executive Council



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** WHRM Committee of the Whole

**Submitted by:**

*Carlee Rochon*

Carlee Rochon, Director of Financial Services

**Date:** January 12, 2021

**Subject:** Property Owner Association Services for Private Road Agreements

### LEGISLATIVE AUTHORITY

Municipal Government Act, Section 81

### RECOMMENDATION

That Committee of the Whole recommends to Council

... that Council approves the method of billing set out in Property Owner Association Services for Private Road Agreements to Committee of the Whole on January 12, 2021, for services provided under R-002 Maintenance and Improvement of Private Roads By-Law, including a 15% subsidy on the per lot fee.

Further

... that Council directs staff to enter into new agreements with the current Property Owners Associations, based on the service billing model approved.

Further

.. that Council approved the extension of the Property Owner Association reporting deadline from January 31, 2021 to March 15, 2021.

### BACKGROUND

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

Private roads exist because during development projects, developers elect to construct a private road vs a public road. Private roads are often not built to the same standards as a Municipal and Provincial roads are required to be at. Therefore, the Municipality is



unable to take possession or provide services for maintenance and improvements. Through R-002 Maintenance and Improvement of Private Roads By-Law, Private Property Owners Associations could request Council approval to administer a fee with annual property tax notices for the maintenance and improvements to these roads. The collected fees are then remitted back to the Property Owner Association with reports to help with the ongoing maintenance and improvements.

This allows residents who own properties on these private roads, to receive services that the Municipality is unable to provide but would normally be responsible for.

As the collection service provider, the Municipality charges an administration service fee to cover the cost of providing this service and so the general operating budget and resources of the municipality are not subsidizing this service request. The current service cost is 10% of the lot fees set by the association, and included the following service exchange:

- Up to 10 remittances with collection reports.
- An annual lot report in October.
- Billing and collection services guarantee.

As Property Owner Associations (hereinafter called the "Associations") changed their lot fees for growing maintenance and improvements the administrative costs charged by the Municipality would also increase, reducing the amount the Associations can put back into the roads. This has led to a revaluation of our current model requested by the group of Associations and it was clear upon staff review that some Associations were under paying for services they were receiving while others were overpaying. But collectively we still were able to provide the service without impacting the general operating budget. Staff also found that some Associations required more services than others, but all were paying the 10% admin fee.

Following a special Committee of the Whole meeting staff began to investigate a fair and equitable model for all rate payers. A joint Proposal from the Associations was received, and before staff prepared a recommendation to Council some assumptions were made during the analysis:

- Council would like to avoid any impacts the general taxpayer
- Council would like to see the fees lowered to support the value added from the Associations

## **DISCUSSION**

Staff reviewed the proposal and incorporated several of the proposed items into the staff recommendation. Staff met with the Property Owner Association groups on December 17<sup>th</sup>, 2020, to discuss their proposal and present the staff recommended model.

Currently the Municipality provides collection services to five associations with 513 lots. On average it would cost the Municipality \$60.32 per lot to provide the current level of services, and the average service fee collected was \$29.77 per lot.

Staff are recommending reduced service as proposed by the Associations, along with the two remittance a year and one annual report. This reduced service model lowers the cost of providing the services to \$17.57 per lot. At the Associations proposed rate of \$5.00 a lot, the Municipality would need subsidized the service by \$12.57 per lot to



cover the cost of providing the service. Based on the assumptions staff made this would not be recommended as the subsidy would impact the general taxpayer.

Staff are proposing the following, which matches the proposal submitted by the Associations apart from the cost per lot. Some additional items were added to ensure clarity in reporting, and that supports are available should they be requested.

- One annual report – November
- Remittances twice a fiscal year (April to March)
  - May 25%
  - November 75%, with the total administrative fee deducted
  - Municipality to hold collection liability, so associations can utilize their fees when needed
- Standardize services for all associations
  - With additional services provided per association request at additional charge
- \*Estimated collection service base fee of \$17.57 per lot plus HST, reviewed annually
  - Rolling average to ensure internal efficiencies are passed along to the Property Owners Associations
- Same filing requirement with one alternation:
  - Include in motion fee per lots and total expected fees to be collected (to support remittance method above)

\*In addition to the points raised in this section of the report and the determinants influencing the service base fee, members of the Associations presented the argument that should the initial developer have chosen to construct a public road The Municipality would have had to incur the ongoing cost of maintaining the roads. Although there are competing arguments that the cost of constructing a public road would have been transferred to the buyer of the lot in order to recover their costs or that the public roads would have resulted in higher property assessments therefore generating higher tax collection by the Municipality, the savings from the ongoing road maintenance should be recognized and reflected in the service fee. To ensure the value added by the Associations was reflective in model, staff added a subsidy to the base service fee as displayed in the table below. At this time staff are recommending a subsidy or reduction of 15% to the base service fee resulting in a revised estimated service fee of \$14.93 per lot. The final fee per lot will be set annual by Council during budget deliberations through a taxing resolution.

|                                                                             |                |                |                |                |                |                |
|-----------------------------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>*Base Service Fee per Lot 2021/22</b><br><i>(fee revisited annually)</i> | <b>\$17.57</b> | <b>\$17.57</b> | <b>\$17.57</b> | <b>\$17.57</b> | <b>\$17.57</b> | <b>\$17.57</b> |
| Public Road Cost Saving Subsidy                                             | 5%             | 10%            | 15%            | 20%            | 25%            | 71.5%          |
| Amount per lot subsidize                                                    | \$0.88         | \$1.76         | \$2.64         | \$3.51         | \$4.39         | \$12.57        |
| <b>Revised Service Fee per Lot</b>                                          | <b>\$16.69</b> | <b>\$15.81</b> | <b>\$14.93</b> | <b>\$14.06</b> | <b>\$13.18</b> | <b>\$5.00</b>  |

The proposed \$5.00 per lot requested the Associations, represents a 71.5% subsidy through the general operating budget.

One other item included in the Associations' proposal was the outstanding receivable balances from 2018-2020. This amount totals \$64,517.30, and still would be applicable under the previous agreements and Council resolutions. Which means it would be applicable to the 10% administrative fee. During the meeting with the association this was discussed, and the association requested the amount less the 10% to be remitted in May 2021. Staff are recommending Council approve this request, as it will not impact the cash position of the Municipality.

The staff recommendation does not require any adjustments to the R-002 Maintenance and Improvement of Private Roads By-law. While it includes all but one of the proposed items from the Associations, this is a fair model for general taxpayers and for the Associations. It ensures each Association is paying for standardize service that is proportionate to the number of lots within the association. But still allowed for additional services to be sought by the Associations should they be needed, similar to other services provided, like a tax certificate or building permit.

Most will see a reduction in the total fees collected, while some will see an increase. It is up to the Property Owner Association if they wish to continue with the service based on what works best for them. If we have multiple agreements with different reporting requirements, different levels of services, etc., it will take more staff time to administer the agreements. So, staff are recommending we use a consistent model for all current and future associations to ensure accuracy and efficiency.

## **NEXT STEPS**

1. Revised agreements to reflect service billing model.
2. Wait for Property Owner Associations applications and agreements.
3. Prepare taxing resolutions for West Hants Regional Council, during budget deliberations.

## **FINANCIAL IMPLICATIONS**

No financial implications for 2020-21, going forward the proposed model will be operated on a breakeven basis.

## **ALTERNATIVES**

1. Council could choose to not approve the staff recommend model and go with the Property Owner Association model and include the deficit in the 2021-22 operating budget.
2. Council could choose to not proceed with either of the proposed models and stay with the current model.
3. Council could choose to proceed with the proposed model but not take on the liability on collections.

## **ATTACHMENTS**

- Property Owner Association Joint Proposal

## CHIEF ADMINISTRATIVE OFFICER REVIEW

I have been fully engaged in this review and support the recommendation.

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

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



**Lot Owners Associations Joint Proposal**  
**Municipal Collection Services Proposal – Lot Owner Fees**  
**October 2020**

The five Property Owners' Associations thank you for the service you have provided and for attending the Committee of the Whole meetings in July and in September when this item was discussed.

We would like to continue this service in a more efficient way for you and for us. We do appreciate the concept of municipal collection.

However, upon reflection, some of the current services are not necessary to the operation of our associations and, as a result, we are proposing reduced services along with a proposed reduced service fee.

**Guiding Principles to our Proposal:**

After discussions with Municipal Council and staff regarding their concerns about workload to provide the current service we would like to partner with the Municipality to lower our cost footprint so that only necessary services are provided. Similarly, we would hope the municipal staff and Council would partner with our associations to determine a fee based on the incremental cost that we create instead of charging a fee for costs that the Municipality already incurs, irrespective of whether they do this service for us.

We are proposing a service charge based on a *per lot collected fee* which we believe is a more reasonable representation of costs than charging a *percentage of the Associations' revenue figure, as shown in Note 1 below.*

## **Proposed services to be provided:**

- a)** Municipality receives by January 31 from each association the information required by the Municipality to provide for the collection of annual dues service. This will ensure that our minutes provide for the authorization of our membership to have the Municipality provide the collection service and what rate of annual dues needs to be entered into the tax billing system for each association. As well, verification that the associations are in good standing with the Registry of Joint Stocks, and our annual financial statements.
- b)** Download and e-mail to each association the tax roll information as provided at time of tax billing for each association's record keeping. This listing would be provided once per year and would include the PID number, current registered owner, contact information and lot identification.
- c)** Billing of annual dues on tax bills as currently done with the information provided by each association before January 31
- d)** Issue cheques or bank transfers to each association as follows:
  - 75% of current annual dues for each association by November 15
  - 25% of remaining annual dues for each association by May 15

Note: Our logic for these two payments is that there is a very traditional pattern for association fee collections on average with 75% of taxes collected from each year's billing prior to October 31. As well there is a pattern of at least another 10% being collected by April 30 in the following year. At that point, 15% of our revenue, maybe less, would be left and could take up to the next two years to realize. Realization is guaranteed through tax sale threat and/or procedures. Interest charged on these overdue amounts by the Municipality is kept by the Municipality, ensuring that the Municipality is well compensated for the cost of carrying the unpaid amounts.

**No reporting to the associations** is required for either of these two payments because this system ensures 100% payment of dues within each association's fiscal year. Some form of transitional arrangement can be made for current



arrears that have not yet been remitted to the associations, say paying that out with the next occurring May 15<sup>th</sup>.

With respect, we feel a sufficient allowance for the incremental cost required for these functions would be in the range of \$2,500. At roughly 500 lots, we are proposing a \$5 cost per lot collected.

We are proposing an initial startup fee when an association grows through the addition of a new subdivision phase or a new association wants to participate in the municipal collection system, to take into account other setup costs associated with adding new lots to the collection system.

### **Our Appeal to Council**

Please consider that we are trying to make this service a very low cost item for your administration. We believe it is low enough that in fact that you could consider providing this service for free in recognition of the value of our associations' tax dollars as well as lower costs to Municipality to provide services to residents through the bulk garbage stations and private road arrangements that you do not service.

Also, a recognition for the hundreds of thousands of dollars we have spent each year, and the \$3 million our associations intend to spend in the coming 10 years, supporting local businesses and improving roads in Windsor West Hants that also provide access to municipal parks and beaches. We hope that our Council values the community of private subdivisions and the socio-economic benefit that our property owners bring to Windsor West Hants.

We are asking you to give serious consideration to our proposal. We have worked to show you a less expensive and more efficient way to do what we really need at a reduced cost in the range of \$5 per lot for this service.

On behalf of the Associations,

Blomidon View Residents Association  
Simpson, Chairperson

Authentisign  
*Heather Simpson*  
10/27/2020 10:57:43 PM ADT

Heather

Chateau Village Property Owners' Association  
Treasurer

Authentisign  
*Barbara Regan*  
10/28/2020 9:34:31 AM ADT

Barbara Regan,

Chalet Hamlet Property Owners' Association  
Chairperson

Authentisign  
*Linda Skinner*  
10/28/2020 12:17:12 PM ADT

Linda Moxsom-Skinner,

Falls Lake West Owners Association  
Chairperson

Authentisign  
*Wout DeKoe*  
10/28/2020 10:29:27 AM ADT

Wout DeKoe,

North Canoe Lake Property Owners Association  
Secretary

Authentisign  
*Judy Lynch*  
10/29/2020 10:05:40 AM ADT

Judy Lynch,

**Note1: The fees assessed per property for the municipality to collect POA fees varies by Association and ranges from \$5.96 to \$47.54 for the same service.**

| Property Owner Association | Type of Property   | Annual Dues | Amount Landowner pays to Municipality to collect Annual Dues |
|----------------------------|--------------------|-------------|--------------------------------------------------------------|
| Blomidon View              | Vacant Lot         | \$105.00    | \$10.50                                                      |
|                            | Seasonal           | \$210.00    | \$21.00                                                      |
|                            | Full-time          | \$420.00    | \$42.00                                                      |
| Chalet Hamlet              | All                | \$426.65    | \$42.67                                                      |
| Chateau Village            | All                | \$475.41    | \$47.54                                                      |
| Falls Lake West            | All                | \$287.50    | \$28.75                                                      |
| North Canoe Lake           | Lots before bridge | \$59.53     | \$5.96                                                       |
|                            | Lots after bridge  | \$238.13    | \$23.81                                                      |



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** WHRM Committee of the Whole

**Submitted by:**

*Carlee Rochon*

Carlee Rochon, Director of Financial Services

**Date:** January 12, 2021

**Subject:** Creation of RCMP Operating Reserve

### LEGISLATIVE AUTHORITY

Municipal Government Act, Part IV Finance, Section 65

### RECOMMENDATION

That Committee of the Whole recommends that

Council approve the creation of a "RCMP Operating Reserve," and transfer \$582,688 of the budgeted 2020/21 operating cost for RCMP services into the reserve.

### BACKGROUND

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

As part of the Municipal Policing Service Agreement (MPSA), the Municipality is responsible for their portion of the retroactive adjustment to RCMP wages once the collective bargaining has been completed at the federal level. These retro adjustments are shared across the country to those communities serviced by the RCMP. The full anticipated cost of retroactive pay adjustments for The Municipality were accounted for in the 2020/21 RCMP Service / Operation Budget for the Region, anticipating the RCMP Collective Agreement would be finalized within the current fiscal year. As noted in the attached letter to CAO, Mark Phillips dated December 18, 2020, the bargaining process is not anticipated to be finalized before the end of the current fiscal year.

The Region has been paying for a portion of the pay adjustments on our quarterly invoices to-date. Since this settlement will not be paid out within this fiscal year, the final two quarters we be adjusted to reflect the full credit of \$582,688 in favor of the

municipality.

## **DISCUSSION**

It is staff's recommendation that we take the full adjustment of \$582,688 that was already built into the 2020-21 tax rates and place it in an operating reserve titled "RCMP Operating Reserve." This will also allow The Municipality to draw on the established reserve once the contract negotiations have been finalized and we are billed for the retroactive pay and compensation package, without impacting the taxpayer in future fiscals.

As per The Municipality's reserve policy, we need a motion of Council to create a reserve fund and to set out any applicable restrictions.

## **NEXT STEPS**

N/A

## **FINANCIAL IMPLICATIONS**

No implications for 2020-2021.

## **ALTERNATIVES**

1. Council could choose to not set the money aside in a reserve but would need to ensure the funds are available through the tax rate in the operating budget for 2021-22.

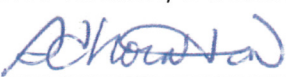
## **ATTACHMENTS**

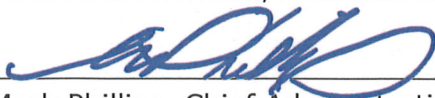
- RCMP Letter, dated December 18, 2020

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

I have had ongoing communications with the RCMP and Director Rochon and have been made aware of the reduction in the annual cost of service / operating budget for 2020/21 and fully support the recommendation for the establishment of the "RCMP Operating Reserve" for the reasons noted above.

Report Prepared by:   
Carlee Rochon, Director of Financial Services

Report Reviewed by:   
Shelleena Thornton, Administrative Supervisor

Report Approved by:   
Mark Phillips, Chief Administrative Officer





Royal Canadian Mounted Police    Gendarmerie royale du Canada  
Commanding Officer    Commandant divisionnaire

RCMP Mailstop H-001  
80 Garland Avenue  
Dartmouth, Nova Scotia  
B3B 0J8

December 18, 2020

Mr. Mark Phillips  
Chief Executive Officer  
West Hants Regional Municipality  
100 King Street  
Windsor, Nova Scotia  
B0N 2T0

Dear Mr. Phillips:

**Re: Municipal Policing Agreement - 2020/21 Reduction of Invoice Amount for Regular Member Pay and Compensation Package Funding**

As you are likely aware, collective bargaining is currently underway between the National Police Federation (NPF), the bargaining agent of RCMP Regular Members (RMs), and the Treasury Board of Canada. In anticipation of a ratified agreement, the RCMP has been invoicing its contract partners for an estimated value of current and retroactive pay raises. However, as an agreement with the NPF is not anticipated this fiscal year and retroactive pay raises are only billable in the year they are paid out, the 2020/21 Q3 and Q4 invoices to the West Hants Regional Municipality will be reduced accordingly. Specifically, the total reduction on the invoices will be in the amount of \$359,608 for the estimated current year impact of the RM pay and compensation package (April 1, 2020 - March 31, 2021) and \$223,080 for the estimated retroactive impact of the RM pay and compensation package (January 2017-March 31, 2020).

Based on conversations with Carlee Rochon, West Hants Regional Municipality Director of Financial Services, it is understood the Municipality will put in place an accrual to set aside funds for future pay raises that may be realized from collective bargaining with the NPF.

The Q3 invoice will be forthcoming in January 2021.

If you have any questions regarding this matter, please do not hesitate to contact either myself or Allison Matthews, Manager of Strategic Planning and Client Services at (902) 209-6695.

Yours truly,

A/Commr. Lee Bergerman  
Commanding Officer "H" Division  
Royal Canadian Mounted Police, Nova Scotia

Canada





## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** WHRM Committee of the Whole

**Submitted by:** Carlee Rochon  
Carlee Rochon, Director of Financial Services

**Date:** January 12, 2021

**Subject:** Region 6 2021-2022 Budget

---

### LEGISLATIVE AUTHORITY

Municipal Government Act, Part IV Finance, Section 65

Region 6 Solid Waste Management Services Inter-Municipal Agreement, items 34-39

### RECOMMENDATION

That Committee of the Whole recommends that

Council approves the 2021-20 budget for Region 6 as presented in the January 12, 2021 report.

### BACKGROUND

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

Region 6 Solid Waste Management is a liaison group for 12 Municipalities, including those located along the South Shore and West Hants in Nova Scotia. It is dedicated to reducing waste in homes, businesses, and communities. Through programs and educational outreach, they promote proper waste sorting and waste diversion.

As outlined in the Inter-Municipal Agreement, section 35 indicates that each participating Council must approve the proposed budget, or refuse, by March 14<sup>th</sup> the year the budget applies.

### DISCUSSION

After the audit was completed for the 2019-20 fiscal, Region 6, has an operational surplus of \$20,935. This amount will be deducted from the total municipal contributions in 2021-22, paid by each participating Municipality.

Region 6 prepares their annual budget for review by their Technical Committee, and Inter-Municipal Board. Each participating Municipality elects an official to sit on the Inter-Municipal Board. The Region's representative is Councillor M. McLean.

Once presented to the Inter-Municipal Board, Region 6 request each participating Council to approve the annual budget in the amount of \$913,830.

### **NEXT STEPS**

Notify Region 6 Solid Waste Management once ratified by Council.

### **FINANCIAL IMPLICATIONS**

For 2021-22 fiscal year, West Hants Regional Municipality contribution will be \$15,196.99, down \$1,586.72 from last fiscal year. This amount will be paid by money in the diversion credit reserve, so there will be no impact on the general tax rate.

### **ALTERNATIVES**

1. Council could refuse to approve the Region 6 budget and ask that changes be made.

### **ATTACHMENTS**

- Letter from Region 6 with Budget

### **CHIEF ADMINISTRATIVE OFFICER REVIEW**

With the obvious reduction in the cost to the Regional Municipality it is a favorable recommendation for consideration. I would request that District 2, Councillor Scott McLean who is also the Vice Chair for Region 6 speak to the details and discussions by the Region 6 Board as it relates to the proposed budget.

Report Prepared by:   
Carlee Rochon, Director of Financial Services

Report Approved by:   
Mark Phillips, Chief Administrative Officer



PO Box 639 / 45 School St, Suite 304

Region 6 Solid Waste-Resource Management

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Valda.Walsh@Region6SWM.ca

Mark Phillips  
*of West Hants Regional Municipality*  
PO Box 3000  
76 Morison Rd.  
Windsor, NS B0N 2T0

December 10, 2020

**RE: Budget Approval 2021-22**

Dear Mr. Phillips,

On Friday, December 4, 2020, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2021 – March 31, 2022.

The following motion was passed:

**MOTION:** to recommend approval of the 2021-22 Region 6 Inter-Municipal Committee Budget in the amount of \$913,830 to member councils as presented. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

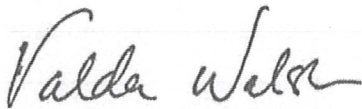
- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31<sup>st</sup> of each year.
35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14<sup>th</sup> of the year to which said budget applies.
36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2021 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

I would be happy to attend the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,

A handwritten signature in cursive script, appearing to read 'Valda Walsh'.

Valda Walsh BSc TME EP  
Regional Coordinator

*encl.*



## Region 6 Solid Waste Management

| INCOME                              | 2020-21 Projection | 2020-21 Budget    | 2021-22 ESTIMATE  |
|-------------------------------------|--------------------|-------------------|-------------------|
| <b>Contracts/Service Agreements</b> |                    |                   |                   |
| Education Contract <sup>1</sup>     | 80,392             | 70,163            | 80,392            |
| Coordinator Agreement               | 43,286             | 43,286            | 43,286            |
| Enforcement Contract                | 89,425             | 89,425            | 89,425            |
| Services                            | 3,000              | 3,000             | 0                 |
| Sub-total                           | \$ 216,103         | \$ 205,874        | \$ 213,103        |
| <b>Stewardship/Incentives</b>       |                    |                   |                   |
| Dairy Stewardship                   | 99,256             | 87,000            | 87,000            |
| Diversion <sup>2</sup>              | 432,219            | 365,200           | 440,000           |
| Municipal Approved Programs         | 80,500             | 80,500            | 80,500            |
| Interest                            |                    | 0                 |                   |
| Sub-total                           | \$ 611,975         | \$ 532,700        | \$ 607,500        |
| <b>Municipal Contribution</b>       |                    |                   |                   |
| Municipal Billing <sup>3</sup>      | 94,699             | 94,699            | 93,227            |
| Sub-total                           | \$94,699           | \$94,699          | \$93,227          |
| <b>TOTAL</b>                        | <b>\$ 922,777</b>  | <b>\$ 833,273</b> | <b>\$ 913,830</b> |

| INTER-MUNICIPAL RESERVES Schedule |                   |                     |                             |  |
|-----------------------------------|-------------------|---------------------|-----------------------------|--|
|                                   | F2021<br>Forecast | Approved<br>Expense | Program amount<br>remaining |  |
| Public Bins Program 2021          | \$ 5,400          | \$ 30,000           | \$ 24,600                   |  |

On June 12, 2020 Region 6 Inter-Municipal Committee approved a cap of \$30,000 from Future Project Reserves to achieve the goal of 1. Removal of catch-all garbage cans; and 2. Purchase and proper placement of multi-stream sorting containers throughout Region 6.

This schedule shows the anticipated application amount in the current year and the remainder left in the program to be carried over for the next fiscal





## Region 6 Solid Waste Management

| EXPENSES                          | 2020-21 Projection | 2020-21 Budget    | 2021-22 ESTIMATE  |
|-----------------------------------|--------------------|-------------------|-------------------|
| <b>OPERATING EXPENSE</b>          |                    |                   |                   |
| Coordinator Salary <sup>4</sup>   | 74,664             | 67,448            | 65,000            |
| Coordinator Benefits <sup>4</sup> | 12,643             | 10,334            | 10,327            |
| Travel (Coordinator)              | 1,000              | 5,500             | 5,500             |
| Training and conference           | 1,600              | 2,040             | 2,040             |
| Office Rental                     | 9,198              | 8,760             | 9,198             |
| Cleaning                          | 300                | 780               | 780               |
| Cell phones                       | 1,027              | 1,100             | 1,100             |
| Phone/internet                    | 1,254              | 1,500             | 1,300             |
| Office supplies and services      | 3,500              | 3,500             | 3,500             |
| Advertising <sup>5</sup>          | 700                |                   | 500               |
| Computer/materials <sup>4</sup>   | 3,631              | 1,500             | 3,000             |
| Insurance                         | 3,364              | 3,100             | 3,400             |
| Administration                    | 9,390              | 9,390             | 9,390             |
| Legal                             | 1,000              | 1,000             | 1,000             |
| Auditor                           | 8,239              | 8,240             | 8,866             |
| Sub-total                         | \$ 131,509         | \$ 124,192        | \$ 124,901        |
| <b>EDUCATION</b>                  |                    |                   |                   |
| Education salary                  | 52,284             | 52,284            | 53,330            |
| Educator Benefits                 | 9,397              | 7,971             | 9,474             |
| Travel (education)                | 10,500             | 10,500            | 10,500            |
| Advertising <sup>5</sup>          | 1,800              | -                 | 2,500             |
| R6RECYCLES                        | 10,800             | 12,000            | 12,000            |
| Program materials                 | 1,200              | 4,200             | 4,200             |
| Sub-total                         | \$ 85,981          | \$ 86,955         | \$ 92,004         |
| <b>PAYMENTS TO UNITS</b>          |                    |                   |                   |
| Enforcement Contract              | 89,425             | 89,425            | 89,425            |
| Dairy Stewardship                 | 99,256             | 87,000            | 87,000            |
| Diversion <sup>2</sup>            | 432,219            | 365,200           | 440,000           |
| Municipal Approved Programs       | 80,500             | 80,500            | 80,500            |
| Sub-total                         | \$ 701,400         | \$ 622,125        | \$ 696,925        |
| <b>TOTAL</b>                      | <b>\$ 918,890</b>  | <b>\$ 833,273</b> | <b>\$ 913,830</b> |
| Revenue/Expenditure               | \$ 3,886           | -\$ 0             | 0                 |



## Region 6 Solid Waste Management

### Notes to BUDGET:

1. Education Contract - The schedule for this year's contract included an extra \$10,000 to support strategic direction by our partners at Divert NS. These included generating nominations for the annual Mobius Awards, promotion of the Divert Scholarship, Organizing a WRW contest, and collaborative social media content.

2. Diversion Credits - Due to anticipated constraints as a result of COVID-19, Divert NS added \$1M to the provincial Diversion account (borrowed from future reserves). Region 6 typically receives 8 - 8.5% of this based on waste diverted from landfill.

3. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. \$93,227 estimate will be offset by \$20,935 surplus made up from the \$32,287 as reported in the 2019-20 audited financial statements less the cost of the R6RECYCLES from 2018-19 that was not transferred from our future projects fund for 11,352.

Actual to be billed to municipal members will be **\$ 72,292**

4. Coord. Salary and benefits plus computer – Forecast for March 31 is higher than expected due to anticipated overlap with Valda leaving and a new coordinator starting. New laptop and programs will need to be purchased as well as paying extra salary during the transition time.

5. Advertising - Due to our experiences with COVID-19 and our new obligations under the Education contract, Region 6 will incur new costs for advertising. A website was developed as well as paid stories and some social channel promotions to aid in outreach to areas we cannot reach in person (ex. in schools and general public since we cannot be present at community events). Some advertising expenses were also incurred to post jobs - this is carried under our operations.

| TABLE 1: Municipal billing 2021-22 |               |                |                     |
|------------------------------------|---------------|----------------|---------------------|
| Municipal area serviced:           | Pop'n         | % of Region    | 2021-22             |
| Shelburne Shared Services          | 6,562         | 7.25%          | \$ 5,244.14         |
| Town of Bridgewater                | 8,532         | 9.43%          | \$ 6,818.51         |
| Town of Mahone Bay                 | 1,036         | 1.15%          | \$ 827.94           |
| Municipality of Lunenburg          | 24,863        | 27.49%         | \$ 19,869.73        |
| Municipality of Barrington         | 6,646         | 7.35%          | \$ 5,311.28         |
| Town of Clark's Harbour            | 758           | 0.84%          | \$ 605.77           |
| Municipality of Chester            | 10,432        | 11.53%         | \$ 8,336.93         |
| Town of Lunenburg                  | 2,263         | 2.50%          | \$ 1,808.52         |
| West Hants Regional Municipality   | 19,016        | 21.02%         | \$ 15,196.99        |
| Region of Queens Municipality      | 10,351        | 11.44%         | \$ 8,272.20         |
| <b>Total</b>                       | <b>90,459</b> | <b>100.00%</b> | <b>\$ 72,292.00</b> |





## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** WHRM Committee of the Whole

**Submitted by:** Carlee Rochon  
Carlee Rochon, Director of Financial Services

**Date:** January 12, 2021

**Subject:** Sewer Billing Review

---

### LEGISLATIVE AUTHORITY

Municipal Government Act, Part IV Finance, Section 65

### REQUEST FOR DECISION

That Committee of the Whole provide direction for

The Municipality to continue billing sewer charges on the quarterly basis with the water utility notices for all sewer customers within the Regional Municipality.

### BACKGROUND

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

Council requested staff explore what the sewer rates would be if sewer utilities fees were put back on the property tax notices under the former "flat fee" billing structure as previously used under the West Hants Municipality before April 1, 2019.

Before we can proceed with this method, staff feels there is value for Council to explore the principles associated with how sewer customers were charged under the former West Hants billing system prior to April 1, 2019 vs. the current system so a broader understanding by the whole of Council is achieved.

### DISCUSSION

Water Utility Billing Method - Status Quo



The former Municipality of West Hants engaged G.A Isenor Consulting Limited to conduct a study to consolidate the former three sewer utilities (Falmouth, Three Mile Plains/ Wentworth and Hantsport). The study was completed and presented in November of 2018. Unifying the cost and practices allowed for more fair-mindedness approach among communities. Along with **fairness** it promoted more **accuracy** in relation to the usage of each sewer customer.

For example, single dwellings in Three Mile Plains paid significantly less than those of Falmouth. Following a former West Hants Council decision, and the current billing procedure was adopted, resulting in each community having consistent rates and billing methods.

This method of billing improved what was accumulating sewer deficits and switched the fiscal responsibility of the sewer utility from the general taxpayers to those that have municipal sewer services (former West Hants 1,999 sewer accounts).

With regards to accuracy, it also allowed individuals and businesses to pay based on what they used, resulting in fairer and more accurate billing as those that put higher demands on the system were charged in relation to their use. It also gave many utility customers a new type of predictability, as their consumption history from the Water Utility can be used to predict sewer usage charges. It assisted many business customers as well as it distributed the cost over four periods, helping manage cash flows from quarter to quarter vs. an annual charge.

It has been noted by some customers and members of Council that change has been a challenge for some. Change can be a challenge, however the revised billing method used over the past year and six (6) months, is displaying required improvements in the Utility's overall financial health. This has been observed in the reduction of the number of outstanding sewer receivables resulting in the increased stability of the utility as outline during the Auditor's presentation of the 2019-20 Audited Financial Statements.

There were several administrative benefits as well. It allowed for more timely information on the status of accounts. Accounts are created and adjusted in real time vs. annually with adjustments. Further, delinquent accounts are sent more frequent notices of late payments throughout the year based on quarterly billing improving payment frequency to the Municipality. This assists management in determining the demands on the infrastructure and allows for better capital planning.

The G.A. Isenor Consulting Limited study is set to be reviewed every three years along with the water rates and is set to be reviewed in 2021-22.

Lastly, the Windsor Sewer Utility converted to the rate-based method of billing in 2008, from it being included into the tax rate (similar to Recreation, etc.). If Council chooses to maintain the fee system for former West Hants customers, we will remain consistent with the Windsor Sewer Utility providing for a uniform billing method to all sewer customers within the Region.

#### Historic Property Tax Notice Method – Prior to April 1, 2019

As in the past with the former West Hants Municipality, prior to the consolidation of the sewer utility in April of 2019, the method used was a flat fee based on number of dwelling units (apartments, duplexes, basement apartment, number of offices, etc.). Dwelling units were used, as there are limited ways to determine a fair flat fee for all

Utility customers. This would be billed once annually in July with property taxes and due September 1<sup>st</sup>.

These are a few things to consider:

- Only billing once, a year, means that new or disconnected customers are not being added to the listing until the following tax year. This makes it hard to track how many customers are using the services, and to determine the demands on the sewer infrastructure.
- Hard to determine annual fee, as it requires internal inspections by Public Works to ensure billing accuracy and to determine the number of units within the building or address. This takes significant staff time to perform an annual review. In the former West Hants Community this was hard to determine from the road or curbside, which is why it requires an internal inspection of the residential or commercial building. This approach can reduce the overall accuracy in the billing information if units cannot be determined.
- Some charges under the former West Hants method were \$24,000 plus, which could impact some utility customers cash flows due to the short collection period.

This method would allow for guaranteed collections, through tax sale process but would require the Municipality to carry the sewer receivable for three years before collected. Increasing the overall receivable ratio of the Municipality, which creates more demand on the general funds to finance on-going sewer utility operations. This would also result in sewer capital debt servicing costs being added back onto property owners, which meant that any future capital purchase would require an individual breakdown to be added to the Sewer customer's property tax account.

To move forward with this method, staff would need to update the by-law to remove the Sewer Rebate, as it would no longer be applicable. Further, some utility customers have already performed the necessary 2<sup>nd</sup> meter installations.

As previously noted, the Windsor Sewer Utility has been operating under the same billing system since 2008. This mirrors the current method as administered to the West Hants sewer customers. If Council decides to revert back to the pre 2019 flat fee model for residents of the former West Hants Municipality, staff would also recommend that we update the Windsor Sewer By-law to reflect this change, to ensure uniformity among the sewer utilities.

Based on the transition to the current method with the Former West Hants, this change will take at least four months to implement at an estimated cost of \$8,000, plus consultant support and additional staff time to convert the utility accounts back to the property tax account. This will allow for the by-laws to go through the public hearing process, time for Council to review and set new rates, and to send two communications to go out to utility customers regarding the change.

We are unable to prepare an estimated fee per user, until we complete a sewer unit dwelling review.

## **NEXT STEPS**

N/A

## **FINANCIAL IMPLICATIONS**



No implications for 2020-2021.

## ALTERNATIVES

1. Council could direct staff to proceed with converting the sewer charges back onto the property tax notices, but Council will need to indicate if this will impact the Windsor Sewer Utility.
2. Council could choose to wait till the rate study is completed in 2021-22

## ATTACHMENTS

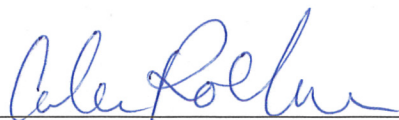
- West Hants Water and Sewer Rates Presentation – Gerry Isenor, November 27, 2018

## CHIEF ADMINISTRATIVE OFFICER REVIEW

I have been fully engaged with Director Rochon in the drafting of this report. We are encouraging Council to reflect on the principles of the current rate system vs a flat rate system for sewer payments and billing. The report reflects on the historic principles and rationale for the change in the billing process.

- The decision made by the West Hants Council in 2019 was well supported and reflects a modern manner in which utilities and utility-like operations should bill their customers for services.
- The current system was supported by a study and promotes **fairness** and **accuracy**. If Council continues to reflect on fees and method of charges we request that Council discuss the principles of fairness and accuracy before providing further direction to staff as alternative flat fee structures require considerable staff time to review and present. If fairness and accuracy are the primary principles Council wish to satisfy, I would suggest the current model achieves that.
- Benefits resulting from change are having a more financially viable sewer operation (s) and less conflict and confusion that resulted from staff having to inspect buildings and make adjustments to services based on an annual billing cycle.
- The current billing system isolates any deficit that may be generated at the end of the fiscal year to the users and not the general taxpayer payer as was the case with the former system.
- Reverting to a flat fee system will create unfairness to those units who may be occupied by a single person or that have a low sewer usage. Consequently, the large family household or high sewer users will not be paying for the service they are using.

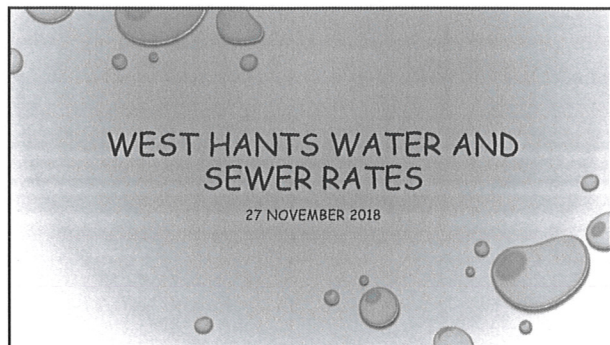
Report Prepared by:



Carlee Rochon, Director of Financial Services

Report Reviewed by:   
Shelleena Thornton, Administrative Supervisor

Report Approved by:   
Mark Phillips, Chief Administrative Officer



## WEST HANTS WATER AND SEWER RATES

27 NOVEMBER 2018

---

---

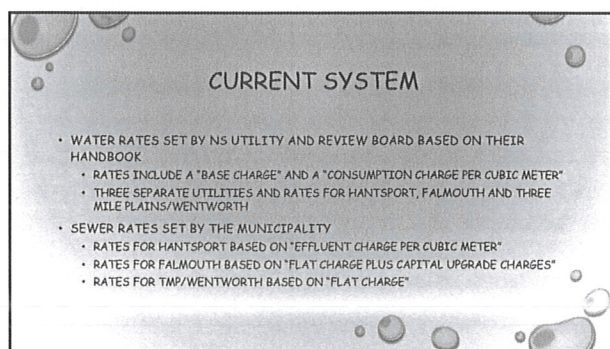
---

---

---

---

---



## CURRENT SYSTEM

- WATER RATES SET BY NS UTILITY AND REVIEW BOARD BASED ON THEIR HANDBOOK
  - RATES INCLUDE A "BASE CHARGE" AND A "CONSUMPTION CHARGE PER CUBIC METER"
  - THREE SEPARATE UTILITIES AND RATES FOR HANTSPORT, FALMOUTH AND THREE MILE PLAINS/WENTWORTH
- SEWER RATES SET BY THE MUNICIPALITY
  - RATES FOR HANTSPORT BASED ON "EFFLUENT CHARGE PER CUBIC METER"
  - RATES FOR FALMOUTH BASED ON "FLAT CHARGE PLUS CAPITAL UPGRADE CHARGES"
  - RATES FOR TMP/WENTWORTH BASED ON "FLAT CHARGE"

---

---

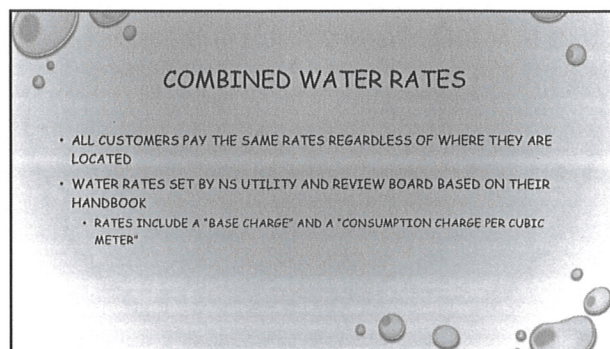
---

---

---

---

---



## COMBINED WATER RATES

- ALL CUSTOMERS PAY THE SAME RATES REGARDLESS OF WHERE THEY ARE LOCATED
- WATER RATES SET BY NS UTILITY AND REVIEW BOARD BASED ON THEIR HANDBOOK
  - RATES INCLUDE A "BASE CHARGE" AND A "CONSUMPTION CHARGE PER CUBIC METER"

---

---

---

---

---

---

---

### COMBINED SEWER RATES

- ALL CUSTOMERS PAY THE SAME RATES REGARDLESS OF WHERE THEY ARE LOCATED
- SEWER RATES SET BASED ON A RATE MODEL TO HAVE CUSTOMERS PAY FOR THE SERVICE RECEIVED
  - RATES INCLUDE A 'BASE CHARGE' AND AN 'EFFLUENT CHARGE PER CUBIC METER' BASED ON THE AMOUNT OF WATER CONSUMED.

---

---

---

---

---

---

---

### WATER RATE INPUTS

- ALL CALCULATIONS BASED ON COMBINING THE THREE EXISTING UTILITIES INTO A SINGLE "WEST HANTS WATER UTILITY"
- CAPITAL AND OPERATING BUDGETS PROVIDED BY STAFF
- PROJECTED YEARLY INCREASES BASED ON 3% OPERATING COST INCREASE PER YEAR
- FIRE PROTECTION RATE CALCULATED BASED ON UARB HANDBOOK
- BASE RATE AND CONSUMPTION RATE BASED ON UARB HANDBOOK

---

---

---

---

---

---

---

### WATER RATES

- PROPOSED RATES FOUND ON WORKSHEET D-1 OF RATE STUDY (PAGE 29 WATER RATE STUDY)
- CURRENT RATES VARY BY LOCATION (HANTSPORT/FALMOUTH/THREE MILE PLAINS)
- DECREASED WATER RATES IN HANTSPORT AND THREE MILE PLAINS AND INCREASED RATES IN FALMOUTH

---

---

---

---

---

---

---



### SEWER RATE INPUTS

- ALL CALCULATIONS BASED ON COMBINING THE THREE EXISTING SEWER SYSTEMS INTO A SINGLE SYSTEM
- CAPITAL AND OPERATING BUDGETS PROVIDED BY STAFF
- PROJECTED YEARLY OPERATING COSTS INCREASES BASED ON 3% INCREASE PER YEAR
- BASE RATE AND EFFLUENT RATES BASED ON CALCULATION SIMILAR TO WATER RATES

---

---

---

---

---

---

---

### SEWER RATES

- PROPOSED RATES FOUND ON SUMMARY OF RATES WORKSHEET OF RATE STUDY (PAGES 14.25 AND 14.26 OF SEWER RATE STUDY)
- CURRENT RATES VARY BY LOCATION (HANTSPORT/FALMOUTH/THREE MILE PLAINS)
- INCREASED SEWER RATES IN HANTSPORT AND THREE MILE PLAINS AND DECREASED RATES IN FALMOUTH

---

---

---

---

---

---

---

### COMPARISON COMBINED WATER AND SEWER

|               | Existing Water PLUS<br>Separate Wastewater<br>Systems 2018/19 | Estimated Rates as<br>Combined West Hants<br>Water & Sewer |
|---------------|---------------------------------------------------------------|------------------------------------------------------------|
| Hantsport     | \$241.39                                                      | \$251.70                                                   |
| Falmouth      | \$293.78                                                      | \$251.70                                                   |
| TMP/Wentworth | \$200.19                                                      | \$251.70                                                   |

---

---

---

---

---

---

---

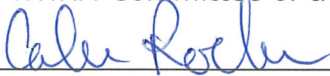




## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** WHRM Committee of the Whole

**Submitted by:**   
Carlee Rochon, Director of Financial Services

**Date:** January 12, 2021

**Subject:** Fire Services Temporary Borrowing Resolutions

### LEGISLATIVE AUTHORITY

Municipal Government Act, Part IV Finance, Section 65 & 66

### RECOMMENDATION

That Committee of the Whole recommends that

Council approves a temporary borrowing resolution in the amount of \$15,444, for major repairs to pumper #4 for Brooklyn Fire Department station 1.

Council approves a temporary borrowing resolution in the amount of \$27,506, for command scene lighting for Hantsport Fire Department.

### BACKGROUND

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

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 Regional Council approved the following capital projects in the 2020-2021 capital budget on June 3<sup>rd</sup>, 2020:

- Repairs to pumper #4 in services at Brooklyn Fire Department Station 1, in the amount of \$20,000.
- Purchase of command scene lights for Hantsport Fire Department in the amount of \$35,000.

## **DISCUSSION**

### Brooklyn Fire Department

There were major repairs required for pumper #4 in service at Brooklyn Station 1. The total cost after rebates was \$39,698.77, of which Council approved \$20,000. The remaining is being funded by Brooklyn Fire Department.

In the 2020-21 Operating budget Council approved the amount of \$4,555.83 as debt servicing. The amount is then reduced by the budgeted debt servicing for the total amount borrowed of \$15,444.

### Hantsport Fire Department

Command scene light tower was purchased and installed on Pumper #12 on December 2<sup>nd</sup>, 2020. This is specialized equipment and went through alternative procurement practices under item 3.

*"3. To ensure compatibility with existing products, or to maintain specialized products that must be maintained by the manufacturer or its representative."*

The total cost after rebates for this light tower was \$30,197.17, which is under the \$35,000 that Council approved in the capital budget. It is then further reduced by the 2020-21 operating budget debt servicing amount of \$2,691 for a total amount borrowed of \$27,506.

The ongoing debt servicing cost of this purchase are also being funded through the Municipality of Kings County. For 2020-21 this amount is \$807.30 or 30% of the debt servicing cost, this amount changes year to year based on the three-year call average.

## **NEXT STEPS**

1. Minister approval of temporary borrowing resolutions.
2. Recommendation report to West Hants Regional Council to apply for Spring 2021 Debenture once announced.

## **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**

1. 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 - 20 21 Pumper 4 Major Repairs – BFD
- TBR RESO – 20 21 Command Scene Lights - HFD

## CHIEF ADMINISTRATIVE OFFICER REVIEW

Not Applicable

Report Prepared by:   
Carlee Rochon, Director of Financial Services

Report Approved by:   
Mark Phillips, Chief Administrative Officer

## MUNICIPAL COUNCIL OF THE

### TEMPORARY BORROWING RESOLUTION

Amount: \$ 15,444

Purpose: 20/21 Pumper #4 Major Repairs - BFD

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, 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 West Hants Regional Municipality 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

**WHEREAS** the Council of the West Hants Regional Municipality has determined to borrow the aggregate principal amount of Fifteen Thousand Four Hundred Forty-Four Dollars (\$ 15,444 ) for the purposes of 20/21 Pumper #4 Major Repairs - BFD;

#### **BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding Fifteen Thousand Four Hundred Forty-Four Dollars (\$ 15,444 ) 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 West Hants Regional Municipality 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 Fifteen Thousand Four Hundred Forty-Four Dollars (\$ 15,444 ) 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 West Hants Regional Municipality held on the 26 day of January, 2021.

**GIVEN** under the hands of the Clerk and under the seal of the West Hants Regional Municipality this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Clerk



## MUNICIPAL COUNCIL OF THE

### TEMPORARY BORROWING RESOLUTION

Amount: \$ 27,506

Purpose: 20/21 Command Scene Lights - HFD

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, 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 West Hants Regional Municipality 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

**WHEREAS** the Council of the West Hants Regional Municipality has determined to borrow the aggregate principal amount of Twenty-Seven Thousand Five Hundred and Six Dollars (\$ 27,506 ) for the purposes of 20/21 Command Scene Lights - HFD;

#### **BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding Twenty-Seven Thousand Five Hundred and Six Dollars (\$ 27,506 ) 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 West Hants Regional Municipality 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-Seven Thousand Five Hundred and Six Dollars (\$ 27,506 ) 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 West Hants Regional Municipality held on the 26 day of January, 2021.

**GIVEN** under the hands of the Clerk and under the seal of the West Hants Regional Municipality this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Clerk





## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** Mayor Zebian and Members of West Hants Regional Municipality Council.

**Submitted by:** \_\_\_\_\_  
Saira Shah, Planner

**Date:** 2021-01-12

**Subject:** MCCAP 2021 Work Plan

---

### LEGISLATIVE AUTHORITY

Municipal Climate Change Action Plan (MCCAP) Committee Terms of Reference Section 4.

### RECOMMENDATION

Should the Committee of the Whole wish to accept the 2021 Work Plan, the following motion would be in order:

that the MCCAP 2021 Work Plan be placed on file in a manner substantively the same as Appendix A attached to the planning staff report dated January 6, 2021.

### BACKGROUND

The MCCAP Committee intends to work on several new projects in 2021 including a local business recognition program for green initiatives and working with Avondale community members on sustainable solutions to address sea-level rise.

Several studies have been completed in recent years including the National Disaster Mitigation Program Risk Assessment Study and impressive student projects on low impact development and sea-level rise. The MCCAP Committee has requested that staff consider implementation options for the Plan Review based on the findings from these studies.

The former Municipality of the District of West Hants joined the Partners for Climate Protection (PCP) program in 2018. Due to consolidation, the West Hants Regional Municipality is a member of this program. This program assists Municipalities by using a milestone system to determine existing emissions, set reduction targets and create and

implement a local action plan to reduce emissions. Using funding from the 2020-2021 budget, a student has been working on a regional GHG inventory to establish a baseline for GHG emissions which will complete Milestone 1 of the PCP program. The MCCAP Committee intends to proceed with Milestone 2 and 3 in 2021 which involve Council setting GHG reduction targets and creating a local action plan. The MCCAP Committee anticipates a budget request of \$10,000 for the 2021-2022 budget to hire a student to assist with this project. Previous student positions have been partially covered by the Nova Scotia Department of Labour and Advanced Education Co-op Education Incentive which can cover half of the salary for a student completing a co-op program. Staff would apply to this program and review other opportunities to utilize funding available.

The MCCAP Committee recommended in favour of the 2021 Work Plan on January 6, 2021.

## **ATTACHMENTS**

Appendix A 2020-01-06 MCCAP 2021 Work Plan Recommendation Report

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

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

**Appendix A**  
**2020-01-06 MCCAP 2021 Work Plan Recommendation Report**



**WEST HANTS REGIONAL MUNICIPALITY REPORT**

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

**To:** Members of Municipal Climate Change Action Plan Committee

**Submitted by:** \_\_\_\_\_  
Saira Shah, Planner

**Date:** 2020-01-06

**Subject:** MCCAP 2021 Work Plan

---

**LEGISLATIVE AUTHORITY**

Municipal Climate Change Action Plan (MCCAP) Committee Terms of Reference Section 4.

**RECOMMENDATION**

Should the MCCAP Committee wish to forward the 2021 Work Plan to Committee of the Whole, the following motion would be in order:

that the MCCAP 2021 Work Plan be submitted to the Committee of the Whole to be placed on file in a manner substantively the same as Appendix A attached to the planning staff report dated January 6, 2021.

**BACKGROUND**

Based on the MCCAP Committee Terms of Reference, a work plan needs to be submitted to the Committee of the Whole for review on an annual basis.

Staff presented a draft workplan on November 10, 2020. The committee discussed these topics at length and determined the addition of Plan Review actions related to the MCCAP would be beneficial and requested that sea-level rise in Avondale be made a priority. These changes have been made to the updated workplan attached as Appendix A.

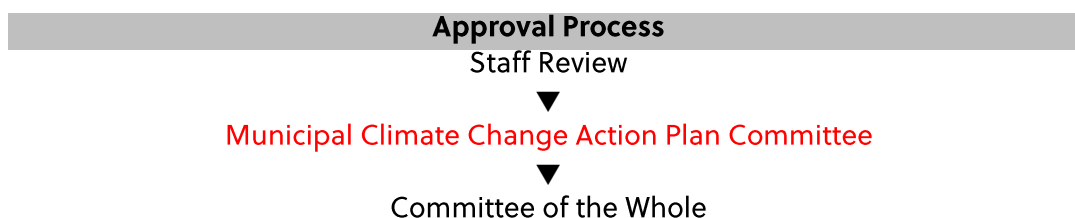
**DISCUSSION**

Staff reviewed the Plan Review MCCAP actions and considered how to incorporate the actions into the draft MCCAP 2021 Work Plan. There were several items that overlapped with existing goals such as developing restrictions for flood prone areas and developing solutions for the community of Avondale as a pilot project. However, there were some

additions to existing goals such as considering a requirement for coastal erosion site assessments in flood prone areas. As for new goals, staff added a review of wetland and watercourse protections, a water conservation by-law to address drought conditions, and an overall goal to consider incorporating the findings from recent student projects on low impact development and coastal planning into the planning documents. There are no budget requests for any of the new actions added as only staff time will likely be required and the timeline for completion is the Plan Review. Staff had identified a water conservation by-law as a Plan Review task but, as this would be a separate by-law from the planning documents, staff have set a start date of Spring 2021 for this item. Several actions listed under On-going Tasks are associated with the Regional Emergency Management Organization (REMO). As the current appointment for REMO is intended for emergencies only these tasks will likely not be completed until a permanent appointment is made for the REMO position.

The timeline for the Avondale pilot project has been updated to start in Winter 2021 based on direction from the MCCAP Committee. A meeting was held in Avondale on November 12<sup>th</sup> with some community members, staff, and Victoria Fernandez who presented the findings from the National Disaster Mitigation Program project illustrating potential long-term solutions for the area. The Chief Administrative Officer intends to form a working group consisting of staff and community members to consider mitigation options for Avondale.

## NEXT STEPS



## FINANCIAL IMPLICATIONS

There are budget requests associated with the 2021 Work Plan. These requests would be submitted to Council for consideration for the MCCAP Committee 2021 budget.

## ALTERNATIVES

In response to the report, the MCCAP Committee may:

- request staff revise the MCCAP 2021 Work Plan based on direction from the MCCAP Committee;
- provide alternative direction such as requesting further information on a specific topic.

## ATTACHMENTS

Appendix A MCCAP 2021 Work Plan

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

**Appendix A**  
**MCCAP 2021 Work Plan**

| <b>Tasks to Complete</b>                                                                                                      |                                                                                                                                     | <b>Cost of Action</b> | <b>Funding</b> | <b>Partners</b>                    | <b>Timing</b> |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------|------------------------------------|---------------|
| Goal: Reduce the impact of anticipated climate change on infrastructure and development                                       | Consider options to restrict development in areas at risk to flooding and erosion                                                   | Staff Time            | Staff Time     | Planning                           | Plan Review   |
|                                                                                                                               | Consider requiring coastal erosion site assessments or flood proofing in areas at risk                                              | Staff Time            | Staff Time     | Planning                           | Plan Review   |
| Goal: Increase awareness of local best practices                                                                              | Create a recognition program for businesses and community groups                                                                    | Staff Time            | Staff Time     | Planning/Community Development     | Summer 2021   |
| Goal: Develop sustainable solutions to address sea-level risk in Avondale (Pilot project for flooding and erosion mitigation) | Work collaboratively with community groups, government organizations, and non-profits to assess sustainable solutions               | Staff Time            | Staff Time     | Planning Department of Agriculture | Winter 2021   |
| Goal: Reduce Greenhouse Gas Emissions                                                                                         | Complete Milestone 2 in the PCP program by providing the necessary information for Council to set an emissions reduction target for | Staff Time            | Staff Time     | Planning/Public Works              | Spring 2021   |



|                                                                                                                   |                                                                                                                      |            |                           |                           |             |
|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------|---------------------------|---------------------------|-------------|
|                                                                                                                   | corporate and community emissions                                                                                    |            |                           |                           |             |
|                                                                                                                   | Complete Milestone 3 in the PCP program by developing a local action plan                                            | \$10,000   | Co-op Education Incentive | Planning/<br>Public Works | Summer 2021 |
| Goal: Ensure wetlands and watercourses are adequately protected                                                   | Review existing setbacks for wetlands, water courses, and marsh boundaries based on updated data                     | Staff Time | Staff Time                | Planning                  | Plan Review |
| Goal: Create a process to address drought conditions                                                              | Draft a water conservation by-law that allows for a conservation order restricting water use from Municipal services | Staff Time | Staff Time                | Planning/<br>Public Works | Spring 2021 |
| Goal: Incorporate the findings from recent student projects into the planning documents to address climate change | Review the findings from Kristyn Remme on Low Impact Development and Emma Stucke on Coastal Planning                 | Staff Time | Staff Time                | Planning                  | Plan Review |
| <b>Ongoing Tasks</b>                                                                                              |                                                                                                                      |            |                           |                           |             |
| Goal: Implement MCCAP                                                                                             | Annual action items review and update                                                                                | Staff Time | Staff Time                | Planning                  | Annual      |
|                                                                                                                   | Annual review and update Terms of Reference                                                                          | Staff Time | Staff Time                | Planning                  | Annual      |

|                                                                              |                                                                                                      |            |            |                                                                  |                |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------|------------|------------------------------------------------------------------|----------------|
| Goal: Heighten resident's awareness of flood risk and emergency preparedness | Public education                                                                                     | Staff Time | Staff Time | REMO                                                             | On-going       |
|                                                                              | Develop planning processes, policy and ordinances                                                    | Staff Time | Staff Time | REMO                                                             | On-going       |
| Goal: Build mapping (GIS) capabilities                                       | Update software as needed                                                                            | Staff Time | Staff Time | Planning                                                         | On-going       |
| Goal: Climate-informed Emergency Preparedness Plans                          | Annual review and update of All-Hazards Plan                                                         | Staff Time | Staff Time | REMO                                                             | On-going       |
| Goal: Record storm surge impacts                                             | Record storm surge impact details as means of improving emergency preparedness and response planning | Staff Time | Staff Time | REMO                                                             | On-going       |
| Goal: Secure local source of aggregate                                       | Identify possible sources of local aggregate in inventory of municipal land                          | Staff Time | Staff Time | REMO                                                             | On-going       |
| Goal: Stormwater management planning                                         | Implement findings from the Hantsport, Three Mile Plains and Falmouth Storm Water Management Studys  | Staff Time | Staff Time | Public Works, Planning, Department of Infrastructure and Renewal | On-going       |
| <b>Completed</b>                                                             |                                                                                                      |            |            |                                                                  |                |
| Goal: Stormwater management planning                                         | Complete plan for Falmouth                                                                           | \$50,000   | PW Budget  | Public Works                                                     | Completed 2016 |
|                                                                              | Complete plan for Hantsport                                                                          | \$50,000   | PW Budget  | Public Works                                                     | Completed 2018 |

|                                                                                                         |                                                                         |          |                                                       |                                                  |                       |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------|-------------------------------------------------------|--------------------------------------------------|-----------------------|
|                                                                                                         | Complete plan for Three Mile Plains                                     | \$50,000 | PW Budget                                             | Public Works                                     | Completed 2019        |
| Goal: Build mapping (GIS) capabilities                                                                  | Hire a GIS Technician                                                   | N/A      | Planning                                              | Planning                                         | Completed 2015        |
| Goal: Reduce the impact of anticipated climate change on municipal infrastructure along the Minas Shore | Complete the National Disaster Mitigation Program Risk Assessment Study | \$80,000 | MCCAP Budget and National Disaster Mitigation funding | CBCL Limited Consulting and Government of Canada | Completed Spring 2019 |
| Goal: Reduce Greenhouse Gas Emissions                                                                   | Complete an updated GHG emissions inventory for corporate emissions     | \$9,000  | MCCAP Budget, Co-op Education Incentive               | Clean Foundation                                 | Completed Fall 2019   |
|                                                                                                         | Complete a GHG emissions inventory for community emissions              | \$25,000 | MCCAP Budget, Co-op Education Incentive               | Clean Foundation                                 | Completed Fall 2019   |
|                                                                                                         | Complete a GHG emissions forecasting model                              | \$36,000 | MCCAP Budget                                          | Clean Foundation                                 | Completed Winter 2020 |



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** Committee of the Whole

**Submitted by:** Richard Murphy-District 9 Falmouth

**Date:** Jan 4 2020

**Subject:** Hantsport Fire Department cost sharing with Kings County

---

### LEGISLATIVE AUTHORITY

### RECOMMENDATION or DECISION REQUEST

### BACKGROUND

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

West Hants receives moneys to help pay the expenses of Hantsport Fire Department based on call volume.

### DISCUSSION

Clarification on the funding received from The Municipality of Kings County towards the Hantsport Fire Department for covering parts of Kings County.

### NEXT STEPS

### FINANCIAL IMPLICATIONS

### ALTERNATIVES

### ATTACHMENTS

---

## CHIEF ADMINISTRATIVE OFFICER REVIEW

### Background

The former Municipality of West Hants has had a historic agreement with the County of Kings for firefighting services provided to Kings County areas within the Hantsport Fire District. The funding from Kings County supports both Operating and Capital budgets for the HFD. The existing agreement expired in March of 2020 and a renewed agreement is being drafted for the review of both Council's. In the interim the existing agreement and its terms and conditions are carried forward to the new regional municipality.

Shareable Operating and Capital costs are based on percentages / averages assigned to both West Hants and Kings County annually. The percentages / averages are calculated based on the percentage of the number of calls in the three preceding calendar years. In the 2020/21 fiscal year the percentages were as follows:

|                  |           |                |
|------------------|-----------|----------------|
| Operating Budget | Kings 30% | West Hants 70% |
| Capital Budget   | Kings 30% | West Hants 70% |

Kings is invoiced semi-annually with the second invoice noting any necessary adjustments.

Please see attached the Hantsport Fire Department Budget; pages 68 and 69 of the WHRM Operating Budget displaying all expenditures and funding sources including Kings County.

Department / Staff Responsible and Workload

N/A

Budget Options

N/A

Preferred Strategy

N/A

Report Prepared by: Richard Murphy District 9 Falmouth

Report Reviewed by:   
(Name and Title)

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





### Appendix 3 – Hantsport Fire Budget

#### West Hants Regional Municipality Hantsport Fire Service 2020-2021 Detailed Budget

| <b>REVENUE</b>                       | <b>Estimates<br/>2020-2021</b> | <b>Notes</b>                     |
|--------------------------------------|--------------------------------|----------------------------------|
| Fundraising                          | \$ -                           |                                  |
| Donations                            | \$ -                           |                                  |
| Operation Contributions - West Hants | \$ 125,251                     |                                  |
| Operation Contributions - Kings      | \$ 53,679                      | 30% of calls                     |
| Operation Contributions - Glooscap   | \$ 7,065                       |                                  |
| Capital Contributions - West Hants   | \$ 57,810                      |                                  |
| Capital Contributions - Kings        | \$ 24,776                      | 30% of calls                     |
| Hantsport Area Rate                  | \$ 19,154                      |                                  |
| Building Reserve                     | \$ -                           |                                  |
| Provincial Funding                   | \$ -                           |                                  |
| Other                                | \$ -                           |                                  |
| <b>Total Revenue</b>                 | <b>\$ 287,735</b>              |                                  |
| <b>EXPENSES</b>                      |                                |                                  |
| <b>Firefighting Operations</b>       |                                |                                  |
| <i>Apparatus</i>                     |                                |                                  |
| Regular Maintenance                  | \$ 10,000                      |                                  |
| Fuel                                 | \$ 5,000                       |                                  |
| Major Repairs                        | \$ -                           |                                  |
| Annual Safety Inspection             | \$ 3,000                       |                                  |
| Insurance                            | \$ 15,500                      |                                  |
| <i>Apparatus Sub Total</i>           | <i>\$ 33,500</i>               |                                  |
| <i>Equipment &amp; Services</i>      |                                |                                  |
| Personal Protection                  | \$ 25,000                      |                                  |
| Fire Suppression & Rescue Equipment  | \$ 2,000                       |                                  |
| Scba Test & Inspections              | \$ 1,500                       |                                  |
| Air Equipment                        | \$ 4,000                       |                                  |
| Uniforms                             | \$ 1,500                       |                                  |
| Testing Repair & Maintenance         | \$ 1,000                       |                                  |
| Meals for major calls                | \$ 400                         |                                  |
| Other                                | \$ 1,000                       |                                  |
| <i>Equipment Sub Total</i>           | <i>\$ 36,400</i>               |                                  |
| <i>Communications</i>                |                                |                                  |
| Dispatch                             | \$ -                           |                                  |
| Pagers/Portable Radios               | \$ 10,000                      |                                  |
| Maintenance & Testing                | \$ 1,000                       |                                  |
| Publications/Subscriptions           | \$ 500                         | \$2096 IAM<br>Responding Renewal |
| Other                                | \$ -                           |                                  |
| <i>Communication Sub Total</i>       | <i>\$ 11,500</i>               |                                  |
| <b>Total Firefighting Operations</b> | <b>\$ 81,400</b>               |                                  |
| <b>Training</b>                      |                                |                                  |
| Fire School Level 1                  | \$ 2,500                       |                                  |
| Medical First Responder              | \$ 800                         |                                  |
| Seminars/Materials                   | \$ 1,000                       |                                  |
| Travel/Meals/Etc                     | \$ 500                         |                                  |
| <i>Training Sub Total</i>            | <i>\$ 4,800</i>                |                                  |

**Fire Station**

|                                        |                  |
|----------------------------------------|------------------|
| Light & Power                          | \$ 6,500         |
| Heating                                | \$ 4,000         |
| General Maintenance                    | \$ 1,500         |
| Emergency Equipment                    | \$ 1,000         |
| Snow Removal/Grounds                   | \$ 5,000         |
| Janitorial/Cleaning                    | \$ 1,200         |
| Maintenance - Apparatus Superintendent | \$ 25,000        |
| Renovations/Major Repairs              | \$ 1,500         |
| Insurance                              | \$ -             |
| Other Station Expenses                 | \$ -             |
| Other                                  | \$ -             |
| <i>Fire Station Sub Total</i>          | <i>\$ 45,700</i> |

**Administration**

|                                 |                  |
|---------------------------------|------------------|
| Telephone                       | \$ 1,800         |
| Office Supplies                 | \$ -             |
| Membership                      | \$ 500           |
| Legal/Audit Fees                | \$ 2,500         |
| Bank Charges/Interest           | \$ -             |
| Insurance                       | \$ -             |
| WCB                             | \$ 1,500         |
| EAP                             | \$ 1,500         |
| Computer Services               | \$ 500           |
| Public Events                   | \$ 1,000         |
| Firefighter Honorarium          | \$ 40,000        |
| Other                           | \$ 4,000         |
| <i>Administration Sub Total</i> | <i>\$ 53,300</i> |

**Long Term Debt Payments**

|                                      |                   |
|--------------------------------------|-------------------|
| Hantsport Pumper Principal           | \$ 25,000         |
| Hantsport Pumper Interest            | \$ 4,412          |
| Fire Truck Chassis Principal         | \$ 17,500         |
| Fire Truck Chassis Interest          | \$ 4,051          |
| Truck Box Principal (Area Rate)      | \$ 12,500         |
| Truck Box Interest (Area Rate)       | \$ 1,436          |
| Fire Hall Roof Principal (Area Rate) | \$ 4,500          |
| Fire Hall Roof Interest (Area Rate)  | \$ 718            |
| Fire Hall Principal - Phase 1        | \$ 9,685          |
| Fire Hall Interest - Phase 1         | \$ 436            |
| Breathing Apparatuses Principal      | \$ 16,500         |
| Breathing Apparatuses Interest       | \$ 2,311          |
| Command Scene Lighting Principal     | \$ 2,575          |
| Command Scene Lighting Interest      | \$ 116            |
| Maxi Force Airbag Set Principal      | \$ 761            |
| Maxi Force Airbag Set Interest       | \$ 34             |
| <i>Total Long Term Debt Payments</i> | <i>\$ 101,740</i> |

**Total Fire Service Operations \$ 287,735****Capital & Reserve Expenses**

|                                                     |                   |
|-----------------------------------------------------|-------------------|
| Misc                                                | \$ -              |
| Reserve Contributions                               | \$ -              |
| <i>Capital &amp; Reserve Expenditures Sub Total</i> | <i>\$ -</i>       |
| <b>Total Hantsport Fire Expenses</b>                | <b>\$ 287,735</b> |
| <b>Surplus/Deficit</b>                              | <b>\$ -</b>       |



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** Committee of the Whole

**Submitted by:** Richard Murphy- District 9 Falmouth

**Date:** January 12, 2021

**Subject:** WH Ground Search Rescue Funding

---

### LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) Sections 295 and 296

### RECOMMENDATION or DECISION REQUEST

That the municipality add West Hants Ground Search & Rescue as an Emergency Services Provider with a budgeted amount each year.

### BACKGROUND

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

West Hants Ground Search and Rescue is a small, but vibrant rural team located in Mount Denson, Hants County, Nova Scotia. The team has been in existence since 1977 and has a good mix of long serving members and new recruits, with members coming from a variety of backgrounds. New members are always welcome, and while experience is nice, we will gladly work with new members to improve their skills and knowledge. The team has been active in searches for the local Search and Rescue zone as well as providing mutual aid for searches across the province as needed.

The team actively trains and holds realistic and engaging training sessions two to three times a month in addition to having some members participate in provincial level training throughout the year at other locations. On a typical team training night, the team members may train in the base, practice in the woods below the base or the woods of the area or have a combination of the two. The team also meets the last Sunday of every month at the Base in Mt. Denson from 7:00 p.m. for administrative work and training.

The Team owns and operates its own building and the building acts as a community center for the Mount Denson area, In a normal (non-Covid) times there are weekly jam/music sessions and the monthly meeting of the Mount Denson Garden Club, along with many private groups/parties. It is also available as a emergency drop in center, if needed.

#### History of Grants from Windsor/West Hants

|      | WH         | Windsor    | Total      |
|------|------------|------------|------------|
| 2016 | \$7,500.00 | \$1,000.00 | \$8,500.00 |
| 2017 | \$7,500.00 | \$500.00   | \$8,000.00 |
| 2018 | \$7,500.00 | \$300.00   | \$7,800.00 |
| 2019 | \$7,500.00 | \$600.00   | \$8,100.00 |
| 2020 | \$7,075.00 |            | \$7,075.00 |

The group also receives a \$3000 grant per year from the Province.

### **DISCUSSION**

To look at ways to provide a stable funding formula to this important group by having them no longer apply for grants from the municipality, but instead receive an annual budgeted amount. Most of our neighboring municipalities now support there GSAR groups in this way.

### **CHIEF ADMINISTRATIVE OFFICER REVIEW**

#### Background

- Recognition of the value of service to the Region both through the support of Fire and RCMP as well as the general public.
- Further research should be conducted to identify what levels of municipal support is provided across the province at all levels of government as well as the RCMP.
- Sections 295 and 296 of the Municipal Government Act (MGA) provide the capacity for Council to support the request.

#### Department / Staff Responsibility / Workload

- A report of this nature, as suggested in the preferred strategy section, would require minimal time from staff.

#### Budget

- There appears to be no additional request for funding when compared to historic levels of support.

#### Options

- Deny the request and continue to administer GSAR funding requests as historically done so.
- As noted in preferred strategy.



### Preferred Strategy

- To direct staff to prepare a report detailing the level of support and funding provided to GSAR units across the province  
Further  
Explore the ability for the municipality to secure funding annually within the operating budget as requested.

Report Reviewed by:   
Mark Phillips, Chief Administrative Officer



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** Committee of the Whole

**Submitted by:** Richard Murphy – Falmouth District 9

**Date:** Dec 28<sup>th</sup> 2020

**Subject:** Information on how tax dollars are spent for residents

### LEGISLATIVE AUTHORITY

#### RECOMMENDATION or DECISION REQUEST

In the interest of transparency that we provide a break down on how residents tax dollars are spent on their yearly tax bills.

#### BACKGROUND

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

The residents, and we as council, often talk about the importance of being transparent and I believe a good first step would be to provide a breakdown of their tax dollars.

#### DISCUSSION

I would like to see a small box on ever tax bill that would give a breakdown per \$100 of taxes. Police, fire, education, garbage etc.. I believe it would be very helpful to the rate payers in understanding where their tax dollars go.

#### NEXT STEPS

Staff prepares a template for council.

#### FINANCIAL IMPLICATIONS

Inform of any financial implications it may have on current or future budgets of the Municipality, or to residents, if anything.

#### ALTERNATIVES

## **ATTACHMENTS**

2020 / 21 Operating Budget – sectional breakdown of expenditures (provided by Director Rochon)

---

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

### Background

Historically the former West Hants Municipality provided an insert the was sent out with tax bills breaking down the expenditures as requested in the report and displayed in the attachment. This year a message from the Mayor was inserted. There was no purposefully, intent or reason for not including the insert aside from the decision to send a welcoming message on behalf of the New Region. Displaying the tax breakdown can be easily accommodated as discussed below.

### Department/staff responsible and workload

The workload would be minimal for staff to facilitate this message through an insert. The breakdown is currently included in the 2020/21 operating budget on pages 10-11, and 13 as well as the area rates.

### Budget

An insert would cost approximately \$1,000.00 to print, copy and insert into tax bills.

### Options

1. Add information to tax bill.
2. Create an insert.
3. Refer people to the operating budget for details already displaying the requested information.

### Preferred Strategy (s)

1. Investigating with Diamond, our financial system provider, how we can incorporate something like suggested on the tax bills. Our current formatting and printing capabilities may not permit the display of the different area rates. More discussion with the service provider is required.
2. Create an insert with the tax bill and other correspondence (see attached).
3. Post the attachment immediately on the website and other forms of communications.

Report Prepared by: Richard Murphy- Councilor District 9, Falmouth

Report Reviewed by:

  
Mark Phillips, Chief Administrative Officer



## 2020/21 Budget

Council of the West Hants Regional Municipality approved the 2020/21 budget on June 3, 2020. We hope this information is helpful to understanding where the Municipality's money comes from and how it is spent.

If you need information about municipal services, Council encourages you to contact staff by calling 902-798-8391 or dropping into our office located at 76 Morison Drive, Windsor.

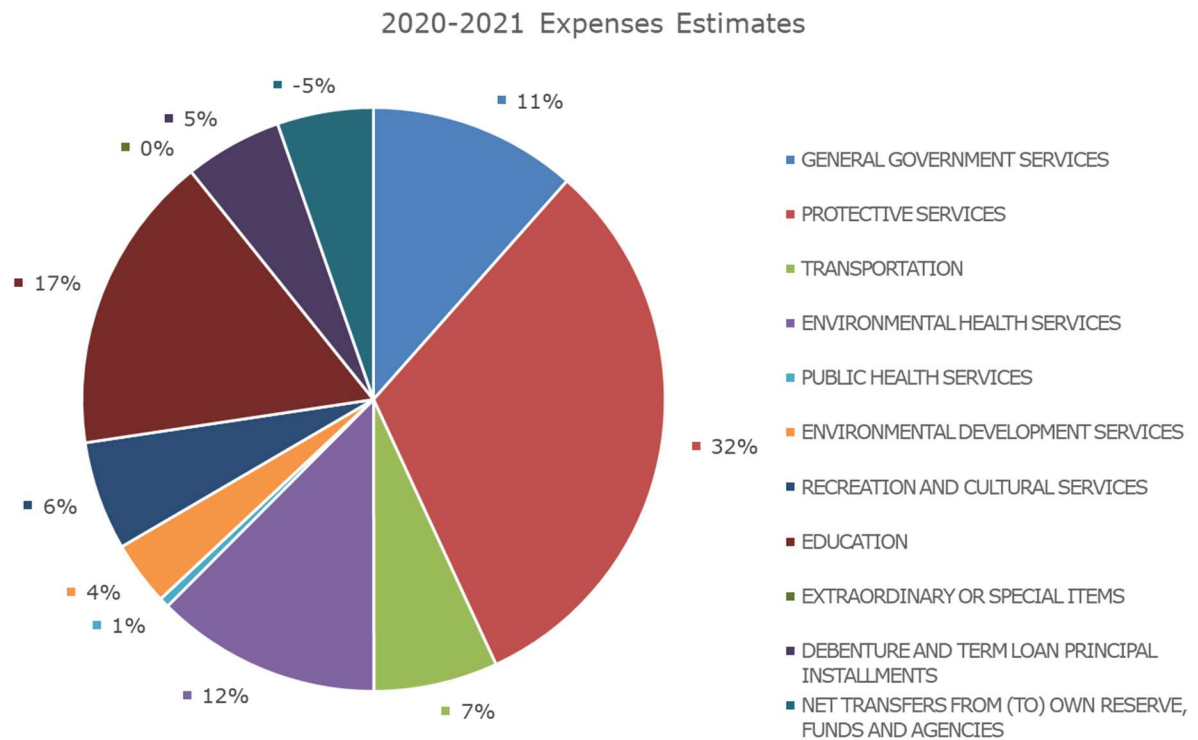
| REVENUE                                                         |                      | EXPENDITURES Cont.                                             |                      |
|-----------------------------------------------------------------|----------------------|----------------------------------------------------------------|----------------------|
| Assessable Property Taxes                                       | \$ 21,932,536        | <b>Hantsport Area Rate Expenditures for Municipal Services</b> |                      |
| Grants in Lieu of Taxes                                         | \$ 114,548           | General Government Services                                    | \$ 17,563            |
| Services to Other Governments                                   | \$ 1,085,044         | Protective Services                                            | \$ 9,248             |
| Sales of Service                                                | \$ 569,676           | Roads, Streets, & Sidewalks                                    | \$ 164,833           |
| Other Revenue from Own Sources                                  | \$ 697,216           | Wastewater Management                                          | \$ 5,212             |
| Unconditional Transfers                                         | \$ 557,223           | Solid Waste Management                                         | \$ -                 |
| Conditional Transfers                                           | \$ 216,157           | Cemetery                                                       | \$ 32,805            |
| <b>TOTAL</b>                                                    | <b>\$ 25,172,400</b> | Parks & Recreation                                             | \$ -                 |
|                                                                 |                      | HMCC                                                           | \$ 86,082            |
|                                                                 |                      | Debt principal                                                 | \$ 99,610            |
|                                                                 |                      | Net transfer to reserves                                       | \$ 262,550           |
| EXPENDITURES                                                    |                      | <b>Windsor Area Rate Expenditures for Municipal Services</b>   |                      |
| <b>General Rate Expenditures for Municipal Services</b>         |                      | General Government Services                                    | \$ 192,568           |
| General Government Services                                     | \$ 2,592,908         | Protective Services                                            | \$ 1,909,439         |
| Protective Services                                             | \$ 2,095,476         | Roads, Streets, & Sidewalks                                    | \$ 467,131           |
| Roads & Streets                                                 | \$ 927,768           | Wastewater Management                                          | \$ 925,568           |
| Wastewater Management                                           | \$ -                 | Solid Waste Management                                         | \$ 409,039           |
| Solid Waste Management                                          | \$ 159,099           | Cemetery                                                       | \$ 25,539            |
| Planning & Development                                          | \$ 760,319           | Parks & Recreation                                             | \$ -                 |
| Regional Economic Development                                   | \$ 242,275           | WBES                                                           | \$ 41,210            |
| Parks & Recreation                                              | \$ 1,453,203         | Debt principal                                                 | \$ 487,467           |
| Debt principal                                                  | \$ 185,651           | Net transfer to reserves                                       | -\$ 483,657          |
| Net transfer to reserves                                        | -\$ 981,942          | <b>Expenditures Mandated by the Province</b>                   |                      |
| <b>West Hants Area Rate Expenditures for Municipal Services</b> |                      | Regional Library Board                                         | \$ 119,543           |
| General Government Services                                     | \$ 116,987           | Provincial Roads                                               | \$ 187,094           |
| Protective Services                                             | \$ 4,630,960         | Regional Housing Authority                                     | \$ 97,000            |
| Roads, Streets, & Sidewalks                                     | \$ 192,676           | Provincial Corrections                                         | \$ 248,531           |
| Wastewater Management                                           | \$ 987,825           | Assessment Services                                            | \$ 332,405           |
| Solid Waste Management                                          | \$ 1,034,072         | Mandatory Education Contribution                               | \$ 4,683,280         |
| Parks & Recreation                                              | \$ 2,075             | <b>Total Expenditures</b>                                      | <b>\$ 25,172,400</b> |
| Debt principal                                                  | \$ 753,514           |                                                                |                      |
| Net transfer to reserves                                        | -\$ 300,526          |                                                                |                      |

A complete list of rates and detailed budget may be accessed online at the following website:

<https://www.westhants.ca/municipal-finances.html>

## Expenditure Breakdown

Expenses in the 2020-21 budget increased over prior years by \$2.1 million. These increases are due to the Mandated Education Contributions, and the Royal Canadian Mounted Police contract. These two mandated expenses have led to significant demands on available financial resources. As a result, West Hants Regional Council had to increase tax rates from the previous year by \$0.02.



## Tax bills are due September 1, 2020

**2020 tax year is from April 1, 2020 – March 31, 2021**

### Options for paying tax bills are as follows:

1. Payments using cash, cheque or debit can be made at the Municipal Office located at 76 Morison Drive, Windsor.
2. To pay by Telephone/Online Banking, search "West Hants" under the payee, select Windsor West Hants Taxes from the list, then use your 8-digit Assessment Account Number (AAN) shown on your bill.





## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** **Committee of the Whole**

**Submitted by:** Councillor Mark McLean

**Date:** January 12, 2021

**Subject:** Planning Processes and Development Readiness

---

### LEGISLATIVE AUTHORITY

MGA sections 200, 201 and 204

### RECOMMENDATION or DECISION REQUEST

I move that council direct staff to look at the pros and cons in shortening the planning process to approve building permits so we can be competitive with our neighbouring municipalities when it comes to attracting businesses and development. Adopt an "as of right" policy.

### BACKGROUND

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

### DISCUSSION

- ~ to shorten the process to approved building permits in a timely manner
- ~ make our municipality investor ready
- ~ adopt an "as of right" policy the best suits West Hants
- ~ not needing so many planning committees with the consolidation

### NEXT STEPS

- ~ Look at pros and cons of a decision like this

## **FINANCIAL IMPLICATIONS**

- ~ less staffing needed to accommodate planning committees
- ~ more tax base because feature development

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

### Background

My interpretation is that the Councillor wants to ensure the Municipality has the most efficient process that can be achieved and is permitted by policy and legislation in order to accommodate development opportunities. Further, that the Municipality is "open for business" and has a streamlined process which does not discourage or delay the application process. The Councillor's comments appear to express concerns regarding timing and the length of time it takes to carryout "process" . *(This should be confirmed during Council discussion)*. It is important to note and explore the process to apply for a development permit when existing language permits the applicant's development or construction and a separate process when an amendment (s) is required as existing language does now allow for the development or construction.

Council is reminded that there are many aspects and conditions of the planning process that are regulated by both external and internal conditions (MGA, MPS, LUB, etc...). The external legislation is provided to municipal units and must be adhered to. Other internal strategies, bylaws, and policies are generally at the discretion of Council.

The current planning process includes various committees such as Area Advisory Committees, PAC / HAC and Council. The current sequence and timing of the various committees is well coordinated to ensure timing and process is as efficient as it can be with the number of committees that exist and the legislated or policy requirements in place. I would suggest that one of the current priorities and purpose of the advisory committees is to ensure thorough public engagement and that discussion occurs by appointed council and community representatives from the communities in which the amendment or application originates. If directed by Council to prepare a report, the current practice should be compared to the "minimum standards" and review the various sections of the MGA (including MGA sections 200, 201 and 204) so that Council can reflect and compare in order to determine their desired process.

### Department/staff Responsible and Workload

The time requirement by staff to prepare a report of this nature would be low to medium and could be provided at the February or March COTW.

### Budget

N/A to prepare a report.

## Options

1. For Council to maintain the current processes.
2. Noted in the Preferred Strategy section.

## Preferred Strategy

For Council to direct the Chief Administrative Officer, in conjunction with the Director of Planning, to prepare a report regarding the current planning processes and to comment on the items in the Councillor section of this report and other relevant planning matters

## Further

Provide comments regarding existing and alternative public engagement options for Council's consideration and the "pros and cons" of the advisory committees as they relate to Council, citizen and public engagement.

Report Prepared by: Mark McLean, Councillor

Report Reviewed by:



---

Mark Phillips, Chief Administrative Officer