



WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**
March 09, 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
 - a) 2021-02-09 Committee of the Whole minutes
 - b) 2021-02-17 Special Committee of the Whole minutes
7. Presentations
 - a) Noise By-law – S/Sgt David Ferguson
 - b) Hants County Senior Safety Association – Karen Crowe, Coordinator; Kathy Blois, Board Chair, S/Sgt David Ferguson
 - c) Water/Sewer Utility – Gerry Isenor and Blaine Rooney
8. Unfinished Business/Postponed Motions
 - a) Rural Internet
 - i. Rural Internet Service for NS Initiative Update – (Standing Item) – Updated Maps link (shows addresses if zoomed in)
9. Reports
 - a) CAO Activity Update – Information Report
10. Correspondence
 - a) Info Only – None
 - i. NSFM (April 2, 2020) - 12 Months' Notice 2021-22
 - ii. Jane Davis (February 11, 2021) – Area Advisory Committees
 - iii. Bill Preston (March 8, 2021) – Area Advisory Committees
 - iv. Elaine Warner (March 9, 2021) - Area Advisory Committees
 - b) Requests (for discussion)
 - i. NS Firefighters Benevolent Fund (Feb. 17, 2021)– Financial Assistance Request
11. New Business
 - a) Dangerous or Unsightly Premises – Information Report
 - b) Emergency Management By-law – Recommendation Report
 - c) Meeting and Committee Procedural Policy Amendments – Recommendation Report

- d) PCP (Partners for Climate Protection Program), Milestones 1 & 2 – Recommendation Report
- e) Newport Corner Community Hall – Recommendation Report
- f) Water Information – Information Report
- g) Safe Exchange Zone for online buyers/sellers – Request for Decision Report (B. Morton)
- h) Community Recognition – Veteran Firefighters – 15 Years – Request for Decision Report (J. Ivey)
- i) Panuke Rd Event – Request for Decision Report (D. Francis)

12. Public Participation Period

13. In-Camera

- a) 2021-01-12 COTW In-camera minutes approval
- b) 2021-02-09 COTW In-camera minutes approval
- c) Land Matter #1 – MGA S. 22(2)(a)
- d) Land Matter #2 – MGA S. 22(2)(a)
- e) Land Matter #3 – MGA S. 22(2)(a)
- f) Land Matter #4 – MGA S. 22(2)(a)
- g) Legal Matter #1 – MGA S. 22(2)(g)
- h) Land Matter #5 – MGA S. 22(2)(a)
- i) Legal Matter #2 – MGA S. 22(2)(g)

14. Next Meeting Date / Adjournment

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List) 2020/21
March 01, 2021

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

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
Internet Access Business Plan - CAO to initiate process for dev of a business plan to present to Council (may req. consultation with market/industry experts for the delivery of high-speed internet access for WHRM residents. (Cross-ref with 2020-09-08 COTW direction)	Council	M	2020-04-28 (M) 2020-09-08 (D)	As per 2021-02-09 COTW; revisit in 6 mths		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) 2021-02-09 COTW - Gerry Isenor to present during budget deliberations	COTW	M	5/12/2020			
(2021-02-23 Council) - Finance to present scenarios for winter/summer months	Council	D	2021-02-09 2021-02-23	2021-03 COTW		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	2021-06		CAO

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Tax Structure (Blended Rates - restructuring of existing tax rate) - Staff and council to review over the next year.	COTW	D	2020-06-01	2021-03		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
Rural Internet - Send 'heatmap' survey to WHRM residents asking if they have internet	COTW	D	2020-09-08	2021-02 Develop NS announced where there are power poles will be internet (99%)		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	2021-05		CAO/Planning

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Pedestrian Signage and Barriers - Have consistent and align with Branding outcomes. Staff prepare report for 2021/22 Capital & Operating budgets. (These items should be incorporated into our growth centres). Staff report back.	Council	M	2020-09-22	Align with Branding outcomes		PW/Comm. Dev
Comms Plan/Process for Staff-Council	Council	D	2020-09-22	2021-03		CAO
Diversity & Inclusion Committee (from Meeting & Committee Procedural Policy Amendments) - Advertise for Committee members and mobilize the committee	COTW	M	2020-10-13	2021-03 (also with Rad Consulting Engagement Sessions)		CAO
Rezoning Application (20 Main St, Hantsport PIDs 45043312 & 45043304) - Work with Planning Dept for Rezoning	COTW	M	2020-10-13	2021-03		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
Burning Permit - Staff review existing Fire-related by-laws	COTW	D	2020-11-10	2021-05		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						
(2021-02-23 Item 16(c)) - Expend funds for property evaluation on Mun-owned properties and bridge MOA/MOU gaps	COTW Council	D M	2020-11-10 2021-02-23	2021-01 2021-05		CAO

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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	2021-03		CAO
Hantsport Municipal Office Surplus - Put on the market for sale.	Council	M	2020-11-24	2021-03		Comm Dev
Service Contracts (discussed under Item 15(a)) - That staff forward a list (provide access) of all service contracts to Council so Council is aware and can look for potential cost-savings	Council	M	2021-01-26	2021-04		CAO
Royal Canadian Legion Funding Request - Staff look into & report back as to funding options	COTW	D	2021-02-09	2021-02		Fin & PW
Dec. COTW/Council Mtgs (Meeting & Committee Procedural Policy) - Staff amend policy to have Dec. meetings	COTW	M	2021-02-09	2021-03		CAO
Noise By-law - Staff revise by-law (Table motion until S/Sgt reports on matter at March COTW)	COTW	M	2021-02-09	2021-03		Planning /CAO
Bog Rd - Write letter monthly to TIR (and cc. Premier, Premier-elect, Minister Porter) that road needs to be repaired)	COTW	M	2021-02-09	2021-03		CAO

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Municipality Debt - Carlee to report back total breakdown previous units and combined and further details (eg debenture info, interest rates, maturity dates, principal/interest amounts, etc). Perhaps send by email by Fri, Feb. 26 and bring back to budget discussions	Council	D	2021-02-23	2021-04 Budget Discussions		Fin
In-Camera 16(d) (Contract Neg) - Mayor & CAO participate in inter-municipal Agreement discussions	Council	M	2021-02-23	2021-03		CAO/Mayor
In-Camera 16(e) (Contractual) - Give notice to leave Valley REN	Council	M	2021-02-23	2021-02		CAO/Mayor
In-Camera 16(f) (Contractual) - Asset valuation	Council	D	2021-02-23	2021-03		CAO/Fin



WEST HANTS REGIONAL MUNICIPALITY

Information ☐	Recommendation ☐	Decision Request ☒	Councillor Activity ☐
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To: Mayor and Members of Council

Submitted by: _____
Madelyn LeMay, Director, Planning and Development

Date: 2021-02-09

Subject: Noise By-law

1.0 LEGISLATIVE AUTHORITY

Municipal Government Act s. 172

2.0 BACKGROUND

In reviewing By-laws which must be enforced, By-law Enforcement determined that neither Hantsport nor Windsor's Noise By-law can be effectively enforced unless changes are made to the By-Laws by Council.

3.0 DECISION REQUEST

Staff requests direction from Committee of the Whole (COTW) on whether material should be prepared to begin repeal of the Noise By-laws for Windsor and Hantsport or whether a Noise By-law should be drafted which would encompass the Region.

4.0 DISCUSSION

A brief review of the Hantsport and Windsor Noise By-laws resulted in the identification of the following issues:

4.1 Hantsport's Noise By-Law Issues

- this By-law (Attachment A) is not enforceable by Summary Offence Ticket (SOT) as it is not listed on the Province's SOT Booklet Attachment (Attachment B). At present, By-Law officers are able to issue a warning or proceed by way of a "long form" – a process which is not recommended. It is lengthy and includes completion of an Information Form, a Summons and an Affidavit of Service. Each of these must be signed by a Justice of the Peace before being issued and the Affidavit of Service must be signed by a Commissioner of Oaths

or a Justice of the Peace. In order for SOTs to be issued amendments would be needed to the Provincial SOT Regulations. Should the By-law be kept, the long-form procedure would be required for enforcement until such time as SOTs could be issued;

- there is no definition of continuous noise and no statement of the length of time a noise can occur before being in violation of the By-law, which makes enforcement subjective.

4.2 Windsor's Noise Bylaw Issues

- this By-law (Attachment C) has no definition of continuous noise and no statement of the length of time a noise can occur before being in violation of the By-law, which makes enforcement subjective;
- the decibel maximums are established at 55dBA for the 7am-10pm period and 45dBA for the 10pm -7 am period. The maximums are likely too low since a regular conversation would be approximately 60dBA;
- there is no offense listed in the SOT Booklet regarding Section 33.03(1), *Making any noise or combination of noises which, when measured on the property or at a boundary line of the property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level as follows: Time Commercial and Institutional Property Residential Property 7:00 am – 10:00 pm 55 dBA 65 dBA 10:00 pm – 7:00 am 45 dBA 55 dBA the decibel and time restrictions.* The Sound Meter would be used for this section, but a SOT could not be issued;
- Section 33.03 (3) *The operation of any noise-creating blower power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operation gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to attenuate such noise and the device is operated between the hours of 8 a.m. and 8 p.m.;* seems to contradict Section 33.03(1) above.
- Section 33.04 (1) *No person, in the Town, shall make any noise which disturbs or tends to disturb the peace and tranquillity of the Town or any portion of it;* this does not define the noise by decibel level, which makes it a subjective area.
- Section 33.04 (2) *No person who owns, or has under their supervision, a dog, shall permit the dog to make any noise which disturbs or tends to disturb the peace and tranquillity of the Town or any portion of it;* this section should be removed as it forms part of the Dog By-law;
- Section 33.04 (4) *No person shall by; (a) fighting (b) screaming (c) shouting, or (d) singing; cause any loud and unnecessary noise, the sounds of which are heard on another property or at a boundary line of the other property, or in a dwelling unit other than the dwelling unit in which the noise is generated.* Clauses (a) (b) and (c) should be responded to by the RCMP and not included within a Noise By-law.

4.3 West Hants 2019 Proposal

When a Noise By-law was proposed in 2019, fewer than ten complaints about noise in West Hants, including Hantsport, had been received by By-law

Enforcement. These were all related to truck traffic, forestry operations, noise bangers at a grape vineyard, and one to mowing grass. Unfortunately, the complaints were not recorded at that time.

Following consideration, the Noise By-law proposed in a 2019 report from the then-West Hants CAO, Martin Laycock, to West Hants Council (Attachment D) was not approved by Council.

4.4 Equipment

The Sound Meter owned by Windsor and apparently used by the Commissionaires appears to have been purchased in 2005, when the By-law came into effect, and was manufactured well before 2005.

If the machine is not calibrated, the accuracy of the measurements could be called into question during court proceedings. The manual for the Windsor sound meter states that the meter should be calibrated only by service technicians; however there does not appear to be anyone providing calibration services in Nova Scotia.

It also appears that the age of the Sound Meter can have a negative affect on an accurate reading.

Should Council wish to proceed with a Noise By-law for the Region, a new sound meter should be purchased. Any new meter should be able to be calibrated effectively by By-law Enforcement staff.

5.0 NEXT STEPS

Staff will prepare reports and documents based on the direction from COTW.

6.0 FINANCIAL IMPLICATIONS

This report does not have any financial implications for WHRM. A Noise By-law for the Region would require expenditure of between \$500. And \$1,000 for purchase of a new Sound Meter.

7.0 ATTACHMENTS

Attachment A	Hantsport Noise By-law
Attachment B	Summary Offense Ticket Booklet extract
Attachment C	Windsor Noise By-Law
Attachment D	Recommendation Report: Noise By-law, N-001

8.0 CHIEF ADMINISTRATIVE OFFICER REVIEW

In addition to the items noted in the report I would add that the enforcement of a noise bylaw presents many challenges. For example; the timing of the complaint, the measurement of the noise creating the complaint and reflecting that a noise complaint

often originates as an issue between neighbors, to name a few. The utilization of the RCMP and Bylaw Enforcement Officers to promote a standard of "Peace and Good Order" when a complaint is received would likely promote a higher level of success in addressing the concern, to educate the general public and to best utilize the human resources provided by the WHRM.

I would recommend repealing the bylaws and further suggest that the matter be reviewed with the Police Advisory Board (PAB) for the Region to forecast impacts should the bylaws be repealed.

Report Prepared by: _____
Madelyn LeMay, Director, Planning and Development
Ryan Parker, By-law Officer

Report Reviewed by: _____
Rhonda Brown, Clerk

Report Approved by:  _____
Mark Phillips, CAO



ATTACHMENT A

Town of Hantsport By-law #101-2

Noise By-law

PREAMBLE:

The residents of this normally quiet and peaceful town continue to experience the challenge of finding the appropriate level of control over the action of people in Town to encourage respect for others' privacy and their enjoyment of life.

Through a "living in community" initiative by Town Council, examining what contributes to and what detracts from comfort levels for residents of Hantsport, excessive noise has been identified as a significant factor.

With the authority vested in the Town by the Municipal Government Act to control noise, this bylaw is intended to establish acceptable standards for noise to encourage respect for the comfort, privacy and enjoyment of life for Town residents without the sanctions, which accompany the control of excessive noise generating behavior through the Canadian Criminal Code.

Be it therefore enacted by the Council of the Town of Hantsport, as follows:

1. This by-law shall be known as By-law No. 101-2 and may be cited as the Noise By-law.
2. In this by-law:
 - (1) "A-weighted Continuous Noise Level" and "dBA" both have the meaning used in Ontario Municipal Model Noise Code (1978);
 - (2) "Dwelling Unit" means living quarters, accessible from a private entrance either outside a building or in a common area within a building, that are occupied or, if unoccupied, are reasonably fit for occupancy, and that: contain kitchen facilities within the unit and have toilet facilities that are not shared with the occupants of other dwelling units;
 - (3) "Occupier" means a person who is in possession of a dwelling unit, or a person who has responsibility for and control over the condition of a dwelling unit or the activities there carried on.

Notwithstanding that there is more than one occupier of the same dwelling unit;

- (4) "Sound system" includes a public address system, phonograph, gramophone, radio, cassette tape player, compact disc player, computer or computer accessory, loudspeaker, microphone, or any other device or apparatus, whether moveable or stationary, whether located inside or outside a dwelling unit or motor vehicle, that apparatus amplifies, emits or transmits sounds;
 - (5) "Town" means the Town of Hantsport.



**Town of Hantsport
By-law #101-2**

Noise By-law

3. The following acts, among others, are hereby declared to be noises, which disturb or tend to disturb the peace and tranquility of the Town or any portion of it:

- (1) Making any noise or combination of noises which, when measured on the property or at a boundary line of the property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level as follows:

Time	Residential Property	Commercial and Institutional Property
7 a.m. – 10 p.m.	55dBA	65 dBA
10 p.m. – 7 a.m.	45 dBA	55dBA

- (2) The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, or motor boat, except through a muffler or other device which will effectively prevent loud or explosive noises from it;
- (3) The operation of any noise-creating blower power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operation gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to attenuate such noise and the device is operated between the hours of 8 a.m. and 8 p.m.;

4.

- (1) No person, in the Town, shall make any noise which disturbs or tends to disturb the peace and tranquility of the Town or any portion of it.
- (2) No person who owns, or has under his or her supervision, a dog, shall permit the dog to make any noise, which disturbs or tends to disturb the peace and tranquility of the Town or any portion of it.
- (3) No person, in the Town, shall operate, or cause or permit to be operated any sounds system at such a level that the resulting sound is heard, in a dwelling unit or other building, other than the dwelling unit or other building in which the sound system in question is located.
- (4) No person shall be:
- fighting
 - screaming
 - shouting, or
 - singing

No person shall cause any loud and unnecessary noise, the sounds of which are heard on another property or at a boundary line of the other property, or in a dwelling unit other than the dwelling unit in which the noise is generated.



**Town of Hantsport
By-law #101-2**

Noise By-law

5.

- (1) No occupier shall allow or permit to occur in the dwelling unit of which that person is the occupier, any activity prohibited by Section 4 above.
- (2) It is a defence to a charge under this section that there was another occupier who had a greater right of possession or greater responsibility and control over the dwelling unit in question at the time of the prohibited activity.

6. This by-law does not apply to the following:

- (1) Employees of the Town, the Government of Canada, the Province of Nova Scotia Inc., Minas Basin Pulp & Power Company Ltd., Fundy Gypsum Company, Windsor and Hantsport Railway Company Limited, Nova Scotia Power or Maritime Tel and Tel when those employees are acting in the reasonable execution of their duties;
- (2) Noises emitted by machinery or equipment when used under the provisions of (1) above;
- (3) A person or a corporation, or an employee of such person or corporation, reasonably performing work at the request of any party described in (1) above;
- (4) Noise emitted by machinery and equipment, or either of them, used in snow removal and snow clearing operations on public or private property, not later than 48 (forty-eight) hours after the end of the storm which left the snow;
- (5) Noises in connection with athletic, recreational or school activities in arenas, playing fields, courts, school grounds or in Town park areas between the hours of 7 a.m. and 11 p.m.;
- (6) Noises in relation to parades, street dances, or other community activities between the hours of 7 a.m. and 11 p.m. subject to permission having been granted under Section 8 of this By-law;
- (7) Noises in relation to religious activities between the hours of 7 a.m. and 11 p.m.;
- (8) (a) The regulation of any loud and unnecessary noise in or from the engine, exhaust system, braking system, or from the contact of the tyres with the roadway, by a motor vehicle from starting, driving, turning, stopping, or accelerating;

(b) The regulation, registration, licensing or identification of vehicles, or the use of the highway by such vehicles, both categories of which are within the jurisdiction of the Motor Vehicle Act.



**Town of Hantsport
By-law #101-2**

Noise By-law

7. Notwithstanding any other provision of this By-law, it is lawful to emit or cause or permit the emission of noise in connection with:
 - (1) Emergency measures undertaken for the immediate health, safety and welfare, or any of them, of the inhabitants of the Town;
 - (2) Emergency measures undertaken for the preservation of property;
 - (3) Construction activities between the hours of 8 a.m. and 8 p.m. for which a Building Permit has been issued by the Town;
 - (4) Agriculture activities carried on by a farm operation.
8. An exemption from the application of the By-law may be granted by the Council under the following terms:
 - (1) Notwithstanding anything contained in this By-law, any person may make application to the Council to be granted an exemption from any of the provisions of this By-law with respect to any emission of noise for which that person might be prosecuted. The Council may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser affect. Any exemption granted shall specify the time period, not in excess of 6 (six) months, during which the exemption shall be effective and the exemption shall be in written form and shall include such terms and conditions as the Council deems appropriate;
 - (2) In deciding whether or not to grant an exemption, the Council shall give consideration to the social or commercial benefit of the proposed activity to the Town, the views of any residents of the Town which may be expressed to the Council, the proposed hours of operation of the proposed noise making activity, and the proposed duration of the subject activity;
 - (3) In deciding whether or not to grant an exemption, the Council shall give the applicant and any person or person, who may be affected by the proposed activity, an opportunity to be heard and may consider such other matters as the Council deems appropriate;
 - (4) Any alleged breach by the applicant of any of the terms or conditions of any exemption granted by the Council shall be investigated by Town staff and reported to the Council in writing. The Council shall determine whether or not a breach has taken place. If the Council determines that a breach has taken place the Council may revoke the exemption.
9. Every person who contravenes or fails to comply with any of the provisions of the By-law



**Town of Hantsport
By-law #101-2**

Noise By-law

shall be liable to a penalty of not less than \$50 (fifty dollars) and not more than \$200 (two hundred dollars), and default of payment, to imprisonment for a period not exceeding 60 (sixty) days.

Passed by the Town Council of the Town of Hantsport on the 24th day of October, 2001.

Approved by the Minister of Municipal Affairs on (no ministerial signature).

ATTACHMENT B

Schedule M-26 Town of Windsor By-laws

Offence	Section	Out of Court Settlement
Alarms By-law:		
Failing to maintain current list of contact persons	32.04	\$237.50
Installing, maintaining or using audible alarm other than for heat, smoke or fire that is capable of being sounded outside for greater than 15 minutes	32.06	\$237.50
Owner causing or permitting false alarm contrary to by-law	32.07	\$237.50
Using, permitting, maintaining or installing automatic calling device contrary to by-law	32.1	\$237.50
Civic Addressing By-law:		
Refusing to comply with assignment or re-assignment of civic number	31.4.4	\$237.50
Owner of private road failing to erect road sign according to specifications in by-law	31.6.2	\$237.50
Dog By-law		
Owning dog that runs at large	38.12(1)(a)	\$352.50
Owning dog that is not registered or has unpaid registration (specify)	38.12(1)(b)	\$352.50
Owning fierce or dangerous dog	38.12(1)(c)	\$697.50
Owning dog that disturbs quiet of neighbourhood	38.12(1)(d)	\$697.50
Owner of dog, other than dog that is trained to assist and is assisting person with disability, failing to remove dog feces from property other than owner's property	38.13(1)	\$352.50
Owner of dog failing to provide statutory declaration as required by Bylaw when disposing of dog carcass without exhibiting it to bylaw enforcement officer	38.15(2)	\$352.50
Owner failing to deliver statement in writing of number of dogs owned, harboured, or habitually kept (specify) on premises of owner as required by bylaw	38.24	\$352.50
Exotic Pet By-law		
Bringing into town, possessing, having care or control of or harbouring (specify) prohibited animal	42.02(a)	\$295.00
Disposing of prohibited animal	42.02(b)	\$295.00
Selling or offering for sale (specify) prohibited animal	42.02(c)	\$295.00
Owner of exotic animal failing to ensure it is kept in secured enclosure	42.03	\$295.00
Fire Arms By-law		
Firing or discharging fire arm	8.01	\$237.50
Hawkers, Traders and Peddlers By-law		
Hawking, peddling or going from door to door to sell or offer for sale (specify) without license	15.01	\$237.50
Operating mobile canteen or mobile refreshment stand (specify) without license	15.06(a)	\$237.50
Exercising business of auctioneer without first obtaining auctioneer's license	15.07(a)	\$237.50
Minimum Standards By-law:		
Owner failing to maintain building to standards (specify)	36.06	\$369.75
Noise Bylaw		
Making noise that tends to disturb peace and tranquillity of Town	33.04(1)	\$180.00
Person supervising dog permitting dog to make noise that tends to disturb	33.04(2)	\$180.00

**Schedule M-26
Town of Windsor By-laws**

Offence	Section	Out of Court Settlement
Operating sound system so that sound is heard in other dwelling unit	33.04(3)	\$180.00
Causing loud and unnecessary noise by fighting, screaming, shouting or singing (specify) that is heard at boundary line with other property	33.04(4)	\$180.00
Occupier permitting activity prohibited by Section 4 of bylaw (specify) in dwelling unit	33.05(1)	\$180.00
Occupier permitting noise to be made that disturbs peace and tranquillity of Town	33.05(2)	\$180.00
Outdoor Fire By-law:		
Operating open fire pit within Town	39.03(1)	
first offence		\$410.00
second offence		\$1272.50
third offence		\$5872.50
Having outdoor fire within Town not contained as required	39.03(2)	
first offence		\$410.00
second offence		\$1272.50
third offence		\$5872.50
Burning non-designated material or waste within Town	39.03(3)	
first offence		\$410.00
second offence		\$1272.50
third offence		\$5872.50
Failing to obtain special burn permit for open air burning	39.05	
first offence		\$410.00
second offence		\$1272.50
third offence		\$5872.50
Protection from Second-Hand Smoke By-law:		
Smoking where prohibited	4	\$352.50
Respecting Smoke Free Public Spaces Bylaw		
Smoking in park on Town property or property Town is licensed to maintain (specify)	4(a)	\$410.00
Smoking in playground on Town property	4(b)	\$410.00
Smoking in outdoor recreational facility on Town property	4(c)	\$410.00
Smoking on grounds of Town building	4(d)	\$410.00
Smoking on grounds of event on Town property open to public	4(e)	\$410.00
Smoking on path on Town property or property Town is licensed to maintain (specify)	4(f)	\$410.00
Smoking on street within Town boundaries	4(g)	\$410.00
Sewers and Sewage Discharges By-law		
Discharging or causing or permitting discharge (specify) of any storm water into public sanitary sewer system	11.02(a)	\$237.50
Discharging or causing or permitting discharge (specify) of sanitary sewage into public storm sewer system	11.02(b)	\$237.50
Injuring, breaking or removing portion of public sewer system (specify) or device installed in public sewer system for purpose of measuring, sampling or testing sanitary sewage	11.02(c)	\$237.50

ATTACHMENT C



TOWN OF WINDSOR BYLAW # 33 PREVENTION OF EXCESSIVE NOISE BYLAW

With the authority vested in the Town by the Municipal Government Act to control noise, this bylaw is intended to establish acceptable standards for noise to encourage respect for the comfort, privacy and enjoyment of life for Town residents.

Be it therefore enacted by the Council of the Town of Windsor, as follows:

33.01 This Bylaw shall be known as Bylaw No. 33 and may be cited as the Noise Bylaw.

33.02 In this Bylaw:

- (1) "A-weighted Continuous Noise Level" and "dBA" both have the meaning used in Ontario Municipal Model Noise Code (1978);
- (2) "Dwelling Unit" means living quarters, accessible from a private entrance either outside a building or in a common area within a building, that are occupied or, if unoccupied, are reasonably fit for occupancy, and that:
 - (a) Contain kitchen facilities within the unit; and
 - (b) Have toilet facilities that are not shared with the occupants of other dwelling units; and includes any additional space which the occupier is entitled to occupy, including but not limited to decks, patios, yards and driveways.
- (3) "Occupier" means,
 - (a) A person who is in possession of a dwelling unit, or
 - (b) A person who has responsibility for a control over the condition of a dwelling unit or the activities there carried on, notwithstanding that there is more than one occupier of the same dwelling unit.
- (4) "Sound System" includes a public address system, phonograph, gramophone, radio, cassette tape player, compact disc player, computer or computer accessory, loud speaker, microphone, or any other device or apparatus, whether operated electrically, mechanically or in any other way whatsoever, whether moveable or stationary, whether located inside or outside a dwelling unit or motor vehicle, that reproduces, amplifies, emits, or transmits sounds;
- (5) "Town" means the Town of Windsor.

33.03

The following acts, among others, are hereby declared to be noises which disturb or tend to disturb the peace and tranquillity of the Town or any portion of it;

- (1) Making any noise or combination of noises which, when measured on the property or at a boundary line of the property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level as follows:

Time	Commercial and Residential Property	Institutional Property
7:00 am – 10:00 pm	55 dBA	65 dBA
10:00 pm – 7:00 am	45 dBA	55 dBA

- (2) The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, or motor boat, except through a muffler or other device which will effectively prevent loud or explosive noises from it;
- (3) The operation of any noise-creating blower power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operation gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to attenuate such noise and the device is operated between the hours of 8 a.m. and 8 p.m.;

33.04

- (1) No person, in the Town, shall make any noise which disturbs or tends to disturb the peace and tranquillity of the Town or any portion of it.
- (2) No person who owns, or has under their supervision, a dog, shall permit the dog to make any noise which disturbs or tends to disturb the peace and tranquillity of the Town or any portion of it.
- (3) No person, in the Town, shall operate, or cause or permit to be operated any sound system at such a level that the resulting sound is heard, in a dwelling unit or other building, other than the dwelling unit or other building in which the sound system in question is located.
- (4) No person shall by
 - (a) fighting
 - (b) screaming
 - (c) shouting, or
 - (d) singing;cause any loud and unnecessary noise, the sounds of which are heard on another property or at a boundary line of the other property, or in a dwelling unit other than the dwelling unit in which the noise is generated.

33.05

- (1) No occupier shall allow or permit to occur in the dwelling unit of which that person is the occupier, any activity prohibited by Section 4 above.

- (2) No occupier shall permit noise to be made in or on the occupier's dwelling unit which disturbs the peace and tranquillity of the Town or any portion of it.
- (3) It is a defence to a charge under this section that there was another occupier who had a greater right of possession or greater responsibility and control over the dwelling unit in question at the time of the prohibited activity.
- (4) In a prosecution for a violation of the bylaw, evidence that one person is disturbed is *prima facie* evidence that the Town or any portion of it is disturbed.

33.06

This Bylaw does not apply to the following:

- (1) Employees of the Town, the Government of Canada, the Province of Nova Scotia, Windsor & Hantsport Railway Company Limited, Registered Utility Companies when those employees are acting in the reasonable execution of their duties;
- (2) Noises emitted by machinery or equipment when used under the provisions of (1) above;
- (3) A person or corporation, or an employee of such person or corporation, reasonably performing work at the request of any party described in (1) above;
- (4) Noise emitted by machinery or equipment used in snow removal and snow clearing operations to provide safe and unimpeded access to and egress from health care and health service facilities, homes or health care providers, where the responsible health care provider has concluded that such operations must be carried out at that time;
- (5) Noises in connection with athletic, recreational or school activities in arenas, playing fields, courts, school grounds or in Town park areas between the hours of 7 a.m. and 11 p.m.;
- (6) Noises in relation to religious activities between the hours of 7 a.m. and 11 p.m.;
- (7) Noises in relation to parades, street dances, or other community activities between the hours of 7 a.m. and 11 p.m. subject to permission having been granted under Section 8 of this Bylaw;
- (8)
 - (a) The regulation of any loud and unnecessary noise in or from the engine, exhaust system, braking system, or from the contact of the tires with the roadway, by a motor vehicle from starting, driving, turning, stopping, or accelerating;
 - (b) The regulation, registration, licensing or identification of vehicles, or the use of the highway by such vehicles, both categories of which are within the jurisdiction of the Motor Vehicle Act.

33.07

Notwithstanding any other provision of this Bylaw, it is lawful to emit or cause or permit the emission of noise in connection with:

- (1) Emergency measures undertaken for the immediate health, safety and welfare, or any of them, of the inhabitants of the Town;
- (2) Emergency measures undertaken for the preservation of property;
- (3) Construction activities between the hours of 8 a.m. and 8 p.m. for which a Building Permit has been issued by the Town;
- (4) Agricultural activities carried on by a farm operation.

33.08

An exemption from the application of this Bylaw may be granted by the Council under the following terms:

- (1) Notwithstanding anything contained in this Bylaw any person may make application to the Council to be granted an exemption from any of the provisions of this Bylaw with respect to any emission of noise for which that person might be prosecuted. The Council may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser affect. Any exemption granted shall specify the time period, not in excess of six months, during which the exemption shall be effective and the exemption shall be in written form and shall include such terms and conditions as the Council deems appropriate;
- (2) In deciding whether or not to grant an exemption, the Council shall give consideration to the social or commercial benefit of the proposed activity to the Town, the views of any residents of the Town which may be expressed to the Council, the proposed hours of operation of the proposed noise making activity, and the proposed duration of the subject activity;
- (3) In deciding whether or not to grant an exemption the Council shall give the applicant and any person or persons who may be affected by the proposed activity an opportunity to be heard any may consider such other matters as the Council deems appropriate;
- (4) Any alleged breach by the applicant of any of the terms or conditions of any exemption granted by the Council shall be investigated by Town staff and reported to the Council in writing. The Council shall determine whether or not a breach has taken place. If the Council determines that a breach has taken place the Council may revoke the exemption.

33.09

Every person who contravenes or fails to comply with any of the provisions of the Bylaw shall be liable to a penalty of not less than fifty dollars (\$ 50.00) and not more than two hundred dollars (\$ 200.00), and default of payment, to imprisonment for a period not exceeding sixty (60) days.

Clerk's Annotation for Official Bylaw Book

Date of first reading of bylaw: June 28, 2005

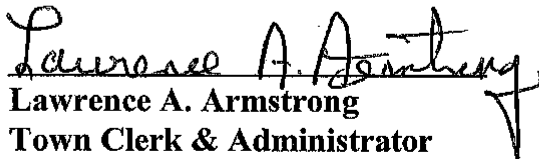
Date of advertisement of Notice of Intent to Consider: July 6, 2005

Date of second reading of bylaw: July 26, 2005

***Date of advertisement of Passage of Bylaw:** August 3, 2005

Date of mailing to Minister a certified copy of Bylaw: Aug. 4, 2005

I certify that this Prevention of Excessive Noise bylaw was adopted by Council and published as indicated above.


Lawrence A. Armstrong
Town Clerk & Administrator
Town of Windsor

Aug. 4, 2005
Date

ATTACHMENT D



MUNICIPALITY OF THE DISTRICT OF WEST HANTS RECOMMENDATION REPORT

To: Members West Hants Council

Submitted by: _____
Martin Laycock, Chief Administrative Officer

Date: January 22, 2019

Subject: Noise By-law, N-001

Origin:

Council approved a motion on July 10, 2018 to proceed with the finalizing a Noise By-law for the growth areas of Three Mile Plains, Hantsport and Falmouth.

Legislative Authority:

Municipal Government Act – Section 172

Recommendation:

Committee of the Whole recommends that:

... that Council give First Reading and proceed to a Public Hearing for the Noise By-law N-001 as presented in the Noise By-law, N-001 Recommendation Report dated January 22, 2019.

Background:

Council originally requested information on a Noise By-law in January 2017 after receive information regarding on-going noise related issues. An information report was provided to the Committee of the Whole (COTW) in February 2018, and a motion recommending a Noise By-law be created for the growth centers of Three Mile Plains, Hantsport and Falmouth was deferred at that meeting. The June 26, 2018 COTW approved and recommended the deferred motion to Council. Council approved the motion to create a Noise By-law for the growth centres at the July 2018 Council meeting.

Noise By-laws from various municipal units were review and sent to Councillors by the Municipal Clerk for information and feedback. The majority of Councillors stated a preference for the model Noise By-law put forth by the Association of Municipal Administrator of Nova Scotia (AMANS).

Noise By-laws are found in 17 of the 24 district or county municipalities in Nova Scotia. The Municipality of West Hants currently has a Noise By-law for just the community of Hantsport and a Peace and Good Order By-law covering the entire Municipality, except Hantsport. The Peace and Good Order By-law only speaks to the sounds of motorized vehicles and may be proposed for repeal as the Motor Vehicle Act already addresses the sounds of vehicles.

Discussion:

The draft Noise By-law outlines what noise is not acceptable, including a measurable sound limit. The By-law provides for activities and sounds which are automatically exempt, a process by which Council may grant an exemption and penalties should the By-law or exemption fail to be adhered to. The proposed Noise By-law also repeals and replaces the Noise By-law #101-2 of the Former Town of Hantsport.

The draft Noise By-law being proposed was based on the AMANS model Noise By-law, but has been modified for understanding and usage by the Municipality to ensure compliance and enforcement abilities. Some of the changes include:

- additional definitions,
- stating that noise will be measured by Type 2 sound level meter over a period of 5 minutes to determine compliance with the By-law,
- automatic noise exemption for Minas Basin Pulp and Power Company Ltd., refrigeration units and power generators,
- defined a maximum Council exemption period of 24 months, at which time an applicant would need to re-apply for an exemption, and
- provides a higher penalty for a second offence within a 6-month period.

It should be noted the By-law has allowed for automatic exemptions in Section 4.3 (e) for events which have received a Special Event Permit under the Special Events By-law. As well, Schedule A of the proposed Noise By-law has been adjusted to consider businesses operating on Sundays and to specifically include lawn care equipment.

The proposed Noise By-law has been written so enforcement could be by the Municipality or by the Royal Canadian Mounted Police (RCMP). However, permission for the RCMP to enforce the By-law is yet to be obtained, as a final draft was desired for their review. Enforcement for noise complaints would typically include the measurement of the sound level using A-weighted sound pressure level readable on the sound level meter. If the sound level meter is unavailable Section 3.2 and 6.2 would allow an officer to issue a Notice of Violation or Summary Offence without determining sound levels.

Under the proposed Noise By-law, a noise complaint would only be investigated if it was continuous noise, meaning the noise was consistent for period exceeding 30 minutes or

recurring with interruptions of up to an hour in duration. In order for any Officer to enforce the By-law and obtain a sound level, the noise would need to be occurring when the Officer arrives at the site.

Amendments to the Provincial Summary Offence Ticket Regulations to allow for Summary Offence Tickets (SOTs) to be issued will be sought if Council approves the By-law, until such time the Summary Offences would be pursued under court action. It should be noted that many of the other municipalities with Noise By-laws do not pursue penalties under their by-law, and so it is undetermined if the provisions in the proposed Noise By-law enable a successful legal action.

Financial Implications:

The exact financial implications of the proposed Noise By-law are unknown. To enforce the By-law at possibly 2 sound level meters would need to be purchased, one for the Municipality and one for the RCMP; should the RCMP ability to enforce the By-law be approved. The meter to be purchased is yet to be determined so the exact cost is unknown, and may require Council's approval as it would be outside the current budget.

As the number of potential noise complaints is unknown, the financial implications of an Officer's time and Municipal legal costs to enforce the By-law cannot be determined and it is possible legal costs, resulting from long form or disputed SOTs, may not be recovered, even if a case is successful.

Alternatives:

1. Committee of the Whole may choose not to recommend the draft Noise-By-law to Council.
2. Committee of the Whole may recommend changes before recommending the Noise By-law to Council.

Attachments:

1. Draft Noise By-law N-001
2. Example of a Noise By-law Exemption Application

Report Prepared by: _____
Rhonda Brown, Municipal Clerk

Report Reviewed by: _____
Carlee Rochon, Director of Finance



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Noise By-Law

1. TITLE, PURPOSE and SCOPE

- 1.1. This by-law shall be known and cited as the "Noise By-law".
- 1.2. The purpose of the Noise By-law is to set acceptable standards for noise in designated areas of the Municipality of the District of West Hants to allow for the peaceful enjoyment of property by residents.
- 1.3. This Noise By-law shall only apply within the boundaries of the designated growth centres of Three Mile Plains and Falmouth, as identified in the Municipality of the District of West Hants' Municipal Planning Strategy (as amended), and to the former Town of Hantsport.

2. DEFINITIONS

2.1. In this By-law

- a) "A-weighted Sound Pressure Level or dBA" is the sound pressure level modified by application of A-weighting, which is intended to approximate the relative sensitivity of the normal human ear to different frequencies of sound and is measured in decibels by a sound level meter;
- b) "construction" includes erection, alteration repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or fell trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any related work, but does not include blasting;
- c) "construction equipment" means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders and other materials handling equipment;
- d) "continuous noise" means
 - i. uninterrupted noise for a period of time exceeding 30 minutes; or
 - ii. recurring noise having periods of interruption of up to 1 hour in duration;

- e) "Council" means the Council of the Municipality of the District of West Hants;
- f) "dwelling unit" means one or more habitable rooms designed or intended to be used by one or more individuals as a separate and independent housekeeping place in which separate kitchen and sanitary facilities are provided for the exclusive use of such individual or individuals, with a private entrance from outside the building or from a common hallway or stairway inside the building; and includes any additional space which the occupier is entitled to occupy , including but not limited to decks, patios, yards and driveways;
- g) "emergency response personnel" includes police, fire departments or brigades, registered emergency service providers, search and rescue personnel, provincial, regional or municipal Emergency Measures Organizations, ambulance or emergency health services providers and includes volunteer or military personnel responding to an apparent condition of emergency;
- h) "emergency response vehicle" means any vehicle that is designated and authorized to respond to an emergency in a life-threatening situation;
- i) "motor vehicle" includes an automobile, motorcycle and any other vehicle propelled or driven otherwise than by muscular, gravitational or wind power; but does not include a motorized wheelchair, a vehicle running only upon rails, a farm tractor or a self-propelled implement of farming, or an off-highway vehicle as defined from time to time in the *Off Highway Vehicles Act*;
- j) "Municipality" means the Municipality of the District of West Hants;
- k) "neighbourhood" means the area surrounding a particular place, person or object.
- l) "occupant" means a person(s) who is in a possession of dwelling unit or a person(s) who has responsibility for and control over the condition of a dwelling unit or the activities there carried on. For greater clarity, there may be more than one occupant of a dwelling unit;
- m) "Officer" means the Municipality's By-law Enforcement Officer, Special Constable, or a member of the Royal Canadian Mounted Police;
- n) "point of reception" means any point on premises where sound, originating from other premises, including other dwelling units, is received;

- o) "recreational vehicle or boat" means an off-highway vehicle as defined in the Off-Highway Vehicles Act and includes any motorized water-craft, but does not include a commercial fishing boat or a boat used as a ferry or in a commercial enterprise;
- p) "sound system" means a public address system, television, radio, cassette tape player, compact disk player, computer or computer accessory, loud speaker, microphone, or any other device or apparatus, whether operated electronically, mechanically, or in any other way whatsoever whether movable or stationary, whether located inside or outside a dwelling unit or motor vehicle, that reproduces, amplifies, emits or transmits sound.

3. PROHIBITIONS and INTERPRETATIONS

- 3.1. No person shall engage in any activity which unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.
- 3.2. For the purpose of this section, evidence that the peace and tranquility of one person, including an Officer, is unreasonably disturbed by a noise is prima facie evidence that the peace and tranquility of the neighbourhood is unreasonably disturbed.
- 3.3. Without limiting the generality of Section 3.1, the activities listed in Schedule "A" during the prohibited times and places set out therein are deemed to be activities that unreasonably disturb the peace and tranquility of a neighbourhood.
- 3.4. Without limiting the generality of Section 3.1, no person shall generate, or cause or permit to be generated, a continuous noise that is measurable in A-weighted sound pressure level at a point of reception:
 - a) in excess of 70 dBA, before 7:00 a.m. or after 10:00 p.m.
 - b) in excess of 90 dBA, at other times.The A-weighted sound pressure level will be measured by a Type 2 sound level meter or better, over a period of 5 minutes.

4. FIXED EXEMPTIONS

- 4.1. This By-law does not apply to:
 - a) Emergency response personnel engaged in the execution of their emergency response duties; or
 - b) Persons acting at the request of emergency response personnel during an actual or apparent emergency condition.

- 4.2. Without limiting the generality of the foregoing, noises caused by emergency response vehicles and air ambulances are specifically exempt from prosecution.
- 4.3. Notwithstanding any other provision of this By-law, this By-law shall not apply to or prohibit:
- a) the emission of sound in connection with any organized traditional, festive or religious activity celebrating:
 - i. Canada Day;
 - ii. New Year's Eve; or
 - iii. religious holidays;
 - b) the emission of sound in connection with calls of worship, ringing of bells at places of religious worship, or services of religious worship;
 - c) noise caused by the Municipality, the Government of Canada, the Province of Nova Scotia, the Nova Scotia Power Corporation, Minas Basin Pulp and Power Company Ltd., and telecommunication companies, and their contractors and employees when acting in the reasonable execution of their duties
 - d) noises in connection with organized athletic or recreational activities in municipal or public park areas, arenas or community centres between 5:00 a.m. and midnight;
 - e) noises from organized and scheduled festivals, parades, street dances, rallies or other community activities funded, sponsored or licenced by the Government of Canada, Province of Nova Scotia or the Municipality;
 - f) noises emitted by audible pedestrian signals;
 - g) noises resulting from operation of any refrigeration unit which is capable of being attached to a refrigeration truck;
 - h) noises from the operation of off-highway vehicles at sites designated for that purpose;
 - i) noises emitted by machinery or equipment used in snow removal or snow clearing operations on public or private property;
 - j) noises in connection with agriculture activities carried on agriculture operations; and
 - k) noises associated with power generators used during an electrical power outage.

5. GRANT of EXEMPTIONS by COUNCIL

- 5.1. Notwithstanding anything contained in this By-law, any person may make an application, in the format approved by the Municipality, to Council to be granted an exemption from any of the provisions of this By-law with respect to any emission of noise for which that person might otherwise be prosecuted.
- 5.2. Council, by resolution, may refuse to grant the exemption or may grant the exemption with or without conditions.

- 5.3. Any exemption granted pursuant to Section 5.2 shall:
- specify a time period of not greater than twenty-four (24) months during which the exemption shall be effective;
 - shall be confirmed in writing by the Municipality before becoming effective; and
 - shall include such terms and conditions as Council deems appropriate.
- 5.4. Any person requesting an exemption pursuant to Section 5.1 must submit an application to the Municipality at least thirty (30) calendar days prior to the date and time of the noise for which the exemption is sought.
- 5.5. In deciding whether or not to grant an exemption under Section 5.1 or in determining terms or conditions of the exemption, Council shall give consideration to:
- the social or economic benefit of the proposed activity to the Municipality;
 - the volume, nature, duration and consistency of noise emission from the proposed activity;
 - the proximity and nature of abutting or adjacent land uses;
 - the hours of operation of the proposed activity;
 - the views of any residents of the Municipality which may be expressed to Council;
 - any other factors relevant to balancing the interests of the applicant in the proposed activity against the interests of those persons who might be disturbed by the proposed activity.
- 5.6. In deciding whether or not to grant an exemption, Council shall give the applicant, and any person opposed to the application, an opportunity to be heard by Council.
- 5.7. Applications for an exemption for an activity of less than 14 days duration do not require a public hearing pursuant to this section or notice pursuant to Section 5.4.
- 5.8. Fourteen (14) days notice of the time, date and purpose of a Public Hearing pursuant to Section 5.6, shall be mailed to the assessed owner or owners, as shown in the records of the Assessment Office, of each property which contains a building located within 150 meters (492 feet) of the property which will be the subject of the hearing.
- 5.9. Where the exemption is sought for an outdoor event not conducted at a fixed location, notice may be given by advertisement in a local news paper of mass circulation and the Municipality's website. The cost associated with notification shall be paid by the applicant.

5.10. Any contravention of the terms or conditions of an exemption granted pursuant to Section 5.1 shall constitute a contravention of this By-law. In addition to any other available remedies for such contravention, an Officer may on reasonable and probable grounds, without a hearing, suspend an exemption for a period of up to 30 days pending Council review of the exemption.

5.11. Any exemption granted pursuant to Section 5.2 shall be reviewable by Council at any time upon 14 days notice to the person exempted.

5.12. Council is free to revoke, suspend, amend or restrict any exemption under review, having regard to the criteria set forth in Section 5.5, and without giving notice to adjacent owners in accordance with Sections 5.8 and 5.9.

6. ENFORCEMENT and PENALTY

6.1. Any Officer may enter upon private property for the purpose of investigation and enforcement of this By-law.

6.2. Any Officer who believes on reasonable and probable grounds that there has been a violation of this By-law may issue a Notice of Violation or Summary Offence Ticket.

6.3. Each day during which any contravention of this By-law continues shall be deemed a separate offence.

6.4. Any person who contravenes any provision of this By-law shall be guilty of an offence and shall, on summary conviction, be liable:

- a) for the first offence to a fine of not less than two hundred dollars (\$200.00) and not more than five thousand dollars (\$5000.00) or imprisonment for a period not exceeding sixty (60) days;
- b) for the second offence or any subsequent offence within a six-month period to a fine of not less than five hundred dollars (\$500.00) and of not more than ten thousand dollars (\$10,000.00) or imprisonment for a period not exceeding ninety (90) days.

6.5. In lieu of prosecution under this By-law, the Officer may, in his sole and absolute discretion, issue to any person he believes upon reasonable grounds has committed an offence under this By-law, a Notice of Violation. The Notice of Violation shall require the person to whom it is directed to pay to the Municipality within fourteen (14) days of the issuance of the Notice the sum of \$100.00 for an offence under this By-law. Where a Notice of Violation is issued and if that sum is paid as required therein, no prosecution shall ensue in respect to the matter or matters referred to in the Notice. For greater certainty, nothing in this By-law requires the Municipality to issue a Notice of Violation before initiating a prosecution.

6.6. Where a Notice of Violation is issued, and that sum is not paid within fourteen (14) days as required, the Officer shall proceed with the penalty outlined in Section 6.4.

6.7. If a court of competent jurisdiction should declare any section or part of section of the By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

7. REPEAL

7.1. The Noise By-law #101-2 of the former Town of Hantsport is hereby repealed and replaced by this By-law.

DRAFT

Schedule "A"

Part 1: Activities that unreasonably disturb the peace and tranquility of a neighbourhood, at all times, where the sound resulting therefrom is audible at a point of reception and exceeds an A-weighted sound pressure level in excess of 70 dBA:

1. The operation of any combustion engine or pneumatic device without an effective exhaust or intake muffling device in good working order and in constant operation;
2. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sound due to an improperly secured load or equipment or inadequate maintenance;
3. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices;
4. The detonation of fireworks or explosive devices not used in construction or quarrying, except in accordance with Section 4.3 (a);
5. The discharge of firearms except when used as a signaling device in a sporting competition;
6. The operation of a combustion engine which is used in or intended for use in a toy or a model or replica of any device, which model or replica has no function other than amusement or which is not a conveyance;
7. The operation of a recreational vehicle or boat within 20 meters (65 feet) of a dwelling unit without the consent of an adult occupant of the dwelling unit;
8. Persistent barking, howling or other persistent noise-making by an animal, other than a dog, owned or possessed by the occupant of the premises;
9. The operation of an engine or motor in, or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding five minutes unless:
 - a. the original equipment manufacturer specifically recommends a longer idling period for normal and efficient operation of the motor vehicle in which case such recommended period shall not be exceeded;
 - b. operation of such engine or motor is essential to a basic function of the vehicle or equipment, including but not limited to, operation of ready-mixed concrete trucks, lift platforms and refuse compactors;
 - c. weather conditions justify the use of heating or refrigerating systems powered by the motor or engine for the safety and welfare of the operator, passengers

- or animals, or the preservation of perishable cargo, and where the vehicle is stationary for the purposes of delivery or loading;
- d. prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine;
 - e. the idling is for the purpose of cleaning and flushing the radiator and associated circulation system for seasonal change of antifreeze, cleaning of the fuel system, carburetor or the like, when such work is performed other than for profit.
10. The operation of any item of construction equipment in a residential area without effective muffling devices in good working order and in constant operation.

Part 2: Activities that unreasonably disturb the peace and tranquility of a neighbourhood on a Monday, Tuesday, Wednesday, Thursday, Friday, or Saturday before 7:00 a.m. or after 9:30 p.m.; on a Sunday, Statutory Holiday or Remembrance Day before 8:00 a.m. and after 8:00 p.m, where the sound resulting therefrom is audible at a point of reception and exceeds an A-weighted sound pressure level in excess of 70 dBA :

- 1. The operation in the outdoors of any power tools; other than for snow removal;
- 2. The operation in the outdoors of any lawn care equipment;
- 3. Yelling, shouting, hooting, whistling, singing or playing musical instruments;
- 4. The loading or unloading of any containers, products, materials or refuse with the exception of private household effects;
- 5. The use or operation of any commercial vacuuming equipment such as rug cleaning equipment;
- 6. The operation of any sound system in a manner such that the sound from the equipment being operated is audible beyond the bounds of the property from which the noise is emitted;
- 7. The operation of motorized conveyance other than on a street or other place intended for its operation;
- 8. The use or operation of construction equipment, except where such equipment is used or operated on any highways;
- 9. The operation of a power assisted hang glider, parafoil or hot-air balloon;

10. Construction and the operation of any equipment in connection with construction;
11. The operation of any powered rail car including but not limited to refrigeration cars, locomotives or self-propelled passenger cars, while stationery on property not owned or controlled by a railway governed by the Canada Railway Act.
12. The operation of a garburation, solid waste bulk lift, refuse compacting equipment or hydraulic dumpster associated with a commercial enterprise;
13. The operation of a commercial car wash;
14. All selling or advertising by shouting or outcry or amplified sound;
15. The venting, release or pressure relief of air, steam or other gaseous material, product or compound from any autoclave, boiler pressure vessel, pipe, valve, machine, device or system.

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

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

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



WEST HANTS REGIONAL MUNICIPALITY
Presenter/Presentation Overview

Date: 3/9/20

Name of Presenters & Organization: Hants County Seniors Safety Assoc.
(Kathy Blois, S/Sgt David Ferguson,
Marlene Custance, Karen Crowe)

Presentation Outline/Summary (Matter): 2020 Annual Report
History, objectives, support/services overview.

Request of WHRM Council: _____

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

Hants County Seniors Safety Association

Presentation to West Hants Municipal Council-March 9, 2021





History:

The Senior Safety Association of Hants County was formed in 1997 here in West Hants and at that time was closely associated with the Nova Scotia Crimes Stoppers Association. Thus focused more on crime prevention and serviced only West portion of the County of Hants with a board of directors and a part time coordinator.

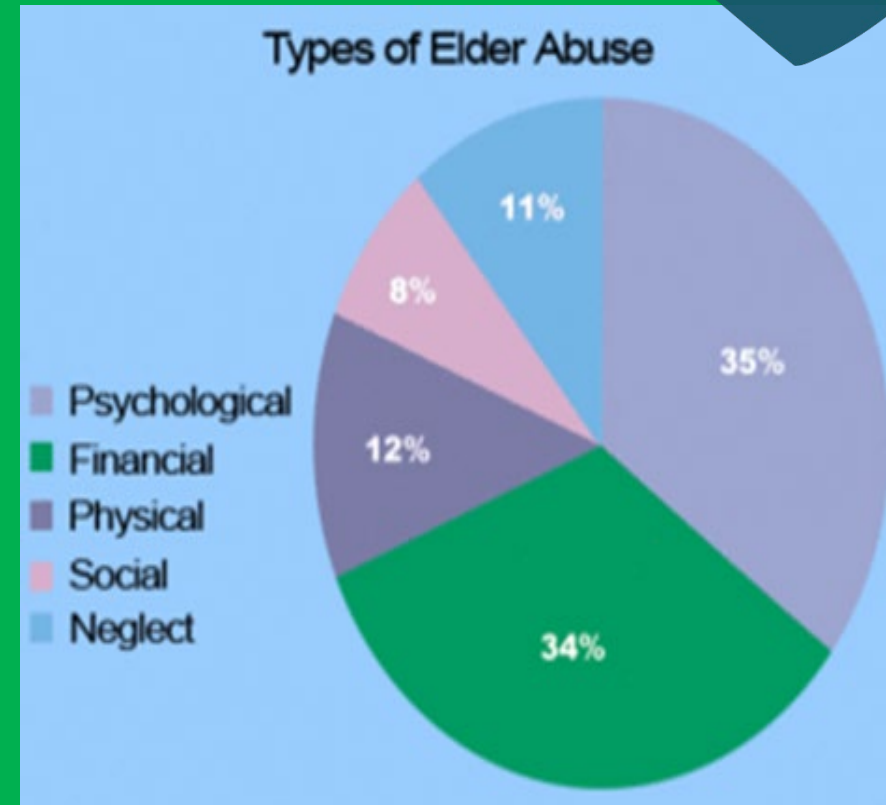
This association grew into a community based program operated by a non-profit, charitable organization governed by a volunteer board of directors which is comprised of seniors from the community, as well as advisors representing the RCMP and Community Health.

Objectives of the Program:



To address the safety concerns of seniors by:

- promoting awareness about senior abuse prevention, crime prevention, and safety and health issues
- enhancing communication between seniors and the police
- providing information, educational sessions, and referral services to seniors
- offering direct contact with seniors through the seniors safety coordinator



Support & Services Include



Personal and home security
Frauds and scams
Internet safety and security
Legal issues facing seniors
Housing options
Home care
Elder abuse
Falls Prevention
Substance abuse
Mental Health –Isolation & Depression
Senior abuse awareness and prevention
Safe driving program



Referrals to the program can be made by anyone including friends, family, physicians, neighbours and RCMP members.

So I stand before you today to emphasize the need for this program and services continues to increase. Although Canada's senior population is distributed evenly across the provinces, the highest concentration is in Atlantic Canada. Nova Scotia has the highest proportion and by 2026, seniors will comprise 25% of Nova Scotia's population

Developing programs and services to accommodate this growing number to lead healthy, active and engaged lives will not only benefit the seniors themselves, but will help to elevate financial pressures off of towns and municipalities. As well helping seniors to stay in their homes and communities will have a significant impact overall on the Nova Scotia Health Care System



HCSSA

Contact Information:

Kathy Blois, Chair, Board of Directors;
(902)798-6354; bloiskm@gmail.com

Karen Crowe, Coordinator
(902)798-7173;
hantsseniorsafety@gmail.com





Annual Report - January to December 2020

Our Organization and Purpose

The Hants County Seniors Safety Association (HCSSA) is a community based, non-profit, charitable organization governed by a volunteer Board of Directors. Our Senior Safety Coordinators provide services to both East Hants and West Hants. We also employ an Administrative Coordinator to assist with grant writing, fundraising and general administrative tasks for the entire county.

We receive referrals from family members, seniors, neighbours, friends, 211, lawyers, government agencies and the RCMP. The cases often present a variety of challenges and needs. Throughout the county we have had referrals for senior domestic violence, addictions, unsafe housing, hoarding, neglect, financial abuse, theft, landlord problems, dementia and family conflict.

The Senior Safety Program fills a gap in the community with regard to home visits and dealing with some of these issues. It is a team effort with the coordinator often liaising with the necessary organizations to address and assist with these challenges. Home visits help to relieve some of the social isolation seniors feel in rural Hants County and provide an opportunity for the coordinator to share information about programming and activities that they may not otherwise be aware of or have access to.

Currently, our major funders are the Nova Scotia Department of Seniors, The Municipality of East Hants and the Municipality of West Hants. The support from these 3 provide the funding for the salaries and mileage for our staff. We must fundraise to meet any additional operational costs. These expenses include such things as insurance, advertising, office supplies, phones, computers. We currently use donated office space from the MLA for West Hants. We do not currently have office space in East Hants. Our funding model does not support renting space. Other expenses are related to programs which we have funding for through specific grants (computer courses, lunch and learns, etc). These grants do not cover administrative and operational costs.

Our Vision: That all Seniors in Hants County have the right to respect, dignity and support so they may live safely, comfortably and as independently as possible.

Our Mission: To provide health and safety information to all seniors in Hants County, free of charge, which supports their well-being, independence, health and safety in their homes and community.

Client Cases and Home Visits

In 2020, the East Hants Coordinator had 14 new client referrals, and completed 1 house visit. Referrals were self-referrals, from RCMP, friends and 211.

The West Hants Coordinator had 45 new client referrals and conducted 9 home visits. Referrals were self-referrals, from the RCMP, MLA for Hants West, Victim Services, friends, family, landlord, Municipality of West Hants, HCH Social Worker and Continuing Care.

2020 Totals

59 Referrals

10 Home Visits

We also have clients that receive ongoing support for which there are no other support services available, such as assistance with acquiring groceries and transportation

Home visits were postponed due to COVID, however we still continued to help via telephone and electronically. Cases we dealt with in 2020 included the following issues – Isolation, financial abuse, access to continuing care, health care support, transportation, caregiver information/support, direction to find legal advice, housing, unsafe living conditions, help with heating rebates, fraud, mobility, information on food banks and community gardens, grants available, form completion, hoarding, financial difficulties, depression, snow removal, and health care (lack of family doctor). We also assisted seniors in accessing services related to housing, financial aid, legal services, mental health, home repair grants, caregiver benefits, domestic violence, and distributed Vials of Life to seniors.

COVID and our Organization

In 2020, the coordinator serving East Hants left the position for another opportunity. We advertised the position and were beginning the hiring process when shutdowns due to the COVID-19 pandemic began. As time went on, and we realized that we were going to be unable to conduct home visits, have community events, train/mentor a new staff member and other integral parts of our program, we decided to have Karen Crowe, the coordinator that currently served West Hants, cover both areas and reassess once we are able to resume regular programming. During this time, the administrative coordinator, Lee-Ann Nunn and Karen both began to work more hours to deliver remote programming while following COVID protocols. There was more travel, more online meetings, and phone calls. We did many drop offs and offered crafting kits, crossword puzzles and virtual and online cooking classes for seniors to participate in from home. We dropped off care packages to seniors in low-income housing as well as other vulnerable seniors in the community. We offered discounted transportation through the community rider programs, free meals and holiday cheer packages. We were very fortunate to have received COVID specific funding from the Department of Seniors and the New Horizons Program for Seniors. We received 250 frozen meals from MetroWorks to distribute to seniors and were able to purchase many more at a discounted rate. We also received two generous donations of PPE. One from Sangster's Automotive of masks and hand sanitizer, the second from Parts Source Atlantic and SureWerx of reusable face shields.

Adjusting to the required changes has not been without challenges and we are still hearing that seniors are lonely and struggling, making the need for our program even greater.

Community Outreach, Programming & Events:

Hosting events and finding programming to support seniors was challenging this year due to the Pandemic. We did have a few events early on in 2020, prior to the shutdowns. Events we had scheduled were cancelled. Others like the Expos and Christmas Breakfast, which are annual events for which we are known for in the community were not able to take place. However, we brainstormed and came up with alternate ways to use grant funding to reach seniors in the community, boost spirits and engage seniors with and without access to the internet. Below is a timeline of events and activities we were involved in. Photos and Posters of events can be found in Appendices A and B.

January - We hosted a Free Lunch and Learn at the Windsor Community Centre with presentations from Windsor Pharmasave on 'Medications & Aging' and Nelson Law on 'Wills and Estate Planning.' Funding was provided from the New Horizons for Seniors Program. (30 seniors attended).

February – We hosted Cooking Classes at the Windsor and Elmsdale Superstores through funding provided by the Community Health Board Grants. (22 attended)

March – In March we attended the walking club in Brooklyn to present a Rollator we purchased through the Windsor West Hants Healthy Active Aging Fund (15 attended)

Began delivering frozen meals from MetroWorks to Seniors. Delivered 1140 meals from March to December (890 purchased, 250 donated)

April – Mailed 17,131 postcards with information on our program and contact information to all communities Hants County via Advocate Printing and Valley Flyer Services.

May – Began delivering Stay the Blazes Home kits (Contained Masks, Sanitizer, Candy, Puzzle Book, Info on our program). In total 325 were delivered from May-Dec

June – Delivered macramé kits and felting crafting kits (20 participated), hosted virtual cooking classes and delivered ingredients to participants (30 participated)

July - We partnered with the Avon Community Farmers' Market to distribute a total of \$1500 Food Bucks to 6 singles and 3 couples through the 2020 Nourishing Communities Food Bucks Program. (July-Oct)

August – HCSSA Advertisement in 'Living Local in Hants County' sponsored by Windsor Pharmasave.

October – We assisted Windsor/West Hants Parks and Rec with hosting Outdoor Senior Socials. We attended 5 of these weekly events and provided an activity – these ranged from Bingo, Toss games, Trivia and crafts. Funding for activities and prizes we contributed came from funding received from the New Horizons for Seniors Program. In total approximately 40 attended these events.

2020 Totals

1140 Frozen Meals

250 Veggie Packs

300 Holiday Cheer Packs

325 Stay the Blazes Home Packs

17,131 Postcards

We used funding from the Age-Friendly Community Fund to have 80 small fidget quilts made to distribute to the RCMP in Hants County to have as a tool to help comfort clients with dementia.

Worked with Superstore Dietician, Rebecca Robar to host a virtual cooking class and delivered ingredient packages in East and West Hants (30 participated)

December – Held a mail-in puzzle contest with fun games and safety information. (128 entries)

Used funding from the New Horizons or Seniors Program to deliver 250 vegetable packs and 300 Holiday Cheer Packs containing a reuseable mask, grocery gift card, Community Links calendar, sanitizer, candy and hand soap to seniors in low income housing and to seniors in need in the community.

Printed labels for a community group that is making free soup to distribute to those in need.

Began a partnership with West Hants Dial-a-Ride and East Hants Community Rider to offer discounted transportation for seniors to medical appointments.

Community Partners

Building and maintaining partnerships in the community is important to our program. We continued to meet virtually to work with community partners. Partners range from those which provide financial support, those that help deliver information at events and those which donate their time, or refer clients to our services. Below is a list of some of our partners throughout Hants County in 2020.

211

Active East Hants

Alzheimer's Society

Avon Community Farmers Market

Community Links

Community Services

East Hants Community Garden

East Hants Community Learning Association

East Hants Community Rider

East Hants Crime Prevention

Efficiency Nova Scotia

Elmsdale Library

Family First Medical

Hants Health and Wellness

Hantsport Library

Harvest House

Matthew 25- Food Bank

MetroWorks Frozen Meals

MLA Chuck Porter

MLA Margaret Miller

Municipality of East Hants

Municipality of West Hants

Parts Source Atlantic

RCMP

Sangsters Automotive

SureWerx

The 2 Fidgeteers

Windsor Pharmasave

Windsor Superstore

Funding and Fundraising

We receive annual funding from the Nova Scotia Department of Seniors to assist with coordinator salaries. We also receive annual funding from the Municipality of West Hants and the Municipality of East Hants to support travel and salary and telephone for coordinators.

We also apply for specific grants for programming when they are available. For example, we had funding from the Community Health Boards to host a series of healthy cooking workshops for seniors. The funding is for room rentals, refreshments, etc. specific to those workshops. These grants do not cover salaries or operational expenses related to our regular programming. Financial support for operational expenses outside of funds allocated to specific grants and salary continues to be a challenge and has placed limits on our support of staff for items such as office space, computers, updated cell phones, and advertising of the program (not related to events). This is in part due to the large geographical area the coordinators cover which results in mileage expenses. We have been trying to increase fundraising efforts to support these operational expenses, but allocating time and resources to fundraising activities is a challenge. Staff hours are used with presentations and assisting seniors, which leaves little time to dedicate to fundraising efforts. Our board members are involved in many other activities and do not necessarily have the time to commit to a large fundraising event. With the pandemic, our usual means of fundraising via our Expos and Breakfast, ticket sales at events, etc were not able to happen. Fortunately, we were able to access COVID funding from the Department of Seniors and the New Horizons for Seniors Program.

As indicated in previous reports, the lack of office space in East Hants, limits our program delivery as we do not have space to accommodate regular office hours. With COVID this was not an issue during the shutdown period, however in West Hants, prior to and once we were able to meet again, we have found that many clients prefer to meet at the office. We regularly have clients stop in that require help filling out forms or need help accessing services. There are also clients that have had housing concerns without telephone access. In East Hants we do home visits or meet in public locations, but we would greatly benefit from having a small office space a few days a week. We are hopeful we will find a community partner to donate space in the future.

Moving ahead in 2021

For 2021, we don't expect any major changes to the operational budget. Despite changes to adjust to COVID-19, we still have the same operational expenses for salaries, insurance, phones, etc. We will continue to work with local partners to serve and engage seniors within Hants County while following COVID-19 protocols.

Budget 2021

<i>Expenses</i>		Comments
Salary	\$53,316.15	2 senior safety coordinators (East and West Hants) and 1 admin coordinator
Travel	\$6,000	split between 2 coordinators (mileage at \$0.4231 per km)
Professional Development	\$1,000	split between 2 coordinators
Phone	\$3,000	
Office Equipment and Supplies (office and program supplies)	\$1,000	brochures, business cards, posters, small office equipment
Hospitality (food/beverages for activities)	\$500	for items not covered under specific grants
Accounting Fees	\$2,500	
Facility Rental	\$1,000	for rentals not covered under grants
Honoraria (guest speakers)	\$200	
Insurance/Fees	\$1,500	
Bank Fees	\$1,000	
Total Expenses	\$71,016.15	
<i>Revenue</i>		
Municipality of East Hants	\$20,000	to be used for coordinator salary and mileage
Municipality of West Hants	\$20,000	to be used for coordinator salary and mileage
NS Dept of Seniors	\$25,000	to be used for coordinator salary, phones and mileage (split between East & West)
Total Revenue	\$65,000	

The budget above is what we require annually to operate successfully. Please note that we have applied for additional grants to support specific programs such as lunch & learns, workshops, etc

Unconfirmed

Appendix A: Event Flyers from 2020



**FREE Lunch & Learn
for Seniors!**

**Medications
& Aging**



**Wills & Estate
Planning**

Presentations by: Windsor Pharmasave and Nelson Law

Tuesday January 28th (storm date Jan 29)

10:00 am - 1:00 pm

Windsor Community Centre
78 Thomas St., Windsor NS

Please register by January 22nd for catering!

Contact Karen: 902-798-7173 or hantsseniorsafety@gmail.com

This project was funded in part by the Government of Canada's New Horizons for Seniors Program



Senior's Cooking Classes

Join Rebecca Robar, BSN, RD, for a special heart healthy nutrition workshop and learn hands-on how to prepare budget friendly, nutritious meals!

Thursday February 13th
11am - 1pm



295 Highway 214, Elmsdale

Cost: FREE! Plus participants have a chance to win a \$25 gift card!

SPACE IS LIMITED!!

Contact Leanne to Register!
902-758-5805 or ehsseniorsafety@gmail.com



A project of the Hants County Senior Safety Association with funding provided by the East Hants Community Health Board

Senior's Cooking Class

Join Rebecca Robar, BSN, RD, for a special for a 'Cook Once, Eat Twice' workshop and learn hands-on how to prepare budget friendly, nutritious meals!

Monday February 10th
11am - 1pm



11 Cole Drive, Windsor

Cost: FREE! Plus participants have a chance to win a \$25 gift card!

SPACE IS LIMITED!!

Contact Karen to Register!
902-798-7173 or hantsseniorsafety@gmail.com



A project of the Hants County Senior Safety Association with funding provided by the West Hants Uniacore Community Health Board



Come Walk & Roll with us!



*We have received funds to purchase a rollator for use at the Indoor Walking Club at the Brooklyn Civic Centre!
Come chat with the Senior Safety Coordinator and try it out!
Everyone Welcome!*

*"If you are recovering from an injury, have poor balance or are short of breath you may find this walking aid helpful while building your endurance"
The Brooklyn Walking Club meets Tuesdays and Thursdays 9-10am*

**Thursday March 12th
9-10am
Brooklyn Civic Centre
995 Hwy 215**

For more information contact Karen:
902-798-7173
hantsseniorsafety@gmail.com

This project was funded by the Windsor / West Hants Healthy Active Aging Fund



COVID-19 UPDATE

For the safety of our community and staff, the Hants County Senior Safety Association has postponed all events and home visits during the COVID-19 Pandemic.

However, we remain committed to ensuring the health, safety and well-being of seniors in Hants County. We are available by phone and email to help locate resources and services. As always, our services are free and confidential.

For more information contact Karen:
902-798-7173
hantsseniorsafety@gmail.com



Virtual Felting for Seniors!

Interested in learning to felt?
Contact us for a free kit to make a flower!

**Cost: FREE! Supplies provided
Kits are limited**

**Contact Karen at
902-798-7173 or hantsseniorsafety@gmail.com**

This project was funded in part by the Government of Canada's New Horizons for Seniors Program





Virtual Cooking Class for Seniors!

Join Dietician Rebecca Robar as she leads you through
preparing a **Colourful Quinoa Salad!**

When: Wednesday June 24th at 11am
Cost: FREE! Ingredients provided
(delivered in West Hants June 23rd)

SPACE IS LIMITED—Register by June 17th!

Contact Karen at
902-798-7173 or hantsseniorsafety@gmail.com

This project was funded in part by the Government of Canada's New Horizons for Seniors Program

Canada



Virtual Cooking Class for Seniors!

Join Dietician Rebecca Robar as she leads you through
preparing a **Berry Mascarpone Salad!**

When: Friday July 17th at 11am
Cost: FREE! Ingredients provided
(delivered in East Hants July 16th)

SPACE IS LIMITED—Register by July 9th!
902-758-5805 or hantsseniorsafety@gmail.com

This project was funded in part by the Government of Canada's New Horizons for Seniors Program

Canada



Virtual Cooking Class for Seniors!

Join Dietician Rebecca Robar to prepare

**Crispy Gnocchi with Bruchetta
and Arugula Salad!**



Participants will receive ingredients
delivered to them and a video/recipe
guide with key tips for staying well
and healthy immune systems.

East Hants Delivery Thursday October 29th
Cost: FREE! Ingredients provided

SPACE IS LIMITED—Register by October 26th!
Contact Karen at
902-758-5805 or hantsseniorsafety@gmail.com

A project of the Hants County Senior Safety Association with funding provided by
the East Hants Community Health Board Wellness Funds



Senior Socials



These outdoor socials will follow COVID-19 protocols and be an opportunity for Seniors to connect again in a safe manner.

- Thursday, Oct 1, 2020, 1-2pm: Victoria Park Gazebo, 78 Thomas St, Windsor
- Thursday, Oct 8, 2020, 1-2pm: Smileys Park, 109 Clayton McKay Rd, Brooklyn
- Thursday, Oct 15, 2020, 1-2pm: Fundy Centennial Park, 1 Avon St, Hantsport
- Thursday, Oct 22, 2020, 1-2pm: Kempt Quarry, 6020 Hwy 215, Kempt Shore
- Thursday, Oct 29, 2020, 1-2pm: Eldridge Road Rec Site, 156 Eldridge Rd, Falmouth
- Thursday, Nov 5, 2020, 1-2pm: St. Croix Rec Site, 54 Ball Park Rd, St. Croix



Questions? Contact Kathy at 902-790-6976 or kjohnston@westhants.ca

Please stay at home if you are ill. Wash your hands before you arrive and after you leave (we will greet you with hand sanitizer as well). Please bring your own camp chair.
In the case of rain, we will cancel by posting on our facebook page:
Windsor/West Hants Parks & Rec.



Hants County Senior Safety Association Holiday Puzzle Contest!

Join us in getting in the holiday spirit! Puzzle Packs include a Quiz, Word Scramble, Search a Word, and Crossword!
Prizes—1st Place gift basket valued at \$100, 2nd place—\$50 gift card, 3rd Place—\$25 gift card.
Entries must be received by Dec 18th. Packs can be found around the community or email us for an electronic version.

If you can not locate one call 902-798-7173 or email hantsseniorsafetyasst@gmail.com

Puzzle Packs with return postage can be found on bulletin boards at:

Walton Post Office
Guardian Pharmacy Shubenacadie
Colchester East Hants Library Elmsdale
Hantsport Library
Robins/Guardian Pharmacy Kennetcook
Lakeside Variety Vaughan
Windsor Post Office
Guardian Pharmacy Mount Uniacke
Newport Post Office



Appendix B: Photos from 2020



Clockwise from top left: Medications and Aging Workshop, testing the Rollator at the Brooklyn Walking Club, delivering Holiday Cheer packages, Cooking Class in Elmsdale, Outdoor Senior Social (eyeball toss), Outdoor Senior Social (toilet paper pumpkins)



WEST HANTS REGIONAL MUNICIPALITY
Presenter/Presentation Overview

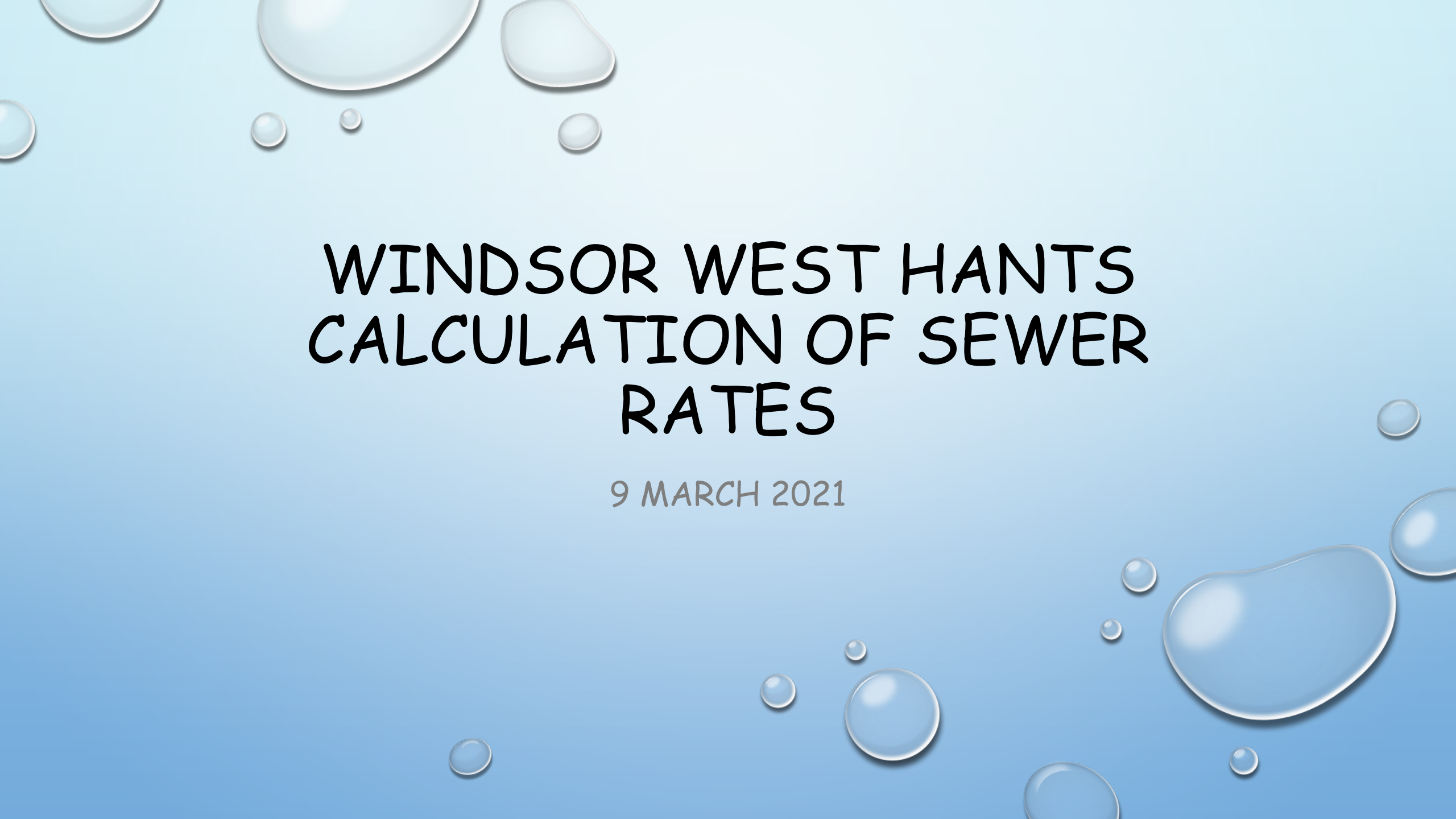
Date: 3/2/21

Name of Presenters & Organization: G.A. Isenor Consulting Limited
Blaine S Rooney Consulting Limited

Presentation Outline/Summary (Matter): Why Wastewater rates are based on water consumption

Request of WHRM Council: W/WH staff

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

The background is a light blue gradient with several realistic water droplets of various sizes scattered across the surface. The droplets have highlights and shadows, giving them a three-dimensional appearance.

WINDSOR WEST HANTS CALCULATION OF SEWER RATES

9 MARCH 2021

SEWER RATES

- RATES SET TO RECOVER TOTAL COST OF SEWER SERVICE
- RATES SET TO CHARGE CUSTOMERS FAIRLY FOR THE SERVICE RECEIVED
- RATE SETTING METHODOLOGY DEVELOPED BY WATER ENVIRONMENT FEDERATION (WEF) AS SET OUT IN MANUAL OF PRACTICE NO. 27 - "FINANCING AND CHARGES FOR WASTEWATER SYSTEMS"
- RATES INCLUDE A "BASE CHARGE" AND AN "EFFLUENT CHARGE PER CUBIC METER OF WATER CONSUMED"

SEWER RATE INPUTS

- CAPITAL AND OPERATING BUDGETS PROVIDED BY STAFF
- MODEL USED TO RECOVER THE TOTAL OPERATING AND CAPITAL COST PER YEAR FOR SEWER SERVICE (APPROX. \$1, 140,000 PER YEAR)

BASE AND EFFLUENT CHARGES

- BASE RATE AND EFFLUENT RATES BASED ON CALCULATION LIKE WATER RATES AND ELECTRICITY RATES
- REGARDLESS OF HOW BASE AND EFFLUENT RATES ARE SET THEY MUST RECOVER 100% OF THE TOTAL COST OF THE SEWER SERVICE
- IF NOT ... WHO PAYS?
 - GENERAL TAX RATE?
 - AREA TAX RATE?
 - ???

BASE CHARGE CALCULATION

- BASE CHARGE IN WINDSOR WEST HANTS IS BASED ON RECOVERING APPROXIMATELY 50% OF THE TOTAL COST (\$570,000 PER YEAR)
- WATER METER SIZE IS USED TO ESTABLISH CUSTOMER CLASSES
- THOSE CUSTOMERS WITH LARGER METERS PAY A LARGER BASE CHARGE SINCE THEY HAVE THE ABILITY TO DISCHARGE MORE WASTEWATER IN SHORT PERIOD OF TIME.

EFFLUENT VOLUME

- DIRECT METERING OF WASTEWATER VOLUMES IS DIFFICULT AND COSTLY
- ONLY DONE FOR LARGE INDUSTRIAL CUSTOMERS OR WHOLESALE CUSTOMERS
- RECOMMENDED METHOD BY WATER ENVIRONMENT FEDERATION IS TO USE WATER CONSUMPTION AS A SURROGATE FOR EFFLUENT FLOW BASED ON THE THEORY THAT "WATER IN" = "WATER OUT"
- USED THROUGHOUT CANADA AND U.S.
- USED IN NOVA SCOTIA BY NS UTILITY AND REVIEW BOARD

EFFLUENT CHARGE CALCULATION

- EFFLUENT CHARGE TO RECOVER THE REMAINING \$570,000 IN OPERATING AND CAPITAL COSTS FOR SEWER SERVICE
- DIVIDE TOTAL COST BY EFFLUENT VOLUME BASED ON WATER METER RECORDS TO YIELD RATE PER CUBIC METER.
- EFFLUENT CHARGE TO RECOVER THE BALANCE OF THE TOTAL COST

FLAT RATE BILLING VERSES WATER CONSUMPTION BILLING

- EVERYONE PAYS THE SAME REGARDLESS OF HOW MUCH DISCHARGED
- NOT FAIR TO SMALLER USERS VS LARGER USERS AS THE SMALLER USERS DON'T GET THE BENEFIT OF GENERATING LESS WASTEWATER
- REGARDLESS OF THE METHOD OF SETTING THE RATES THE TOTAL AMOUNT NEEDED TO BE RECOVERED IS THE SAME
- THE BASE AND CONSUMPTION METHOD, BASED ON WATER USAGE, IS THE FAIREST WAY TO RECOVER THE COSTS ON A USER PAY BASIS

SOURCES OF WASTEWATER

- THE MAJORITY OF WATER ENTERING A CUSTOMER'S PROPERTY IS DISCHARGED AS WASTEWATER
- THE MAJORITY OF HOUSEHOLD WATER IS USED BY
 - TOILETS
 - SHOWERS AND BATH
 - WASHERS
 - DISHWASHERS
 - SINKS
- APPROXIMATELY 50% OF USAGE IN AVERAGE HOME IS IN THE BATHROOM(S)

• EXCEPTIONS TO "WATER IN = WATER OUT" IN RESIDENTIAL USES

- RESIDENTIAL CAR WASHING, LAWN WATERING, AND ANNUAL SWIMMING POOL FILL USAGE IS NOT DISCHARGED INTO THE SEWER SYSTEM
- LIQUIDS BOUGHT OFF-SITE AND USED IN A RESIDENCE ARE NOT INCLUDED IN METERED WATER (BOTTLED WATER, SOFT DRINKS, TIM'S COFFEE, BEER, ETC)

ESTIMATED SEWER CHARGE FOR CAR WASHING

- ASSUME 10 LITRES USED FOR SOAPY WATER AND 50 LITRES TO RINSE FOR FIVE MINUTES AT 10 LITRES/MINUTE
- TOTAL USAGE = 60 LITRES / CAR WASH
- SEWER CHARGE = $(60 \times \$1.70) / 1,000 = 10.2 \text{ CENTS/CAR WASH}$
- WASH CAR 30 TIMES = \$3.06
- ASSUME 23 CUBIC METERS (5,000 GALLONS) TO TOP UP SWIMMING POOL
- SWIMMING POOL TOP UP COST IS $(23 \times \$1.70) = \39.10

EXCEPTIONS WHERE ADJUSTMENT MAY BE WARRANTED

- MOST COMMON EXCEPTIONS ARE:
 - READY-MIX CONCRETE PLANTS WHERE THE MAJORITY OF THE WATER IS USED IN THE CONCRETE
 - PLANT NURSERIES WHERE THE MAJORITY OF THE WATER IS USED BY THE PLANTS.

HOW TO ADDRESS THE EXCEPTIONS

- IF THERE ARE EXCEPTIONS INSTALL A SECOND SMALLER WATER METER ON THE PART OF THE SYSTEM CONNECTED TO THE SEWER (GENERALLY OFFICE AND STAFF AREAS, ETC)
- READ BOTH METERS AT THE SAME TIME
- CHARGE FOR WATER CONSUMPTION BASED ON THE TOTAL WATER CONSUMED
- CHARGE FOR SEWER EFFLUENT BASED ON THE WATER FROM THE AREA CONNECTED TO THE SEWER

WATER USE

- AVERAGE RESIDENTIAL USE BETWEEN 25 AND 35 CUBIC METERS (CM) PER QUARTER.
- OR 280 AND 390 LITRES/DAY
- SINGLE SENIOR CITIZEN WILL USE LESS WATER THAN A HOME WITH A FAMILY
- WATER CONSUMPTION IS THE BEST INDICATOR OF SEWER SYSTEM USAGE

OTHERS USING WATER METER READINGS FOR SEWER CHARGES IN NOVA SCOTIA

- TRURO
- EAST HANTS
- WESTVILLE
- TRENTON
- RICHMOND COUNTY
- NEW GLASGOW
- AMHERST
- KENTVILLE
- HALIFAX REGIONAL MUNICIPALITY
- YARMOUTH
- WOLFVILLE
- DIGBY

QUESTIONS??

Hants County RCMP detachments to calm dementia patients with fidget quilts

Premium content

Carole Morris-Underhill (carole.morris-underhill@hantsjournal.ca)

Valley Journal Advertiser

Published: Oct 13, 2020 at 12:01 p.m.

Updated: Oct 16, 2020 at 1:59 p.m.



Cathy Dunbar (of The2Fidgeteers), Sgt. Mike Balmaceda (representing West Hants RCMP), Karen Crowe (Hants County Senior Safety Association co-ordinator), Staff Sgt. Cory Bushell (representing the East Hants RCMP), Beth McBrine (of The2Fidgeteers), and Lea-Ann Hurm (Hants County Senior Safety Association admin co-ordinator) gathered at the West Hants RCMP detachment Oct. 1 for a donation of fidget quilts to help seniors with dementia. - Carole Morris-Underhill

Hants County Senior Safety Association receives donation of 200 face shields

Carole Morris-Underhill (carole.morris-underhill@hantsjournal.ca)

Valley Journal Advertiser

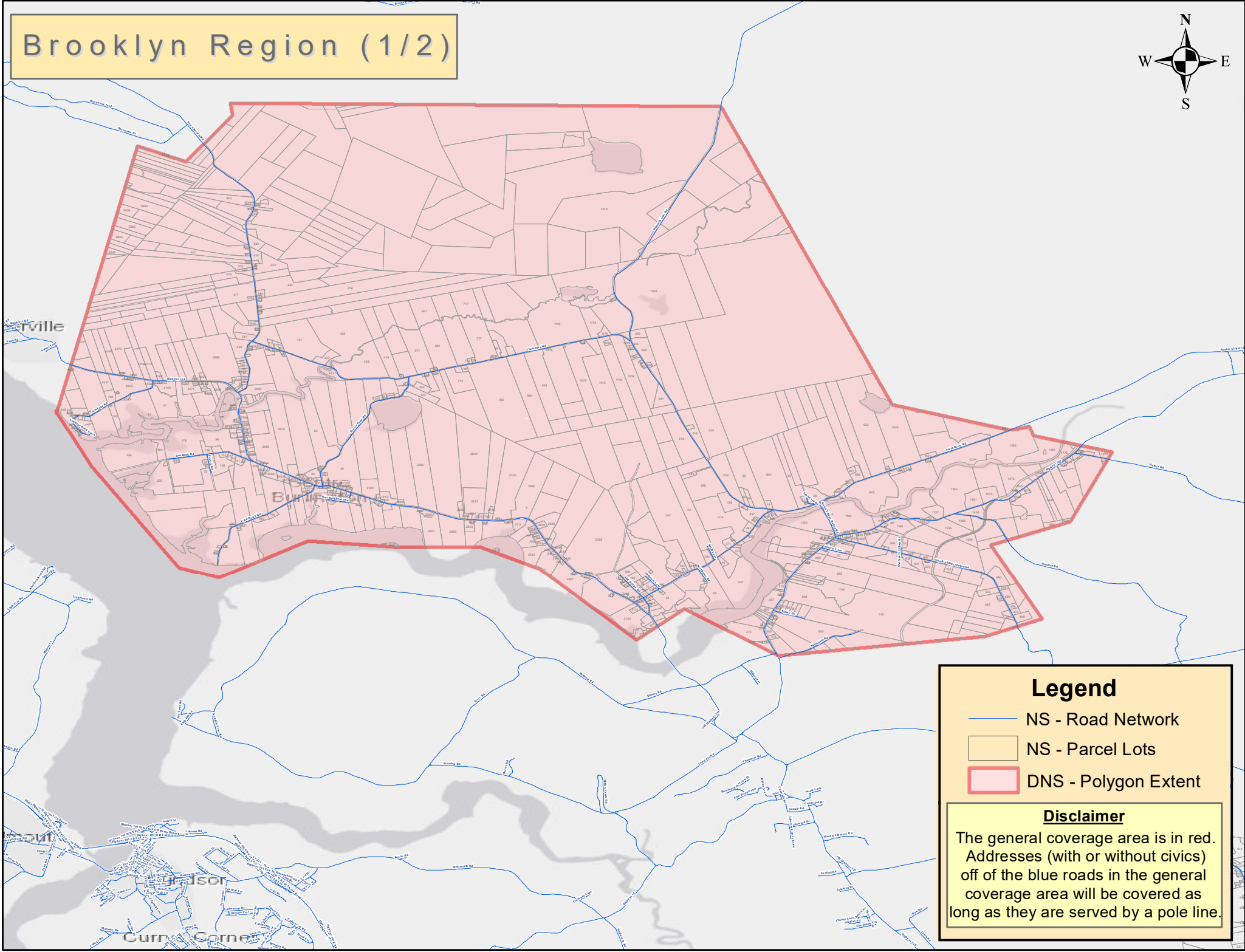
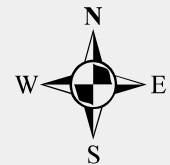
Published: Jul 15, 2020 at 4:43 p.m.



The Hants County Senior Safety Association received a donation of 200 face shields July 15 thanks to SureWex and PartSource. Pictured here are, from left, Brian Slaunwhite, area sales manager for PartSource — a distributor of SureWex; Nick Crowe, territory account manager for SureWex's Atlantic Canada chapter; his son, Luke Crowe (seated); RCMP Staff Sgt. Cory Bushell, an advisor with the Hants County Senior Safety Association; and Karen Crowe, the senior safety co-ordinator for the Hants County Senior Safety Association. - Carole Morris-Underhill

News clippings from 2020 - presentation of fidget quilts to the Hants County RCMP, and presentation of face shield donation.

Brooklyn Region (1/2)



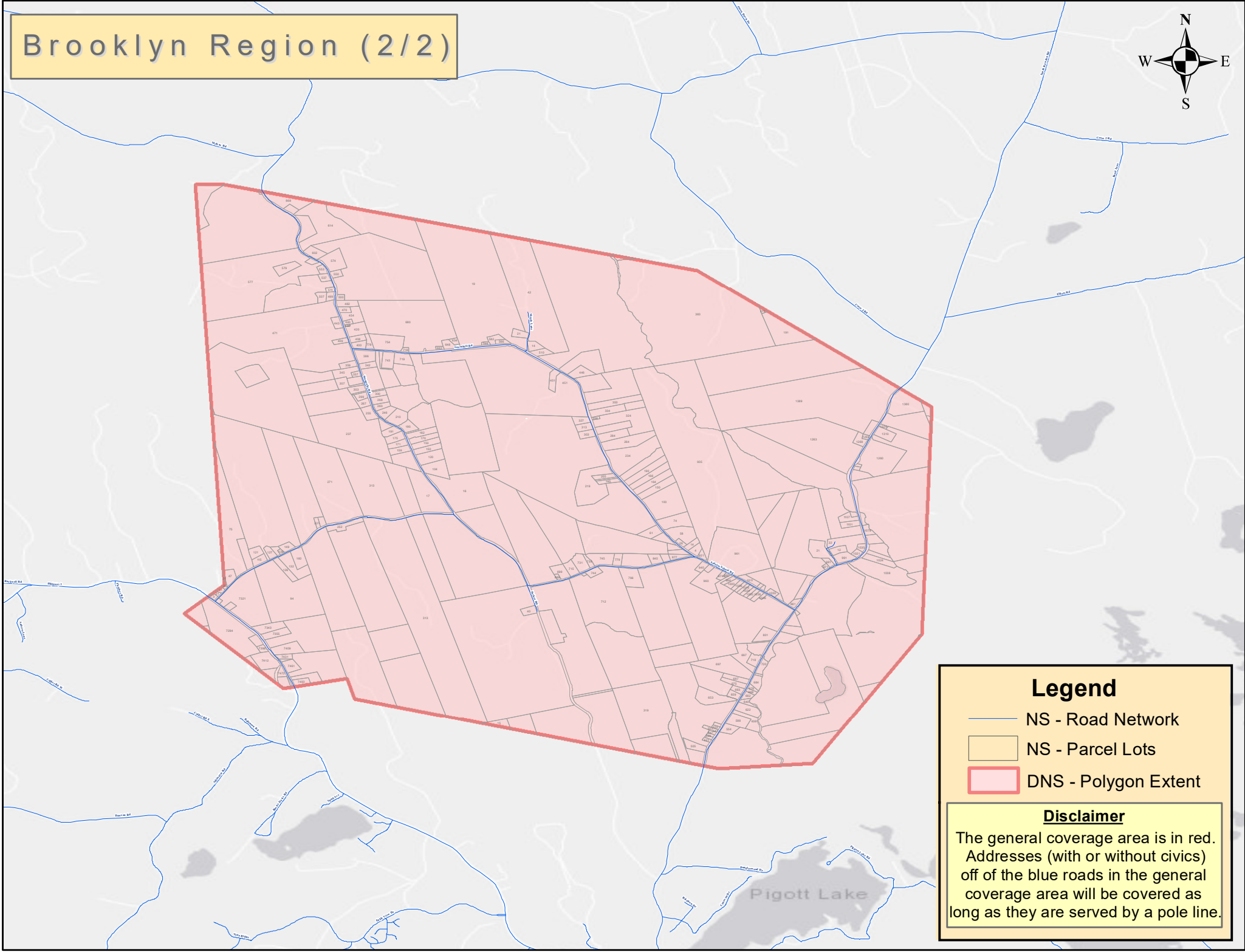
Legend

- NS - Road Network
- NS - Parcel Lots
- DNS - Polygon Extent

Disclaimer

The general coverage area is in red. Addresses (with or without civics) off of the blue roads in the general coverage area will be covered as long as they are served by a pole line.

Brooklyn Region (2/2)



Legend

- NS - Road Network
- NS - Parcel Lots
- DNS - Polygon Extent

Disclaimer

The general coverage area is in red. Addresses (with or without civics) off of the blue roads in the general coverage area will be covered as long as they are served by a pole line.

West Hants Regional Municipality
March 9, 2021
Chief Administrative Officer Report



The following report captures activities and events between February 8, 2021 and the date of the report.

Governance

- COTW and Council meetings continue to meet during Covid. The Council environment will adjust pending changes from the Province as it relates to in-person meetings.
- Councillor Meetings / Check-in Sessions – To-date I have met with five (5) Councillors having open discussions regarding issues that are of importance to them and their district as well as the Region. In addition, we discuss my support to Council as a whole and to them as individuals, governance procedures, operations and community feedback to name a few topics. I look forward to the opportunity to meet with others.
- Strategic Planning Sessions – A third Strategic Planning Sessions was held with Council. After materials and discussions were revisited the following priority themes have emerged. Further prioritization was assigned to items and comments collected from Council in relation to the themes. Staff are working urgently to produce a Strategic Action Plan for Councils' review which will help support decision making in relation to budget deliberations and municipal service delivery.

Communication

Economic Development

Environmental Stewardship

Community Diversity and Welcomeness

Community Mobility and Connectivity

Administration

- Cogmagun Land(s) Purchase Process Update – We are working through language amendments associated with land transfer process as well as outstanding survey issues. Attention to the file is applied daily as we hope we are nearing the completion of the land purchase.
- Former Hantsport Municipal Complex – Final steps are being taken to assign a realtor to the property. A process requesting proposals is being created assuming there is more

than one interested buyer. Once proposals are submitted they will be presented to Council for their consideration and selection.

- The Municipal Complexes – Appraisals are nearly complete (70%) for the King Street and Morison Drive buildings to support future discussions about municipal properties. Final inspections are being carried out. Once they are completed they will be presented to Council.
- CUPE Collective Agreement Signing – The Collective Agreement has been signed by both parties. The agreement is effective April 1, 2020 (retroactively) and expires on March 31, 2023. Thank you staff on both sides of the bargaining table for their thorough discussion and review of operations throughout the process.

Finance

- Municipal Tax Model Workshop – Council and senior staff continued to participate in tax modeling workshops to explore the present model as well as other models used for regional municipalities. Discussions will continue into budget deliberations.
- Budget Meetings – budget submissions and operational reviews are being carried out at the operations level in preparation of budget submissions to Council.

Community Development

- Hantsport Foodbank - progress continues with the relocation of the Hantsport Foodbank. The work is being carried out in-house between Public Works and members of the Hantsport Foodbank.
- Community Consultation Project – A special COTW meeting is being held on February 17th to review the final report with Council. All recommendations were adopted by Council. An action plan is being created to ensure the recommendations re carried out.
- 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 appearing before COTW for Council's consideration.
- Fort Edward Hill / Grounds – Staff have met with local Parks Canada representatives regarding Fort Edward and the limited grounds keeping currently being carried out. Staff are exploring the consideration of being the maintenance service provider for the grounds with the financial support coming from Parks Canada. Further discussions are taking place regarding the reclamation of the remainder of the site where weeds and underbrush have sprouted due discontinued care. Reclaiming the green space for recreational opportunities as well as enhancing the beautification of the Region, through the high-profile site offers, is something Parks Canada favors and would benefit the Region.

Planning and Development

- Planning Advisory Committee (PAC) Meeting – I attended the February PAC meeting as well as recent HAAC and WAAC meetings. Amendments to the Meeting and Committee Procedural Policy are currently before Council for their review reflecting the removal of the WAAC and HAAC.
- Review of Planning Development Agreements & Substantive Amendment Checklist – We continue to review internal planning processes in relation to the Development Agreement Process and Checklist. Changes to the process encompass a different approach to interdepartmental collaboration bringing each department to the table at the same time when required. This provides the applicant with the benefit of getting to know staff and establishing group discussions surrounding the various components reviewed through the creation of a Development Agreement when required.

Economic Development

- Windsor Township Business Association / Insight Designs – The scheduled work on Windsor Coach House is being carried out by Insight Designs. The 2020/21 Capital Budget included a \$25,000.00 upgrade with a \$20,000.00 donation from Insight Designs and a \$5,000.00 contribution from the municipality towards the scheduled work (roofing, structural improvements, interior upgrades, windows and doors and walkway). The site has been a location of increased activity over the last year through the WTBA, a newly formed community group as well as our Community Development Department. Plans for 2021 encompass further use and promotion of the location by all parties, revitalizing activity levels and utilization of the waterfront by the general public as well as visitors.
- Develop Nova Scotia Place Making Pilot Project – The Windsor Community has been identified as a potential pilot project for a Place Making Project. Initial discussions have taken place with the WTBA and a project on the waterfront is being explored.
- Community Branding – Through a process that originated at the Branding Team level and through to Council, Prime Creative has been selected as the firm to guide the committee through the process to the eventual community brand for The Region. Start-up meetings have been conducted and the committee is scheduled to meet to start the process.
- Development Growth and Shovel Ready Meeting – Internal meetings of staff have been carried out to discuss identifiable parcels of lands that may be deemed as surplus lands pending Council's review. The noted lands are conducive to potential private developments. Such areas include the former Windsor pool site on Fort Edward Street, surplus lands surrounding Brooklyn Station 2 (TMP Station) and the former Windsor Regional High School Site. In addition, we discussed the various medium to large scale residential developments currently underway or on the horizon to ensure we are prepared to respond to their applications and provide the timely responses needed to accommodate development.

- Avon Community Farmer's Market – The Market is returning to Victoria Park for 2021. The recent electrical upgrades will vastly improve the infrastructure needs for the market as well as support ongoing activities and events hosted at the park.

Public Works and Infrastructure

- Hantsport Fire Station – Design and tendering continues with the Hantsport Fire Station through the PWs departments including fire service members.

Protective Services

- Meeting with Walton Fire Chief RE Water Rescue Proposal
- Hantsport / EMO Meeting RE Rural Emergency Readiness
- WHRM Fire Services Honorarium Meeting – Ongoing review of the Regional Fire Service Report and recommendations are ongoing. A uniform honorarium system is being drafted for the review and discussion among the Chiefs and their membership. This item will be reviewed 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 1st Nations, Communications, Safety and Logistics. The meetings last approximately 20 to 25 minutes and allow all reps to stay connect and current.

Sincerely,

Mark Phillips

Mark Phillips
Chief Administrative Officer
West Hants Regional Municipality



**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

April 2, 2020

Mayor Pam Mood
President, Nova Scotia Federation of Municipalities
Suite 1106, 1809 Barrington Street
Halifax, NS B3J 2K8

VIA email: info@nsfm.ca

Dear Mayor Mood:

Under the provisions of the Municipal Government Act, the Minister of Municipal Affairs and Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities.

At this time, I understand municipalities are focused on efforts, in collaboration with provincial and federal governments, to protect the health and safety of their residents to reduce the spread of coronavirus (COVID-19). Although we are amid a rapidly evolving situation, we still want to ensure we meet our legislative obligations under Section 519 of the Municipal Government Act. The changes will not come into effect until 2021-2022. This letter is intended to provide notice of such changes for fiscal year 2021-2022 and beyond.

Prior to the outbreak of COVID-19, the Department of Municipal Affairs and Housing (DMAH) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. The following is a summary of the results of that process.

DEPARTMENT OF MUNICIPAL AFFAIRS AND HOUSING

Code of Conduct

Consultations will be taking place in fiscal 2020-21 on strengthening codes of conduct for elected municipal officials. The process for addressing code of conduct issues will be developed with input from the municipalities and the NSFM. It is difficult at this time to determine the potential financial impact on municipalities as future costs to municipalities will be dependent on the model that is advanced as a result of consultations. Potential costs could include costs related to investigations for alleged breaches, training, etc.

DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS

Procurement

Every two years Global Affairs Canada updates its thresholds for covered procurements under the free trade agreements. Municipal procurements are covered under these obligations. The thresholds were most recently updated on January 1, 2020 and may have an impact on municipalities through minor changes to their procurement processes (the value where procurements must follow the public solicitation process).

	Comprehensive Economic and Trade Agreement (CETA) New Thresholds	Canadian Free Trade Agreement (CFTA) New Thresholds
Goods	\$366,200	\$105,700
Services	\$366,200	\$105,700
Construction	\$9.1M	\$264,200

In addition, with the signing of the Atlantic Trade and Procurement Partnership MOU the Atlantic Procurement Agreement thresholds will be removed.

The following is a link to a document summarizing current thresholds:

<https://procurement.novascotia.ca/media/54954/procurement%20in%20nova%20scotia%20and%20trade%20agreements%20-%20jan%202020%20with%20timeframes.pdf>

DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE RENEWAL

The Department of Transportation and Infrastructure Renewal is advising of the following changes to our policies in 2021-2022. TIR will be revising its policy on working within rights-of-way, so any municipality doing work within TIR right-of-way will require a deposit as part of the permit before work can begin. These deposits could range in value, between \$300 to \$100,000 as an estimate, depending on the size of the project a municipality is proposing.

This has been standard practice across the province, however, there have been some inconsistencies across the province and the new policy will provide better direction and clarity. We anticipate this to be applied as of April 1, 2021 and will forward the NSFMR a copy of the policy once it has been finalized.

DEPARTMENT OF JUSTICE

Biological Casework Analysis Agreement

The Biological Casework Analysis Agreement provides Nova Scotia's Municipalities with DNA analysis arising from criminal investigations. DNA is an important service that helps solve crime. The financial cost of this program is expected to remain at approximately \$1.8M for Nova Scotia.

The proration of the cost to municipalities will be reassessed annually upon the Department of Municipal Affairs and Housing's release of the 'Total Uniform Assessment' for the current fiscal year.

If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the department for clarification.

Mayor Mood, please know that we are all navigating uncharted waters and the next few weeks and months will reveal the extent to which our operations will be impacted. If we do not return to regular operations within that period, we will continue to work together regarding the notice contained herein, and on ensuring that Nova Scotians are safe and healthy.

Sincerely,



Chuck Porter
Minister

Rhonda Brown

Subject: FW: Area Advisory Committees

From: Jane Davis [REDACTED]

Sent: February 11, 2021 8:24 PM

To: 'Abraham Zebian' <AZebian@westhants.ca>; 'Madelyn LeMay' <MLeMay@westhants.ca>; 'Mark Phillips' <MPhillips@westhants.ca>

Cc: 'jivey@westhants.ca' <jivey@westhants.ca>; 'dfrancis@westhants.ca' <dfrancis@westhants.ca>; 'rmurphy@westhants.ca' <rmurphy@westhants.ca>; 'lmurley@westhants.ca' <lmurley@westhants.ca>; 'bmorton@westhants.ca' <bmorton@westhants.ca>

Subject: Area Advisory Committees

Dear Councillors and staff,

It comes with great disappointment that I learn of Councils decision to disband both the Hantsport Area Advisory Committee (HAAC) and the Windsor Area Advisory Committee (WAAC).

As an original member of the HAAC, from our first meeting in April 2016, it was with great enthusiasm that our members committed to participating in helping formulate any new planning for our town

The new by-law regarding Bill 177 was a committee member request made in November 2016 but initially dismissed by former planning staff. It was only through the insistence of committee members that Bill 177 remained on the HAAC agenda and with a change in planning staff in 2017, the recommendation was created and sent to PAC/Council in June 2018. This eventually was passed and was to roll out in April 2019. This initiative was to make Hantsport more appealing to developers of unused commercial space within the town and we firmly believe that it was a success and only would have come about if the HAAC had existed.

Although not a planning issue, the situation of the damaged Halfway River aboiteau was discussed at every meeting in 2018 and the public protest in January 2019 was coordinated by a committee made up of several members of the HAAC. But not for this protest, the aboiteau may well have remained unrepaired continuing to cause damage to adjacent properties and provincial infrastructure.

In November 2019, HAAC committee members requested planning staff create a recommendation to allow Cannabis Micro Processing within the industrial zone in Hantsport. This recommendation was approved by Council in November 2020. But for the actions of the committee members of the HAAC, this business potential would only exist in

West Hants and not within Hantsport where there currently exists great potential for such an endeavour.

I fail to see how one resident could possibly represent all of the work that is involved in reviewing and suggesting recommendations for planning documents for the town of Hantsport or Windsor. Disbanding the HAAC and WAAC diminishes resident engagement in both areas and I would suggest it actually increases the time it will take for all councillors to consider all of the reports prepared for any significant change to those documents. The advisory committees actually do all of the necessary leg work when any new recommendation is proposed. Discussion amongst committee members have always been keen on looking at all aspects of any issue, thus saving valuable time once a completed recommendation is forwarded to PAC for consideration.

The above is just a very short list of the many recommendations that have been forwarded to PAC/Council by the HAAC over the past five years. It goes without saying that current planning staff are held in very high esteem by our committee members and they always provide insightful comments and promote open discussions on all items.

However, I see disbanding the two area advisory committees as a step backward for true citizen engagement and creates the potential for personally biased decision making in any changes to planning documents of both Hantsport and Windsor. Only a true resident led committee eliminates that potential.

As well, the role of the HAAC is vital in maintaining identity as per Hantsport's dissolution decision.

Dissolution/consolidation outcomes are weakened when assimilation is the guiding principle.

I respectfully request that the recommendation to disband these two area advisory committees be reconsidered.

Sincerely,

Jane Davis
Hantsport

Rhonda Brown

From: bill preston [REDACTED]
Sent: Monday, March 8, 2021 3:02 PM
To: Abraham Zebian
Cc: Rhonda Brown
Subject: Committee of the Whole.

Caution

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

Mayor Zebian.

I am curious as to whether there will be any debate or discussion regarding dissolving or reducing the number of resident members on the HAAC/WAAC Committees at the Committee of the Whole. I do not see it on the agenda so perhaps you can read this with your correspondence.

I can understand the CAO's suggestion that the number of residents and meetings should be reduced. However I do not think that it has been considered enough. Many of the residents in Hantsport have not had the opportunity to voice their opinion. One must remember that the resident members on both committees do represent their respective community.

The resident members are the ones that add a voice, suggestions, and thoughts to the Planning Advisory Committee. The resident members are the ones that have connections to each community and are better positioned to speak on the betterment of the community in regards to the Land Use Bylaw changes and other changes..

I think that there should be more consideration given to perhaps reducing the resident members to three rather than reducing it to one. It is quite difficult for one member to debate with himself/herself. Two people can at least have a discussion and three can discuss much better. One person can attend the PAC meetings as they do now mostly the chair.

In regards to meetings, the PAC /HAC meetings are monthly, however they could have resident members attend perhaps every 2mths. I think it is very important that community residents are able to attend any HAAC meeting to offer suggestions and have their thoughts heard and presented to the Planning Advisory Committee before any presentation to Council.

One must remember that Covid-19 has made things more difficult meeting wise and not all residents can follow meetings on Facebook to stay abreast of any upcoming changes. Basically if resident committee members are eliminated then it tends to break the community link with the Municipality.

Best Regards
Bill Preston

Rhonda Brown

From: Elaine Warner [REDACTED]
Sent: Tuesday, March 9, 2021 9:36 AM
To: Abraham Zebian
Cc: Rhonda Brown
Subject: HAAC

Caution

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

Mayor Zebian:

I was disappointed and surprised to learn of the decision to dissolve the HAAC.

This committee's mandate is to meet, discuss and advise the PAC on matters affecting the community of Hantsport. Members are engaged, dedicated, and passionate in regards to fulfilling their obligations.

Our community has potential for growth and development and during my brief membership I have learned how important the work of this committee is.

In closing, I ask that the decision to dissolve the HAAC be re considered.

Thank you

Elaine Warner



Nova Scotia Firefighters Benevolent Fund

16B King Street

Box 1147

Lunenburg

Nova Scotia

B0J 2C0

www.nsfbf.com

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

17 February 2021

Dear Warden Abraham,

Please allow me to introduce the Nova Scotia Firefighters Benevolent fund.

The Nova Scotia Firefighters Benevolent Fund (NSFBF) was formed by a group of well-established and like-minded Lunenburg County firefighters who have witnessed many fellow firefighters suffer from serious illnesses and debilitating firefighting related injuries.

The NSFBF founding members, who come from all walks of life with diverse backgrounds, have joined together to establish a common mission:

"To provide financial assistance to firefighters and their families during times of acute crisis."

Our purpose was to establish a fund that will provide financial resources and practical assistance to support any firefighter in Nova Scotia. All firefighters – career, paid-on-call, volunteer, provincial, federal, indigenous – are eligible. As far as we are concerned a firefighter is a firefighter, we are all family.

Despite various successful government initiatives, such as the NS Line-Of-Duty Death Benefit and the presumptive cancer benefits provided to firefighters through our health-care system, most firefighters are left without a safety net should they get injured in the line of duty or suffer a personal or family health crisis. Many firefighters do not have the required health insurance, the financial means to accommodate additional expenses such as weekly travel to a specialist for treatment or hotel stays.

This gap is where the NSFBF aims to provide support to firefighters who are going through difficult times. Funds provided will immediately help to cover many of the firefighters' out-of-pocket expenses, such as fuel, food, or

accommodation when they must travel great distances for appointments with health-care providers which are not provided by government initiatives.

All firefighters receive this funding anonymously and at the request of their Department Chief through an application process. We are a registered Nova Scotia Charity with the Registrar of Joint Stocks and have obtained our CRA approval.

Needless to say, financial assistance is the basis of any worthwhile support team. We aim to raise a significant amount of money this year to help provide the much-needed support for firefighters and their families that is currently missing. We would ask that you think of this organization during your budget deliberations this year. As a charitable organization, we would ensure media releases and Social media marketing are used to its fullest potential to promote your generous donation. If an application is required to be considered for a grant, please contact myself.

In the meantime, please feel free to look at our website (www.nsfbf.com), or through our Facebook account or contact me directly at 902-541-9008 for more information.

Sincerely,

A handwritten signature in black ink that reads "M D Walton". The letters are cursive and fluid.

Martin Walton
President
Nova Scotia Firefighters Benevolent Fund
martin.walton@nsfbf.com



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: Ryan Parker, By-Law Enforcement Officer

Date: March 9, 2021

Subject: Dangerous or Unsightly Premises Report

LEGISLATIVE AUTHORITY

As per Section **MGA Section 345 (3)**

RECOMMENDATION or DECISION REQUEST

Information Report

BACKGROUND

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

This update will cover Dangerous or Unsightly Premises complaints from April 01, 2020 through December 31, 2020.

During the reporting period 20 complaints were received, in writing. There was a total of 6 Orders issued for property clean-up, which includes the Order issued by COTW to demolish a dwelling. To further break down the Orders, 2 were remedied by the property owners, 2 were remedied by the Municipality, 1 of which included an Order by COTW and 2 remain outstanding due to weather conditions.

There were 14 complaints remedied that did not require an Order. For the reporting period all files are closed except the 2 Orders delayed due to the time of year (snow).

Two properties were specifically identified and updates were requested for them. 792 O'Brien Street, Windsor and 368 Nesbitt Street, Windsor each came to West Hants By-Law Enforcement from the former Town of Windsor at consolidation.

792 O'Brien Street, Windsor

Shortly after consolidation a written complaint was received from a resident pertaining to this property. It was discussed with Administration on how best to proceed with the complaint. It was decided the new Region would investigate due to lack of prior information and move forward as deemed necessary. A site visit was done by Tim Leslie, Senior Building Official and Ryan Parker. It was Tim's opinion there was no need to demolish the structure at that time as the structure did not appear to be in an unsafe condition. An Order was issued to remedy the condition of the property and dwelling. The work was completed by the property owner and the file was closed.

368 Nesbitt Street, Windsor

As Council is aware, there has been recent activity at this site as notification was received on Saturday February 27, 2021, that a portion of the roof of the building had collapsed. Both the CAO and the Administrator of the Dangerous or Unsightly Property Policy were at the property on February 27. The Administrator, Tim Leslie, advises that as of 4:30pm on Wednesday March 2, 2021:

- the fencing around the property is complete;
- the 24-hour watch has been removed from the building;
- "no entrance" signs have been posted around the property; and
- the owner has committed to a weekly check of the property to ensure there is no further deterioration.

The owner has advised the Administrator he will determine his intention for the building within the next two (2) weeks.

NEXT STEPS

The next reporting period will be January 01, 2021-June 30, 2021. No activity is required by COTW or Council.

FINANCIAL IMPLICATIONS

When the Municipality is required to remedy condition of a property all costs are passed to the property owners taxes as a lien. The Municipality retains the debt until the property tax account is paid or the property is sold at tax sale at which point debt is collected.

There are no financial implications related to the filing of this report.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

Thank you Tim and Ryan for the detailed report. I have no further comments regarding this report.

Report Prepared by: Ryan Parker
By-Law Enforcement Officer

Report Reviewed by: _____
Tim Leslie, Senior Building Official

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

Report Approved by:  _____
Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and members of Committee of the Whole

Submitted by: Rhonda Brown
Rhonda Brown, Municipal Clerk

Date: March 9, 2021

Subject: Emergency Management By-law, RE-002

LEGISLATIVE AUTHORITY

Emergency Management Act 1990 c.8 as amended.

RECOMMENDATION or DECISION REQUEST

...That Committee of the Whole recommends that Council give First Reading and proceed to a Public Hearing and Second Reading for the Emergency Management By-law, RE-002, which includes the repeal of previous Regional Emergency Management By-laws, as presented to Committee of the Whole on March 9, 2021.

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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In accordance with Section 10 of the Emergency Management Act, every municipality must:

- establish and maintain a municipal emergency by-law;
- establish and maintain a municipal emergency management organization;
- appoint a Coordinator of the emergency management organization and prescribe such duties to the Coordinator, which include the preparation and coordination of emergency management plans for the municipality;
- have an advisory committee with respect to developing the emergency management plan; and

- prepare and approve emergency management plans.

The Act allows municipalities to enter arrangements for a common organization plan or program. In 2003 the former Town of Windsor, Town of Hantsport, and Municipality of the District of West Hants created a Regional Emergency Management By-law and organization; the By-law was passed separately by each unit. After the dissolution of the Town of Hantsport in 2016, Hantsport's Regional Emergency Management By-law was repealed.

The former Regional Emergency Management Organization (REMO) consisted of a REMO Advisory Committee, REMO Planning Committee and Coordinator. The REMO Advisory Committee consisted of two councillors from each participating Municipality, the purpose was to recommend emergency plans and budget to Council for approval. The REMO Planning Committee consisted of staff and agency representatives that helped prepare emergency plans and implemented the emergency plans during emergencies.

On April 1, 2020, the Town of Windsor and Municipality of the District of West Hants became a single municipal unit.

DISCUSSION

There are currently two Regional Emergency Management By-laws, the term "regional" in these by-laws are reflective of multiple municipal units which agreed to work as one municipal emergency management organization. As the three former municipalities are now one unit, the municipal emergency management organization is no longer considered regional, therefore a new by-law for the West Hants Regional Municipality (WHRM) is required to be consistent with the new municipal structure.

As WHRM is one municipal unit and all Councillors already sit on the Committee of the Whole, a separate Advisory is not required. The proposed draft by-law identifies the Committee of the Whole to act as the required Advisory Committee, this has already been approved in the Regional Municipality's Meeting and Committee Procedural Policy RCOGE-003.00, Section 2.2(c).

The proposed Emergency Management By-law repeals the former Regional Emergency Management By-laws and creates a new organization by outlining the following:

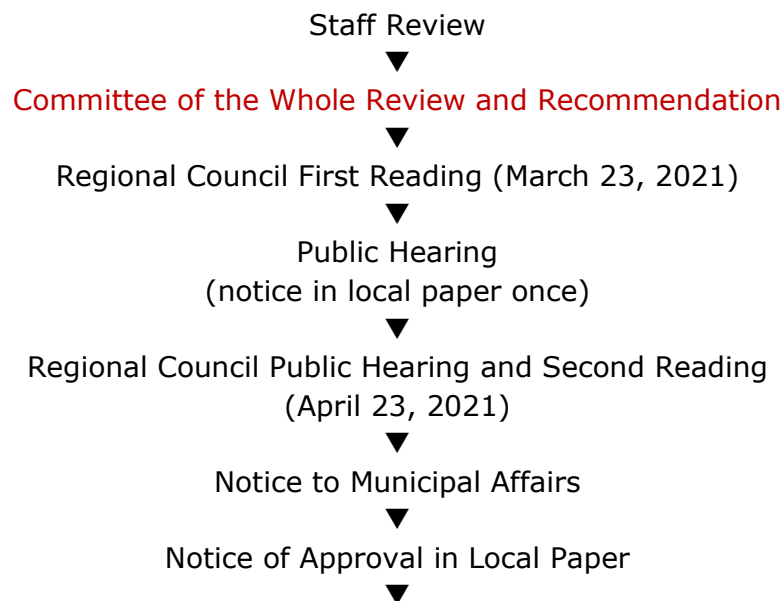
- establishes the committees and persons who form the new emergency management organization;
- sets the Committee of the Whole as the Emergency Management Advisory Committee;
- outlines the responsibilities of the Emergency Management Coordinator;
- outlines the membership and duties of the Emergency Management Planning Committee;

- provides the ability to enter into agreements for the development, implementation of emergency plans and response to an emergency;
- outlines the duties of Council including approval of emergency plans, requesting assistance from other levels of government, declaring and terminating a State of Local Emergency, and spending of money for emergencies; and
- outlines the duties of Councillors, staff and agents during an emergency.

Under the Act, municipalities must inform the Department of Municipal Affairs any real or anticipated event or emergency that could impact the health, safety, property or environment of Nova Scotians. The Act and its' Regulations also detail the procedure to declare or terminate a State of Local Emergency.

NEXT STEPS

The proposed steps for approval of the Emergency Management By-law are:



FINANCIAL IMPLICATIONS

As with the approval process for all by-laws, there are mandated advertisements which will cost less than \$500.00, such costs are included in the annual budget. There are no other financial implications associated with the approval of the Emergency Management By-law.

ALTERNATIVES

Committee of the Whole could recommend changes to the draft By-law before going to First Reading. Such changes may need to be reviewed to ensure they meet the

requirements of the Act.

ATTACHMENTS

1. Draft Emergency Management By-law, RE-002
2. Regional Emergency Management By-law, dated March 13, 2007 of the Municipality of the District of West Hants (current)
3. Regional Emergency Measures By-law, dated February 28, 2003 of the former Town of Windsor (current)

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: 
Rhonda Brown, Municipal Clerk

Report Reviewed by: _____
Shelleena Thornton, Administrative Supervisor

Report Approved by: 
Mark Phillips, Chief Administrative Officer

EMERGENCY MANAGEMENT BY-LAW

In accordance with the Emergency Management Act R.S.N.S. 1990 c.8 s.10, the Council of the West Hants Regional Municipality enacts the following:

Short Title

1. This By-law shall be known as the "Emergency Management By-law."

Interpretation

2. In this By-law,
 - a) "Act" means Emergency Management Act, R.S.N.S. 1990, c.8 or successor legislation and references to the Act or to regulations made under the Act are to be interpreted as meaning the Act or regulations as they may be amended from time to time;
 - b) "agent" means a person, persons, company or any other organization employed or contracted to act on behalf of the Municipality;
 - c) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality;
 - d) "Committee of the Whole" means the committee of Council consisting of all Councillors;
 - e) "Council" means the Council of the Municipality;
 - f) "Councillor" means a member of Council;
 - g) "Emergency" has the meaning prescribed by the Act;
 - h) "Emergency Management Coordinator" means the person appointed by the Municipality to fulfill the functions prescribed by the Act, regulations made under the Act, or by this By-law;
 - i) "Emergency Management Advisory Committee" means the advisory committee appointed by the Municipality to fulfill the functions prescribed by the Act, regulations made under the Act, or by this By-law;
 - j) "Emergency Management Planning Committee" means the planning committee established pursuant to this By-law;
 - k) "emergency management plan(s)" has the meaning prescribed by the Act;
 - l) "employee" means a person employed either part or full time by the Municipality;
 - m) "Mayor" means the Mayor of the Municipality or a Councillor lawfully acting in the stead of the Mayor;
 - n) "Municipal Emergency Management Organization" means the organization established pursuant to this By-law;

EMERGENCY MANAGEMENT BY-LAW

- o) "Municipality" means the West Hants Regional Municipality;
- p) "State of Local Emergency" means a state of local emergency declared by Council or Mayor pursuant to the Act or renewed by the Municipality pursuant to the Act and regulations made under the Act.

Municipal Emergency Management Organization

- 3. The Council hereby establishes a Municipal Emergency Management Organization.
- 4. The Municipal Emergency Management Organization shall consist of the following persons and committees:
 - a) The Emergency Management Advisory Committee;
 - b) The Emergency Management Coordinator; and
 - c) The Emergency Management Planning Committee.

Emergency Management Advisory Committee

- 5. The Committee of the Whole shall act as the Emergency Management Advisory Committee.
- 6. The Emergency Management Advisory Committee shall:
 - a) Advise Council on the development and maintenance of emergency management plans;
 - b) Present emergency management plans to Council;
 - c) Prepare and recommend the annual operating budget to Council for approval;
 - d) Brief Council on developments during a Local State of Emergency; and
 - e) Perform such other duties as may be required by the Council or by the Act or regulations made under the Act or by this by-law.

Emergency Management Coordinator

- 7. The Emergency Management Coordinator reports to the Chief Administrative Officer and shall be responsible, through the Emergency Management Advisory Committee for:
 - a) Act as chair of the Emergency Management Planning Committee;
 - b) Coordinate and prepare emergency management plans, training and exercises;
 - c) Be responsible for on-going public self-help education programs related to emergency preparedness;

EMERGENCY MANAGEMENT BY-LAW

- d) Following activation of the Municipality's emergency management plan or declaration of a State of Local Emergency, prescribe as necessary the duties to be fulfilled by municipal departments or agencies, employees and agents of the Municipality;
- e) Perform such duties in accordance with the emergency management plan, and carry out any lawful directives of the Mayor, a Councillor lawfully acting in the stead of the Mayor, the Chief Administrative Officer, the Emergency Management Advisory Committee or Council.

Emergency Management Planning Committee

8. Emergency Management Planning Committee members shall include:

- a) Emergency Management Coordinator
- b) Chief Administrative Officer
- c) Directors or representatives of every Municipal department or agency which has been assigned emergency related functions under the Municipality's emergency management plan, including those responsible for providing the following services during an emergency:
 - i. Law enforcement
 - ii. Search and rescue
 - iii. Fire control
 - iv. Hazardous material control
 - v. Transportation
 - vi. Health Care
 - vii. Communication
 - viii. Public Information
 - ix. Utilities
- d) Directors or representatives of such of the following provincial departments or agencies as are willing to participate:
 - i. Nova Scotia Emergency Management Office
 - ii. Lands and Forestry
 - iii. Education
 - iv. Community Services
 - v. Health and Wellness
 - vi. Transportation and Active Transit

EMERGENCY MANAGEMENT BY-LAW

-
9. The Emergency Management Coordinator shall chair the Emergency Management Planning Committee.
 10. The Emergency Management Planning Committee shall:
 - a) Assist the Emergency Management Coordinator in the preparation and coordination of emergency management plans;
 - b) Advise the Emergency Management Advisory Committee on the development of emergency management plans;
 - c) Upon request, assist the Emergency Management Advisory Committee in the annual presentation of emergency management plans to Council;
 - d) Following activation of the Municipality's emergency management plan or a declaration of State of Local Emergency, fulfill the duties as prescribed in the emergency management plans;
 - e) Perform such other duties as may be required by the Mayor, a Councillor lawfully acting in the stead of the Mayor, Emergency Management Advisory Committee or Council.

Agreements

11. The Municipality may enter into agreements with the Government of Canada, the Province of Nova Scotia, another municipal unit, or any other person or organization, for the provision of services in the development and implementation of emergency management plans.
12. Except as otherwise limited by Council or by the Chief Administrative Officer, following activation of the Municipality's emergency management plan or a declaration of a State of Local Emergency, the Emergency Management Coordinator has authority to bind the Municipality to contracts made for the purpose of responding to emergency conditions.

Duties of Council

13. Review and approve emergency management plans presented to it by the Emergency Management Advisory Committee.
14. Specify additional duties to be fulfilled by the Emergency Management Advisory Committee, Emergency Management Coordinator and the Emergency Management Planning Committee.
15. Request assistance from the Province of Nova Scotia and/or Government of Canada in accordance with established guidelines.

EMERGENCY MANAGEMENT BY-LAW

16. Declare a State of Local Emergency, in accordance with the Act, and communicate it to the public.
17. Extend or terminate a State of Local Emergency in accordance with the Act.
18. The Council may appropriate and expend monies:
 - a) To pay reasonable expenses of members of the Emergency Management Advisory Committee, Emergency Management Coordinator and the Emergency Management Planning Committee;
 - b) To fulfill the terms and conditions of an agreement made pursuant to this by-law; and
 - c) To respond to emergency conditions following activation of the Municipality's emergency management plan or a declaration of a State of Local Emergency.

Duties During an Emergency

19. Following activation of the Municipality's emergency management plan or a declaration of a State of Local Emergency, and for the duration of the emergency:
 - a) Every Councillor shall advise the Mayor as to their whereabouts and how they may be contacted;
 - b) Every employee and agent of the Municipality who has a designated role in an emergency as identified in emergency management plans staff list shall:
 - i. Advise the Emergency Management Coordinator of their whereabouts and how they may be contacted; and
 - ii. Fulfill such duties as may be prescribed by the Emergency Management Plan or as may be lawfully directed by the Council, the Chief Administrative Officer or the Emergency Management Coordinator.

Repeal

20. The Regional Emergency Management By-law of the former Municipality of the District of West Hants dated March 13, 2007; the Regional Emergency Management By-law of the former Town of Windsor dated January 28, 2003; and all other Emergency Management By-laws of the Municipality of the District of West Hants and Town of Windsor are hereby repealed.

EMERGENCY MANAGEMENT BY-LAW

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

R.N. Brown
Municipal Clerk

By-law Adoption	
First Reading:	<i>date</i>
Notice Published:	<i>date</i>
Second Reading & Approval	<i>date</i>
Final Publication	<i>date</i>
Notice to Municipal Affairs	<i>date</i>
Description: Initial approval of the Emergency Management By-law, RE-002.	

REGIONAL EMERGENCY MANAGEMENT BY-LAW

A By-law to Provide for a Prompt and Coordinated Response to a State of Local Emergency.

The Council of the Municipality of the District of West Hants, under the authority vested in it by the *Municipal Government Act*, Stats. N.S., 1998, C. 18, and the *Emergency Management Act*, Stats. N.S., 1990, C. 8, enacts as follows:

SHORT TITLE

1. This by-law may be cited as the "Regional Emergency Management By-law".

INTERPRETATION

2. In this by-law,
 - a. "Act" means the *Emergency Management Act*, Stats. N.S., 1990, C. 8;
 - b. "Agreement" means the agreement among the Town of Windsor, the Town of Hantsport and the Municipality of the District of West Hants pursuant to the Act;
 - c. "Council" means the Council of the Municipality of the District of West Hants;
 - d. "Councils" means the Councils of the Municipality of the District of West Hants, the Town of Windsor and the Town of Hantsport;
 - e. "Councillor" means a member of the Council;
 - f. "Emergency" means a present or imminent event in respect of which the Minister of Municipality, as the case may be, believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province;
 - g. "Emergency Management Office" means the Emergency Management Office

established pursuant to the *Public Service Act*;

- h. "Emergency Management Plan" means any plan, program or procedure prepared by the Province or Municipality, as the case may be, that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of civil population and the protection of property in the event of such an occurrence;
- i. "Fire Marshall" means the Fire Marshall appointed pursuant to the *Fire Prevention Act*;
- j. "Mayor or Warden" includes a Councillor acting in the stead of the Mayor or Warden, as the case may be;
- k. "Minister" means the Minister of Emergency Management;
- l. "Municipality" means the city, an incorporated town or a municipality of a county or district;
- m. "Police Officer" means a member of the Royal Canadian Mounted Police and a police officer of a Municipality;
- n. "Regional Emergency Management Advisory Committee" means a committee established by agreement to plan for and be responsible for the direction and management of emergency activities;
- o. "Regional Emergency Management Coordinator" means the person and their alternate appointed by the participating parties of REMO;
- p. "Regional Emergency Management Organization" means the organization established as per the agreement;
- q. "Regional Emergency Management Planning Committee" means the committee responsible to recommend policy to the Regional Emergency Management Advisory Committee;
- r. "State of Emergency" means a state of emergency declared by the Minister or renewed by the Minister pursuant to this Act;
- s. "State of Local Emergency" means a state of local emergency declared by a

Municipality or renewed by it pursuant to this Act;

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION

3. The Council hereby agrees to the establishment of a Regional Emergency Management Organization in accordance with the Agreement.
4. The Regional Emergency Management Organization shall consist of the following persons and Committees:
 - a. a Regional Emergency Management Advisory Committee;
 - b. a Regional Emergency Management Coordinator;
 - c. a Regional Emergency Management Planning Committee.

REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

5. Council shall appoint representatives to the Regional Emergency Management Advisory Committee in accordance with the agreement from its members for such term as the agreement provides.
6. Council's representation on the Regional Emergency Management Advisory Committee shall at all times be no fewer than three members of the Council or as required by the agreement.
7. The Regional Emergency Management Advisory Committee shall:
 - a. be responsible for the development of Regional Emergency Management plans;
 - b. brief Council on the development of these plans;
 - c. prepare and recommend the annual operating budget to respective Councils for approval.

REGIONAL EMERGENCY MANAGEMENT COORDINATOR

8. A Regional Emergency Management Coordinator shall be appointed in accordance

with the agreement.

9. The Regional Emergency Management Coordinator shall receive an honorarium in accordance with the agreement.
10. The Regional Emergency Management Coordinator shall:
 - a. chair the Regional Emergency Management Planning Committee;
 - b. coordinate and prepare Regional Emergency Management plans;
 - c. perform such duties as provided for in the agreement.

REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

11. Each party shall appoint representatives to the Regional Emergency Management Planning Committee as the agreement provides.
12. The Regional Emergency Management Planning Committee shall include, but not be limited to, persons responsible during an emergency to provide:
 - a. law enforcement;
 - b. fire control;
 - c. engineering services;
 - d. health services;
 - e. community services;
 - f. transportation;
 - g. communications;
 - h. public information;
 - i. utilities;

- j. hospital;
- k. financial services;
- l. legal services.

13. The Regional Emergency Management Planning Committee shall:

- a. assist the Regional Emergency Management Coordinator in the preparation and coordination of the Regional Emergency Management plans;
- b. advise the Regional Emergency Management Advisory Committee on the development of Regional Emergency Management plans;
- c. upon request, assist the Regional Emergency Management Advisory Committee in the briefing of Councils on the development of Regional Emergency Management plans;
- d. perform such other duties as may be required by the Regional Emergency Management Advisory Committee or the agreement.

AGREEMENTS

14. The Regional Emergency Management Advisory Committee may enter into agreements with the Government of Canada, the Province of Nova Scotia, a municipality, city, town, or any other agency or any person, subject to approval of each Council.

DUTY OF COUNCIL

15. The Council may appropriate and expend monies:

- a. to pay the cost of operations and reasonable expenses of members of the Regional Emergency Management Advisory Committee, the Regional Emergency Management Coordinator and the Regional Emergency Management Planning Committee; and
- b. to fulfill the terms and conditions of any agreements as per Section 14.

DUTIES DURING A STATE OF LOCAL EMERGENCY

16. Following the issuance of a declaration, and or the duration of the state of local emergency:
- a. every Councillor shall keep the Warden posted respecting their whereabouts;
 - b. every employee, servant and agent of the Municipality who has a key role to play in such emergencies as identified in the Regional Emergency Management plans shall:
 - i. advise the Regional Emergency Management Coordinator of their whereabouts; and
 - ii. fulfill such duties as may be prescribed by the Regional Emergency Management Plan.

REPEAL

17. The Regional Emergency Measures By-law passed by Municipal Council on the 8th day of April, A.D., 2003, with Second Reading on the 8th day of April, A.D., 2003, be and is hereby repealed.

THIS IS TO CERTIFY that the By-law of which the foregoing is a true copy was duly passed at a duly called meeting of the Municipal Council of the Municipality of the District of West Hants duly held on the 13 day of March, A.D., 2007.

GIVEN under the hand of the Municipal Clerk and under the Corporate Seal of the Municipality of the District of West Hants this 21 day of March, A.D., 2007.

Don Bennett
MUNICIPAL CLERK



TOWN OF WINDSOR BYLAW # 22 REGIONAL EMERGENCY MEASURES BYLAW

A By-law to Provide for a Prompt and Coordinated Response to a State of Local Emergency.

The Council of the Town of Windsor, under the authority vested in it by the *Municipal Government Act*, R.S.N.S. 1999, and the *Emergency Measures Act*, R.S.N.S. 1990, C.8, s.10, enacts as follows:

SHORT TITLE

22.01 This By-law may be cited as the “Regional Emergency Measures By-law”.

INTERPRETATION

22.02 In this By-law,

- (a) “Act” means the *Emergency Measures Act*, R.S.N.S. 1990, c. 8;
- (b) “Agreement” means the agreement among the Town of Windsor, the Town of Hantsport and the Municipality of the District of West Hants **pursuant to Section 10(2) of the Act, dated July 31, 1990**, and as amended from time to time.
- (c) “Council” means the Council of the Town of Windsor;
- (d) “Councils” means the councils of the Town of Windsor, the Town of Hantsport and the Municipality of the District of West Hants;
- (e) “Councillor” means a member of the Council;
- (f) “Director” means the Director of the Nova Scotia Emergency Measures Organization;
- (g) “Emergency” means a present or imminent event which requires the prompt co-ordination of action or regulation of persons or property to be undertaken to protect property or the health, safety or welfare of people;
- (h) “Mayor” means the Mayor of the Town of Windsor or a councillor acting in the stead of the Mayor;
- (i) “Minister” means the member of the Executive Council to whom is assigned the administration of the Act and regulations;

- (j) "Emergency Measures Plans" means plans, programs or procedures prepared by the Regional Emergency Measures Organization (REMO) that are intended to mitigate the effects of any emergency or disaster and to provide for the safety, health or welfare of civil population and the protection of property in the event of such an occurrence;
- (k) "Regional Emergency Measures Advisory Committee" means a committee established by the agreement to plan for and be responsible for the direction and management of emergency activities;
- (l) "Regional Emergency Measures Coordinator", means the person and their alternate appointed by the participating parties of REMO;
- (m) "Regional Emergency Measures Organization" means the organization established as per the agreement;
- (n) "Regional Emergency Measures Planning Committee" means the committee responsible to recommend policy to the Regional Emergency Measures Advisory Committee;
- (o) "State of Emergency Regulations" means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;
- (p) "State of Local Emergency" means a state of local emergency declared by the Mayor pursuant to the Act or renewed by the Mayor pursuant to the Act and Regulations made pursuant thereto and this By-law.

REGIONAL EMERGENCY MEASURES ORGANIZATION

- 22.03** The Council hereby agrees to the establishment of a Regional Emergency Measures Organization in accordance with the Agreement.
- 22.04** The Regional Emergency Measures Organization shall consist of the following persons and Committees
 - (a) a Regional Emergency Measures Advisory Committee;
 - (b) a Regional Emergency Measures Coordinator;
 - (c) a Regional Emergency Measures Planning Committee.

REGIONAL EMERGENCY MEASURES ADVISORY COMMITTEE

- 22.05** Council shall appoint representatives to the Regional Emergency Measures Advisory Committee in accordance with the agreement from its members for such term as the agreement provides.
- 22.06** Council's representation on the Regional Emergency Measures Advisory Committee shall at all times be no fewer than three members of the Council or as required by the agreement.
- 22.07** The Regional Emergency Measures Advisory Committee shall:
 - (a) be responsible for the development of Regional Emergency Measures plans;
 - (b) brief Council on the development of these plans;

REGIONAL EMERGENCY MEASURES COORDINATOR

- 22.08** A Regional Emergency Measures Coordinator shall be appointed in accordance with the agreement.
- 22.09** The Regional Emergency Measures Coordinator shall receive an honorarium in accordance with the agreement.
- 22.10** The Regional Emergency Measures Coordinator shall:
- (a) Chair the Regional Emergency Measures Planning Committee;
 - (b) Coordinate and prepare Regional Emergency Measures plans;
 - (c) Perform such duties as provided for in the Agreement.

REGIONAL EMERGENCY MEASURES PLANNING COMMITTEE

- 22.11** Each party shall appoint representatives to the Regional Emergency Measures Planning Committee as the Agreement provides.
- 22.12** The Regional Emergency Measures Planning Committee shall: include, but not be committed to, persons responsible during an emergency to provide:
- (i) law enforcement;
 - (ii) fire control;
 - (iii) engineering services;
 - (iv) health services;
 - (v) community services;
 - (vi) transportation;
 - (vii) communications;
 - (viii) public information;
 - (ix) utilities;
 - (x) hospital;
 - (xi) financial services;
 - (xii) legal services.
- 22.13** The Regional Emergency Measures Planning Committee shall:
- (a) assist the Regional Emergency Measures Coordinator in the preparation and coordination of Regional Emergency Measures plans;
 - (b) advise the Regional Emergency Measures Advisory Committee on the development of Regional Emergency Measures plans;
 - (c) upon request, assist the Regional Emergency Measures Advisory Committee in the briefing of Councils on the development of Regional Emergency Measures plans;
 - (d) perform such other duties as may be required by the Regional Emergency Measures Advisory Committee or the agreement.

AGREEMENTS

- 22.14** The Council hereby agrees that the Regional Emergency Measures Advisory Committee may enter into agreements with the Government of Canada, the Province of Nova Scotia, a municipality, city, town, or any other agency or any person.

DUTY OF COUNCIL

- 22.15** The Council may appropriate and expend monies:
- (a) to pay reasonable expenses of members of the Regional Emergency Measures Advisory Committee, the Regional Emergency Measures Coordinator and the Regional Emergency Measures Planning Committee; and
 - (b) to fulfill the terms and conditions of any agreements as per Section 14.

DUTIES DURING A STATE OF LOCAL EMERGENCY

- 22.16** Following the issuance of a declaration, and or the duration of the state of local emergency:
- (a) every Councillor shall keep the Mayor posted respecting their whereabouts;
 - (b) every employee, servant and agent of the Town of Windsor who has a key role to play in such emergencies as identified in the Regional Emergency Measures plans shall:
 - (i) advise the Regional Emergency Measures Coordinator of their whereabouts; and
 - (ii) fulfill such duties as may be prescribed by the Regional Emergency Measures Plan.

REPEAL

- 22.17** The Emergency Measures By-law of the Town of Windsor approved by the Minister of Municipal Affairs on May 13, 1993 is hereby repealed.

Clerk's Annotation for Official By-Law Book

Date of first reading of by-law: Nov. 26, 2002

Date of advertisement of Notice of Intent to Consider: January 8, 22/03

Date of second reading of by-law: January 28, 2003

*Date of advertisement of Passage of By-Law: February 5, 2003

Date of mailing to Minister a certified copy of By-Law: February 13, 2003

I certify that this REGIONAL EMERGENCY MEASURES
ORGANIZATION BY-LAW was adopted by Council and published as
indicated above.

Lawrence A. Armstrong
Lawrence A. Armstrong
Town Clerk & Administrator

Feb. 18, 2003
Date

Service Nova Scotia
and Municipal Relations

Recommended for
approval of the Minister

Co'Grady
Department Solicitor

APPROVED this 17th day
of March 2003

[Signature]
Minister of Service Nova Scotia and Municipal Relations

EMERGENCY MEASURES ORGANIZATION

Recommended for approval of
the Minister

[Signature]
Director

Approved this 17th day

March 2003

[Signature]
Minister of EMO (NS)



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X ☒	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and Members of Committee of the Whole

Submitted by: 
Rhonda Brown, Municipal Clerk

Date: March 9, 2021

Subject: Amendments to the Meeting and Committee Procedural Policy

LEGISLATIVE AUTHORITY

Municipal Government Act, Sections 23, 24 and 48

RECOMMENDATION or DECISION REQUEST

...Committee of the Whole recommends, that Council approve the amendments to the Meeting and Committee Procedural Policy, RCOGE-003.00 as presented to Committee of the Whole on March 9, 2021.

.... Committee of the Whole recommends, that Council rescind the resident member appointments to the Hantsport Area Advisory Committee, Windsor Area Advisory Committee and Planning Advisory/Heritage Advisory Committee.

BACKGROUND

Property ☐	Public Opinion X	Environment ☐	Social ☐	Economic ☐	Councillor Activity X
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The Meeting and Committee Procedural Policy was approved on March 23, 2020 by the Coordinating Committee and was amended on October 27, 2020 and February 23, 2021. The Policy outlines the administration and procedures to be used during meetings and establishes the permanent Committees of Council.

During the Planning Process Review discussions at the February 9, 2021 Committee of the Whole meeting, Councillors indicated that the Windsor and Hantsport Area Advisory Committees should be dissolved. Discussions also suggested the Planning Advisory/Heritage Advisory Committee should be restructured to include all Councillors and two resident representatives, one from Windsor and Hantsport each.

At the Special Committee of the Whole Meeting on February 17, 2021, RAD Consulting presented the Windsor/West Hants Together Community Engagement Final Project Report which included recommendations to improve community relations and engagement. One recommendation was to form an external resident advisory committee to Council that includes representatives from the Acadian, Black Nova Scotian, Glooscap First Nation communities as well as youth, seniors, LGBTQ+ and newcomers.

DISCUSSION

Based on discussions by Council at the February 9th and 17th meeting, changes to the Meeting and Procedural Policy have been drafted. The changes include:

- In Section 17.3 repealing the Windsor and Hantsport Area Advisory Committees;
- Repealing Appendix I which outlines the details of the Windsor and Hantsport Area Advisory Committees;
- Amend Appendix K to remove references to the Windsor and Hantsport Advisory Committees;
- Amend Appendix K to increase the Committee size to 14 members consisting of all Council members and one resident member representative from Hantsport and Windsor each; and
- Amend Appendix M to identify the communities from which members of diverse race and ethnicity should be sought.

Other changes to the Policy include:

- Changing the definition of "Municipality" to mean the West Hants Regional Municipality;
- Changing all references of "Region of Windsor and West Hants Municipality" to "West Hants Regional Municipality";
- In Section 7.1 and 7.2, changing "Roll Call" to "Attendance"; and
- In Section 7.2, revising the agenda order to have Announcements after Declarations of Conflict of Interest, like the Council agenda order.

Current resident members on the Windsor and Hantsport Area Advisory Committees and the Planning Advisory/Heritage Advisory Committee have been appointed until October 31, 2022. To clarify resident appointment, the current appointment should be repealed.

New resident representatives from Hantsport and Windsor for the Planning Advisory/Heritage Advisory Committee should be sought and appointed until October 31, 2022 to be consistent with the current appointment period of committees.

NEXT STEPS

Should Committee of the Whole recommend to Council the proposed motions, letters will be sent to current resident representatives of the affected committees notifying them of the intended changes. The positions for resident representatives on the Planning Advisory/Heritage Advisory Committee and Diversity and Inclusion Committee will be advertised.

FINANCIAL IMPLICATIONS

In accordance with the Council Remuneration Policy, resident members of Committees are provided \$50.00 per meeting. The 2021-2022 budget deliberations will include costs for resident members on all committees in accordance with the structure approved by Council.

Any projects proposed by the Diversity and Inclusion Committee may require Council approval for additional funding if not provided for in the annual budget.

ALTERNATIVES

Committee of the Whole could choose additional changes to Policy RCOGE-003.00 or reject suggested changes.

ATTACHMENTS

1. Meeting and Committee Procedural Policy, RCOGE-003.00 showing changes.
2. Meeting and Committee Procedural Policy, RCOGE-003.00 with changes accepted.

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and recommendations are in alignment with the discussions of Council. Recent discussions at Council highlight the desire for Council members to be more engaged in the planning process and at the advisory level (Planning Advisory Committee / PAC). The proposed amendments do address this desire.

With regards to the inclusion of resident appointments moving forward with the policy, changes reflect the inclusion of two members (1 Windsor Resident and 1 Hantsport Resident). It should be noted that this composition is a significant change in the representation of resident in the planning advisory and governance process. It is more common, however not required, that resident appointments equal or outweigh the Council representation on a advisory committee in order to promote a broader community perspective and to promote resident engagement at the advisory level. Further, the proposed composition will create a fourteen (14) person committee creating a large committee which will promote more personal perspectives on planning issues but create a larger group to facilitate when engaged in discussions.

I support the amendments as they do reflect the current discussion of Council but provide the following PAC committee member compositions as an alternative for Council's consideration.

Alternative #1

Hantsport Resident Members x 2

Windsor Resident Members x 2

West Hants Resident Members x 3

Council Member Appointments x 6

Alternative #2

Hantsport Resident Members x 1

Windsor Resident Members x 1

West Hants Resident Members x 2

Council Member Appointments x 3

Report Prepared by: 
Rhonda Brown, Municipal Clerk

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

Report Approved by: 
Mark Phillips, Chief Administrative Officer

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1. General

- 1.1. This Policy will be known and cited as the "Meeting and Committee Procedural Policy".
- 1.2. The purpose of this Procedural Policy is to:
 - a) provide direction to Council and Staff members on conducting Council and Committees of Council meetings. This Policy does not apply to boards, commissions and committees of which the Municipality may be a member, but which was not established solely by the Municipality;
 - b) establish the Committee of the Whole as a Committee of Council; and
 - c) establish various other Committees of Council.
- 1.3. In this Policy:
 - a) "Act" means the Municipal Government Act, Stats. N.S. 1998, C. 18
 - b) "Business day(s)" means a day which the administrative offices of the Municipality are open for business;
 - c) "Chair" means the presiding officer of Council or a Committee of Council;
 - d) "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Municipality;
 - e) "Clerk" means the Clerk of the Municipality;
 - f) "Closed Meeting" means a meeting which is not open to the public and may be known as in-camera.
 - g) "Committee of Council" means a committee formed pursuant to a resolution or policy of Council;
 - h) "Council" means all Council members of the Municipality;
 - i) "Councillor" means a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise;
 - j) "Majority" means more than one-half of those present
 - k) "Meeting Package" means the package prepared for a meeting consisting of the agenda and associated agenda item material;
 - l) "Motion" means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;
 - m) "Municipal or Municipality" means the ~~Region of Windsor and West Hants~~ Regional Municipality; ~~(or name of the Regional Municipality~~

~~given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.~~

- n) "Pecuniary interest" means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;
- o) "Planning document" means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;
- p) "Question" means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;
- q) "Quorum" means the majority of members required to hold a meeting.
- r) "Resolution" means a formal expression of the opinion or the will of the Council or a Committee of Council adopted by vote, and is a result of an approved motion;
- s) "Staff" means a person employed by the Municipality;
- t) "Two-thirds vote" means a vote where at least two-thirds of the members present and entitled to vote at the meeting vote in favor of the motion.

2. Mandate of Council and Committee of the Whole

2.1. The mandate of Council is:

- a) to exercise the powers of the Municipality as set out in the *Act* through the approval of motions, policies and by-laws;
- b) to provide strategic planning for the Municipality with the goals:
 - i. to provide good government;
 - ii. to provide services, facilities and other things that in the opinion of Council are necessary or desirable for all parts of the Municipality;
 - iii. to develop and maintain safe and viable communities;
 - iv. to work with other municipal units for the best interests of the Municipality within the province;
 - v. to provide active programs of training and upgrading of staff and Council; and
 - vi. such other goals as from time to time are determined;
- c) to conduct the official business of the Municipality;
- d) to carry out any statutory public hearings as required by the *Act* and other legislation;
- e) to provide strategic direction to the CAO through resolutions, policies and by-laws.

2.2. The mandate of the Committee of the Whole is:

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- a) to discuss, consider, advise and make recommendation to Council for approval concerning the affairs of the Municipality in advance of Council making decisions or taking actions on such matters, except where Council has determined that consideration by Committee of the Whole is unnecessary or inadvisable, and except that the following matters will normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:
 - i. first and second readings of a by-law enactment, amendment or repeal; and
 - ii. matters which are the subject of statutory hearing of Council;
 - b) to carry out the duties and responsibilities of Council set forth in Part XV Dangerous and Unsightly Premises of the *Act*;
 - c) to carry out the duties of the Regional Emergency Management Advisory Committee as set forth the Regional Emergency Management By-law of the Municipality;
 - d) to take such steps not inconsistent with this Policy that the Committee of the Whole reasonably deems necessary to carry out this mandate;
 - e) except for an Order under the Act for Dangerous and Unsightly Premises and specific tasks or matters assigned by Council from time to time to the Committee, all resolutions of the Committee of the Whole will be recommendations to Council for Council's approval.

3. Time, Place, Date and Notice of Meetings

- 3.1. All meetings of Council and Committees of Council will be public meetings, except as provided for under Sections 22 (2) and 203(1) of the Act and Section 14 of this Policy.
- 3.2. Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:
 - a) at the location set by the Committee of the Whole,
 - b) on the second Tuesday of each month, except for August,
 - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.3. Unless otherwise specified pursuant to Section 3.5 of this Policy, a regular meeting of Council will be held:
 - a) at the location set by Council,
 - b) on the fourth Tuesday of each month except for August,
 - c) commencing at 6:00 p.m. unless otherwise directed by Council.

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- 3.4. Unless otherwise specified pursuant to Section 3.5 of this Policy, regular meetings of other Committees of Council will be determined in the Administrative Terms of Reference for the Committee.
- 3.5. Meetings may be rescheduled, relocated or cancelled:
- a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;
 - b) at the request of majority of the members of Council or Committee of Council;
 - c) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.
- 3.6. Additional or special meetings of Council or a Committee of Council may be convened:
- a) by resolution or consensus, including contingent resolution or consensus of Council or Committee of Council at a meeting three (3) or more business days in advance of the additional or special meeting;
 - b) at the request of the Chair;
 - c) at the request of the majority of members;
 - d) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to unforeseen circumstances, provided the Mayor, Deputy Mayor or Chair believes that the majority of members would support such a step; or
 - e) where the Mayor determines there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.
- 3.7. Notice to Councillors and the Public of meetings:
- a) subject to any statutory relaxation of the notice requirements, at least three (3) business days' notice to Councillors will be provided for additional or special meetings by telephone, the email address provided by the Municipality or other email address, fax number or messaging service;
 - b) subject to any statutory relaxation of the notice requirements, at least two (2) business days' notice to the public will be provided for additional or special meetings by posting a notice of the meeting on the Municipal website and social media pages;
 - c) Councillors and the public will be deemed to have received any notice within one (1) day of being notified pursuant to this section;

- d) meeting notice need not be provided of:
 - i. regular meetings held pursuant to Sections 3.2 and 3.3 of this Policy;
 - ii. regular meetings of a Committee of Council whose regular meeting date is contained in a policy or by-law of Council or posted on the Municipal website; or
 - iii. meetings held pursuant to Sections 3.5 (a) and Section 3.6 (a) of this Policy;
- e) notice of meeting cancellations will be provided to Council and the public as soon as possible in the same manner;

3.8. In accordance with Section 19 (7)(a)(b) of the Act no meeting of Council or Committee of Council is illegal or invalid by failure to give notice or by meeting elsewhere than provided in this Policy or the notice of meeting.

3.9. Within thirty (30) days following the first meeting of Council after an election or by-election each Councillor will provide the Clerk the following:

- a) a telephone number with answering machine/voicemail which the Councillor has and will maintain and will check at least once per day;
- b) the unique email address provided by the Municipality, where all municipal notices and correspondence will be forwarded and which the Councillor will check at least once per day;
- c) any other email address, fax number, or messaging service which the Councillor has and will maintain and will check at least once per day.

4. Communications

4.1. The Mayor is the official spokesperson of Council and the CAO is the official spokesperson of staff.

4.2. Council communication to the public is:

- a) through the Mayor, as the official spokesperson for the Municipality regarding decisions approved by Council unless another Councillor is designated;
- b) through Councillors as chief spokespersons for explaining policies, priorities and decisions; and
- c) through Committee Chairs as chief spokesperson for matters dealt with under the authority of their committee, unless another Councillor is designated;
- d) media interview requests will be referred to the Mayor or the CAO to determine who is the most appropriate spokesperson for the interview.

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- 4.3. Council communication to staff is:
- a) through a resolution of Council or Committee of Council for advice, information or recommendations on matters which require thoughtful research and review. Staff will normally provide their response through a written information or recommendation report like that in Appendix A;
 - b) through resolutions from Council to the CAO.
- 4.4. Committees will communicate to Council:
- a) through a written information or recommendation report by Chairs to Committee of the Whole like that found in Appendix A.
 - b) where all Councillors are members; may communicate using excerpts sheets of the motions being recommended to go straight to Council with the previous committee report (referred to in the excerpt), attached as a supporting document.
- 4.5. All Councillors are expected to provide a monthly report to Council stating the Municipal business they were involved in over the previous month, using the report form in Appendix A.
- 4.6. The CAO or designate may, on behalf of Council or Committee of Council, receive correspondence from the public and deliver a copy of the correspondence to all Councillors within a reasonable time provided:
- a) the correspondence is directed to a Councillor or Committee of Council member;
 - b) is in writing and received by mail or email;
 - c) is legible;
 - d) is not libelous, irrelevant, offensive or improper; and
 - e) is signed by the writer's name.

5. Meeting Attendance and Quorum

- 5.1. Councillors are expected to attend all meetings of Council and Committees of Council to which they are appointed.
- 5.2. Subject to changes of the Act Section 17 (4), Councillors who without leave of Council are absent from three (3) consecutive regular meetings of Council ceases to be qualified to serve as a Councillor.
- 5.3. Councillors who without leave of a Committee of Council and are absent from three (3) consecutive regular meetings of a Committee of Council to which

they are appointed, may be removed from the Committee. This also applies to resident members appointed to a Committee of Council.

- 5.4. Council or a Committee of Council will not refuse the leave of a Councillor if such leave is due to employment issues, illness, other Municipal business, or an unforeseen event needing immediate attention.
- 5.5. Sections 5.1, 5.2 and 5.3 do not apply to Councillors on a parental accommodation leave of absence in accordance with Section 17 (4A) of the Act.
- 5.6. Quorum for meetings of Council and Committee of the Whole will be the majority of elected Councillors, or seven (7) Councillors.
- 5.7. Quorum of other Committees of Council will be the majority of the voting members unless otherwise stated in a policy or by-law of Council or administrative terms of reference.
- 5.8. Councillors or resident members of Committees of Council may participate in meetings by electronic means such as teleconference or video conference and will be considered present for purposes of quorum and voting, provided:
 - a) the Councillor or resident members physically present at the meeting location are at minimum one less than quorum;
 - b) a maximum of two Councillors, resident members or combination may use electronic means during a meeting at one time;
 - c) the Chair will be physically present at the meeting location;
 - d) the Councillor or resident member notifies the Chair and appropriate staff at least 24-hours in advance of their intent to use electronic means, to ensure provision of the electronic means at the meeting location;
 - e) it is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
 - f) if used during a closed meeting, the member will ensure confidentiality is maintained at all times;
 - g) no Councillor or resident member will participate by electronic means in more than four (4) meetings of any kind per year;
 - h) the Councillor or resident member does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
 - i) the Chair will ensure those participating by electronic means have an opportunity to verbally declare any conflicts of interest;

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- j) the Councillor or resident member will notify the Chair of their intended departure (either temporary or permanent) from the meeting before leaving the meeting;
 - k) the Councillor or resident member will be marked as absent if electronic connection is not made or if it is lost and is unable to be reconnected.
- 5.9. All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).
- 5.10. If a quorum is not present fifteen (15) minutes following the scheduled start time of a meeting and it is not reasonable that quorum will be present within a reasonable time, the meeting will be deemed cancelled and a record of the cancellation along with the names of the members present will be recorded in the minutes.
- 5.11. Where there is a permanent vacancy on Council or a Committee of Council, Councillors may make a decision if a quorum is present at the meeting.
- 5.12. If the number of Council members is reduced to below the number required for a quorum due to vacancies in Council, Council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property, for make any other decision that has an effect after or for a term extending beyond the date of the election to fill a vacancy on Council
6. Election Process for Deputy Mayor, Chair or Vice-Chair
- 6.1. At the first meeting of Council after an ordinary election, all Councillors will be sworn in and the Deputy Mayor will be elected as follows:
- a) the Mayor will call the meeting to order and call for nominations for the position of Deputy Mayor three times;
 - b) Councillors may nominate a fellow Councillor for the position of Deputy Mayor, but may not nominate themselves; nominations do not have to be seconded;
 - c) after the third and final call for nominations, the Mayor will declare nominations closed;
 - d) the Mayor will ask each nominee if they accept the nomination for Deputy Mayor;
 - e) if only one Councillor was nominated and accepted the nomination, that Councillor is declared the Deputy Mayor;

- f) if there is more than one nominee, the Mayor will provide each of the nominees an opportunity to speak and Councillors will elect the Deputy Mayor by secret ballot;
- g) two volunteers are asked to be scrutineers, one of which must be a staff member. Ballots are distributed to Councillors, votes will be cast, then the scrutineers will collect and count the ballots;
- h) the scrutineers announce the overall result of the election (not the number of votes for each Councillor). The Deputy Mayor is determined by majority of the number of Councillors present;
- i) if there is not a winner by majority and there are three (3) or more nominees, another vote will occur by dropping the nominee with the lowest votes and voting again until only two (2) nominees remain. If there is not a winner by majority and there are only two (2) nominees, the Deputy Mayor will be determined by a draw by the Clerk or designated staff member.
- j) once the Deputy Mayor has been declared elected, a motion will be made to destroy the ballots.

6.2. The term of office for the Deputy Mayor will be two (2) years; the very first term being April 1, 2020 - October 31, 2022 and the nomination process be held again for a term of November 2022 – October 2024, at which time it will re-align with municipal elections in Nova Scotia

6.3. The election of a Chair for a Committee of Council will be completed in a similar manner to the election of the Deputy Mayor except that a staff member will perform the duties of the Chair until the Chair of the Committee of Council is elected. Nominees for Chair will be given an opportunity to speak to the members of the Committee of Council before the vote is held.

6.4. Once a Chair of a Committee of Council is elected, they may perform the election in the same manner for a Vice-Chair.

6.5. The term of office for a Chair or Vice Chair will be two years unless otherwise stated in a policy of Council or administrative terms of reference.

7. Meeting Agendas and Packages

7.1. At Council meetings, unless a majority consents to a different order for that meeting, business will be conducted in the following order:

- a) Call to Order
- b) ~~Roll Call~~ Attendance

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MEETING AND COMMITTEE PROCEDURAL POLICY

- c) Approval of Agenda, including additions or deletions
- d) Declaration(s) of Conflict of Interest
- e) Announcements
- f) Approval of previous meeting's minutes
- g) Public Hearings
- h) Unfinished Business/Postponed Motions
- i) Mayor's Report
- j) Committees of Council Recommendations
- k) Councillor Municipal Business Reports
- l) Correspondence
- m) New Business
- n) In-Camera
- o) Next Meeting Date / Adjournment

7.2. At Committee of the Whole, unless a majority consents to a different order for that meeting, business will be conducted in the following order:

- a) Call to Order
- b) ~~Roll Call~~ Attendance
- ~~c) Announcements~~
- ~~d) c)~~ Approval of Agenda, including additions and deletions
- ~~d)~~ Declaration(s) of Conflict of Interest
- e) Announcements
- f) Approval of the Minutes
- g) Presentations
- h) Unfinished Business/Postponed Motions
- i) Reports
- j) Correspondence
- k) New Business
- l) Public Participation Period
- m) In-Camera
- n) Next Meeting Date / Adjournment

7.3. Agendas of other Committees of Council and Public Hearings will be determined as needed or detailed in the Committee's Administrative terms of reference.

7.4. All topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon ten (10) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form" (Appendix A) to be included in the agenda package.

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- 7.5. All agendas will be approved by the Mayor or Chair of the Committee of Council and the CAO or designate.
 - 7.6. All agenda items should have an associated report, excerpt sheet, and/or other material outlining the purpose and background of the agenda item put together in one PDF document.
 - 7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 12:00 noon at least three (3) business days before the meeting by internal communication systems or email.
 - 7.8. Meeting packages will be provided to the public by 4:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.
 - 7.9. Meeting packages for a special meeting of Council or a Committee of Council will be provided to Councillors, resident members and the public in accordance with Sections 7.7 and 7.8 should time permit, or by 12:00 noon one (1) business day before the special meeting.
 - 7.10. If an agenda item's associated material is not distributed in the meeting package it will be distributed electronically or by hard copy during or after the meeting.
 - 7.11. Late additions to the agenda will be accepted for consideration until 12:00 noon two (2) business days before the meeting. No late additions will be accepted for special meetings.
 - 7.12. Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.
 - 7.13. For instances when a requested agenda item may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum or meeting, the Mayor or Chair will have the authority to delete, defer, or refer the agenda item. The Mayor or Chair will advise the person requesting the agenda item of the action taken.

- 7.14. All material in a meeting package which is posted on the Municipal website will be deemed received at the time of agenda approval during the meeting. All material not publicly posted that is read or visually presented during the meeting will be deemed received and amended to the posted meeting package posted on the Municipal website
- 7.15. Once an agenda item has been dealt with it should not be put on the agenda again for at least six (6) months unless there is a follow up report on actions taken, or a proper motion is made to reconsider, rescind or amend something previously adopted.

8. Council and Committee Chair Duties

- 8.1. The Chair of Council and Committee of the Whole will be the Mayor except:
- a) in the absence of the Mayor, the Deputy Mayor will be the Chair
 - b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.
- 8.2. The Chair of a Committee of Council will be the Councillor or resident member elected and, in their absence, the Vice-Chair elected.
- 8.3. It will be the duty of the Chair to:
- a) open the meeting by taking the chair and calling the members to order and announcing the business before Council or the Committee of Council;
 - b) ask members to declare any Conflicts of Interest;
 - c) receive and put to a vote all motions presented and announce the results;
 - d) decline to put to a vote a motion which infringes upon rules of procedure established by this Policy;
 - e) restrain Councillors when engaged in debate, within the rules of conduct established by this Policy or Robert's Rules of Order;
 - f) protect the rights of those attending the meeting and enforce the rules of order; preserve order, and decide on point of order;
 - g) call by name any Councillor or resident member persisting in a breach of this Policy, and thereby ordering them to vacate the meeting room;
 - h) permit the CAO to speak on any point upon request;
 - i) permit staff and invited guests to speak when appropriate on the agenda and at the request of Councillors and/or CAO;
 - j) permit proper questions to be asked through the Chair of any Councillor, CAO, staff member, or invited guest in attendance relevant

to the issue under discussion in order to provide information to assist debate;

- k) declare a meeting dissolved if no quorum has been achieved;
- l) adjourn to another place and/or time without ending the meeting with the consent of Council;
- m) adjourn the meeting when the business is concluded and a motion to adjourn has been approved by the majority vote; or
 - i. adjourn the meeting when an adjournment time has been set and approved by majority vote or consensus, when the time has been reached except when it is extended by unanimous consent; or
 - ii. adjourn the meeting at the Chair's sole discretion due to inclement weather conditions to a time and date set by the Chair.

9. Minutes and Recordings

9.1. Written minutes of Council and all Committee of Council meetings, including in-camera meetings, will be kept providing a permanent and historical record of the Municipality's business. When required, these minutes may be recognized in court as evidence of decisions made and actions taken.

9.2. Written minutes kept will:

- a) record the names of the members or participants and the time when any member joins or leaves a meeting which is in progress;
- b) contain all motions and decisions by consensus and will record the outcome of each vote;
- c) record the names of all Councillors or resident members who voted "Nay" to a motion put to a vote;
- d) summarize key points of a discussion and mention reports, petitions, correspondence, presentations and other papers submitted only by their respective title, or a brief description of the content;
- e) be clear, accurate, concise, and formatted to be readable;
- f) be written in past-tense;
- g) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.

9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council will be recorded using audio recording equipment. Once minutes are approved, the audio recording will be kept for at least seven (7) years after which it may be destroyed in accordance with the Records Management Policy of the Municipality.

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- 9.4. Draft minutes of Council and Committee of the Whole will be reviewed by the Clerk and CAO.
 - 9.5. Draft minutes of other Committees of Council will be reviewed in accordance with the Committee of Council's Administrative Terms of Reference.
 - 9.6. Minutes of all meetings will be posted in draft electronic form on the Municipality's website for the public and to the internal communication system for Councillors and staff for information.
 - 9.7. The minutes of the last preceding regular meeting and subsequent special meetings will be reviewed at the next meeting of Council or Committee of Council and after all necessary corrections and amendments have been noted, be approved and signed by the Mayor or Chair.
 - 9.8. To correct the minutes at the time of approval, the word or words will be crossed out and the corrections written in and initialed before being signed by the Chair. The digital form of the minutes posted to the Municipality's website and internal communication system will be changed accordingly in red font and a footnote of the changes will be added to the electronic minutes stating "Amended".
 - 9.9. The press will be allowed to only use audio recording equipment during public meetings.
 - 9.10. A request for copies of the audio recordings of public meetings may be submitted in writing or electronic mail to the Clerk of the Municipality and will be provided, if available, for a prescribed fee.
 - 9.11. Council and Committees of Council may choose to live-stream video on the internet of any or all meetings, with no obligation to live-stream video of a meeting. There will be no audience participation using the live-streamed video, but residents may leave messages; however, staff will be unable to address said messages.
 - 9.12. Except for Section 9.3, 9.9 and 9.11 of this Policy, audio and video recordings and the taking of photos by any device will not be allowed during meetings except by permission of the Chair.

10. Meeting Decorum and Rules of Debate

- 10.1. Robert's Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.
- 10.2. Members of the public present in the meeting room will maintain order and quiet and will not address the Council or Committee of Council except with permission of the Chair.
- 10.3. All cellular phones and electronic devices which emits a sound will be set to silent or turned off during a meeting, with the exception of equipment required for specific use related to the matter (i.e. issued tablets that would contain the agenda and related documents).
- 10.4. No one may bring any sign, poster, placard, banner or other like device into a meeting place without the prior permission of the Chair, subject to an objection by a majority of the members of Council or Committee of Council present.
- 10.5. All Councillors, resident members, or other persons presenting to Council or a Committee of Council will not:
 - a) speak disrespectfully of any person;
 - b) use offensive language
 - c) speak on any subject other than the subject for which they received approval to speak;
 - d) disobey any decision of the Chair;
 - e) enter a cross debate with another member; or
 - f) willfully distract the member speaking, unless it is regarding a point of order or to raise a question of privilege.
- 10.6. A Council or a Committee of Council member or other persons may speak to a subject or motion at a meeting only if that member first addresses the Chair.
- 10.7. The Chair may ask questions and speak on a matter in the same manner as all Council or Committee of Council members without leaving the seat of the Chair.
- 10.8. Every Council or Committee of Council member or other person, prior to speaking on any question or motion, will signal their desire to speak by raising their hand or other acceptable manner and wait to be recognized by the Chair. When two or more members signal to speak, the Chair will

designate who has the floor based on the opinion of the Chair as to who signaled first.

- 10.9. No Council or Committee of Council member or other person will speak more than twice (and the second time only to raise new information), for a maximum of five (5) minutes each time, without permission of Council on any motion except to explain misconception of his remarks. When a member wishes to explain a misconception, the member will signal to the Chair and ask permission of the Chair, without further comment, and if permitted by the Chair, will explain only an actual misunderstanding of language.
- 10.10. A Council or Committee of Council member may request the motion under consideration be read at any time during debate but may not interrupt while another member is speaking.
- 10.11. The mover of a motion will have the right to reply and sum up in closing the debate.
- 10.12. The Chair, after having called attention of Council or Committee of Council to the conduct of a member who persists in irrelevant or repetition of an argument during debate, may direct a member to discontinue speaking.
- 10.13. A Council or Committee of Council member, member of the public or other person willfully disregarding the meeting decorum or rules of debate or obstructing the business of the Council or Committee of Council meeting, may be ordered by majority vote of the members present, to leave the meeting, which for clarity means leaving the property of the meeting location.
- 10.14. Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of three (3) formal presentations at any one meeting.
- 10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:
 - a) a note of the reading;
 - b) the date;
 - c) the way it was dealt with.

- 10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If the meeting agenda is not completed as of 10:00 pm, the members may vote to adjourn to another date and time to complete the meeting.

11. Conflict of Interest

- 11.1. In accordance with the Municipal Conflict of Interest Act each Councillor and resident member must self-identify and disclose any pecuniary interest in any item before Council, Committee of Council or external committee or board.
- 11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:
- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - b) leave their seat and sit in the gallery or exit the meeting room for the duration of the discussions pertaining to the matter;
 - c) not take part in the discussion of or vote on any question with respect to the matter;
 - d) not in any way before, during and/or after the meeting influence the voting on any question pertaining to the matter.
- 11.3. If the meeting is a closed meeting, in addition to complying with the requirements in Section 11.2, the Councillor or resident member will leave the meeting place for the part of the meeting during which the matter is under consideration.
- 11.4. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member will disclose the interest and otherwise comply at the next meeting they attend of Council, Committee of Council or external committee or board where the matter was discussed.
- 11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

12. Motions and Voting

- 12.1. The types of motions which may be made at a Council or Committee of Council meeting are:

- a) Main motions – reflects the proposed decision or action to be taken regarding a subject;
- b) Subsidiary motions – facilitates or modifies the main motion;
- c) Incidental motions – relates to a question of procedure regarding a main motion;
- d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.

12.2. The following are common but not all Subsidiary motions:

- a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
- b) Amend – changes something within the main motion;
- c) Postpone definitely – sets the main motion aside until a specified time;
- d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
- e) Limit or extend debate – shortens or lengthens the time for debate;
- f) Previous Question – closes debate and brings the main motion to a vote;
- g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.

12.3. The following are common but not all incidental motions:

- a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;
- b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
- c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
- d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside the its mandate;
- e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.

12.4. The following are common but not all privilege motions:

- a) Raising a question of privilege – is an emergency motion which deals with the rights and privileges of members;
- b) Recess – provides a short break in the meeting;
- c) Fix the time to adjourn – sets a time to adjourn the meeting;
- d) Adjourn – closes the meeting.

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- 12.5. All business before Council or Committee of Council for consideration will be made in the form of main motions which proposes specific action be taken.
- 12.6. All main motions will be provided to the Chair or Clerk in writing before being debated.
- 12.7. A motion must be seconded, and when requested read by the Chair or Clerk, before it is debated; except a motion raising a question of privilege or point of order.
- 12.8. Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration.
- 12.9. A motion may at any time after it is seconded and before the Council or Committee of Council has voted on it, be withdrawn or modified by the mover with consent of Council or Committee of Council.
- 12.10. When any main motion is being considered, the only motions in order will be:
- a) to amend;
 - b) to refer;
 - c) to postpone either definitely or indefinitely; or
 - d) to limit or extend debate;
 - e) the previous question.
- 12.11. Amendments will be put in the reverse order of which they are made. Only one amendment will be allowed at a time and one sub-amendment will be allowed to an amendment. Every amendment submitted will be decided on or withdrawn before the main question is put to a vote.
- 12.12. A motion to adjourn will always be in order except in the following cases:
- a) when a Council or Committee of Council member is in possession of the floor;
 - b) when the "yeas" and "nays" are being called;
 - c) while the Council or Committee of Council members are voting; or
 - d) when the motion to adjourn was the last preceding motion.
- 12.13. The following motions will be decided without debate:
- a) a motion to reconsider;
 - b) all motions as to priority of business or as the suspension of the order of the day;
 - c) applications to speak more than the prescribed number of times;

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- d) a motion to allow any person other than a Council member to address the Council;
 - e) a motion to postpone definitely;
 - f) a motion to lay on the table when claiming a privilege over another person; and
 - g) a motion to adjourn.
- 12.14. Before putting the motion to a vote, the Chair will ask "Are you ready for the question" and if no member offers to speak on the motion or they make a motion for the Previous Question, the Chair will put the question, after which no member will be permitted to speak upon it.
- 12.15. The usual form of voting on any motion will be by the Chair calling for "yeas" and "nays", and members indicating their choice by show of hands or, if provided, by electronic means; but any Council or Committee of Council member, before or after the vote can call for, a recorded vote with each members vote entered into the minutes.
- 12.16. No motion committing the Municipality to the expenditure of funds will be accepted by the Chair for the consideration of Council, unless there is unanimous consent of Council members present, except for matters arising from correspondence, Committee of Council or other reports, agenda items, notices of motions or other material circulated to Council members on or before the day before the meeting, and except for matters arising from a closed meeting.
- 12.17. A majority vote of those present will determine all questions arising in Council and a Committee of Council, except motions to approve a planning document and those requiring a two-thirds (2/3) vote.
- 12.18. The adoption of planning documents or amendment thereof by Council at Second Reading requires a majority vote of number of Council members elected, regardless of number present to achieve quorum. And only those members present during a public hearing are permitted to vote on the matter at which a public hearing was held.
- 12.19. The following motions require a two-thirds vote:
- a) to suspend the rules;
 - b) to limit or extend debate;
 - c) to amend or rescind something previously adopted;
 - d) to object to the consideration of the question; or

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- e) to close nominations.
- 12.20. Subject to the *Municipal Conflict of Interest Act*, all Council or Committee of Council members present including the Chair will vote on a motion and may not abstain.
- 12.21. A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive.
- 12.22. In the event of a tie in a vote on a motion, the motion is determined in the negative.
- 12.23. Any notice of motion given by a Council or Committee of Council member for a subsequent meeting may, in the absence of the member giving such notice, be taken up by another member.
- 12.24. The following motions may bring a motion for consideration again:
- a) Take from the table – takes up the motion previously laid on the table;
 - b) Rescind – takes back a motion or policy; for a by-law this is called a repeal, a notice to rescind must be given at a previous meeting;
 - c) Amend something previously adopted – modifies a motion previously presented and adopted;
 - d) Discharge a committee – takes a matter sent to a committee back before a report has been presented;
 - e) Reconsider – allows reconsideration due to new information or situation so the true will of the members is acted on.
- 12.25. No motion can be reconsidered if the actions cannot be undone.
- 12.26. After any main motion has been decided, any Council or Committee of Council member who voted on the winning side may, after the decision has been announced from the Chair, but before adjournment of the meeting may give notice of an intention to move reconsideration at the next meeting. The giving of such a notice operates as a stay or suspension of the decision.
- 12.27. In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 days prior to the next meeting but not thereafter, of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same

will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.

- 12.28. No discussion of the main question will be allowed during the motion for reconsideration.
- 12.29. The following matters are not eligible for reconsideration:
- a) a motion approving the first or second reading of a by-law enactment, amendment or repeal;
 - b) a motion to decide on a matter which was the subject of a statutory hearing by Council;
 - c) a motion which is or was considered by the Committee of the Whole or the Planning Advisory Committee in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected or may adopt or reject, the recommendation;
 - d) a matter which has already been reconsidered once;
 - e) a vote to reconsider; and
 - f) a motion to reconsider or rescind a motion approving the annual budget of the Municipality or a motion authorizing any legal proceedings.
- 12.30. Any rule concerning motions and voting may be suspended for a specific matter with a motion, passed by two-thirds (2/3) vote of Council or Committee of Council members present, stating the specific rule to suspend and the matter for which it is suspended.
- 12.31. A summary of the rules for common motions can be found in Appendix B.

13. Points of Order (also refer to Code of Conduct Policy)

- 13.1. A point of order asks the Chair to rule on or enforce the rules if a Council or Committee of Council member thinks the rules of this Policy have been broken.
- 13.2. A point of order does not need to be seconded but must specify which rule is being broken and must be decided upon before the subject under consideration is proceeded with.
- 13.3. When a Council or Committee of Council member is called to order, the member will be seated and remain silent until the point is determined or until called upon by the Chair to be heard on the point of order.

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- 13.4. A point of order is not debatable amongst other Council or Committee of Council members, unless the Chair invites discussion to assist in making a ruling. Where the Chair permits discussion on a point of order, no member will speak more than once.
- 13.5. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the meeting room pursuant to Sections 13.6 and 13.8, are not debatable but are appealable to Council or Committee of Council by any member. When an appeal is made of the decision of the Chair, the Chair will simply put the question, "Will the decision of the Chair be sustained?"
- 13.6. If a Council or Committee of Council member resists:
- a) the rules contained in this Policy;
 - b) willfully obstructs the business of Council or the Committee of Council;
 - c) disobeys the decision of the Chair, or of Council or Committee of Council on appeal, on any question of order or practice or upon the interpretation of the rules after being called to order by the Chair; or otherwise disrupts the meeting proceedings;
- the member may be ordered by the Chair to leave their seat.
- 13.7. If the Council or Committee of Council member refuses to leave the Council members seat, the Chair may, after majority vote is made to support the expulsion, order the member to be expelled and removed from the meeting room.
- 13.8. Such Council or Committee of Council member may, by vote of the members, later in the meeting or at a subsequent meeting be permitted to re-enter the meeting room and to resume participation in Council or Committee of Council business with or without conditions.
- 13.9. Persons who are not Council or Committee of Council members, staff, or invited guests of the Municipality will observe silence and order in the meeting room, unless given permission to speak. Any such persons disturbing the proceedings of Council or Committee of Council will be called to order by the Chair and, if they fail to comply, will be expelled and excluded from the meeting room by the Chair, provided that a majority vote will be required to sustain the expulsion.

- 13.10. Such members of the public, by vote of the members, later in the meeting or at a subsequent meeting, may be permitted to re-enter the Council Chambers with or without conditions.
- 13.11. An order of the Chair to expel a person from the meeting room pursuant to Sections 13.6 and 13.8 of this Policy constitutes a direction from the Municipality to leave the premises for the purpose of the Protection of Property Act and other applicable laws.

14. In-Camera Meetings

- 14.1. Notwithstanding Section 3.1, Council or a Committee of Council may meet in-camera as per Section 22(2) of the Act, for the following reasons:
- a) acquisitions, sale, lease and security of municipal property;
 - b) setting minimum price to be accepted by the municipality at a tax sale;
 - c) personnel matters;
 - d) labour relations;
 - e) contract negotiations;
 - f) litigation or potential litigation;
 - g) legal advice eligible for solicitor-client privilege;
 - h) public security.
- 14.2. No decision will be made while in-camera except decisions on matters of procedure or to give direction to the CAO or Solicitor. All other decisions will be made during a public meeting.
- 14.3. The meeting decorum and rules of debate of Section 10 apply during an in-camera meeting.
- 14.4. A record which is open to the public will be made, noting the fact that Council or Committee of Council had met in-camera, the type of matter as set out in Section 22(2) of the Act, and the date, but no other information.
- 14.5. Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council.
- 14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may be handed out during the in-camera meeting. Such

material will be deleted from the internal communication system or collected after the meeting.

- 14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council. Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.
- 14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

15. Setting Direction

- 15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.
- 15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.
- 15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.
- 15.4. Approval of Policies:
- a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:
 - i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;
 - ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;
 - iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be

emailed to Councillors at least seven (7) days before the meeting.

- 15.5. Approval of By-laws and Planning Documents:
- a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.
 - b) The process for Council to approve a planning document or amendment there of, after the requirements of the public participation program for planning documents have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.
 - c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.
 - d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.
- 15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:
- a) Overview of by-law or planning document to be approved – by staff
 - b) Owner or Developer Presentations (if applicable)
 - c) Written Submissions in Favour or Against
 - d) Questions or Comments from the Public in Favour or Against
 - e) Concluding Remarks
- 15.7. Council may reverse a resolution or policy through a motion to rescind or repeal in the same manner it was created. The process to reverse a by-law is to create a new by-law stating the repeal.
- 15.8. The resolution, policy or by-law to be rescinded or repealed:
- a) will have been approved at a previous Council meeting, and
 - b) will not have been carried out to the extent that it is too late to undo for the future.

16. Receiving Public Input

- 16.1. Council and Committees of Council members may obtain public input and opinions from residents in the following manner:
- a) speaking with a resident directly;
 - b) at public consultation and information meetings;
 - c) during Public Hearings;
 - d) through formal presentation during meetings, requests which have been received by staff may be placed on the meeting agenda and approved by the Chair, prior to the meeting;
 - e) during the allotted twenty (20) minutes of Public Participation on the Committee of the Whole Agenda. A member of the public may speak for a maximum of five (5) minutes each during this period;
 - f) through formal petitions and written applications to Council.
- 16.2. Petitions and applications to Council will be:
- a) legibly written or printed on paper;
 - b) will have endorsed upon it the name, address and signature of one or more petitioners, applicants or required persons, and the substance of the matter contained in it.
 - c) be presented by a Council member or staff member who will inform Council of the contents and ask permission of Council for it to be read on behalf of petitioners;
 - d) Council may decide to hear a summary of a petition or written application in lieu of hearing the reading of the entire petition or written application.

17. Committees

- 17.1. The Council of the Municipality may establish Committees of Council for various matters.
- 17.2. Committees of Council are advisory in purpose and may only make recommendations to Council for final approval and action; unless otherwise enabled under this Policy or by Provincial Legislation.
- 17.3. In addition to the Committee of the Whole, the following Committees of Council are hereby established and details of the establishment can be found in the respective appendix to this Policy:
- a) Accessibility Advisory Committee – Appendix D
 - b) Audit Committee – Appendix E
 - c) Davidson Lake Watershed Committee - F

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- d) French Mill Brook Watershed Advisory Committee – Appendix G
 - e) Fences Arbitration Committee – Appendix H
 - f) ~~Hantsport Area Advisory Committee – Appendix I Repealed~~
 - g) ~~Windsor Area Advisory Committee – Appendix I Repealed~~
 - h) Mill Lakes Watershed Advisory Committee – Appendix J
 - i) Planning Advisory/Heritage Advisory Committee – Appendix K
 - j) Municipal Climate Change Action Plan Committee – Appendix L
 - k) Diversity and Inclusion Committee – Appendix M
- 17.4. Council may also form Committees of Council as required under a by-law or agreement approved by Council.
- 17.5. Council may agree to participate in external boards and committees which are established by the Province, legal agreement or is of significant interest to the Municipality.
- 17.6. Council will not be bound by the by-laws or articles of incorporation adopted by an external committee or board providing for the appointment of a member to the committee or board.
- 17.7. Council agrees to participate in the following external boards and committees:
- a) Annapolis Valley Regional Library Board
 - b) Hants County Residence for Senior Citizens Board
 - c) Landfill Liaison Committee
 - d) Region 6 Solid Waste Management Board
 - e) Valley Communication Fibre Network
 - f) Valley Regional Enterprise Network
- 17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Council meeting. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected:
- a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;
 - b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.
- 17.9. The election of Councillors to various committees and boards will be conducted in similar manner as the election of Deputy Mayor in Section 6.

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- 17.10. Councillors not elected to a Committee of Council or external committee or board will not be permitted to participate in the committee debate or the vote; but are authorized to make comments, presentations, and participate in the committee meeting, to the extent authorized by the Chair.
- 17.11. A Councillor ceases to be a member of a Committee of Council or external committee or board when they cease to be a Councillor or as per poor conduct as per the Code of Conduct Policy.
- 17.12. Council may appoint residents to serve on Committees of Council or to represent the Municipality on external board and committees.
- 17.13. All resident appointments will be advertised publicly with a request for those interested to submit a letter of interest and application for a committee. The letter of interest will be reviewed by the CAO or designate and staff who will then submit a recommendation to Council for appointment.
- 17.14. Committees of Council will be governed in accordance with this Policy, unless this Policy states that an alternate arrangement may be provided in the Administrative Terms of Reference of the Committee of Council.
- 17.15. Each member of a Committee of Council is to receive a copy of this Policy and the Committee of Council's Administrative Terms of Reference at the first duly called meeting of the Committee of Council after the regular election or appointment of members.
- 17.16. The Clerk will keep a record of all Councillor and resident appointments to Committees of Council and external committees and boards.
- 17.17. Councillors and resident members who sit on an external committee and board that has not been a result of an appointment by Council, will disclose the name of the external committee or board to the Clerk. The Clerk will keep a public record and will update the information in November of each year.
- 17.18. Council may by majority vote remove any Councillor or resident member of a Committee of Council or external committee or board who was elected or appointed by Council.
- 17.19. Council will fill any vacancy on a Committee of Council or external committee or board as soon as practicable after the vacancy occurs.

18. Conferences and Training

- 18.1. Up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Spring conference held by the Nova Scotia Federation of Municipalities (NSFM). And, up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Fall conference held by the NSFM; however, will be based on opportunity. The schedule of attendance will be revisited annually to promote fairness.
- 18.2. Annually, Council will approve participation in a conference held by the Federation of Canadian Municipalities (FCM), including the number of Council and staff members to participate through the provision of funding during budget deliberations.
- 18.3. Councillors may attend and be reimbursed for other related training opportunities with prior approval of Council.
- 18.4. Remuneration for conferences and training will be in accordance with the Remuneration Policy.
- 18.5. There will be an annual budgeted amount for Committees of Council members to attend conferences relevant to the committee in which they are appointed. This may include up to one resident member per Committee of Council.
- 18.6. The CAO will be responsible for promoting conference and professional development opportunities and for devising a system ensuring overall fairness for the opportunity to attend.

19. Repeal

- 19.1. The following policies of the former Municipality of the District of West Hants are hereby repealed effective April 1, 2020:
 - a) The Council Procedural Policy, COGE-003.00, dated February 14, 2017 as amended to September 10, 2019;
 - b) Audit Committee Policy, COFN-007.00, dated May 8, 2018;
 - c) Policy Establishing Davidson Lake Watershed Advisory Committee, COPW-003.00, dated December 8, 2015 as amended to June 12, 2018;
 - d) Establishment of the Falmouth Watershed Advisory Committee Policy COPW-002.00, dated February 13, 2018 as amended to June 12, 2018;
 - e) Policy to Establish the Fences Arbitration Committee, COGE-008.00, dated June 12, 2018;

- f) Policy Establishing West Hants Planning Advisory Committee, COPL-006.00, dated December 11, 2018; and
- g) Policy Establishing the Hantsport Area Advisory Committee, COPL-005.00.

19.2. The following policies of the former Town of Windsor are hereby repealed effective April 1, 2020:

- a) Meeting Attendance via Video/Virtual Policy dated September 26, 2017;
- b) Appointment of Deputy Mayor Policy dated November 25, 2014; and
- c) Audit Committee Policy dated November 28, 2017.

20. Related Legislation, Policies, Procedures

20.1. The following is a list of related legislation, policies and procedures:

- a) Municipal Government Act
- b) Municipal Conflict of Interest Act
- c) Freedom of Information and Protection of Privacy Act
- d) Protection of Property Act
- e) Robert's Rules of Order

APPENDIX A

Report Form

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: (Name of Committee)**Submitted by:** _____
(Name and Title)**Date:** (Date)**Subject:** (Title or Subject of Report)

LEGISLATIVE AUTHORITY

(State where ability for consideration comes from if applicable)

RECOMMENDATION or DECISION REQUEST

(State the recommendation or decision request in the form of a motion, if not applicable because it is an Information Report or Councillor Activity Report, state so)

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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(Provide the Who, What, When, Where and Why. If a Councillor Activity Report check "Councillor Activity" and provide your update/info below in the "Discussion" section.)

DISCUSSION

(Provide new information about the subject, Councillor activity, strategic implications, desired outcome.)

NEXT STEPS

(State what will be done next if anything.)

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

(State any option to the recommendation and implication of the options, if anything)

ATTACHMENTS

(List any attachment to the report, if anything.)

CHIEF ADMINISTRATIVE OFFICER REVIEW

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State "Not Applicable" if report is from staff which already incorporates CAO review.)

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)

WEST HANTS REGIONAL MUNICIPALITY
MEETING AND COMMITTEE PROCEDURAL POLICY

APPENDIX B
Rules of Common Motions

Privilege and Subsidiary motions are listed in the order of their precedence, with the highest ranking at the top. After the Chair states a motion, higher ranking motions are in order but not lower ranking motions, except to Amend and Previous Question can be applied to amendable and debateable motions of higher rank than themselves. Incidental Motions have no ranking order. These are the general rules relating to motions, special rules may apply in accordance with Roberts Rules of Order.

Type Of Motion	Motion in Order of Precedence	Seconded Needed?	Amendable?	Debatable?	Decided by?	Reconsider?	Interrupt?
Incidental Motions	Point of Order	No	No	No (unless Chair Permits)	Chair	No	Yes
	Appeal	Yes	No	Yes	Majority (Nays)	Yes	Yes (at time of ruling)
	Suspend the Rules	Yes	No	No	2/3	No	No
	Objection to the Consideration of the Question	No	No	No	2/3 (Nays)	Yes (Nays Only)	Yes (unless debate has begun)
	Division of the Question	Yes	Yes	No	Majority	No	No
Privilege Motions	Fixing the Time to Adjourn	Yes	Yes	No	Majority	Yes	No
	Adjourn	Yes	No	No	Majority	No	No
	Recess	Yes	Yes	No	Majority	No	No
	Raise a question of Privilege	No	No	No	Chair	No	Yes
Subsidiary Motion	Lay on the Table	Yes	No	No	Majority	No	No
	Previous Question	Yes	No	No	2/3	Yes	No
	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No

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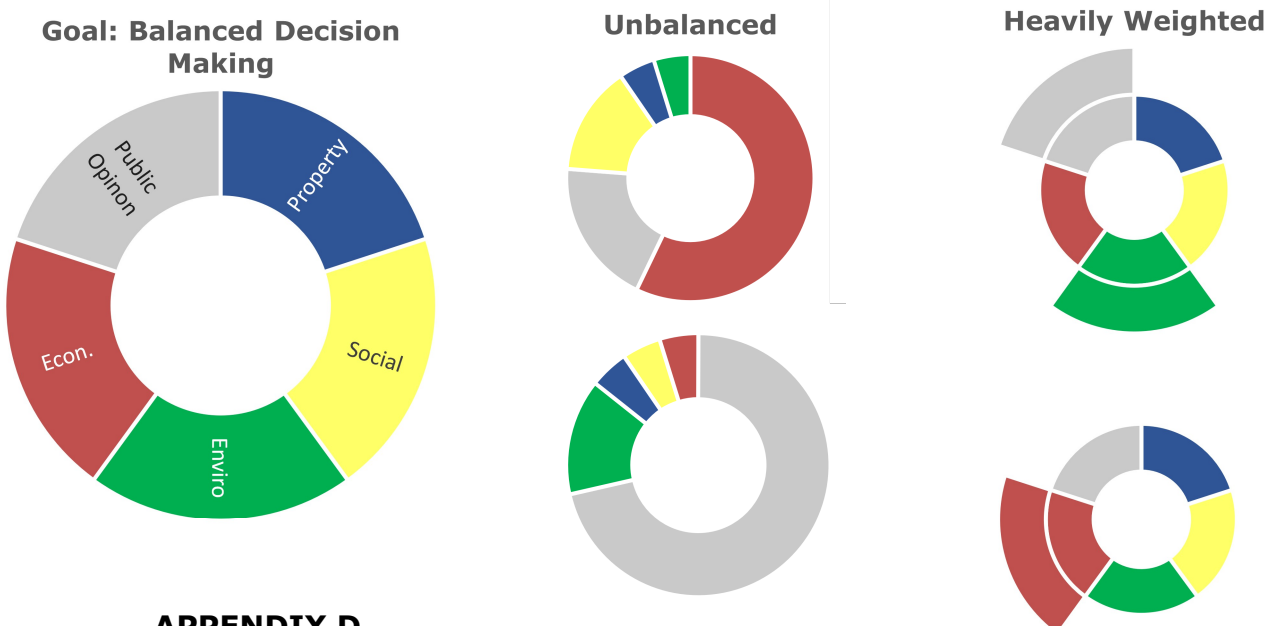
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No
Main	Original Motion	Yes	Yes	Yes	Majority	Yes	No

APPENDIX C

Decision Making by Council and Committee of Council

Council and resident members should assess every issue presented through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council and residents have the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council and resident members strive to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Municipality and the people it serves.

- **Property:** "something at the disposal of a person, a group of persons, or the community or public". Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** "the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time". Examples include regulatory requirements and land use.
- **Economic:** "pertaining to the production, distribution, and use of income, wealth, and commodities". Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** "of or relating to human society". Examples: Acceptance, limited available or benefit, values
- **Public Opinion:** "the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like". Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.



APPENDIX D

Accessibility Advisory Committee

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

- 3.1. In Appendix D,
- a) "AAC" means the Accessibility Advisory Committee of the Municipality;
 - b) "Act" means the *Accessibility Act*;
 - c) "Barrier" means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
 - d) "Council" means the Council for the Municipality;

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- e) "Disability" includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual's full and effective participation in society;
- f) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.~~ West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

- 4.1. The AAC will consist of seven (7) members as follows:
 - To a two-year term – One (1) members of Council
 - To a two-year term – four (4) Resident members
 - To a three-year term – two (2) Resident members.
- 4.2. Resident members will not be members of Council or employees of the Municipality.
- 4.3. At least one half of the members of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 4.4. If a member vacates AAC for any reason at any time before that member's term would normally expire, Council will promptly appoint a new member to the Committee to hold office for the unexpired term.
- 4.5. The Chair and Vice-Chair will be appointed annually by the members of AAC.

5. MANDATE AND RESPONSIBILITIES

- 5.1. AAC has the following responsibilities:
 - a) Advise Council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must include:
 - A report on measures the Municipality has taken and intends to take to identify, remove and prevent barriers;
 - Information on procedures the Municipality has in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its proposed policies, programs, practices and services, and
 - ii. Any proposed enactments or bylaws it will be administering; and
 - Any other prescribed information.
 - b) Advise Council on the impact of the Municipality's policies, programs and services on persons with disabilities;
 - c) Review and monitor existing and proposed Municipal by-laws to promote full

-
- participation of persons with disabilities, in accordance with the Act;
 - d) Identify and advise on the accessibility of existing and proposed municipal services and facilities;
 - e) Advise and make recommendations about strategies designed to achieve the objectives of the Municipality's Accessibility Plan;
 - f) Receive and review information directed to it by Council and its committees, and to make recommendations as requested;
 - g) Monitor Federal and Provincial government directives and regulations; and,
 - h) Host community consultations related to accessibility in the Municipality.

6. ADMINISTRATION

- 6.1. AAC will meet no less than six times per year, or otherwise as required to fulfill the duties as outlined.
- 6.2. A quorum for AAC will be a majority, four (4) members.
- 6.3. The AAC may receive presentations from the public upon approval of the Chair.
- 6.4. The AAC may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

APPENDIX E
Audit Committee

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

- 3.1. In Appendix E,
- a) "Auditor" means the External Auditor conducting the audit of the Municipality;
 - b) "CAO" means the Chief Administrative Officer for the Municipality;
 - c) "Director of Finance" means the Director of Financial Services for the Municipality;

- d) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~ West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

- 4.1. Council will annually appoint members to an Audit Committee.
- 4.2. The Audit Committee will consist of five (5) members: the Mayor, two Council members, and two resident members who are not members of Council or Municipal Staff.
- a) Resident members should be sufficiently versed in financial matters to understand the Municipality's account practices and policies and the major judgements involved in preparing the financial statements.
 - b) Where an audit committee does not include any resident members, the audit committee will continue to meet and perform its duties and may exercise its powers. The Municipality will advertise to recruit resident members at least once every six months until the requirement is met.
 - c) The Mayor will chair the Audit Committee meetings, and in their absence, another appointed Council member will chair.
 - d) The CAO and/or Director of Financial Services will provide staff support to the Committee. They are not voting members of the Committee.
 - e) The Council Remuneration Policy will be followed regarding any remuneration for the two resident members.
 - f) All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by CAO.

5. DUTIES AND RESPONSIBILITIES

- 5.1. Audit:
- a) Review the qualifications, independence, quality of service, performance, and fees of the auditors and recommend the appointment of an auditor to Council.
 - b) Carry out the responsibilities of the Audit Committee contained in Section 44 of the *Municipal Government Act*, in consultation with Management.
- 5.2. Finance and Risk Management
- a) Review with Management the quarterly financial updates and recommend to Council to be received.
 - b) Management will give a presentation on all financial policies used in the preparation of the external financial statements; at the first annually meeting of the year.

- c) Review with Management the adequacy of internal controls.
- d) Review with Management annually risk management practices including insurance coverage.

6. ADMINISTRATION

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

APPENDIX F

Davidson Lake Watershed Advisory Committee

1. PREAMBLE

- 1.1. The Davidson Lake Watershed Advisory Committee was established in 2007 in response to the requirement of Nova Scotia Environment (NSE) to develop and prescribe regulations for the Protected Water Area, as well as a Source Water Protection Plan (SWPP). The SWPP was adopted by the former Hantsport Town Council on July 4, 2013. The draft Regulations were submitted to Nova Scotia Environment and at this time awaits Provincial review and approval.

2. DEFINITIONS

- 2.1. In Appendix F,
 - a) "Committee" means the Davidson Lake Watershed Advisory Committee;
 - b) "Councillor" means an elected member of the Council of the Municipality;
 - c) "Municipality" means the ~~West Hants Regional Municipality, region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.~~

3. PURPOSE

- 3.1. The primary objective of the Davidson Lake Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.
- 3.2. The mandate of the Davidson Lake Watershed Advisory Committee is to advise and make recommendations to Council concerning issues of the management and protection of the Davidson Lake Watershed.

4. ROLE OF THE DAVIDSON WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Davidson Lake Watershed.
- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
 - b) assist with revisions of the regulations for the Protected Water Area as required;
 - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
 - d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
 - e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
 - f) advise on forest matters and other land use issues;
 - g) develop Best Management Practices (BMP) for activities in the Davidson Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
 - h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
 - i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Davidson Watershed;
 - j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).

- k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

- 5.1. The Committee members will be comprised of:
- One (1) Landowner Representative
 - One (1) Councillor and one alternate
 - One (1) Nova Scotia Department of Lands and Forestry Representative
 - One (1) Water Utility Representative
 - One (1) Planning and Development Department Representative
 - One (1) Nova Scotia Environment Representative
- 5.2. The Landowner Representative must own land in the Davidson Lake Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be four (4) members; of which one (1) must be a Councillor.
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Davidson Lake Watershed Advisory Committee to Committee of the Whole.
- 6.3. The Committee will meet semi-annually. The Chair may call additional meetings as required.
- 6.4. Administrative services for the Committee will be provided by the Municipality.
- 6.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX G

French Mill Brook Watershed Advisory Committee

1. PREAMBLE

- 1.1. In 1983, the area surrounding French Mill Brook, Hants County was designated as a Protected Water Area at the request of the former Municipality of the District of West Hants. Regulations were also enacted for the designated area to protect the water supply. The French Mill Brook Watershed Protected Area supplies potable water to the community of Falmouth and covers approximately 2814 acres of land (1139 hectares), according to the plan prepared in 1974.
- 1.2. The former Falmouth Watershed Advisory Committee was established in 1992 to manage the French Mill Brook Watershed through the involvement of all stakeholders, including landowners, municipal staff and government representatives.

2. DEFINITIONS

- 2.1. In Appendix G,
 - a) "Committee" means the Falmouth Watershed Advisory Committee;
 - b) "Councillor" means an elected member of the Council of the Municipality;
 - c) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~ West Hants Regional Municipality.

3. PURPOSE

- 3.1. The primary objective of the French Mill Brook Watershed Committee is to provide a forum for the Landowners, the Municipality, and other stakeholders to work cooperatively to maintain the water quality and quantity in the French Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.
- 3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook Watershed.
- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
 - b) assist with revisions of the regulations for the Protected Water Area as required;
 - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
 - d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
 - e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
 - f) advise on forest matters and other land use issues;
 - g) develop Best Management Practices (BMP) for activities in the French Mill Brook Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
 - h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
 - i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the French Mill Brook Watershed;
 - j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and

Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).

- k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Three (3) Landowners Representatives
- One (1) Councillor and one (1) alternate
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Falmouth Watershed Advisory Committee to the Committee of the Whole.
- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. Administrative services for the Committee will be provided by the Municipality.
- 6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX H

Fences Arbitration Committee

1. PURPOSE

- 1.1. The purpose is to establish the Fences Arbitration Committee in accordance with the Fences and Detention of Stray Livestock Act.

2. DEFINITIONS

- 2.1. In Appendix H,
- a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;
 - b) "Clerk" means the Municipal Clerk of the Municipality;
 - c) "Committee" means the Fences Arbitration Committee of the Municipality;
 - d) "Council" means the Council of the Municipality;
 - e) "Livestock" means cattle, sheep, swine, goats, horses, ponies, mules, ratites, farmed deer and game farm animals and other livestock designated by the Minister;
 - f) "Minister" means the Minister of Agriculture;
 - g) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~ West Hants Regional Municipality;

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- h) "Non-livestock farm" means land upon which no livestock is maintained.
 - i) "Owner" includes
 - i. With respect to livestock, any person who has lawful custody of the livestock
 - ii. With respect to a farm, the person occupying or operating a farm.

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

- 3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.
- 3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.
- 3.3. Alternate members of the Committee may be appointed at the request of the member appointed by the Municipality or the Nova Scotia Federation of Agriculture.
- 3.4. All members or alternates will be residents of the Municipality.
- 3.5. Non-Council members will be paid remuneration in accordance with the Council Remuneration Policy.
- 3.6. The Committee will meet on an as needed basis.
- 3.7. Two (2) members of the Committee will form a quorum.
- 3.8. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

4. DUTIES

- 4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:
 - a) Hearing fencing disputes between the owners of a livestock farm(s) or between the owner of a livestock farm and a non-livestock farm; who have notified the Clerk in writing and paid the accompanied fee. With respect to the matter referred to the Committee, the Committee may, by written order,

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- i. Determine the location, height and material of construction of any fence;
 - ii. Determine the manner of maintenance of a fence;
 - iii. Direct the owner of a farm to construct or maintain any fence in accordance with the Act;
 - iv. Determine the proportion of costs of building and maintaining any fences and common boundaries to be borne by each of the adjoining livestock farm owners pursuant to the Act;
 - v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.
- b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.
 - c) Disposing of stray livestock in such a manner as it deems fit, should no offer or reasonable offer be made at sale.
 - d) Distributing the proceeds of the sale or disposal of stray livestock in accordance with the Act.
 - e) Settling disputes regarding ownership and expenses of stray livestock that arise between the owner of the livestock, the person detaining it or the Municipality.

5. CONFLICT

- 5.1. Where there is a conflict between this Policy and the Act, the Act will prevail.

APPENDIX I

~~Windsor and Hantsport Area Advisory Committees~~Repealed

~~1. PURPOSE~~

- ~~1.1. — To establish area advisory committees for the communities of Windsor and Hantsport in accordance with Sections 201 and 202 of the *Municipal Government Act*.~~
- ~~1.2. — The Windsor Area Advisory Committee and Hantsport Area Advisory Committee will advise the Planning Advisory Committee of the Municipality on planning matters affecting its respective community including the preparation and amendment of planning documents and planning matters generally.~~

~~2. DEFINITIONS~~

- ~~2.1. — In Appendix I,~~
 - ~~a) — “HAAC” means Hantsport Area Advisory Committee;~~
 - ~~b) — “Municipality” means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020;~~
 - ~~c) — “WAAC” means Windsor Area Advisory Committee.~~

3. COMMITTEE COMPOSITION

- ~~3.1. WAAC and HAAC will each consist of a maximum of eight (8) members and a minimum of four (4) members of which one (1) is a Council member (representing the relevant community), and seven (7) are resident members who are not members of Council.~~
- ~~3.2. Resident members will be appointed to the Committee for a term of two (2) years, with the term expiring following the October meeting of the second year, and the Council member will be appointed for a term of four (4) years, with the term expiring following the October meeting.~~

4. ADMINISTRATION

- ~~4.1. A Chair and Vice Chair will be elected annually during the November Committee meeting.~~
- ~~4.2. All non-Council members of the Committee will be provided remuneration in accordance with the Council Remuneration Policy.~~
- ~~4.3. The duties and procedures of the Area Advisory Committees will be as set out in the relevant Terms of Reference for the Advisory Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.~~

APPENDIX J

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

- 1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mile Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area

contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

2. DEFINITIONS

2.1. In Appendix J,

- a) "Committee" means the Mills Lakes Watershed Advisory Committee;
- b) "Councillor" means an elected member the Council of the Municipality;
- c) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~ West Hants Regional Municipality;
- d) "Staff" means a person employed by the Municipality.

3. PURPOSE

- 3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

4. ROLE OF THE MILL LAKES WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.
- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
 - b) assist with revisions of the regulations for the Protected Water Area as required;
 - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
 - d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;

- e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
- f) advise on forest matters and other land use issues;
- g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
- h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
- i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
- j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
- k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

- 5.1. The Committee members will be comprised of:
 - Four (4) Landowner Representatives
 - One (1) Councillor and one (1) alternate
 - One (1) Nova Scotia Department of Lands and Forestry Representative
 - One (1) Water Utility Representative
 - One (1) Planning and Development Department Representative
 - One (1) Nova Scotia Environment Representative (voting)
- 5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor. .
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.

- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. All Landowners are welcome to attend Committee meetings as observers.
- 6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.
- 6.6. Administrative services for the Committee will be provided by the Municipality.
- 6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX K

Planning Advisory/Heritage Advisory Committee

1. PURPOSE

- 1.1. To establish an advisory committee in accordance with Sections 200 and 202 of the *Municipal Government Act*.

The Planning Advisory/Heritage Advisory Committee will advise the Council of the Municipality on planning and heritage matters requiring a decision of Council affecting the Municipality, including the preparation and amendment of planning documents.

2. DEFINITIONS

2.1. In Appendix K,

- a) ~~"HAAC" means Hantsport Area Advisory Committee; Repealed.~~
- b) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~ West Hants Regional Municipality;
- c) "PAC/HAC" means the Planning Advisory/Heritage Advisory Committee of the Municipality;
- d) ~~"WAAC" means Windsor Area Advisory Committee. Repealed.~~

3. COMMITTEE COMPOSITION

3.1. The PAC/HAC will be established under the following terms:

- a) The Committee will consist of ~~seven~~ fourteen (14) members as follows:
 - ~~four (4)~~ twelve (12) members of Council of which one is the Mayor
 - one (1) resident member of ~~Windsor, and~~ AAC
 - one (1) resident member of ~~HAAC, and Hantsport~~
 - ~~one (1) Resident member who is not a member of Council or a Municipal employee.~~
- b) Non-Council members will be appointed to the Committee in November for a term of two (2) years and expire the following the October meeting of the second year.

4. ADMINISTRATION

- 4.1. The PAC/HAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.
- 4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.
- 4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.

APPENDIX L

Municipal Climate Change Action Plan Committee

1. PURPOSE

- 1.1. The Municipal Climate Change Action Plan Committee provides a forum for all municipal departments and Council representatives to work co-operatively on

implementing and evaluating the adaptation and mitigation actions outlined in the Municipal Climate Change Action Plans of the Municipality hereafter referred to as "the MCCAP". These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.

2. DEFINITIONS

- 2.1. In Appendix L,
- a) "MCCAP Committee" means the Municipal Climate Change Action Plan Committee;
 - b) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~ West Hants Regional Municipality.

3. COMMITTEE COMPOSITION

- 3.1. The Committee consists of ten (10) members:
- Three (3) Councillors;
 - Two (2) resident members, who are not members of Council
 - Chief Administrative Officer or designate;
 - Director of Public Works or designate;
 - Director of Planning and Development or designate;
 - Director of Community Development or designate;
 - Protective Services Manager or designate.
- 3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.
- 3.3. Designates and alternates are at the discretion of the Chief Administrative Officer.

4. ADMINISTRATION

- 4.1. The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.
- 4.2. The Chair of the Committee acts as the liaison in providing recommendations to Council, as required from time to time.

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- 4.3. The duties and procedures of the MCCAP Committee will be as set out in the relevant Terms of Reference for the MCCAP Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

APPENDIX M

Diversity and Inclusion Committee

1. PURPOSE

WEST HANTS REGIONAL MUNICIPALITY
MEETING AND COMMITTEE PROCEDURAL POLICY

- 1.1. The purpose of the Diversity and Inclusion Committee is to engage the community and formulate action plans to address issues concerning social marginalization, equity, racism, and discrimination within the Municipality. The Committee will also examine issues and barriers in creating a community that is inclusive and welcoming to all.

2. DEFINITIONS

- 2.1. In Appendix M,
- a) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~ West Hants Regional Municipality.

3. COMPOSITION

- 3.1. The Committee will consist of ten (10) voting members and two (2) non-voting members as follows:
- 2 Councillors
 - 4 resident members of diverse race and ethnicity (from the Black Nova Scotian, Acadian, Glooscap First Nation, LGBTQ+ and newcomers communities)
 - 1 resident over the age of 60
 - 1 resident between the ages of 15-19
 - RCMP Representative
 - Provincial Government Representative
 - 2 non-voting staff members appointed by the Chief Administrative Officer

4. ADMINISTRATION

- 4.1. A Chair and Vice-Chair will be elected annually during the November Committee meeting.
- 4.2. All non-Council and non-staff members of the Committee will be provided remuneration in accordance with the Council Remuneration Policy.
- 4.3. Administrative services for the Committee will be provided by the Municipality.
- 4.4. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

WEST HANTS REGIONAL MUNICIPALITY
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I, Rhonda Brown, Municipal Clerk of the ~~Region of Windsor and~~ West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the ~~Region of the Windsor and~~ West Hants Regional Municipality at a meeting duly called and held on the **23rd** day of **March, 2020**.



R. N. Brown
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	March 9, 2020
<i>Approval:</i>	March 23, 2020
<i>Description:</i> Initial approval of the Meeting and Committee Procedural Policy, RCOGE-003.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality.	
<i>First Amendment</i>	
<i>Notice to Council:</i>	October 13, 2020
<i>Approval:</i>	October 27, 2020
<i>Description:</i> Amended Policy to add the Diversity and Inclusion Committee, changed the report form, terminology changes and amend agenda package procedures.	
<i>Second Amendment</i>	
<i>Notice to Council:</i>	February 9, 2021
<i>Approval:</i>	February 23, 2021
<i>Description:</i> Amended Policy to delete the words "and December" from Sections 3.2(b) and 3.3 (b), to enable meetings in December.	
<i>Third Amendment</i>	
<i>Notice to Council:</i>	<u>XXX</u>
<i>Approval:</i>	<u>XXX</u>

WEST HANTS REGIONAL MUNICIPALITY
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Description: Amended Policy to remove the Hantsport and Windsor Area Advisory Committee, change the membership of Planning Advisory / Heritage Advisory Committee, and change the definition of "Municipality" within the Appendices.

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1. General

- 1.1. This Policy will be known and cited as the "Meeting and Committee Procedural Policy".
- 1.2. The purpose of this Procedural Policy is to:
 - a) provide direction to Council and Staff members on conducting Council and Committees of Council meetings. This Policy does not apply to boards, commissions and committees of which the Municipality may be a member, but which was not established solely by the Municipality;
 - b) establish the Committee of the Whole as a Committee of Council; and
 - c) establish various other Committees of Council.
- 1.3. In this Policy:
 - a) "Act" means the Municipal Government Act, Stats. N.S. 1998, C. 18
 - b) "Business day(s)" means a day which the administrative offices of the Municipality are open for business;
 - c) "Chair" means the presiding officer of Council or a Committee of Council;
 - d) "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Municipality;
 - e) "Clerk" means the Clerk of the Municipality;
 - f) "Closed Meeting" means a meeting which is not open to the public and may be known as in-camera.
 - g) "Committee of Council" means a committee formed pursuant to a resolution or policy of Council;
 - h) "Council" means all Council members of the Municipality;
 - i) "Councillor" means a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise;
 - j) "Majority" means more than one-half of those present
 - k) "Meeting Package" means the package prepared for a meeting consisting of the agenda and associated agenda item material;
 - l) "Motion" means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;
 - m) "Municipal or Municipality" means the West Hants Regional Municipality;

- n) "Pecuniary interest" means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;
- o) "Planning document" means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;
- p) "Question" means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;
- q) "Quorum" means the majority of members required to hold a meeting.
- r) "Resolution" means a formal expression of the opinion or the will of the Council or a Committee of Council adopted by vote, and is a result of an approved motion;
- s) "Staff" means a person employed by the Municipality;
- t) "Two-thirds vote" means a vote where at least two-thirds of the members present and entitled to vote at the meeting vote in favor of the motion.

2. Mandate of Council and Committee of the Whole

2.1. The mandate of Council is:

- a) to exercise the powers of the Municipality as set out in the *Act* through the approval of motions, policies and by-laws;
- b) to provide strategic planning for the Municipality with the goals:
 - i. to provide good government;
 - ii. to provide services, facilities and other things that in the opinion of Council are necessary or desirable for all parts of the Municipality;
 - iii. to develop and maintain safe and viable communities;
 - iv. to work with other municipal units for the best interests of the Municipality within the province;
 - v. to provide active programs of training and upgrading of staff and Council; and
 - vi. such other goals as from time to time are determined;
- c) to conduct the official business of the Municipality;
- d) to carry out any statutory public hearings as required by the *Act* and other legislation;
- e) to provide strategic direction to the CAO through resolutions, policies and by-laws.

2.2. The mandate of the Committee of the Whole is:

- a) to discuss, consider, advise and make recommendation to Council for approval concerning the affairs of the Municipality in advance of Council making decisions or taking actions on such matters, except where

Council has determined that consideration by Committee of the Whole is unnecessary or inadvisable, and except that the following matters will normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:

- i. first and second readings of a by-law enactment, amendment or repeal; and
- ii. matters which are the subject of statutory hearing of Council;
- b) to carry out the duties and responsibilities of Council set forth in Part XV Dangerous and Unsightly Premises of the Act;
- c) to carry out the duties of the Regional Emergency Management Advisory Committee as set forth the Regional Emergency Management By-law of the Municipality;
- d) to take such steps not inconsistent with this Policy that the Committee of the Whole reasonably deems necessary to carry out this mandate;
- e) except for an Order under the Act for Dangerous and Unsightly Premises and specific tasks or matters assigned by Council from time to time to the Committee, all resolutions of the Committee of the Whole will be recommendations to Council for Council's approval.

3. Time, Place, Date and Notice of Meetings

- 3.1. All meetings of Council and Committees of Council will be public meetings, except as provided for under Sections 22 (2) and 203(1) of the Act and Section 14 of this Policy.
- 3.2. Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:
 - a) at the location set by the Committee of the Whole,
 - b) on the second Tuesday of each month, except for August,
 - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.3. Unless otherwise specified pursuant to Section 3.5 of this Policy, a regular meeting of Council will be held:
 - a) at the location set by Council,
 - b) on the fourth Tuesday of each month except for August,
 - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.4. Unless otherwise specified pursuant to Section 3.5 of this Policy, regular meetings of other Committees of Council will be determined in the Administrative Terms of Reference for the Committee.

- 3.5. Meetings may be rescheduled, relocated or cancelled:
- a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;
 - b) at the request of majority of the members of Council or Committee of Council;
 - c) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.
- 3.6. Additional or special meetings of Council or a Committee of Council may be convened:
- a) by resolution or consensus, including contingent resolution or consensus of Council or Committee of Council at a meeting three (3) or more business days in advance of the additional or special meeting;
 - b) at the request of the Chair;
 - c) at the request of the majority of members;
 - d) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to unforeseen circumstances, provided the Mayor, Deputy Mayor or Chair believes that the majority of members would support such a step; or
 - e) where the Mayor determines there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.
- 3.7. Notice to Councillors and the Public of meetings:
- a) subject to any statutory relaxation of the notice requirements, at least three (3) business days' notice to Councillors will be provided for additional or special meetings by telephone, the email address provided by the Municipality or other email address, fax number or messaging service;
 - b) subject to any statutory relaxation of the notice requirements, at least two (2) business days' notice to the public will be provided for additional or special meetings by posting a notice of the meeting on the Municipal website and social media pages;
 - c) Councillors and the public will be deemed to have received any notice within one (1) day of being notified pursuant to this section;
 - d) meeting notice need not be provided of:
 - i. regular meetings held pursuant to Sections 3.2 and 3.3 of this Policy;

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- ii. regular meetings of a Committee of Council whose regular meeting date is contained in a policy or by-law of Council or posted on the Municipal website; or
 - iii. meetings held pursuant to Sections 3.5 (a) and Section 3.6 (a) of this Policy;
 - e) notice of meeting cancellations will be provided to Council and the public as soon as possible in the same manner;
- 3.8. In accordance with Section 19 (7)(a)(b) of the Act no meeting of Council or Committee of Council is illegal or invalid by failure to give notice or by meeting elsewhere than provided in this Policy or the notice of meeting.
- 3.9. Within thirty (30) days following the first meeting of Council after an election or by-election each Councillor will provide the Clerk the following:
- a) a telephone number with answering machine/voicemail which the Councillor has and will maintain and will check at least once per day;
 - b) the unique email address provided by the Municipality, where all municipal notices and correspondence will be forwarded and which the Councillor will check at least once per day;
 - c) any other email address, fax number, or messaging service which the Councillor has and will maintain and will check at least once per day.
4. Communications
- 4.1. The Mayor is the official spokesperson of Council and the CAO is the official spokesperson of staff.
- 4.2. Council communication to the public is:
- a) through the Mayor, as the official spokesperson for the Municipality regarding decisions approved by Council unless another Councillor is designated;
 - b) through Councillors as chief spokespersons for explaining policies, priorities and decisions; and
 - c) through Committee Chairs as chief spokesperson for matters dealt with under the authority of their committee, unless another Councillor is designated;
 - d) media interview requests will be referred to the Mayor or the CAO to determine who is the most appropriate spokesperson for the interview.
- 4.3. Council communication to staff is:
- a) through a resolution of Council or Committee of Council for advice, information or recommendations on matters which require thoughtful

research and review. Staff will normally provide their response through a written information or recommendation report like that in Appendix A;

- b) through resolutions from Council to the CAO.

4.4. Committees will communicate to Council:

- a) through a written information or recommendation report by Chairs to Committee of the Whole like that found in Appendix A.
- b) where all Councillors are members; may communicate using excerpts sheets of the motions being recommended to go straight to Council with the previous committee report (referred to in the excerpt), attached as a supporting document.

4.5. All Councillors are expected to provide a monthly report to Council stating the Municipal business they were involved in over the previous month, using the report form in Appendix A.

4.6. The CAO or designate may, on behalf of Council or Committee of Council, receive correspondence from the public and deliver a copy of the correspondence to all Councillors within a reasonable time provided:

- a) the correspondence is directed to a Councillor or Committee of Council member;
- b) is in writing and received by mail or email;
- c) is legible;
- d) is not libelous, irrelevant, offensive or improper; and
- e) is signed by the writer's name.

5. Meeting Attendance and Quorum

5.1. Councillors are expected to attend all meetings of Council and Committees of Council to which they are appointed.

5.2. Subject to changes of the Act Section 17 (4), Councillors who without leave of Council are absent from three (3) consecutive regular meetings of Council ceases to be qualified to serve as a Councillor.

5.3. Councillors who without leave of a Committee of Council and are absent from three (3) consecutive regular meetings of a Committee of Council to which they are appointed, may be removed from the Committee. This also applies to resident members appointed to a Committee of Council.

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- 5.4. Council or a Committee of Council will not refuse the leave of a Councillor if such leave is due to employment issues, illness, other Municipal business, or an unforeseen event needing immediate attention.
- 5.5. Sections 5.1, 5.2 and 5.3 do not apply to Councillors on a parental accommodation leave of absence in accordance with Section 17 (4A) of the Act.
- 5.6. Quorum for meetings of Council and Committee of the Whole will be the majority of elected Councillors, or seven (7) Councillors.
- 5.7. Quorum of other Committees of Council will be the majority of the voting members unless otherwise stated in a policy or by-law of Council or administrative terms of reference.
- 5.8. Councillors or resident members of Committees of Council may participate in meetings by electronic means such as teleconference or video conference and will be considered present for purposes of quorum and voting, provided:
- a) the Councillor or resident members physically present at the meeting location are at minimum one less than quorum;
 - b) a maximum of two Councillors, resident members or combination may use electronic means during a meeting at one time;
 - c) the Chair will be physically present at the meeting location;
 - d) the Councillor or resident member notifies the Chair and appropriate staff at least 24-hours in advance of their intent to use electronic means, to ensure provision of the electronic means at the meeting location;
 - e) it is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
 - f) if used during a closed meeting, the member will ensure confidentiality is maintained at all times;
 - g) no Councillor or resident member will participate by electronic means in more than four (4) meetings of any kind per year;
 - h) the Councillor or resident member does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
 - i) the Chair will ensure those participating by electronic means have an opportunity to verbally declare any conflicts of interest;
 - j) the Councillor or resident member will notify the Chair of their intended departure (either temporary or permanent) from the meeting before leaving the meeting;

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- k) the Councillor or resident member will be marked as absent if electronic connection is not made or if it is lost and is unable to be reconnected.
- 5.9. All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).
- 5.10. If a quorum is not present fifteen (15) minutes following the scheduled start time of a meeting and it is not reasonable that quorum will be present within a reasonable time, the meeting will be deemed cancelled and a record of the cancellation along with the names of the members present will be recorded in the minutes.
- 5.11. Where there is a permanent vacancy on Council or a Committee of Council, Councillors may make a decision if a quorum is present at the meeting.
- 5.12. If the number of Council members is reduced to below the number required for a quorum due to vacancies in Council, Council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property, for make any other decision that has an effect after or for a term extending beyond the date of the election to fill a vacancy on Council
6. Election Process for Deputy Mayor, Chair or Vice-Chair
- 6.1. At the first meeting of Council after an ordinary election, all Councillors will be sworn in and the Deputy Mayor will be elected as follows:
- a) the Mayor will call the meeting to order and call for nominations for the position of Deputy Mayor three times;
 - b) Councillors may nominate a fellow Councillor for the position of Deputy Mayor, but may not nominate themselves; nominations do not have to be seconded;
 - c) after the third and final call for nominations, the Mayor will declare nominations closed;
 - d) the Mayor will ask each nominee if they accept the nomination for Deputy Mayor;
 - e) if only one Councillor was nominated and accepted the nomination, that Councillor is declared the Deputy Mayor;
 - f) if there is more than one nominee, the Mayor will provide each of the nominees an opportunity to speak and Councillors will elect the Deputy Mayor by secret ballot;

- g) two volunteers are asked to be scrutineers, one of which must be a staff member. Ballots are distributed to Councillors, votes will be cast, then the scrutineers will collect and count the ballots;
 - h) the scrutineers announce the overall result of the election (not the number of votes for each Councillor). The Deputy Mayor is determined by majority of the number of Councillors present;
 - i) if there is not a winner by majority and there are three (3) or more nominees, another vote will occur by dropping the nominee with the lowest votes and voting again until only two (2) nominees remain. If there is not a winner by majority and there are only two (2) nominees, the Deputy Mayor will be determined by a draw by the Clerk or designated staff member.
 - j) once the Deputy Mayor has been declared elected, a motion will be made to destroy the ballots.
- 6.2. The term of office for the Deputy Mayor will be two (2) years; the very first term being April 1, 2020 - October 31, 2022 and the nomination process be held again for a term of November 2022 – October 2024, at which time it will re-align with municipal elections in Nova Scotia
- 6.3. The election of a Chair for a Committee of Council will be completed in a similar manner to the election of the Deputy Mayor except that a staff member will perform the duties of the Chair until the Chair of the Committee of Council is elected. Nominees for Chair will be given an opportunity to speak to the members of the Committee of Council before the vote is held.
- 6.4. Once a Chair of a Committee of Council is elected, they may perform the election in the same manner for a Vice-Chair.
- 6.5. The term of office for a Chair or Vice Chair will be two years unless otherwise stated in a policy of Council or administrative terms of reference.

7. Meeting Agendas and Packages

- 7.1. At Council meetings, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
- a) Call to Order
 - b) Attendance
 - c) Approval of Agenda, including additions or deletions
 - d) Declaration(s) of Conflict of Interest
 - e) Announcements

- f) Approval of previous meeting's minutes
- g) Public Hearings
- h) Unfinished Business/Postponed Motions
- i) Mayor's Report
- j) Committees of Council Recommendations
- k) Councillor Municipal Business Reports
- l) Correspondence
- m) New Business
- n) In-Camera
- o) Next Meeting Date / Adjournment

7.2. At Committee of the Whole, unless a majority consents to a different order for that meeting, business will be conducted in the following order:

- a) Call to Order
- b) Attendance
- c) Approval of Agenda, including additions and deletions
- d) Declaration(s) of Conflict of Interest
- e) Announcements
- f) Approval of the Minutes
- g) Presentations
- h) Unfinished Business/Postponed Motions
- i) Reports
- j) Correspondence
- k) New Business
- l) Public Participation Period
- m) In-Camera
- n) Next Meeting Date / Adjournment

7.3. Agendas of other Committees of Council and Public Hearings will be determined as needed or detailed in the Committee's Administrative terms of reference.

7.4. All topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon ten (10) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form" (Appendix A) to be included in the agenda package.

7.5. All agendas will be approved by the Mayor or Chair of the Committee of Council and the CAO or designate.

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- 7.6. All agenda items should have an associated report, excerpt sheet, and/or other material outlining the purpose and background of the agenda item put together in one PDF document.
- 7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 12:00 noon at least three (3) business days before the meeting by internal communication systems or email.
- 7.8. Meeting packages will be provided to the public by 4:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.
- 7.9. Meeting packages for a special meeting of Council or a Committee of Council will be provided to Councillors, resident members and the public in accordance with Sections 7.7 and 7.8 should time permit, or by 12:00 noon one (1) business day before the special meeting.
- 7.10. If an agenda item's associated material is not distributed in the meeting package it will be distributed electronically or by hard copy during or after the meeting.
- 7.11. Late additions to the agenda will be accepted for consideration until 12:00 noon two (2) business days before the meeting. No late additions will be accepted for special meetings.
- 7.12. Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.
- 7.13. For instances when a requested agenda item may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum or meeting, the Mayor or Chair will have the authority to delete, defer, or refer the agenda item. The Mayor or Chair will advise the person requesting the agenda item of the action taken.
- 7.14. All material in a meeting package which is posted on the Municipal website will be deemed received at the time of agenda approval during the meeting. All material not publicly posted that is read or visually presented during the

meeting will be deemed received and amended to the posted meeting package posted on the Municipal website

- 7.15. Once an agenda item has been dealt with it should not be put on the agenda again for at least six (6) months unless there is a follow up report on actions taken, or a proper motion is made to reconsider, rescind or amend something previously adopted.

8. Council and Committee Chair Duties

- 8.1. The Chair of Council and Committee of the Whole will be the Mayor except:
- a) in the absence of the Mayor, the Deputy Mayor will be the Chair
 - b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.
- 8.2. The Chair of a Committee of Council will be the Councillor or resident member elected and, in their absence, the Vice-Chair elected.
- 8.3. It will be the duty of the Chair to:
- a) open the meeting by taking the chair and calling the members to order and announcing the business before Council or the Committee of Council;
 - b) ask members to declare any Conflicts of Interest;
 - c) receive and put to a vote all motions presented and announce the results;
 - d) decline to put to a vote a motion which infringes upon rules of procedure established by this Policy;
 - e) restrain Councillors when engaged in debate, within the rules of conduct established by this Policy or Robert's Rules of Order;
 - f) protect the rights of those attending the meeting and enforce the rules of order; preserve order, and decide on point of order;
 - g) call by name any Councillor or resident member persisting in a breach of this Policy, and thereby ordering them to vacate the meeting room;
 - h) permit the CAO to speak on any point upon request;
 - i) permit staff and invited guests to speak when appropriate on the agenda and at the request of Councillors and/or CAO;
 - j) permit proper questions to be asked through the Chair of any Councillor, CAO, staff member, or invited guest in attendance relevant to the issue under discussion in order to provide information to assist debate;
 - k) declare a meeting dissolved if no quorum has been achieved;

- l) adjourn to another place and/or time without ending the meeting with the consent of Council;
- m) adjourn the meeting when the business is concluded and a motion to adjourn has been approved by the majority vote; or
 - i. adjourn the meeting when an adjournment time has been set and approved by majority vote or consensus, when the time has been reached except when it is extended by unanimous consent; or
 - ii. adjourn the meeting at the Chair's sole discretion due to inclement weather conditions to a time and date set by the Chair.

9. Minutes and Recordings

- 9.1. Written minutes of Council and all Committee of Council meetings, including in-camera meetings, will be kept providing a permanent and historical record of the Municipality's business. When required, these minutes may be recognized in court as evidence of decisions made and actions taken.
- 9.2. Written minutes kept will:
 - a) record the names of the members or participants and the time when any member joins or leaves a meeting which is in progress;
 - b) contain all motions and decisions by consensus and will record the outcome of each vote;
 - c) record the names of all Councillors or resident members who voted "Nay" to a motion put to a vote;
 - d) summarize key points of a discussion and mention reports, petitions, correspondence, presentations and other papers submitted only by their respective title, or a brief description of the content;
 - e) be clear, accurate, concise, and formatted to be readable;
 - f) be written in past-tense;
 - g) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.
- 9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council will be recorded using audio recording equipment. Once minutes are approved, the audio recording will be kept for at least seven (7) years after which it may be destroyed in accordance with the Records Management Policy of the Municipality.
- 9.4. Draft minutes of Council and Committee of the Whole will be reviewed by the Clerk and CAO.

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- 9.5. Draft minutes of other Committees of Council will be reviewed in accordance with the Committee of Council's Administrative Terms of Reference.
- 9.6. Minutes of all meetings will be posted in draft electronic form on the Municipality's website for the public and to the internal communication system for Councillors and staff for information.
- 9.7. The minutes of the last preceding regular meeting and subsequent special meetings will be reviewed at the next meeting of Council or Committee of Council and after all necessary corrections and amendments have been noted, be approved and signed by the Mayor or Chair.
- 9.8. To correct the minutes at the time of approval, the word or words will be crossed out and the corrections written in and initialed before being signed by the Chair. The digital form of the minutes posted to the Municipality's website and internal communication system will be changed accordingly in red font and a footnote of the changes will be added to the electronic minutes stating "Amended".
- 9.9. The press will be allowed to only use audio recording equipment during public meetings.
- 9.10. A request for copies of the audio recordings of public meetings may be submitted in writing or electronic mail to the Clerk of the Municipality and will be provided, if available, for a prescribed fee.
- 9.11. Council and Committees of Council may choose to live-stream video on the internet of any or all meetings, with no obligation to live-stream video of a meeting. There will be no audience participation using the live-streamed video, but residents may leave messages; however, staff will be unable to address said messages.
- 9.12. Except for Section 9.3, 9.9 and 9.11 of this Policy, audio and video recordings and the taking of photos by any device will not be allowed during meetings except by permission of the Chair.

10. Meeting Decorum and Rules of Debate

- 10.1. Robert's Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.

- 10.2. Members of the public present in the meeting room will maintain order and quiet and will not address the Council or Committee of Council except with permission of the Chair.
- 10.3. All cellular phones and electronic devices which emits a sound will be set to silent or turned off during a meeting, with the exception of equipment required for specific use related to the matter (i.e. issued tablets that would contain the agenda and related documents).
- 10.4. No one may bring any sign, poster, placard, banner or other like device into a meeting place without the prior permission of the Chair, subject to an objection by a majority of the members of Council or Committee of Council present.
- 10.5. All Councillors, resident members, or other persons presenting to Council or a Committee of Council will not:
- a) speak disrespectfully of any person;
 - b) use offensive language
 - c) speak on any subject other than the subject for which they received approval to speak;
 - d) disobey any decision of the Chair;
 - e) enter a cross debate with another member; or
 - f) willfully distract the member speaking, unless it is regarding a point of order or to raise a question of privilege.
- 10.6. A Council or a Committee of Council member or other persons may speak to a subject or motion at a meeting only if that member first addresses the Chair.
- 10.7. The Chair may ask questions and speak on a matter in the same manner as all Council or Committee of Council members without leaving the seat of the Chair.
- 10.8. Every Council or Committee of Council member or other person, prior to speaking on any question or motion, will signal their desire to speak by raising their hand or other acceptable manner and wait to be recognized by the Chair. When two or more members signal to speak, the Chair will designate who has the floor based on the opinion of the Chair as to who signaled first.

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- 10.9. No Council or Committee of Council member or other person will speak more than twice (and the second time only to raise new information), for a maximum of five (5) minutes each time, without permission of Council on any motion except to explain misconception of his remarks. When a member wishes to explain a misconception, the member will signal to the Chair and ask permission of the Chair, without further comment, and if permitted by the Chair, will explain only an actual misunderstanding of language.
- 10.10. A Council or Committee of Council member may request the motion under consideration be read at any time during debate but may not interrupt while another member is speaking.
- 10.11. The mover of a motion will have the right to reply and sum up in closing the debate.
- 10.12. The Chair, after having called attention of Council or Committee of Council to the conduct of a member who persists in irrelevant or repetition of an argument during debate, may direct a member to discontinue speaking.
- 10.13. A Council or Committee of Council member, member of the public or other person willfully disregarding the meeting decorum or rules of debate or obstructing the business of the Council or Committee of Council meeting, may be ordered by majority vote of the members present, to leave the meeting, which for clarity means leaving the property of the meeting location.
- 10.14. Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of three (3) formal presentations at any one meeting.
- 10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:
- a) a note of the reading;
 - b) the date;
 - c) the way it was dealt with.
- 10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If

the meeting agenda is not completed as of 10:00 pm, the members may vote to adjourn to another date and time to complete the meeting.

11. Conflict of Interest

- 11.1. In accordance with the Municipal Conflict of Interest Act each Councillor and resident member must self-identify and disclose any pecuniary interest in any item before Council, Committee of Council or external committee or board.
- 11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:
 - a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - b) leave their seat and sit in the gallery or exit the meeting room for the duration of the discussions pertaining to the matter;
 - c) not take part in the discussion of or vote on any question with respect to the matter;
 - d) not in any way before, during and/or after the meeting influence the voting on any question pertaining to the matter.
- 11.3. If the meeting is a closed meeting, in addition to complying with the requirements in Section 11.2, the Councillor or resident member will leave the meeting place for the part of the meeting during which the matter is under consideration.
- 11.4. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member will disclose the interest and otherwise comply at the next meeting they attend of Council, Committee of Council or external committee or board where the matter was discussed.
- 11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

12. Motions and Voting

- 12.1. The types of motions which may be made at a Council or Committee of Council meeting are:
 - a) Main motions – reflects the proposed decision or action to be taken regarding a subject;

- b) Subsidiary motions – facilitates or modifies the main motion;
- c) Incidental motions – relates to a question of procedure regarding a main motion;
- d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.

12.2. The following are common but not all Subsidiary motions:

- a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
- b) Amend – changes something within the main motion;
- c) Postpone definitely – sets the main motion aside until a specified time;
- d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
- e) Limit or extend debate – shortens or lengthens the time for debate;
- f) Previous Question – closes debate and brings the main motion to a vote;
- g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.

12.3. The following are common but not all incidental motions:

- a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;
- b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
- c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
- d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside its mandate;
- e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.

12.4. The following are common but not all privilege motions:

- a) Raising a question of privilege – is an emergency motion which deals with the rights and privileges of members;
- b) Recess – provides a short break in the meeting;
- c) Fix the time to adjourn – sets a time to adjourn the meeting;
- d) Adjourn – closes the meeting.

12.5. All business before Council or Committee of Council for consideration will be made in the form of main motions which propose specific action to be taken.

- 12.6. All main motions will be provided to the Chair or Clerk in writing before being debated.
- 12.7. A motion must be seconded, and when requested read by the Chair or Clerk, before it is debated; except a motion raising a question of privilege or point of order.
- 12.8. Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration.
- 12.9. A motion may at any time after it is seconded and before the Council or Committee of Council has voted on it, be withdrawn or modified by the mover with consent of Council or Committee of Council.
- 12.10. When any main motion is being considered, the only motions in order will be:
- a) to amend;
 - b) to refer;
 - c) to postpone either definitely or indefinitely; or
 - d) to limit or extend debate;
 - e) the previous question.
- 12.11. Amendments will be put in the reverse order of which they are made. Only one amendment will be allowed at a time and one sub-amendment will be allowed to an amendment. Every amendment submitted will be decided on or withdrawn before the main question is put to a vote.
- 12.12. A motion to adjourn will always be in order except in the following cases:
- a) when a Council or Committee of Council member is in possession of the floor;
 - b) when the "yeas" and "nays" are being called;
 - c) while the Council or Committee of Council members are voting; or
 - d) when the motion to adjourn was the last preceding motion.
- 12.13. The following motions will be decided without debate:
- a) a motion to reconsider;
 - b) all motions as to priority of business or as the suspension of the order of the day;
 - c) applications to speak more than the prescribed number of times;
 - d) a motion to allow any person other than a Council member to address the Council;

- e) a motion to postpone definitely;
 - f) a motion to lay on the table when claiming a privilege over another person; and
 - g) a motion to adjourn.
- 12.14. Before putting the motion to a vote, the Chair will ask "Are you ready for the question" and if no member offers to speak on the motion or they make a motion for the Previous Question, the Chair will put the question, after which no member will be permitted to speak upon it.
- 12.15. The usual form of voting on any motion will be by the Chair calling for "yeas" and "nays", and members indicating their choice by show of hands or, if provided, by electronic means; but any Council or Committee of Council member, before or after the vote can call for, a recorded vote with each members vote entered into the minutes.
- 12.16. No motion committing the Municipality to the expenditure of funds will be accepted by the Chair for the consideration of Council, unless there is unanimous consent of Council members present, except for matters arising from correspondence, Committee of Council or other reports, agenda items, notices of motions or other material circulated to Council members on or before the day before the meeting, and except for matters arising from a closed meeting.
- 12.17. A majority vote of those present will determine all questions arising in Council and a Committee of Council, except motions to approve a planning document and those requiring a two-thirds (2/3) vote.
- 12.18. The adoption of planning documents or amendment thereof by Council at Second Reading requires a majority vote of number of Council members elected, regardless of number present to achieve quorum. And only those members present during a public hearing are permitted to vote on the matter at which a public hearing was held.
- 12.19. The following motions require a two-thirds vote:
- a) to suspend the rules;
 - b) to limit or extend debate;
 - c) to amend or rescind something previously adopted;
 - d) to object to the consideration of the question; or
 - e) to close nominations.

- 12.20. Subject to the *Municipal Conflict of Interest Act*, all Council or Committee of Council members present including the Chair will vote on a motion and may not abstain.
- 12.21. A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive.
- 12.22. In the event of a tie in a vote on a motion, the motion is determined in the negative.
- 12.23. Any notice of motion given by a Council or Committee of Council member for a subsequent meeting may, in the absence of the member giving such notice, be taken up by another member.
- 12.24. The following motions may bring a motion for consideration again:
- a) Take from the table – takes up the motion previously laid on the table;
 - b) Rescind – takes back a motion or policy; for a by-law this is called a repeal, a notice to rescind must be given at a previous meeting;
 - c) Amend something previously adopted – modifies a motion previously presented and adopted;
 - d) Discharge a committee – takes a matter sent to a committee back before a report has been presented;
 - e) Reconsider – allows reconsideration due to new information or situation so the true will of the members is acted on.
- 12.25. No motion can be reconsidered if the actions cannot be undone.
- 12.26. After any main motion has been decided, any Council or Committee of Council member who voted on the winning side may, after the decision has been announced from the Chair, but before adjournment of the meeting may give notice of an intention to move reconsideration at the next meeting. The giving of such a notice operates as a stay or suspension of the decision.
- 12.27. In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 days prior to the next meeting but not thereafter, of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.

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- 12.28. No discussion of the main question will be allowed during the motion for reconsideration.
- 12.29. The following matters are not eligible for reconsideration:
- a) a motion approving the first or second reading of a by-law enactment, amendment or repeal;
 - b) a motion to decide on a matter which was the subject of a statutory hearing by Council;
 - c) a motion which is or was considered by the Committee of the Whole or the Planning Advisory Committee in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected or may adopt or reject, the recommendation;
 - d) a matter which has already been reconsidered once;
 - e) a vote to reconsider; and
 - f) a motion to reconsider or rescind a motion approving the annual budget of the Municipality or a motion authorizing any legal proceedings.
- 12.30. Any rule concerning motions and voting may be suspended for a specific matter with a motion, passed by two-thirds (2/3) vote of Council or Committee of Council members present, stating the specific rule to suspend and the matter for which it is suspended.
- 12.31. A summary of the rules for common motions can be found in Appendix B.
13. Points of Order (also refer to Code of Conduct Policy)
- 13.1. A point of order asks the Chair to rule on or enforce the rules if a Council or Committee of Council member thinks the rules of this Policy have been broken.
- 13.2. A point of order does not need to be seconded but must specify which rule is being broken and must be decided upon before the subject under consideration is proceeded with.
- 13.3. When a Council or Committee of Council member is called to order, the member will be seated and remain silent until the point is determined or until called upon by the Chair to be heard on the point of order.
- 13.4. A point of order is not debatable amongst other Council or Committee of Council members, unless the Chair invites discussion to assist in making a

ruling. Where the Chair permits discussion on a point of order, no member will speak more than once.

- 13.5. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the meeting room pursuant to Sections 13.6 and 13.8, are not debatable but are appealable to Council or Committee of Council by any member. When an appeal is made of the decision of the Chair, the Chair will simply put the question, "Will the decision of the Chair be sustained?"
- 13.6. If a Council or Committee of Council member resists:
- a) the rules contained in this Policy;
 - b) willfully obstructs the business of Council or the Committee of Council;
 - c) disobeys the decision of the Chair, or of Council or Committee of Council on appeal, on any question of order or practice or upon the interpretation of the rules after being called to order by the Chair; or otherwise disrupts the meeting proceedings;
- the member may be ordered by the Chair to leave their seat.
- 13.7. If the Council or Committee of Council member refuses to leave the Council members seat, the Chair may, after majority vote is made to support the expulsion, order the member to be expelled and removed from the meeting room.
- 13.8. Such Council or Committee of Council member may, by vote of the members, later in the meeting or at a subsequent meeting be permitted to re-enter the meeting room and to resume participation in Council or Committee of Council business with or without conditions.
- 13.9. Persons who are not Council or Committee of Council members, staff, or invited guests of the Municipality will observe silence and order in the meeting room, unless given permission to speak. Any such persons disturbing the proceedings of Council or Committee of Council will be called to order by the Chair and, if they fail to comply, will be expelled and excluded from the meeting room by the Chair, provided that a majority vote will be required to sustain the expulsion.
- 13.10. Such members of the public, by vote of the members, later in the meeting or at a subsequent meeting, may be permitted to re-enter the Council Chambers with or without conditions.

- 13.11. An order of the Chair to expel a person from the meeting room pursuant to Sections 13.6 and 13.8 of this Policy constitutes a direction from the Municipality to leave the premises for the purpose of the Protection of Property Act and other applicable laws.

14. In-Camera Meetings

- 14.1. Notwithstanding Section 3.1, Council or a Committee of Council may meet in-camera as per Section 22(2) of the Act, for the following reasons:
- a) acquisitions, sale, lease and security of municipal property;
 - b) setting minimum price to be accepted by the municipality at a tax sale;
 - c) personnel matters;
 - d) labour relations;
 - e) contract negotiations;
 - f) litigation or potential litigation;
 - g) legal advice eligible for solicitor-client privilege;
 - h) public security.
- 14.2. No decision will be made while in-camera except decisions on matters of procedure or to give direction to the CAO or Solicitor. All other decisions will be made during a public meeting.
- 14.3. The meeting decorum and rules of debate of Section 10 apply during an in-camera meeting.
- 14.4. A record which is open to the public will be made, noting the fact that Council or Committee of Council had met in-camera, the type of matter as set out in Section 22(2) of the Act, and the date, but no other information.
- 14.5. Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council.
- 14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may be handed out during the in-camera meeting. Such material will be deleted from the internal communication system or collected after the meeting.

- 14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council. Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.
- 14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

15. Setting Direction

- 15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.
- 15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.
- 15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.
- 15.4. Approval of Policies:
- a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:
 - i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;
 - ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;
 - iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be emailed to Councillors at least seven (7) days before the meeting.

- 15.5. Approval of By-laws and Planning Documents:
- a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.
 - b) The process for Council to approve a planning document or amendment there of, after the requirements of the public participation program for planning documents have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.
 - c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.
 - d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.
- 15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:
- a) Overview of by-law or planning document to be approved – by staff
 - b) Owner or Developer Presentations (if applicable)
 - c) Written Submissions in Favour or Against
 - d) Questions or Comments from the Public in Favour or Against
 - e) Concluding Remarks
- 15.7. Council may reverse a resolution or policy through a motion to rescind or repeal in the same manner it was created. The process to reverse a by-law is to create a new by-law stating the repeal.
- 15.8. The resolution, policy or by-law to be rescinded or repealed:
- a) will have been approved at a previous Council meeting, and
 - b) will not have been carried out to the extent that it is too late to undo for the future.

16. Receiving Public Input

- 16.1. Council and Committees of Council members may obtain public input and opinions from residents in the following manner:
- a) speaking with a resident directly;

- b) at public consultation and information meetings;
- c) during Public Hearings;
- d) through formal presentation during meetings, requests which have been received by staff may be placed on the meeting agenda and approved by the Chair, prior to the meeting;
- e) during the allotted twenty (20) minutes of Public Participation on the Committee of the Whole Agenda. A member of the public may speak for a maximum of five (5) minutes each during this period;
- f) through formal petitions and written applications to Council.

16.2. Petitions and applications to Council will be:

- a) legibly written or printed on paper;
- b) will have endorsed upon it the name, address and signature of one or more petitioners, applicants or required persons, and the substance of the matter contained in it.
- c) be presented by a Council member or staff member who will inform Council of the contents and ask permission of Council for it to be read on behalf of petitioners;
- d) Council may decide to hear a summary of a petition or written application in lieu of hearing the reading of the entire petition or written application.

17. Committees

- 17.1. The Council of the Municipality may establish Committees of Council for various matters.
- 17.2. Committees of Council are advisory in purpose and may only make recommendations to Council for final approval and action; unless otherwise enabled under this Policy or by Provincial Legislation.
- 17.3. In addition to the Committee of the Whole, the following Committees of Council are hereby established and details of the establishment can be found in the respective appendix to this Policy:
 - a) Accessibility Advisory Committee – Appendix D
 - b) Audit Committee – Appendix E
 - c) Davidson Lake Watershed Committee - F
 - d) French Mill Brook Watershed Advisory Committee – Appendix G
 - e) Fences Arbitration Committee – Appendix H
 - f) Repealed
 - g) Repealed

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- h) Mill Lakes Watershed Advisory Committee – Appendix J
 - i) Planning Advisory/Heritage Advisory Committee – Appendix K
 - j) Municipal Climate Change Action Plan Committee – Appendix L
 - k) Diversity and Inclusion Committee – Appendix M
- 17.4. Council may also form Committees of Council as required under a by-law or agreement approved by Council.
- 17.5. Council may agree to participate in external boards and committees which are established by the Province, legal agreement or is of significant interest to the Municipality.
- 17.6. Council will not be bound by the by-laws or articles of incorporation adopted by an external committee or board providing for the appointment of a member to the committee or board.
- 17.7. Council agrees to participate in the following external boards and committees:
- a) Annapolis Valley Regional Library Board
 - b) Hants County Residence for Senior Citizens Board
 - c) Landfill Liaison Committee
 - d) Region 6 Solid Waste Management Board
 - e) Valley Communication Fibre Network
 - f) Valley Regional Enterprise Network
- 17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Council meeting. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected:
- a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;
 - b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.
- 17.9. The election of Councillors to various committees and boards will be conducted in similar manner as the election of Deputy Mayor in Section 6.
- 17.10. Councillors not elected to a Committee of Council or external committee or board will not be permitted to participate in the committee debate or the vote; but are authorized to make comments, presentations, and participate in the committee meeting, to the extent authorized by the Chair.

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- 17.11. A Councillor ceases to be a member of a Committee of Council or external committee or board when they cease to be a Councillor or as per poor conduct as per the Code of Conduct Policy.
- 17.12. Council may appoint residents to serve on Committees of Council or to represent the Municipality on external board and committees.
- 17.13. All resident appointments will be advertised publicly with a request for those interested to submit a letter of interest and application for a committee. The letter of interest will be reviewed by the CAO or designate and staff who will then submit a recommendation to Council for appointment.
- 17.14. Committees of Council will be governed in accordance with this Policy, unless this Policy states that an alternate arrangement may be provided in the Administrative Terms of Reference of the Committee of Council.
- 17.15. Each member of a Committee of Council is to receive a copy of this Policy and the Committee of Council's Administrative Terms of Reference at the first duly called meeting of the Committee of Council after the regular election or appointment of members.
- 17.16. The Clerk will keep a record of all Councillor and resident appointments to Committees of Council and external committees and boards.
- 17.17. Councillors and resident members who sit on an external committee and board that has not been a result of an appointment by Council, will disclose the name of the external committee or board to the Clerk. The Clerk will keep a public record and will update the information in November of each year.
- 17.18. Council may by majority vote remove any Councillor or resident member of a Committee of Council or external committee or board who was elected or appointed by Council.
- 17.19. Council will fill any vacancy on a Committee of Council or external committee or board as soon as practicable after the vacancy occurs.

18. Conferences and Training

- 18.1. Up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Spring conference held by the Nova Scotia Federation of Municipalities (NSFM). And, up to six (6) Council members plus

Mayor (and their spouses), and the CAO (or delegate) may attend the Fall conference held by the NSFM; however, will be based on opportunity. The schedule of attendance will be revisited annually to promote fairness.

- 18.2. Annually, Council will approve participation in a conference held by the Federation of Canadian Municipalities (FCM), including the number of Council and staff members to participate through the provision of funding during budget deliberations.
- 18.3. Councillors may attend and be reimbursed for other related training opportunities with prior approval of Council.
- 18.4. Remuneration for conferences and training will be in accordance with the Remuneration Policy.
- 18.5. There will be an annual budgeted amount for Committees of Council members to attend conferences relevant to the committee in which they are appointed. This may include up to one resident member per Committee of Council.
- 18.6. The CAO will be responsible for promoting conference and professional development opportunities and for devising a system ensuring overall fairness for the opportunity to attend.

19. Repeal

- 19.1. The following policies of the former Municipality of the District of West Hants are hereby repealed effective April 1, 2020:
 - a) The Council Procedural Policy, COGE-003.00, dated February 14, 2017 as amended to September 10, 2019;
 - b) Audit Committee Policy, COFN-007.00, dated May 8, 2018;
 - c) Policy Establishing Davidson Lake Watershed Advisory Committee, COPW-003.00, dated December 8, 2015 as amended to June 12, 2018;
 - d) Establishment of the Falmouth Watershed Advisory Committee Policy COPW-002.00, dated February 13, 2018 as amended to June 12, 2018;
 - e) Policy to Establish the Fences Arbitration Committee, COGE-008.00, dated June 12, 2018;
 - f) Policy Establishing West Hants Planning Advisory Committee, COPL-006.00, dated December 11, 2018; and
 - g) Policy Establishing the Hantsport Area Advisory Committee, COPL-005.00.

- 19.2. The following policies of the former Town of Windsor are hereby repealed effective April 1, 2020:
- a) Meeting Attendance via Video/Virtual Policy dated September 26, 2017;
 - b) Appointment of Deputy Mayor Policy dated November 25, 2014; and
 - c) Audit Committee Policy dated November 28, 2017.

20. Related Legislation, Policies, Procedures

- 20.1. The following is a list of related legislation, policies and procedures:
- a) Municipal Government Act
 - b) Municipal Conflict of Interest Act
 - c) Freedom of Information and Protection of Privacy Act
 - d) Protection of Property Act
 - e) Robert's Rules of Order

APPENDIX A

Report Form

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: (Name of Committee)**Submitted by:** _____
(Name and Title)**Date:** (Date)**Subject:** (Title or Subject of Report)**LEGISLATIVE AUTHORITY**

(State where authority for consideration comes from if applicable)

RECOMMENDATION or DECISION REQUEST

(State the recommendation or decision request in the form of a motion, if not applicable because it is an Information Report or Councillor Activity Report, state so)

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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(Provide the Who, What, When, Where and Why. If a Councillor Activity Report check "Councillor Activity" and provide your update/info below in the "Discussion" section.)

DISCUSSION

(Provide new information about the subject, Councillor activity, strategic implications, desired outcome.)

NEXT STEPS

(State what will be done next if anything.)

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

(State any option to the recommendation and implication of the options, if anything)

ATTACHMENTS

(List any attachment to the report, if anything.)

CHIEF ADMINISTRATIVE OFFICER REVIEW

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State "Not Applicable" if report is from staff which already incorporates CAO review.)

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)

WEST HANTS REGIONAL MUNICIPALITY
MEETING AND COMMITTEE PROCEDURAL POLICY

APPENDIX B

Rules of Common Motions

Privilege and Subsidiary motions are listed in the order of their precedence, with the highest ranking at the top. After the Chair states a motion, higher ranking motions are in order but not lower ranking motions, except to Amend and Previous Question can be applied to amendable and debateable motions of higher rank than themselves. Incidental Motions have no ranking order. These are the general rules relating to motions, special rules may apply in accordance with Roberts Rules of Order.

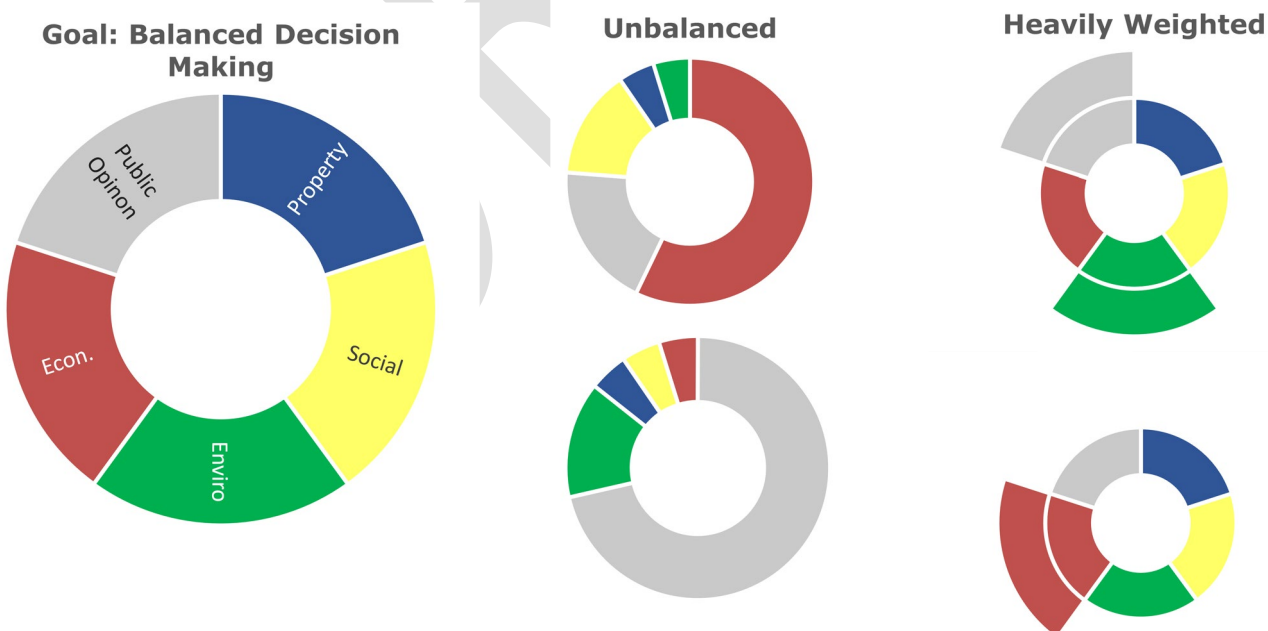
Type Of Motion	Motion in Order of Precedence	Seconded Needed?	Amendable?	Debatable?	Decided by?	Reconsider?	Interrupt?
Incidental Motions	Point of Order	No	No	No (unless Chair Permits)	Chair	No	Yes
	Appeal	Yes	No	Yes	Majority (Nays)	Yes	Yes (at time of ruling)
	Suspend the Rules	Yes	No	No	2/3	No	No
	Objection to the Consideration of the Question	No	No	No	2/3 (Nays)	Yes (Nays Only)	Yes (unless debate has begun)
	Division of the Question	Yes	Yes	No	Majority	No	No
Privilege Motions	Fixing the Time to Adjourn	Yes	Yes	No	Majority	Yes	No
	Adjourn	Yes	No	No	Majority	No	No
	Recess	Yes	Yes	No	Majority	No	No
	Raise a question of Privilege	No	No	No	Chair	No	Yes
Subsidiary Motion	Lay on the Table	Yes	No	No	Majority	No	No
	Previous Question	Yes	No	No	2/3	Yes	No
	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No
Main	Original Motion	Yes	Yes	Yes	Majority	Yes	No

APPENDIX C

Decision Making by Council and Committee of Council

Council and resident members should assess every issue presented through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council and residents have the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council and resident members strive to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Municipality and the people it serves.

- **Property:** "something at the disposal of a person, a group of persons, or the community or public". Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** "the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time". Examples include regulatory requirements and land use.
- **Economic:** "pertaining to the production, distribution, and use of income, wealth, and commodities". Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** "of or relating to human society". Examples: Acceptance, limited available or benefit, values
- **Public Opinion:** "the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like". Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.



APPENDIX D

Accessibility Advisory Committee

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

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

4. COMMITTEE COMPOSITION

- 4.1. The AAC will consist of seven (7) members as follows:
- To a two-year term – One (1) members of Council
 - To a two-year term – four (4) Resident members
 - To a three-year term – two (2) Resident members.
- 4.2. Resident members will not be members of Council or employees of the Municipality.
- 4.3. At least one half of the members of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.

- 4.4. If a member vacates AAC for any reason at any time before that member's term would normally expire, Council will promptly appoint a new member to the Committee to hold office for the unexpired term.
- 4.5. The Chair and Vice-Chair will be appointed annually by the members of AAC.

5. MANDATE AND RESPONSIBILITIES

- 5.1. AAC has the following responsibilities:
- a) Advise Council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must include:
 - A report on measures the Municipality has taken and intends to take to identify, remove and prevent barriers;
 - Information on procedures the Municipality has in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its proposed policies, programs, practices and services, and
 - ii. Any proposed enactments or bylaws it will be administering; and
 - Any other prescribed information.
 - b) Advise Council on the impact of the Municipality's policies, programs and services on persons with disabilities;
 - c) Review and monitor existing and proposed Municipal by-laws to promote full participation of persons with disabilities, in accordance with the Act;
 - d) Identify and advise on the accessibility of existing and proposed municipal services and facilities;
 - e) Advise and make recommendations about strategies designed to achieve the objectives of the Municipality's Accessibility Plan;
 - f) Receive and review information directed to it by Council and its committees, and to make recommendations as requested;
 - g) Monitor Federal and Provincial government directives and regulations; and,
 - h) Host community consultations related to accessibility in the Municipality.

6. ADMINISTRATION

- 6.1. AAC will meet no less than six times per year, or otherwise as required to fulfill the duties as outlined.
- 6.2. A quorum for AAC will be a majority, four (4) members.
- 6.3. The AAC may receive presentations from the public upon approval of the Chair.

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

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APPENDIX E
Audit Committee

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

- 3.1. In Appendix E,
- a) "Auditor" means the External Auditor conducting the audit of the Municipality;
 - b) "CAO" means the Chief Administrative Officer for the Municipality;
 - c) "Director of Finance" means the Director of Financial Services for the Municipality;
 - d) "Municipality" means the West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

- 4.1. Council will annually appoint members to an Audit Committee.
- 4.2. The Audit Committee will consist of five (5) members: the Mayor, two Council members, and two resident members who are not members of Council or Municipal Staff.
- a) Resident members should be sufficiently versed in financial matters to understand the Municipality's account practices and policies and the major judgements involved in preparing the financial statements.
 - b) Where an audit committee does not include any resident members, the audit committee will continue to meet and perform its duties and may exercise its powers. The Municipality will advertise to recruit resident members at least once every six months until the requirement is met.
 - c) The Mayor will chair the Audit Committee meetings, and in their absence, another appointed Council member will chair.
 - d) The CAO and/or Director of Financial Services will provide staff support to the Committee. They are not voting members of the Committee.

- e) The Council Remuneration Policy will be followed regarding any remuneration for the two resident members.
- f) All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by CAO.

5. DUTIES AND RESPONSIBILITIES

5.1. Audit:

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

5.2. Finance and Risk Management

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

6. ADMINISTRATION

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

APPENDIX F

Davidson Lake Watershed Advisory Committee

1. PREAMBLE

- 1.1. The Davidson Lake Watershed Advisory Committee was established in 2007 in response to the requirement of Nova Scotia Environment (NSE) to develop and prescribe regulations for the Protected Water Area, as well as a Source Water Protection Plan (SWPP). The SWPP was adopted by the former Hantsport Town Council on July 4, 2013. The draft Regulations were submitted to Nova Scotia Environment and at this time awaits Provincial review and approval.

2. DEFINITIONS

- 2.1. In Appendix F,
- a) "Committee" means the Davidson Lake Watershed Advisory Committee;
 - b) "Councillor" means an elected member of the Council of the Municipality;
 - c) "Municipality" means the West Hants Regional Municipality.

3. PURPOSE

- 3.1. The primary objective of the Davidson Lake Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.
- 3.2. The mandate of the Davidson Lake Watershed Advisory Committee is to advise and make recommendations to Council concerning issues of the management and protection of the Davidson Lake Watershed.

4. ROLE OF THE DAVIDSON WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Davidson Lake Watershed.
- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
 - b) assist with revisions of the regulations for the Protected Water Area as required;
 - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;

- d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
- e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
- f) advise on forest matters and other land use issues;
- g) develop Best Management Practices (BMP) for activities in the Davidson Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
- h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
- i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Davidson Watershed;
- j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
- k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

- 5.1. The Committee members will be comprised of:
 - One (1) Landowner Representative
 - One (1) Councillor and one alternate
 - One (1) Nova Scotia Department of Lands and Forestry Representative
 - One (1) Water Utility Representative
 - One (1) Planning and Development Department Representative
 - One (1) Nova Scotia Environment Representative
- 5.2. The Landowner Representative must own land in the Davidson Lake Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be four (4) members; of which one (1) must be a Councillor.

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- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Davidson Lake Watershed Advisory Committee to Committee of the Whole.
- 6.3. The Committee will meet semi-annually. The Chair may call additional meetings as required.
- 6.4. Administrative services for the Committee will be provided by the Municipality.
- 6.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.
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APPENDIX G

French Mill Brook Watershed Advisory Committee

1. PREAMBLE

- 1.1. In 1983, the area surrounding French Mill Brook, Hants County was designated as a Protected Water Area at the request of the former Municipality of the District of West Hants. Regulations were also enacted for the designated area to protect the water supply. The French Mill Brook Watershed Protected Area supplies potable water to the community of Falmouth and covers approximately 2814 acres of land (1139 hectares), according to the plan prepared in 1974.
- 1.2. The former Falmouth Watershed Advisory Committee was established in 1992 to manage the French Mill Brook Watershed through the involvement of all stakeholders, including landowners, municipal staff and government representatives.

2. DEFINITIONS

- 2.1. In Appendix G,
 - a) "Committee" means the Falmouth Watershed Advisory Committee;
 - b) "Councillor" means an elected member of the Council of the Municipality;
 - c) "Municipality" means the West Hants Regional Municipality.

3. PURPOSE

- 3.1. The primary objective of the French Mill Brook Watershed Committee is to provide a forum for the Landowners, the Municipality, and other stakeholders to work cooperatively to maintain the water quality and quantity in the French Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.
- 3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook Watershed.
- 4.2. In addition, the Committee will:
 - a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;

- b) assist with revisions of the regulations for the Protected Water Area as required;
- c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
- d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
- e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
- f) advise on forest matters and other land use issues;
- g) develop Best Management Practices (BMP) for activities in the French Mill Brook Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
- h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
- i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the French Mill Brook Watershed;
- j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
- k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Three (3) Landowners Representatives
- One (1) Councillor and one (1) alternate
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Falmouth Watershed Advisory Committee to the Committee of the Whole.
- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. Administrative services for the Committee will be provided by the Municipality.
- 6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX H

Fences Arbitration Committee

1. PURPOSE

- 1.1. The purpose is to establish the Fences Arbitration Committee in accordance with the Fences and Detention of Stray Livestock Act.

2. DEFINITIONS

- 2.1. In Appendix H,
- a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;
 - b) "Clerk" means the Municipal Clerk of the Municipality;
 - c) "Committee" means the Fences Arbitration Committee of the Municipality;
 - d) "Council" means the Council of the Municipality;
 - e) "Livestock" means cattle, sheep, swine, goats, horses, ponies, mules, ratites, farmed deer and game farm animals and other livestock designated by the Minister;
 - f) "Minister" means the Minister of Agriculture;
 - g) "Municipality" means the West Hants Regional Municipality;
 - h) "Non-livestock farm" means land upon which no livestock is maintained.
 - i) "Owner" includes
 - i. With respect to livestock, any person who has lawful custody of the livestock
 - ii. With respect to a farm, the person occupying or operating a farm.

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

- 3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.
- 3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.
- 3.3. Alternate members of the Committee may be appointed at the request of the member appointed by the Municipality or the Nova Scotia Federation of Agriculture.
- 3.4. All members or alternates will be residents of the Municipality.

- 3.5. Non-Council members will be paid remuneration in accordance with the Council Remuneration Policy.
- 3.6. The Committee will meet on an as needed basis.
- 3.7. Two (2) members of the Committee will form a quorum.
- 3.8. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

4. DUTIES

- 4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:
 - a) Hearing fencing disputes between the owners of a livestock farm(s) or between the owner of a livestock farm and a non-livestock farm; who have notified the Clerk in writing and paid the accompanied fee. With respect to the matter referred to the Committee, the Committee may, by written order,
 - i. Determine the location, height and material of construction of any fence;
 - ii. Determine the manner of maintenance of a fence;
 - iii. Direct the owner of a farm to construct or maintain any fence in accordance with the Act;
 - iv. Determine the proportion of costs of building and maintaining any fences and common boundaries to be borne by each of the adjoining livestock farm owners pursuant to the Act;
 - v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.
 - b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.
 - c) Disposing of stray livestock in such as manner as it deems fit, should no offer or reasonable offer be made at sale.
 - d) Distributing the proceeds of the sale or disposal of stray livestock in accordance with the Act.
 - e) Settling disputes regarding ownership and expenses of stray livestock that arise between the owner of the livestock, the person detaining it or the Municipality.

5. CONFLICT

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- 5.1. Where there is a conflict between this Policy and the Act, the Act will prevail.

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APPENDIX I

Repealed

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APPENDIX J

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

- 1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

2. DEFINITIONS

- 2.1. In Appendix J,
- a) "Committee" means the Mills Lakes Watershed Advisory Committee;
 - b) "Councillor" means an elected member the Council of the Municipality;
 - c) "Municipality" means the West Hants Regional Municipality;
 - d) "Staff" means a person employed by the Municipality.

3. PURPOSE

- 3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

4. ROLE OF THE MILL LAKES WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.
- 4.2. In addition, the Committee will:

- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
- b) assist with revisions of the regulations for the Protected Water Area as required;
- c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
- d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
- e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
- f) advise on forest matters and other land use issues;
- g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
- h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
- i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
- j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
- k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Four (4) Landowner Representatives
- One (1) Councillor and one (1) alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative (voting)

5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor. .
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.
- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. All Landowners are welcome to attend Committee meetings as observers.
- 6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.
- 6.6. Administrative services for the Committee will be provided by the Municipality.
- 6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX K

Planning Advisory/Heritage Advisory Committee

1. PURPOSE

- 1.1. To establish an advisory committee in accordance with Sections 200 and 202 of the *Municipal Government Act*.

The Planning Advisory/Heritage Advisory Committee will advise the Council of the Municipality on planning and heritage matters requiring a decision of Council affecting the Municipality, including the preparation and amendment of planning documents.

2. DEFINITIONS

- 2.1. In Appendix K,
- a) Repealed.
 - b) "Municipality" means the West Hants Regional Municipality;
 - c) "PAC/HAC" means the Planning Advisory/Heritage Advisory Committee of the Municipality;
 - d) Repealed.

3. COMMITTEE COMPOSITION

- 3.1. The PAC/HAC will be established under the following terms:
- a) The Committee will consist of fourteen (14) members as follows:
 - twelve (12) members of Council of which one is the Mayor
 - one (1) resident member of Windsor, and
 - one (1) resident member of Hantsport
 - b) Non-Council members will be appointed to the Committee in November for a term of two (2) years and expire the following the October meeting of the second year.

4. ADMINISTRATION

- 4.1. The PAC/HAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.
- 4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.
- 4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.

APPENDIX L

Municipal Climate Change Action Plan Committee

1. PURPOSE

- 1.1. The Municipal Climate Change Action Plan Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Municipal Climate Change Action Plans of the Municipality hereafter referred to as "the MCCAP". These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.

2. DEFINITIONS

- 2.1. In Appendix L,
- a) "MCCAP Committee" means the Municipal Climate Change Action Plan Committee;
 - b) "Municipality" means the West Hants Regional Municipality.

3. COMMITTEE COMPOSITION

- 3.1. The Committee consists of ten (10) members:
- Three (3) Councillors;
 - Two (2) resident members, who are not members of Council
 - Chief Administrative Officer or designate;
 - Director of Public Works or designate;
 - Director of Planning and Development or designate;
 - Director of Community Development or designate;
 - Protective Services Manager or designate.
- 3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.
- 3.3. Designates and alternates are at the discretion of the Chief Administrative Officer.

4. ADMINISTRATION

- 4.1. The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.
- 4.2. The Chair of the Committee acts as the liaison in providing recommendations to Council, as required from time to time.

- 4.3. The duties and procedures of the MCCAP Committee will be as set out in the relevant Terms of Reference for the MCCAP Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

DRAFT

APPENDIX M

Diversity and Inclusion Committee

1. PURPOSE

- 1.1. The purpose of the Diversity and Inclusion Committee is to engage the community and formulate action plans to address issues concerning social marginalization, equity, racism, and discrimination within the Municipality. The Committee will also examine issues and barriers in creating a community that is inclusive and welcoming to all.

2. DEFINITIONS

- 2.1. In Appendix M,
a) "Municipality" means the West Hants Regional Municipality.

3. COMPOSITION

- 3.1. The Committee will consist of ten (10) voting members and two (2) non-voting members as follows:
- 2 Councillors
 - 4 resident members of diverse race and ethnicity (from the Black Nova Scotian, Acadian, Glooscap First Nation, LGBTQ+ and newcomers communities)
 - 1 resident over the age of 60
 - 1 resident between the ages of 15-19
 - RCMP Representative
 - Provincial Government Representative
 - 2 non-voting staff members appointed by the Chief Administrative Officer

4. ADMINISTRATION

- 4.1. A Chair and Vice-Chair will be elected annually during the November Committee meeting.
- 4.2. All non-Council and non-staff members of the Committee will be provided remuneration in accordance with the Council Remuneration Policy.
- 4.3. Administrative services for the Committee will be provided by the Municipality.
- 4.4. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

WEST HANTS REGIONAL MUNICIPALITY
MEETING AND COMMITTEE PROCEDURAL POLICY

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **23rd** day of **March, 2020**.



R. N. Brown
Municipal Clerk

Adoption	
<i>Notice to Council:</i>	March 9, 2020
<i>Approval:</i>	March 23, 2020
<i>Description:</i> Initial approval of the Meeting and Committee Procedural Policy, RCOGE-003.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality.	
First Amendment	
<i>Notice to Council:</i>	October 13, 2020
<i>Approval:</i>	October 27, 2020
<i>Description:</i> Amended Policy to add the Diversity and Inclusion Committee, changed the report form, terminology changes and amend agenda package procedures.	
Second Amendment	
<i>Notice to Council:</i>	February 9, 2021
<i>Approval:</i>	February 23, 2021
<i>Description:</i> Amended Policy to delete the words "and December" from Sections 3.2(b) and 3.3 (b), to enable meetings in December.	
Third Amendment	
<i>Notice to Council:</i>	XXX
<i>Approval:</i>	XXX
<i>Description:</i> Amended Policy to remove the Hantsport and Windsor Area Advisory Committee, change the membership of Planning Advisory / Heritage Advisory Committee, and change the definition of "Municipality" within the Appendices.	



PCP Milestone 1 and 2

March 9, 2021

Partners for Climate Protection (PCP) Milestone Framework

Milestone 1

Create a Baseline Emissions Inventory and Forecast

Milestone 2

Set Emissions Reduction Targets

Milestone 3

Develop a Local Action Plan

Milestone 4

Implement the Local Action Plan

Milestone 5

Monitor Progress and Report Results

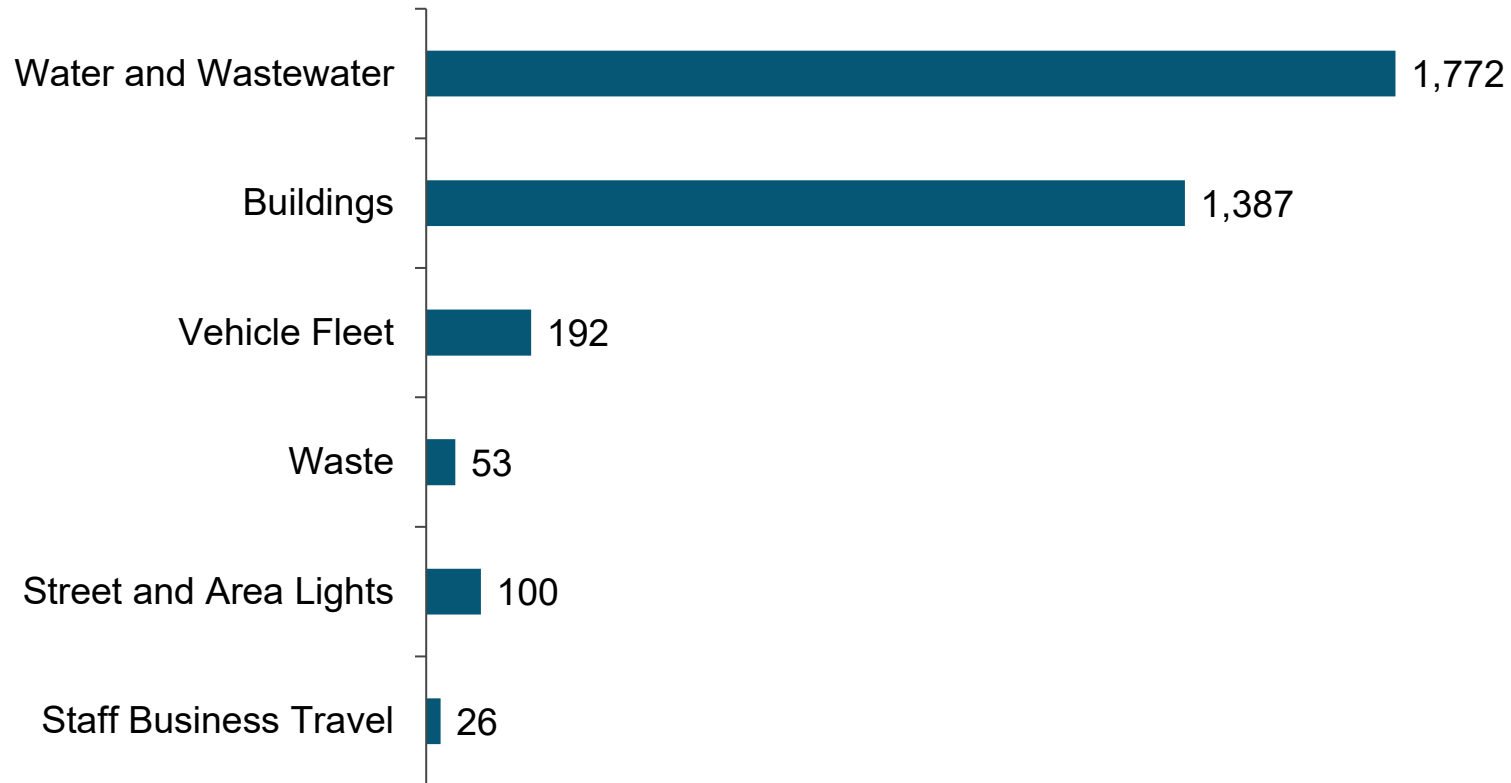
Milestone 1

- ▶ Inventory and forecast completed for West Hants in 2019
- ▶ Casey Parker updated the inventory to include Windsor data in 2020

Milestone 1 – Corporate Inventory

Baseline Year: 2018/2019

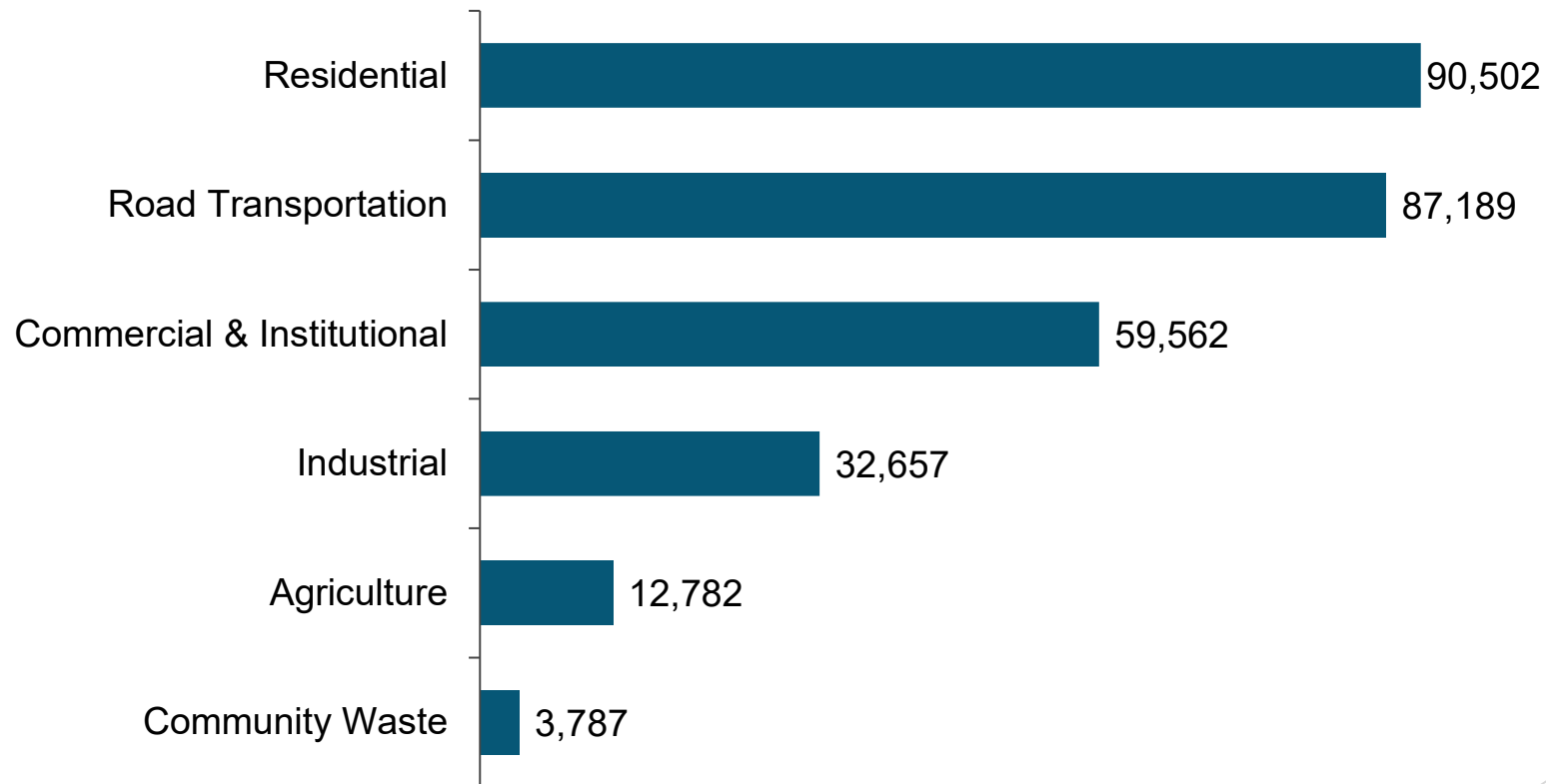
GHG Emissions by Sector (tCO₂ eq.):



Milestone 1 – Community Inventory

Baseline Year: 2016

GHG Emissions by Sector (tCO₂ eq.):





Milestone 1 – Business As Usual (BAU) Forecast

CORPORATE INVENTORY			COMMUNITY INVENTORY		
Sector	GHG Emissions 2018/2019 (tCO2 eq.)	GHG Emissions 2030 (tCO2 eq.)	Sector	GHG Emissions 2016 (tCO2 eq.)	GHG Emissions 2030 (tCO2 eq.)
Buildings	1,386	823	Residential	90,502	60,357
Lighting	100	51	Commercial/ Institutional	59,562	35,840
Vehicle Fleet	192	139	Industrial	32,657	12,701
Water & Wastewater Treatment	1,772	886	Road Transportation	87,189	43,700
Solid Waste	53	53	Solid Waste	3,787	3,787
Staff Business Travel	26	19	Agriculture	12,782	12,782
Total	3,530	1,970	Total	286,480	169,168
Reduction		-44%	Reduction		-41%

Milestone 2

- ▶ The MCCAP Committee discussed target options at length as staff provided four (4) target options for corporate and community emissions.
- ▶ Many committee members mentioned wanting to set aggressive targets to show the Municipality is determined to play an active role in the fight against climate change.
- ▶ The Committee discussed aligning targets with Provincial or Federal targets and budget implications for setting aggressive targets.

Milestone 2

- ▶ Exact comparisons between the Provincial and Federal targets and West Hants would be difficult as the Provincial and Federal targets were based on 2005 emissions while the West Hants community inventory was based on 2016 emissions.
- ▶ Ms. Parker calculated, based on population, approximate community GHG emission reduction targets for West Hants that would align with the Provincial target (42.9%) and the Federal target (23.2%).

Milestone 1 and 2

- ▶ The MCCAP Committee recommended in favour of completing Milestone 1 by submitting the report completed by Ms. Parker and completing Milestone 2 by setting an emissions target of 45% for both corporate and community emissions.

Partners for Climate Protection (PCP) Milestone Framework

Milestone 1

Create a Baseline Emissions Inventory and Forecast

Milestone 2

Set Emissions Reduction Targets

Milestone 3

Develop a Local Action Plan

Milestone 4

Implement the Local Action Plan

Milestone 5

Monitor Progress and Report Results

Recommendations

Should the Committee of the Whole (COTW) wish to complete Milestone 1 and 2 of the PCP program, the following motions would be in order:

...that COTW recommends that Council complete Milestone 1 of the PCP Program by submitting the Regional Corporate and Community Greenhouse Gas Inventory Report.

...that COTW recommends that Council complete Milestone 2 of the PCP program by setting a corporate GHG reduction target of 45% from 2018/2019 emissions by 2030.

...that COTW recommends that Council complete Milestone 2 of the PCP program by setting a community GHG reduction target of 45% from 2016 emissions by 2030.





WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Submitted by: _____
Saira Shah, Planner

Date: 2021-03-09

Subject: PCP Milestone 1 and 2

LEGISLATIVE AUTHORITY

Council Resolution to Join the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program (PCP). (September 11, 2018)

RECOMMENDATION

Should the Committee of the Whole (COTW) wish to complete Milestone 1 and 2 of the PCP program, the following motions would be in order:

...that COTW recommends that Council complete Milestone 1 of the PCP Program by submitting the *Regional Corporate and Community Greenhouse Gas Inventory Report*.

...that COTW recommends that Council complete Milestone 2 of the PCP program by setting a corporate GHG reduction target of 45% from 2018/2019 emissions by 2030.

...that COTW recommends that Council complete Milestone 2 of the PCP program by setting a community GHG reduction target of 45% from 2016 emissions by 2030.

BACKGROUND

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

Casey Parker presented the findings from her reports on Milestone 1 and 2 at the MCCAP Committee meeting on February 10, 2021.

The MCCAP Committee discussed target options at length as staff provided four (4) target options for corporate and community emissions. Many committee members mentioned wanting to set aggressive targets to show the Municipality is determined to play an active role in the fight against climate change. In addition, the committee discussed aligning targets with Provincial or Federal targets and municipal budget implications for setting aggressive targets. Exact comparisons between the Provincial and Federal targets and West Hants would be difficult as the Provincial and Federal targets were based on 2005 emissions while the West Hants community inventory was based on 2016 emissions. Ms. Parker calculated, based on population, approximate community GHG emission reduction targets for West Hants that would align with the Provincial target (42.9%) and the Federal target (23.2%).

The MCCAP Committee recommended in favour of completing Milestone 1 by submitting the report completed by Ms. Parker and completing Milestone 2 by setting an emissions target of 45% for both corporate and community emissions.

ATTACHMENTS

Appendix A 2020-02-10 GHG Inventory Report Recommendation Report

Appendix B 20220-02-10 Setting Corporate and Community Greenhouse Gas
Reduction Targets Decision Request Report

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have no further comments and endorse the recommendation.

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

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

Appendix A
2020-02-10 GHG Inventory Recommendation Report



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation x ☒	Decision Request ☐	Councillor Activity ☐
--------------------------------------	--	---	--

To: Members of Municipal Climate Change Action Plan Committee

Submitted by: _____
Saira Shah, Planner

Date: February 10, 2021

Subject: GHG Inventory Report

LEGISLATIVE AUTHORITY

Council Resolution to Join the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program. (September 11, 2018)

RECOMMENDATION

In order to submit the inventory report to complete milestone 1 of the Partners for Climate Protection (PCP) program, staff recommends that the Municipal Climate Change Action Plan (MCCAP) Committee forward a positive recommendation by passing the following motion:

MCCAP Committee recommends that Council complete milestone 1 of the PCP program by submitting the report attached as Appendix A to the MCCAP Committee dated February 10, 2021 to the PCP program.

BACKGROUND

In September 2018, the former Municipality of the District of West Hants (West Hants) joined the PCP program. The PCP program is a five (5) step milestone process that assists municipalities to develop and implement an action plan to reduce greenhouse gas (GHG) emissions at the corporate (Municipal) and broader community level (residential, commercial, etc.). The PCP program is managed and delivered by the FCM (Federation of Canadian Municipalities) and ICLEI (International Council for Local Environmental Initiatives). The West Hants Regional Municipality (WHRM) continues to be a member of this program.

Milestone 1 of the PCP program involves the Municipality developing a GHG emissions inventory to track emissions and energy spending over a certain time period. This information is used to develop a business-as-usual forecast to determine what emissions the Municipality is likely to produce if no actions are implemented. To Complete Milestone 1, the Municipality must submit a report which includes:

- a summary of the community and corporate inventory;
- the emission intensity values or coefficient values for all energy types, including electricity;
- a summary of data sources;
- a description of assumptions made regarding data; and
- a 10-year business-as-usual emissions forecast.

In 2019 West Hants received \$60,000 from the Low Carbon Communities Program and \$8,400 from the Labour and Advanced Education Co-op Program to hire WSP Canada Inc. and students Casey Parker and Courtney Smith to complete a GHG inventory of corporate and community emissions. Due to the consolidation of the Town of Windsor (Windsor) and West Hants, a regional inventory could not be completed until after April 1, 2020. An inventory was developed for West Hants with the intention to incorporate Windsor data to develop a regional inventory at a later date. WHRM approved in the 2020-2021 budget to hire a student to complete the regional inventory. Casey Parker completed the regional inventory attached as Appendix A. Based on the requirements outlined in the PCP program, staff recommend submitting the report prepared by Casey Parker to complete Milestone 1 of the PCP program.

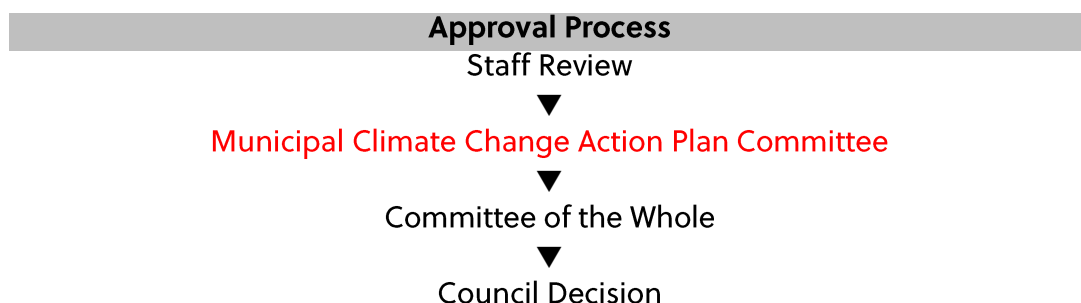
DISCUSSION

The corporate inventory was developed based on the 2018/2019 fiscal year, which spans from April 1st, 2018 to March 31st, 2019. It includes all emissions from Municipal services and operations. The community inventory is for the 2016 calendar year based on all emissions resulting from key activity sectors within the Municipalities boundaries including residential, commercial, agricultural, and industrial uses. The year 2016 was chosen for the community inventory as much of the data relies on Statistics Canada which produced its last census in 2016.

The highest emissions in the corporate inventory are from the water and waste water treatment sectors (50%) while the highest emissions in the community inventory are from the residential sector accounting for 31% of total community emissions.

Details on the findings are included in the report attached as Appendix A.

NEXT STEPS



FINANCIAL IMPLICATIONS

There are no financial implications associated with submitting the report to complete Milestone 1.

ALTERNATIVES

In response to the application, MCCAP Committee may:

- refuse the proposed recommendation; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Appendix A Regional Corporate and Community Greenhouse Gas Inventory

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

Appendix A
Regional Corporate and Community Greenhouse Gas Inventory

REGIONAL CORPORATE AND COMMUNITY GREENHOUSE GAS INVENTORY

WEST HANTS REGIONAL MUNICIPALITY

WEST HANTS, NOVA SCOTIA

OCTOBER 2020





REGIONAL CORPORATE AND COMMUNITY GHG INVENTORY

WEST HANTS REGIONAL MUNICIPALITY,
NOVA SCOTIA

OCTOBER 2020

WEST HANTS REGIONAL MUNICIPALITY
76 MORISON DRIVE
WINDSOR, NS
CANADA

ACKNOWLEDGEMENTS

This project was conducted at the West Hants Regional Municipality, under direct guidance of Planner, Saira Shah. The development of the West Hants and Windsor Inventories was completed by two Dalhousie University students and aided by consultants at WSP, in order to meet the requirements of the Partners for Climate Protection (PCP) program. The results of the inventories were merged to create a Regional Inventory. The corporate inventory was achievable due to the contributions from various municipal departments. The community inventory was achievable due to the contributions from Statistics Canada, Access Nova Scotia, and numerous agriculture organizations.

PRODUCTION TEAM

WEST HANTS REGIONAL MUNICIPALITY, NOVA SCOTIA

Planner _____ Saira Shah (June 2019 - November 2020)

Sustainability Planner (Student) _____ Casey Parker (June 2019 - November 2020)

Sustainability Planner (Student) _____ Courtney Smith (June - August 2019)

WSP CANADA INC. (WSP) (July 2019 - March 2020)

SUMMARY

This report highlights the result of the Corporate and Community Emissions Inventories for the West Hants Regional Municipality. The Inventories were developed in order to meet the requirements of Milestone 1 of the Partners for Climate Protection Program. The Corporate Inventory is for the 2018/2019 fiscal year, which spans from April 1st, 2018 to March 31st, 2019. It encompasses all emissions resulting from municipal services and operations, in which the Municipality has direct control over. The Community Inventory is for the 2016 calendar year and encompasses all emissions resulting from key activity sectors within the municipalities boundaries. The results are summarized in Table 1, below, where the Corporate Inventory resulted in 3,530 tCO₂ eq (tonnes of carbon dioxide equivalent). and the Community Inventory, 286,480 tCO₂ eq. Based on the results of the Inventories, an emissions forecast for 2030 was developed. This business-as-usual forecast showed a 44% reduction of corporate emissions and 41% reduction of community emissions.

Table 1 - Summary of Emissions from the Corporate and Community Inventory

REGIONAL CORPORATE INVENTORY (2018/2019)		REGIONAL COMMUNITY INVENTORY (2016)	
Activity Sector	GHG Emissions (tCO₂ eq.)	Activity Sector	GHG Emissions (tCO₂ eq.)
<i>Water & Wastewater Treatment</i>	1,772	<i>Residential</i>	90,502
<i>Buildings</i>	1,387	<i>Transportation</i>	87,189
<i>Vehicle Fleet</i>	192	<i>Commercial & Institutional</i>	59,562
<i>Lighting</i>	100	<i>Industrial</i>	32,657
<i>Solid Waste</i>	53	<i>Agricultural</i>	12,782
<i>Staff Business Travel</i>	26	<i>Solid Waste</i>	3,787
Total	3,530	Total	286,480

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1.0 INTRODUCTION

Municipalities are responsible for approximately 44% of Canada's greenhouse gas emissions. This comes as a result of providing daily and weekly services such as water, transit, waste management, streetlighting and infrastructure¹. In order to combat this, municipalities across the country are undergoing the Partner's for Climate Protection (PCP) Program to take action to reduce these emissions by developing and implementing local action plans and establishing emissions reduction targets². The PCP Program is managed and delivered by FCM (Federation of Canadian Municipalities) and ICLEI (Local Governments for Sustainability Canada) and has an active national network of over 350 municipalities³.

The development of a greenhouse gas emissions inventory is the foundation of a local action plan, as it allows the municipalities to effectively quantify their emissions. This is essential in the identification of energy-intensive activities and sectors, as well as the determination of action items with the purpose of offsetting emissions. In September 2018, the West Hants Regional Municipality joined the PCP Program. In order to meet the first milestone of the program, a corporate and community inventory was developed for Municipality of the District of West Hants (West Hants) by Courtney Smith, Casey Parker, and WSP in 2019. WSP produced an Inventory Report on the West Hants results in February 2020. Due to the consolidation of the Town of Windsor (Windsor) and West Hants, a regional inventory could not be completed until after April 1, 2020. This report explores the results of the Regional inventories, while following the general outline used in the WSP Inventory Report for West Hants.

The following sub-sections provide an overview of the West Hants Regional Municipality and the Partner's for Climate Protection Program.

1.1 WEST HANTS REGIONAL MUNICIPALITY

The Planning and Development Department of the West Hants Regional Municipality developed a series of nine (9) background reports that cover West Hants and Windsor. The background reports were prepared for the Municipal Planning Strategy review and provide a solid overview of the Regional Municipality. The results from the reports are summarized below.

¹ (Union of Nova Scotia Municipalities, 2011)

² (WSP, 2020)

³ (Federation of Canadian Municipalities, n.d.)

Location

The West Hants Regional Municipality is a rural municipality located in Nova Scotia, approximately 50 minutes north-west of Halifax. The Municipality is composed of three (3) former municipal units: West Hants, The Town of Hantsport (Hantsport), and Windsor. Hantsport became a part of West Hants in 2015, and Windsor and West Hants consolidated in 2020.

Population

Hants County has experienced an average population growth of 4.7%/year from 1966 to 2016 (Census). Hants County is composed of four Census regions: East Hants, West Hants, Windsor and Hantsport. Of the total annual population growth, West Hants has seen an increase of 4% per year, Windsor has had several periods of population decline but has ultimately remained constant, and Hantsport has experienced population decline since 1976. In 2016, the populations of West Hants and Windsor were 15,368 and 3,648, respectively.

Population projections for the next 35 years were made based on the historic populations for both West Hants and Windsor. Three different scenarios were analyzed: low migration, average migration and high migration. The average scenario projects a population increase in West Hants to 18,120 in 2036 before declining to 14,117 in 2056. The average scenario for Windsor projects an insignificant decrease over time, with a population of 2,362 in 2056.

Housing

The predominant type of housing in West Hants is single unit dwellings. In 2016, this style of housing was the choice of 89% of the residents. The Town of Windsor is slightly more diverse, with a significant number of apartment complexes.

In West Hants, approximately 67 permits are issued each year for new residential development. Most residential development between 2009 and 2016 was single unit dwellings (65%). The second largest category was mini and mobile homes, at 26% of the total residential development.

Agriculture

The agriculture industry provides great land-use and economic opportunity within the Municipality. On average, West Hants issues approximately 18 permits for agriculture uses each year. Between 2007 and 2016, it appeared that agriculture development was focused in five main locations: Upper Burlington, Scotch Village, Falmouth, Upper Falmouth, and Windsor Forks. Agricultural development in Windsor is much less significant, with an average of one (1) permit issued per year.

Economic Development

Nova Scotia is considered a service-based economy, with 81% of the population working in the service sector in 2012. The remaining 19% consists of other primary industries, utilities, construction and manufacturing. In 2011 the largest industries in West Hants were construction, retail trade, and health care. Combined, these three (3) industries made up 39% of employment. Additionally, in West Hants, the forestry and gypsum industries have been profitable, despite sales declining over the past few years. However, this is not the case in Windsor. Industrial development is not the main economic driver for the former Town. Instead, the economic drivers are the retail trade and health care industries.

Public Transportation

There are three (3) public transportation options available in the region: dial-a-ride, The Windsor Senior Citizen Bus Society, and Kings Transit. Dial-a-ride provides door-to-door transportation on an as-needed basis to residents that do not have access to a vehicle or may be unable to drive. Their organization consists of eight (8) volunteers that use their personal vehicles, however they also have access to two wheelchair accessible vans. Lastly, the Windsor Senior Citizen Bus Society provides days trips for residents of local senior homes with a 36-passenger bus.

1.2 PARTNERS FOR CLIMATE PROTECTION

Partners for Climate Protection works with a network of over 350 Canadian municipalities to reduce greenhouse gas emissions and take action to fight climate change. The program is administered by FCM and ICLEI. The program guides municipalities to take action through a five-step Milestone Framework, as seen below:

Milestone 1: Create a Baseline Emissions Inventory and Forecast

Milestone 2: Set Emissions Reduction Targets

Milestone 3: Develop a Local Action Plan

Milestone 4: Implement the Local Action Plan

Milestone 5: Monitor Progress and Report Results

In order to fulfill the requirements of Milestone 1, a Corporate and Community Emissions Inventory must be developed. The Corporate Inventory highlights the emissions resulting from municipal services. This includes facilities and operations such as buildings, lighting, water and wastewater, solid waste and transportation. The Community Inventory highlights the emissions within the Municipality from residential, commercial, and industrial buildings, solid waste, and transportation..

2.0 METHODOLOGY

2.1 STANDARDS AND GUIDING DOCUMENTS

Various standards and guiding documents were utilized to develop the Corporate and Community Inventory. Some of the key documents include the following:

- *PCP Protocol: Canadian Supplement to the International Emissions Analysis Protocol* (2014);
- *Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories* (2014);
- *IPCC: Guidelines for National Greenhouse Gas Inventories* (2006);

2.2 BASELINE YEAR

The baseline year for the Corporate Inventory was chosen to be the 2018/2019 fiscal year. This was selected due to increased data availability and accuracy compared to previous years. Therefore, it would ensure that the inventory results would paint a more realistic portrait of the emissions within the West Hants Regional Municipality.

The baseline year for the Community Inventory was chosen to be the 2016 calendar year. This year was chosen because the development of the inventory relied heavily on data collected from government sources, such as Statistics Canada's Census data, with the most recent data coming from 2016.

2.3 GEOGRAPHIC BOUNDARIES

The inventories encompass all emissions within the West Hants Regional Municipality. As of April 1st, 2020, the Municipality consists of West Hants, Hantsport, and Windsor.

2.4 OPERATIONAL BOUNDARIES

As previously mentioned, the Corporate Emissions Inventory encompasses all emissions resulting from municipal services and operation. All operations and services are under the direct influence of the municipal government. The purpose of the inventory is to help identify the energy-intensive sectors. The municipal government will then be able to develop action items (these could include measures such as equipment upgrades or policies) to reduce their negative impact on the environment. However, it is important to note that not all services provided within the West Hants Regional Municipality are under the Municipality's direct control. Some of the frequently contracted services that the Municipality has limited influence over includes police services, fire protection services, solid waste collection and management, and winter road maintenance. The Municipality has slightly more influence on waste management services which is why it is required for the Corporate and Community Inventories (despite the landfill being owned and operated by GFL Environmental Inc.).

The Community Emissions Inventory encompasses the emissions resulting from significant activities within the West Hants Regional Municipality. The Municipality has very limited influence over said significant activities as they are not carried out by the municipal unit. However, the purpose of the community inventory is to understand the contribution that the region as a whole is making to climate change. This insight will allow the local government to engage the community in plans and policies to encourage residents to lessen their negative impacts on the environment.

2.5 GREENHOUSE GASES

The resulting emissions from the Corporate and Community Inventories are expressed in units of tCO₂ equivalent (eq.). This represents a combination of the three principal greenhouse gases: carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O). The Global Warming Potential (GWP) for each individual greenhouse gas was used to assess their individual impacts. The GWP's were obtained from the *National Inventory Report 1990-2018 – Greenhouse Gas Sources and Sinks in Canada* and are summarized in Table 2.

Table 2 - Global Warming Potentials for the Greenhouse Gases Included in the Inventories

Greenhouse Gas	Formula	100-Year GWP
<i>Carbon Dioxide</i>	CO ₂	1
<i>Methane</i>	CH ₄	25
<i>Nitrous Oxide</i>	N ₂ O	298

2.6 REPORTING REQUIREMENTS

In order to meet the requirements of the PCP Protocol for the Corporate Inventory, the inventory must contain the five (5) main activity sectors. However, additional activity sectors may be included to provide a stronger representation. The inclusion of additional sectors is considered optional and is solely based on the availability of data. The activity sectors incorporated in the West Hants Regional Municipalities' Corporate Inventory are highlighted in Table 3. It can be seen that the five main activity sectors were included, with the addition of one optional activity sector. Staff business travel was incorporated into the inventory due to the fact that the data was available and easy to access.

Similarly, the PCP Protocol requires the inclusion of the five (5) main activity sectors for the Community Inventory. These activity sectors are slightly different as the inventory analyzes the community as a whole. The activity sectors incorporated in the West Hants Regional Municipality's Community Inventory are highlighted in Table 4. Here, agriculture was included as an optional activity sector due to the prevalence of farming in the Municipality.

Table 3 - Summary of Activity Sectors Included in the Corporate Emissions Inventory

Corporate Activity Sector	PCP Requirements
<i>Buildings</i>	Required
<i>Street Lighting</i>	Required
<i>Vehicle Fleet</i>	Required
<i>Water & Wastewater Treatment</i>	Required
<i>Solid Waste</i>	Required
<i>Staff Business Travel</i>	Optional

Table 4 - Summary of Activity Sectors Included in the Community Emissions Inventory

Community Activity Sector	PCP Requirements
<i>Residential Energy Consumption</i>	Required
<i>Commercial/Institutional Energy Consumption</i>	Required
<i>Industrial Energy Consumption</i>	Required
<i>Road Transportation</i>	Required
<i>Solid Waste</i>	Required
<i>Agriculture</i>	Optional

2.7 DATA COLLECTION & QUANTIFICATION

The Corporate Emissions Inventory was developed using the *UNSM Corporate Energy and Emissions Spreadsheet*. Various updates were made to the document since its original version in 2007. This includes updates made by WSP in 2019, during the development of the initial Corporate Inventory for West Hants. The original version was created by Stantec Inc. and was based on the International Council for Local Environmental Initiative's (ICLEI) *Inventory Quantification Support Spreadsheet*.

The Community Emissions Inventory was developed using the *Community Quantification Support Spreadsheet*. This document was built by WSP in 2019. It was also highly influenced by ICLEI's *Inventory Quantification Support Spreadsheet*, of which was designed specifically for members of the Partners for Climate Protection program.

Data collected for each of the previously identified activity sectors of the Corporate Inventory are highlighted in Table 5 and the Community Inventory in Table 6. The corresponding method of quantification and data source is also identified in the respective tables. The Inventories heavily relied on Canada's National Inventory Report (NIR) 1990-2018 for emission factors and Statistic Canada's 2016 Census Data to scale down various data requirements. The emission factors utilized for each activity sector are summarized in Appendix A. Additionally, all data sources can be found in the *Corporate Energy and Emissions Spreadsheet* and the *Community Quantification Support Spreadsheet*.

Table 5- Data Requirement and Quantification Methodology for the Corporate Inventory

Data Required by Activity Sector	Method of Quantification	Data Source
<i>Buildings</i>		
Emissions from electricity consumption	Quantity of electricity used (kWh) x Emission factor	<i>Quantity of Electricity</i> – NS Power invoices <i>Emission Factor</i> – NIR Table A13-4 Electricity Generation and GHG Emission Details for Nova Scotia
Emissions from stationary fuel consumption	Quantity of fuel used (L) x Emission factor	<i>Quantity of Fuel</i> – Fuel provider invoice <i>Emission Factor</i> – NIR Table A6-4 Emission Factors for Refined Petroleum Products
<i>Street Lighting</i>		
Emissions from electricity consumption	Quantity of electricity used (kWh) x Emission factor	<i>Quantity of Electricity</i> – NS Power invoices <i>Emission Factor</i> – NIR Table A13-4 Electricity Generation and GHG Emission Details for Nova Scotia
<i>Vehicle Fleet</i>		
Emissions from motor fuel consumption	Quantity of fuel used (L) x Emission factor	<i>Quantity of Fuel</i> – Fuel provider invoice <i>Emission Factor</i> – NIR Table A6-13 Emission Factors for Energy Mobile Combustion Sources
<i>Water & Wastewater Treatment</i>		
Emissions from electricity consumption	Quantity of electricity used (kWh) x Emission factor	<i>Quantity of Electricity</i> – NS Power invoices <i>Emission Factor</i> – NIR Table A13-4 Electricity Generation and GHG Emission Details for Nova Scotia
Emissions from stationary fuel consumption	Quantity of fuel used (L) x Emission factor	<i>Quantity of Fuel</i> – Fuel provider invoice <i>Emission Factor</i> – NIR Table A6-4 Emission Factors for Refined Petroleum Products
<i>Solid Waste</i>		
Emissions from disposal of corporate solid waste	Methane Commitment Model (using quantity of waste landfilled and composition of waste stream)	<i>Quantity of Waste Landfilled</i> – Estimated based on size of container, frequency of collection and typical size of load <i>Composition of Waste Stream</i> – Based on Divert NS waste audit in 2017
Emissions from composting of organics	Quantity of Organics x Emission Factor	<i>Quantity of Organics</i> – Estimated based on size of container, frequency of collection and typical size of load <i>Emission Factor</i> – 2006 IPCC Guidelines for National Greenhouse Gas Inventories, Volume 5, Waste – Biological Treatment of Waste
<i>Staff Business Travel</i>		
Emissions from motor fuel consumption	Quantity of kilometers traveled x Fuel Rate x Emission Factor	<i>Quantity of KM travelled</i> – From employee expense forms <i>Fuel Rate</i> – Oak Ridge National Laboratory (2017), Transportation Energy Data Book: Edition 36, Table 4.1 Summary Statistics for Cars, 1970-2015 <i>Emission Factor</i> – NIR Table A6-13 Emission Factors for Energy Mobile Combustion Sources

Table 6 - Data Requirement and Quantification Methodology for the Community Inventory

Data Required by Activity Sector	Method of Quantification	Data Source
<i>Residential</i>		
Emissions from electricity consumption	Quantity of electricity used (kWh) x Emission factor	<i>Quantity of Electricity</i> – NRCAN Comprehensive Energy Use Database, Residential Sector, Nova Scotia, Table 1 – Secondary Energy Use and GHG Emissions by Energy Source <i># of Dwellings</i> – Statistics Canada 2016 Census Data, for Nova Scotia and West Hants Regional Municipality <i>Emission Factor</i> – NIR Table A13-4 Electricity Generation and GHG Emission Details for Nova Scotia
Emissions from stationary fuel consumption	Quantity of fuel used (L) x Emission factor	<i>Quantity of Fuel</i> – NRCAN Comprehensive Energy Use Database, Residential Sector, Nova Scotia, Table 1 – Secondary Energy Use and GHG Emissions by Energy Source <i># of Dwellings</i> – Statistics Canada 2016 Census Data, for Nova Scotia and West Hants Regional Municipality <i>Emission Factor</i> – NIR Table A6-4 Emission Factors for Refined Petroleum Products
<i>Commercial/Institutional</i>		
Emissions from electricity consumption	Quantity of electricity used (kWh) x Emission factor	<i>Quantity of Electricity</i> – NRCAN Comprehensive Energy Use Database, Commercial/Institutional, Atlantic, Table 1 – Secondary Energy Use and GHG Emissions by Energy Source <i>Employment in Service Sector</i> – Statistics Canada 2016 Census Data, for Atlantic Region and West Hants Regional Municipality <i>Emission Factor</i> – NIR Table A13-4 Electricity Generation and GHG Emission Details for Nova Scotia
Emissions from stationary fuel consumption	Quantity of fuel used (L) x Emission factor	<i>Quantity of Fuel</i> – NRCAN Comprehensive Energy Use Database, Commercial/Institutional, Atlantic, Table 1 – Secondary Energy Use and GHG Emissions by Energy Source <i>Employment in Service Sector</i> – Statistics Canada 2016 Census Data, for Atlantic Region and West Hants Regional Municipality <i>Emission Factor</i> – NIR Table A6-4 Emission Factors for Refined Petroleum Products
<i>Industrial</i>		
Emissions from electricity consumption	Quantity of electricity used (kWh) x Emission factor	<i>Quantity of Electricity</i> – NRCAN Comprehensive Energy Use Database, Industrial Sector – Aggregated Industries, Atlantic, Table 1 – Secondary Energy Use and GHG Emissions by Energy Source <i>Employment in Industry Sector</i> – Statistics Canada 2016 Census Data, for Atlantic Region and West Hants Regional Municipality

		<i>Emission Factor</i> – NIR Table A13-4 Electricity Generation and GHG Emission Details for Nova Scotia
Emissions from stationary fuel consumption	Quantity of fuel used (L) x Emission factor	<i>Quantity of Fuel</i> – NRCAN Comprehensive Energy Use Database, Industrial Sector – Aggregated Industries, Atlantic, Table 1 – Secondary Energy Use and GHG Emissions by Energy Source <i>Employment in Industry Sector</i> – Statistics Canada 2016 Census Data, for Atlantic Region and West Hants Regional Municipality <i>Emission Factor</i> – NIR Table A6-4 Emission Factors for Refined Petroleum Products
Road Transportation		
Emissions from motor fuel consumption	Quantity of fuel used (L) x Emission factor	<i>Quantity of Fuel</i> – Statistics Canada. Table 23-10-066-01 Sales of Fuel Used for Road Motor Vehicles, Annual (x 1,000) <i># of Registered Vehicles</i> – Access Nova Scotia <i>Emission Factor</i> – NIR Table A6-13 Emission Factors for Energy Mobile Combustion Sources
Solid Waste		
Emissions from disposal of community solid waste	Methane Commitment Model (using quantity of waste landfilled and composition of waste stream)	<i>Quantity of Waste Landfilled</i> – From Cogmagun Landfill records <i>Composition of Waste Stream</i> – Based on Divert NS waste audit in 2017
Emissions from composting of organics	Quantity of Organics x Emission Factor	<i>Quantity of Organics</i> – From composting facility records <i>Emission Factor</i> – 2006 IPCC Guidelines for National Greenhouse Gas Inventories, Volume 5, Waste – Biological Treatment of Waste
Agriculture		
Emissions from Enteric Fermentation	Livestock Headcount x Emission Factor	<i>Cattle Headcount</i> – Statistics Canada. Table 32-10-0424-01 Cattle and calves on census day <i>Swine Headcount</i> – Statistics Canada. Table 32-10-0426-01 Pigs on census day <i>Emission Factor</i> – IPCC Volume 4 Chapter 10 – Tier 1 Method
Emissions from Manure Management	Livestock Headcount x Emission Factor	<i>Cattle Headcount</i> – Statistics Canada. Table 32-10-0424-01 Cattle and calves on census day <i>Swine Headcount</i> – Statistics Canada. Table 32-10-0426-01 Pigs on census day <i>Emission Factor</i> – IPCC Volume 4 Chapter 10 – Tier 1 Method

3.0 CORPORATE EMISSIONS INVENTORY

The following sub-sections summarize the results from the baseline Corporate Emissions Inventory for the West Hants Regional Municipality.

3.1 SUMMARY

The total corporate emissions for the 2018/2019 fiscal year were 3,530 tCO₂ eq. The total emissions were broken down by sector and can be seen in Figure 1. The majority of the emissions resulting from municipal operations come from the water and wastewater system. They make up 50.2% of the overall profile. The second largest emissions source is buildings, resulting in 39.3%. The solid waste, street lighting and staff business travel emissions are almost negligible, as together they make up exactly 5% of the overall profile.

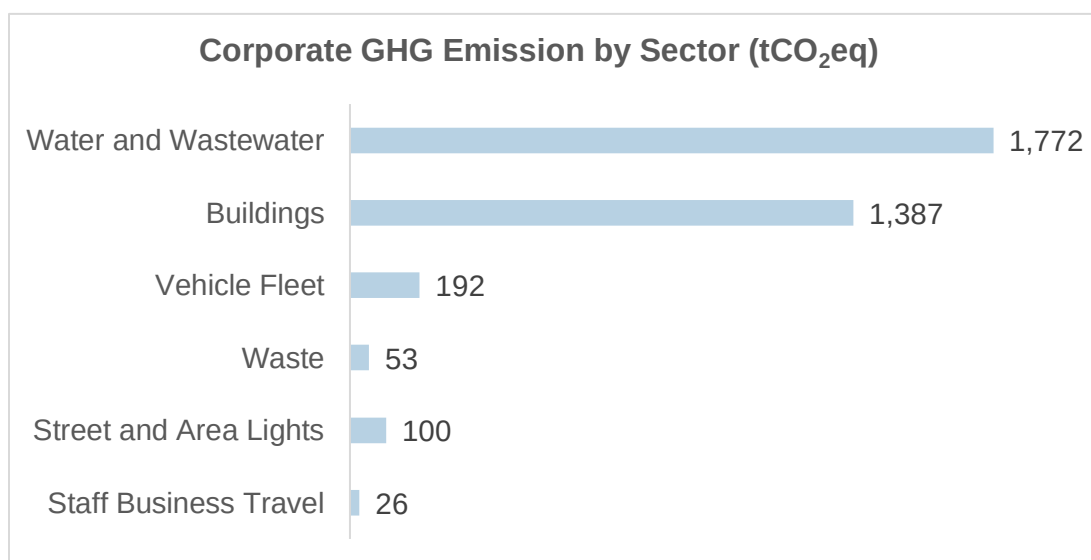


Figure 1 - Summary of Corporate GHG Emissions by Sector

The total emissions were also broken down by energy type, in Figure 2. However, this excludes the emissions from the solid waste section of the inventory, as it is the only sector where the method of quantification does not depend on an energy source. The energy source resulting in the largest amount of emissions was electricity (84.6%). This is largely due to the fact that the electricity in Nova Scotia comes mostly from natural gas and solid fuel, resulting in increased emissions factors. The remainder of energy sources used include propane, diesel, gasoline and light fuel oil. The resulting emissions from the light fuel oil make up 6.4% of the overall profile. The remainder of the energy sources each represent below 4% of emissions. The emissions for

natural gas, district energy, wood waste/pulp liquor and heavy fuel oil were all zero, as these types of energy were not used for municipal operations. Therefore, these sources were excluded from the graph.

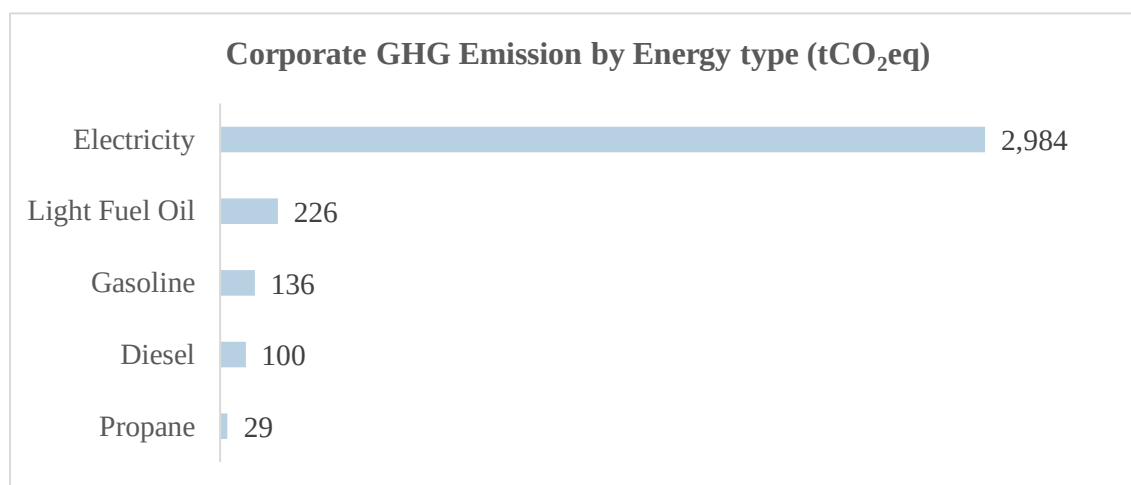


Figure 2 - Summary of Corporate GHG Emissions by Energy Type

3.2 BUILDINGS

The calculation of emissions resulting from municipally-owned buildings was based on electricity and fuel use. The required data was obtained from the energy provider bills. The one electricity provider was Nova Scotia Power. The fuel oil, however, was received from multiple providers: Irving Energy, West Nova Fuels and Oulton Fuel's Ltd. The energy use by source and the resulting emissions for each building owned and operated by the Municipality can be found in Table 7. The total emissions for the 2018/2019 fiscal year were 1,387 tCO₂ eq. The W.B. Stephens Building at 100 King St. in Windsor, results in the largest amount of emissions (19%). The building had the largest electricity consumption, at 285,060 kWh, and also required light fuel oil for heating purposes. The Municipal Building (76 Morison Drive) and Brooklyn Fire Station/Civic Centre are each responsible for the second largest contribution, at 12% of the overall emissions profile.

Table 7 - Summary of Energy Use and Emissions from Municipal Buildings

Building	Electricity Use (kWh)	Light Fuel Oil Use (L)	Gasoline Use (L)	Diesel Use (L)	Total GHG (tCO₂ eq)	% of Profile
<i>W.B. Stephens Building – 100 King Street</i>	285,060	18,154			267	19.2%
<i>Brooklyn Fire Station & Civic Centre – 955 Highway 215</i>	215,040				163	11.8%
<i>Municipal Building – 76 Morison Drive</i>	211,380			329	162	11.7%
<i>Ice Plant - 239 Wentworth Road</i>	164,400				125	9.0%
<i>Hants County Courthouse – 240 King Street</i>	26,160	22,250			81	5.9%
<i>Arena – 239 Wentworth Road</i>	103,200				78	5.7%
<i>Hants Memorial Community Centre – 78 Thomas Street</i>	55,400	10,450			71	5.1%
<i>Town Hall – 20 Main Street</i>	52,430		5,215	1,290	55	4.0%
<i>Library – 195 A Albert Street</i>	66,840				51	3.7%
<i>Hantsport Fire Department – 5 Oak Street</i>	39,086	7,689			51	3.7%
<i>56 Park Drive</i>	32,225	9,223			50	3.6%
<i>Public Works Shed – 19 Chittick Avenue</i>	18,597	11,876			47	3.4%
<i>Hants Aquatic Centre – 306 Stannus Street</i>	50,375				38	2.8%
<i>Ball Field (Recreation Centre) – 54 Ball Park</i>	28,274				21	1.5%
<i>Hants Aquatic Centre Pumphouse – 306 Stannus Street</i>	28,091				21	1.5%
<i>Brooklyn Station 2 – 5984 Highway 14/Tongue Hill Garage</i>	24,480				19	1.3%
<i>Library – 10 Main Street</i>	23,294				18	1.3%
<i>Police Station – 3 Oak Street</i>	12,222	2,020			15	1.1%
<i>Park Drive</i>	17,813				14	1.0%
<i>Hantsport Music Fest – 10 Foundry Road</i>	16,744				13	0.9%
<i>Construction Trailer – 20 Pleasant Street</i>	8,806				7	0.5%
<i>Recreation Centre – 156 Eldridge</i>	8,012				6	0.4%
<i>Maplewood Cemetery</i>	5,626				4	0.3%
<i>Bandstand Walkway</i>	3,709				3	0.2%
<i>72 Ivey Lane</i>	4,191				3	0.2%
<i>Coach House – 6 King St Ext</i>	4,148				3	0.2%
Total	1,505,917	81,661	5,215	1,619	1,387	100%

3.3 STREET LIGHTING

The lighting sector includes all streetlights, cameras and fire alarms owned and operated by the Municipality. The emissions resulting from the lighting sector were based on electricity consumption. While this information was not directly available from the electricity provider, Nova Scotia Power, it was estimated based on the wattage of each fixture, the hours of operation per day, and the days of operation per year. The electricity and resulting emissions for each lighting system are summarized in Table 8, with the total emissions being 100 tCO₂ eq.

Table 8 - Summary of Electricity Use and Emissions from Lighting

Lighting System Name	Type of Light	Electricity Use (kWh)	Total GHG (tCO₂ eq)
<i>Streetlights Throughout Windsor</i>	LED	63,273.48	48.08
<i>Streetlights Throughout West Hants</i>	LED	48,902.70	37.17
<i>Wentworth Rd.</i>	High Pressure Sodium	8,541.00	6.49
<i>Clover Lane</i>	Decorative	3,942.00	3.00
<i>Wentworth Rd.</i>	Metallic Additive	1,752.00	1.33
<i>Falmouth Mini Park</i>	LED	1,204.50	0.92
<i>54 Ball Park</i>	LED	963.60	0.73
<i>Irishman Road</i>	LED	240.90	0.18
<i>Courthouse</i>	LED	240.90	0.18
<i>Brooklyn Fire Department</i>	LED	240.90	0.18
<i>2 Main St.</i>	LED	240.90	0.18
<i>10 Main St.</i>	LED	240.90	0.18
<i>Cottage Lane</i>	40W Camera	175.20	0.13
<i>Willow St.</i>	40W Camera	175.20	0.13
<i>Willow St. #cameras</i>	40W Camera	175.20	0.13
<i>Prince St.</i>	40W Camera	175.20	0.13
<i>Avon St.</i>	40W Camera	175.20	0.13
<i>Tannery Rd.</i>	40W Camera	175.20	0.13
<i>Main St. #cameras</i>	40W Camera	175.20	0.13
<i>School St.</i>	40W Camera	175.20	0.13
<i>Fire Alarm</i>	N/A	13.61	0.01
Total		131,199	100

3.4 VEHICLE FLEET

The emissions from the municipal-owned vehicles were calculated based on the fuel used. The result also includes the quantification of tools and equipment. Fuel usage was obtained from the fuel receipts collected for each vehicle or piece of equipment. The results can be seen in Table 9. The gasoline usage was slightly higher than that of the diesel. The total corresponding emissions were 2,648 tCO₂ eq.

Table 9 - Summary of Fuel Use and Emissions from Vehicle Fleet

Vehicle Group Name / Department	Gasoline Use (L)	Diesel Use (L)	Total GHG (tCO ₂ eq)
<i>Public Works</i>	25,642	27,244	135
<i>Recreation</i>	6,294	44	15
<i>Water Utility</i>	5,253	0	12
<i>Other Tools⁴</i>	114	3,189	9
<i>Fire</i>	0	2,662	7
<i>Planning & Development</i>	2,407	0	6
<i>Recreation</i>	903	950	5
<i>Other/Mowers/Trimmer</i>			
<i>Administration</i>	803	0	2
<i>Cemetery</i>	667	0	2
Total	42,082	34,089	192

3.5 STAFF BUSINESS TRAVEL

Similarly to the vehicle sector, the emissions for staff business travel were calculated based on the fuel use. This was determined through the employee expense forms, where staff are required to record the kilometers travelled for work purposes in personal vehicles. The kilometers were converted to fuel usage using the fuel efficiency for a light-duty gasoline vehicle. All staff-owned vehicles were assumed to be light-duty and fuelled by gasoline as this level of detail was not known. The gasoline usage and resulting emissions were organized by department, as seen in Table 10. The total gasoline used was 11,102 L, with the largest contribution coming from the

⁴ The 'Other Tools' category includes tools such as jugs, pressure washer, welder, plate tamper, lawnmowers, tractors, etc.

Public Works department. The total emissions resulting from staff business travel was 25.91 tCO₂ eq.

Table 10 - Summary of Fuel Use and Emissions from Staff Business Travel

Department	Gasoline Use (L)	Total GHG (tCO₂ eq)
<i>Public Works</i>	3,305.49	7.72
<i>Region 6</i>	2,012.94	4.70
<i>Recreation</i>	1,775.93	4.15
<i>Councillors</i>	1,254.92	2.93
<i>Administration</i>	931.20	2.17
<i>Finance</i>	747.13	1.74
<i>Planning & Development</i>	719.61	1.68
<i>Summer Staff</i>	354.82	0.83
Total	11,102.00	25.91

3.6 WATER & WASTEWATER TREATMENT

Similarly to the buildings sector, the emissions for water and wastewater facilities were based on the energy use. This information was obtained from energy provider invoices. The energy used to power the water and wastewater facilities were electricity, propane and an insignificant amount of diesel. This can be seen in Table 11, where the facilities are arranged by type: water treatment plant, wastewater treatment plant, and lift station. The three water treatment plants contributed 666 tCO₂ eq. The wastewater treatment plant at 48 Falmouth Connector made the largest individual contribution at 385 tCO₂ eq. The total emissions from all facilities was 1,772 tCO₂ eq.

Table 11 - Summary of Energy Use and Emissions from Water & Wastewater Treatment

Facility	Electricity Use (kWh)	Propane Use (L)	Diesel Use (L)	Total GHG (tCO₂ eq)
Water Treatment Plant				
<i>786 Windsor Back Rd.</i>	370,080			281
<i>242 Eldridge Rd.</i>	279,300			212
<i>2160 Bishopville Rd.</i>	187,440	18,955	324	173
Wastewater Treatment Plant				
<i>48 Falmouth Connector</i>	506,880			385

293 Wentworth Rd.	45,720		380	36
Lift Stations				
3 Lagoon Dr.	442,925			337
33 Colonial Dr.	123,700			94
Panuke Rd.	41,075			31
144 Water St.	34,375			26
124 Across Gabriel	25,200			19
99 Francis St.	22,460			17
905 Mountain Rd.	17,950			14
126 Halewood	17,575			13
708 Bowman Rd.	16,650			13
138 Payzant Dr.	15,550			12
1201 Hillcrest Dr.	14,250			11
422 Back Rd.	12,525			10
133 Dewolfe's Crossing	9,350			7
326 Ball Field	7,650			6
140 Meadow	6,850			5
33 Irven	6,800			5
Willow St.	6,270			5
531 College Rd.	5,975			5
Crossley Court	5,925			5
407 Windsor Back Rd.	5,375			4
2078 Highway 1 Falmouth	5,300			4
120 Green	5,200			4
115 Woodmans Corner	5,125			4
Tremain Crescent	5,075			4
22 Wilewood	4,515			3
19 Chittick Ave.	4,300			3
421 Windsor Back Rd.	3,750			3
96 Ivey Lane	3,591			3
152 Highway #1	3,550			3
Alexander Dr.	3,432			3
244 Wentworth Rd.	3,310			3
604 Green Lane	2,625			2
Prince St.	2,175			2
305 Town Rd.	1,980			2
126 Mapleton	1,925			1
Wentworth/Cole	1,758			1
Main St.	1,711			1
Palmeter Dr.	1,625			1
2 Main St.	314			0
20B Pleasant St.	217			0
Total	2,289,328	18,955	876	1,772

3.7 SOLID WASTE

Calculations for corporate waste emissions were based on the annual tonnage of waste. The amount of waste leaving all corporate-owned buildings was not available. Therefore, the quantity was estimated based on the garbage container capacity, frequency of pick up, and the typical filling rate at each site. For facilities that do not rent or own garbage containers, the estimate was based on the number of bags collected per pick up, the frequency of pick up, and the typical filling rate of each bag. The bag size and typical filling rate of each bag were assumed to be 90L (the average size of a large garbage bag) and 75%, respectively. This information was available for slightly over half of the corporate-owned buildings, leaving a large amount of uncertainty. The resulting emissions were 53 tCO₂ eq. and can be seen in Table 12. Compost tonnage information was unavailable as all organics are transported outside of the Municipality and building staff do not record tonnage.

Table 12 - Summary of Tonnage and Emissions for Corporate Waste

	Tonnage	Emissions (tCO₂ eq)
<i>Solid Waste</i>	38.35	53
<i>Compost</i>	Not Recorded	N/A

4.0 COMMUNITY INVENTORY

The following sub-sections summarize the results from the baseline Community Emissions Inventory for the West Hants Regional Municipality.

4.1 SUMMARY

The total reported community emissions for the 2016 calendar year was 286,480 tCO₂ eq. The total emissions by sector can be seen below in Figure 3. The residential sector makes up the largest majority of emissions, at 32%. The on-road transportation sector is a close second, at 30% of the total emissions. The emissions resulting from community waste only make up 1% of the emissions profile, making it nearly negligible.

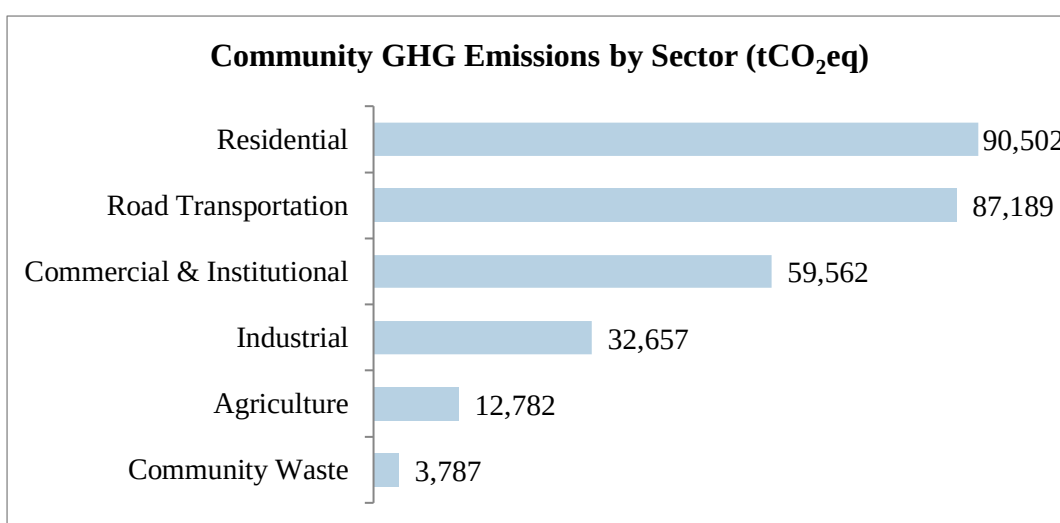


Figure 3 – Summary of Community GHG Emissions by Sector

The results from the inventory were further broken down by energy type. This can be seen in Figure 4. Electricity use in residential, commercial and industrial buildings resulted in the largest amount of emissions. It makes up 48% of the total emissions profile. Gasoline, light fuel oil and diesel also made significant contributions, making up 22%, 12% and 8% of the profile, respectively. The main uses of these three energy sources were for on-road transportation and building heating. Propane was the least-used type of fuel, with approximately negligible impacts on the overall greenhouse gas profile. It is also important to note that natural gas and district energy were excluded from the graph as they are not used in the region.

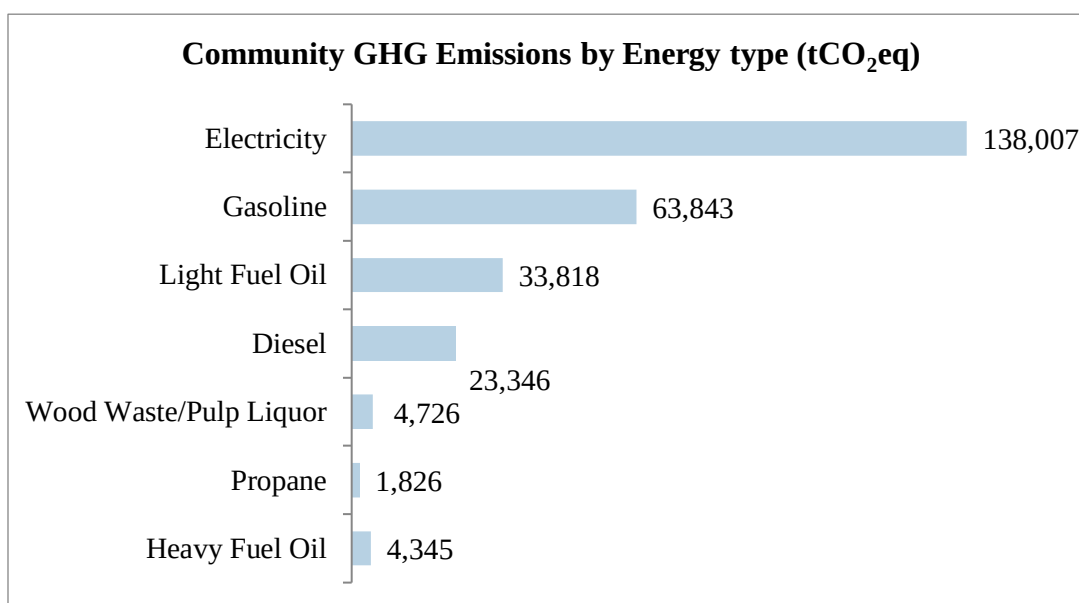


Figure 4 - Summary of Community GHG Emissions by Energy Type

4.2 RESIDENTIAL

In order to calculate the emissions, the energy use at all residential buildings within the West Hants Regional Municipality was required. This information was not available at the local level, so the Provincial energy use was scaled down using two methods. The first method used the number of private dwellings. The number of private dwellings occupied by usual residents in Nova Scotia and in West Hants Regional Municipality was obtained by Statistics Canada's local census data from 2016. In the second method, the Provincial energy use was scaled down by population. The population was also available from Statistics Canada. These values can be seen in Table 13. The ratios for both data sets are similar, with the Municipality's population making up 2.06% of the total Nova Scotia population and the number of private dwellings in the Municipality making up 1.99% of the total in Nova Scotia.

Table 13 - Population and Dwelling Statistics for the Residential Sector

Local Census Data (2016)	Nova Scotia	West Hants Regional Municipality	Ratio
Population	923,598	19,016	0.0206
Private dwellings occupied by usual residents	401,990	8,012	0.0199

The calculated energy use in West Hants Regional Municipality using the number of private dwellings was 839,089 GJ. This can be seen in Table 14. The energy use from each fuel type was multiplied by the appropriate emission factor in order to quantify the resulting emissions. The total emissions in the residential sector were 90,502 tCO₂ eq. Electricity usage made up 72.0% of the total emissions. The emissions calculated by scaling down energy use by population were slightly higher, at 93,491 tCO₂ eq. However, this result is not as accurate as the first method since it does not consider that many residents may not live alone.

Table 14 - Summary of Energy Use and Emissions from the Residential Sector

Fuel Type	Energy Use (GJ) – Nova Scotia	Energy Use (GJ) - WHRM	Total GHG (tCO₂ eq) - WHRM	Breakdown
<i>Electricity</i>	15,900,000	316,900	65,140.65	72.0%
<i>Light Fuel Oil</i>	13,900,000	281,025	20,192	22.3%
<i>Wood Waste/Pulp Liquor</i>	11,600,000	231,198	4,602	5.1%
<i>Propane</i>	500,000	9,965	569	0.6%
<i>Natural Gas</i>	200,000	0	0	0.0%
<i>District Energy</i>	0	0	0	0.0%
Total	42,000,000	839,089	90,502	100.0%

4.3 COMMERCIAL & INSTITUTIONAL

In order to calculate the emissions, the energy use at all commercial/institutional buildings within the West Hants Regional Municipality was required. This information was not available at the local level, so the Atlantic energy use was scaled down by the employment in the service sector. The employment in the service sector was obtained from Statistics Canada's 2016 census data. It was collected for each of the four provinces that make up the Atlantic Region and West Hants Regional Municipality, as seen in Table 15. The ratio for 'NS/Atlantic' shows that 41.19% of employment in the service sector in the Atlantic Region comes from Nova Scotia. This was used to calculate the total energy use in the Province. This was further scaled to reflect the energy use in West Hants Regional Municipality using the 'Regional/NS' ratio. However, this method of quantification does not provide an exact snapshot of the commercial and institutional emissions resulting within the Municipality as the employment data obtained from Statistics Canada does

not take into consideration that people employed within the Municipality may not be residents. Additionally, it does not take into consideration the percentage of each industry in the service sector or the local industry operations.

Table 15 - Employment Statistics for the Commercial/Institutional Sector

Local Census Data (2016)	Employment in Service Sector	Ratio Regional/NS	Ratio NS/Atlantic
<i>Nova Scotia</i>	374,715	0.0162	0.4119
<i>New Brunswick</i>	291,445		
<i>Prince Edward Island</i>	57,160		
<i>Newfoundland and Labrador</i>	186,495		
<i>West Hants Regional Municipality</i>	6,075		

The calculated energy use in the Municipality in 2016 was 396,625 GJ. The energy use from each fuel type was multiplied by the appropriate emission factor in order to quantify the resulting emissions. The resulting emissions were 59,562 tCO₂ eq. Similarly to the Residential sector, electricity made up the majority of the resulting emissions. It contributed 80.9% of the total emissions profile. Light fuel oil was the second largest source, making up 16.2%. District energy and wood waste/pulp liquor were not present in neither West Hants Regional Municipality, nor the Atlantic Region. Natural gas was utilized in Nova Scotia, however, not within the Municipality.

Table 16 - Summary of Energy Use and Emissions from the Commercial/Institutional Sector

Fuel Type	Energy Use (GJ) – Atlantic	Energy Use (GJ) – Nova Scotia	Energy Use (GJ) - WHRM	Total GHG (tCO₂ eq) - WHRM	Breakdown
<i>Electricity</i>	35,100,000	14,500,000	234,369	48,175.87	80.9%
<i>Light Fuel Oil</i>	11,900,000	4,900,000	133,544	9,621	16.2%
<i>Propane</i>	3,300,000	1,400,000	22,035	1,275	2.1%
<i>Heavy Fuel Oil</i>	1,000,000	400,000	6,677	508	0.9%
<i>Natural Gas</i>	8,100,000	3,300,000	0	0	0.0%
<i>District Energy</i>	0	0	0	0	0.0%
<i>Wood Waste/ Pulp Liquor</i>	0	0	0	0	0.0%
Total	59,000,000	24,000,000	396,625	59,562	100.0%

4.4 INDUSTRIAL

In order to calculate the emissions, the energy use at all industrial buildings within the West Hants Regional Municipality was required. This information was not available at the local level, so the Atlantic energy use was scaled down by the employment in the industry sector. The employment in the industry sector was obtained from Statistics Canada's 2016 census data. It was collected for each of the four provinces that make up the Atlantic Region and for West Hants Regional Municipality, as seen in Table 17. The ratio for 'NS/Atlantic' shows that 35.2% of employment in the industry sector in the Atlantic Region comes from Nova Scotia. This was used to calculate the total energy use in the Province. This was further scaled to reflect the energy use in West Hants Regional Municipality using the 'Regional/NS' ratio.

Table 17 - Employment Statistics for the Industry Sector

Local Census Data	Employment in Service Sector	Ratio Regional/NS	Ratio NS/Atlantic
<i>Nova Scotia</i>	87,730	0.0087	0.352
<i>New Brunswick</i>	79,680		
<i>Prince Edward Island</i>	19,220		
<i>Newfoundland and Labrador</i>	62,595		
<i>West Hants Regional Municipality</i>	2,175		

Using this method, the total energy used by the industry sector in the Municipality in 2016 was 337,308 GJ, as seen in Table 18. The energy use from each fuel type was multiplied by the appropriate emission factor in order to quantify the resulting emissions. The total greenhouse gas emissions were determined to be 32,657 tCO₂ eq. Similarly to the residential and commercial sectors, electricity-use contributes the majority of the resulting emissions, at 75.6%. Light fuel and heavy fuel oil make the next largest contributions, at 12.3% and 11.7%, respectively.

Table 18 - Summary of Energy Use and Emissions from the Industry Sector

Fuel Type	Energy Use (GJ) – Atlantic	Energy Use (GJ) – Nova Scotia	Energy Use (GJ) - WHRM	Total GHG (tCO₂ eq) - WHRM	Breakdown
<i>Electricity</i>	39,100,000	13,800,000	120,116	24,690.52	75.6%
<i>Light Fuel Oil</i>	18,100,000	6,400,000	55,604	4,005	12.3%
<i>Heavy Fuel Oil</i>	16,400,000	5,800,000	50,381	3,837	11.7%
<i>Wood Waste/ Pulp Liquor</i>	36,200,000	12,700,000	111,207	124	0.4%
<i>Natural Gas</i>	0	0	0	0	0.0%
<i>District Energy</i>	0	0	0	0	0.0%
<i>Propane</i>	0	0	0	0	0.0%
Total	110,000,000	39,000,000	337,308	32,657	100.0%

4.5 TRANSPORTATION

The quantification method used to determine the emissions resulting from on-road transportation relied on the total amount of fuel used in West Hants Regional Municipality. This information was not available at the local level. Therefore, the provincial fuel use was scaled down by the number of registered vehicles. The number of registered vehicles by fuel type was obtained from Access Nova Scotia, however, for Hants County. This data was scaled by population to obtain the registered vehicles in Nova Scotia and West Hants Regional Municipality, as seen in Table 19. As a result, it was determined that West Hants Regional Municipality makes up approximately 2.21% of the total registered vehicles in the Province. This information was used to determine the total amount of fuel used. The result was 35,867,450 L, with 76.3% of the fuel used being gasoline. The remainder of fuel used was diesel oil, as petroleum gas/propane was considered negligible. The total emissions resulting from the calculated fuel usage was 87,189 tCO₂ eq.

Table 19 - Summary of Fuel Use and Emissions from On-Road Transportation

Fuel	Registered Vehicles in NS	Registered Vehicles in WHRM	Provincial Total Fuel Used (L)	WHRM Fuel Used (L)	WHRM Energy (GJ)	Total GHG (tCO₂ eq) - WHRM
<i>Gasoline</i>	557,223	12,317	1,237,405,000	27,351,917	914,922	63,843
<i>Diesel oil</i>	102,130	2,261	384,649,000	8,515,533	326,571	23,346
<i>Liquefied petroleum gas</i>	Vehicles powered by propane are considered negligible		4,705,000	-	-	-
Total	659,353	14,578	1,626,759,000	35,867,450	1,241,492	87,189

4.6 SOLID WASTE

The emissions resulting from community waste were quantified by direct calculations based on the quantity of waste. The annual tonnage of solid waste sent to the landfill was 2,748. The tonnage of composted materials was 727. These amounts were determined from the Waste Services Coordinator. In order to accurately convert the tonnage of solid waste to emissions, the waste stream composition was determined. While this information was not available for the 2016 waste stream, the compositions were determined from a 2017 Waste Audit by Divert NS. The compositions from the audit can be found in Table 20.P

The total emissions resulting from the solid waste sent to the landfill were 3,787 tCO₂ eq., as seen in Table 21. Because the landfill operates within the Municipality, these emissions represent the complete scope of the community waste emissions. The 125 tCO₂ eq. resulting from composted materials were estimated but not included in the inventory results, as the composting facility lies outside of the Municipality's geographic boundaries.

Table 20 - Summary of Waste Stream Composition

Waste Stream Composition	
<i>Paper, Cardboard</i>	22.0%
<i>Food</i>	16.0%
<i>Textiles</i>	13.8%
<i>Diapers</i>	3.3%
<i>Wood</i>	1.9%
<i>Garden Waste</i>	1.4%
<i>Leather, rubber</i>	0.4%

Table 21 - Summary of Community Waste Tonnage and Emissions

	Tonnage	Emissions (tCO ₂ eq)
<i>Solid Waste</i>	2,748	3,787
<i>Compost</i>	727	125

4.7 AGRICULTURE

The quantification of emissions from the agriculture sector includes only enteric fermentation and manure management. Emissions from agricultural soils, field burning of

agricultural waste, liming, urea application and other carbon containing fertilizers were not included in the calculations as the required information was not available. Enteric fermentation and manure management were both dependent on the headcount of cattle and swine in West Hants Regional Municipality. The headcounts were determined from Statistics Canada. Emission factors were obtained from *IPCC Volume 4 Chapter 10* in order to calculate the resulting emissions. The resulting emissions from enteric fermentation were 12,603 tCO₂ eq. The emissions were composed of only methane. The emissions from manure management, however, were composed of both methane and nitrous oxide. The total resulting emissions were 6,312 tCO₂ eq. These results can be found in Table 22.

Table 22 - Summary of Emissions from Enteric Fermentation and Manure Management

Emissions Source	WHRM Headcount	Total CH4 (t)	Total N2O (t)	Total GHG (tCO₂ eq) - WHRM
Enteric Fermentation				
<i>Cattle</i>	3,934	503.6	-	12,589
<i>Swine</i>	343	0.5	-	14
Manure Management				
<i>Cattle</i>	3,934	247.8	0.014	6,200
<i>Swine</i>	343	4.5	0.001	112

5.0 EMISSIONS FORECAST

In addition to the development of a Corporate and Community Inventory, a business-as-usual emissions forecast was developed in order to meet PCP Program requirements. The forecast was required to be 10 years from the baseline year, therefore 2030 was chosen. The forecast was based on the a series of assumptions (of which are the same assumptions proposed in WSP's *2019 Inventory Report* for West Hants). These assumptions were developed based on research conducted by WSP on provincial and national trends in greenhouse gas emissions. Some provincial trends explored include the following:

- Approximately 95% of residents have access to curbside garbage collection.
- With the increased use of heat pumps in homes there has been a 38% reduction of light fuel oil use from 2008-2016.
- The transition to LED street lighting (of which is now mandatory) will reduce energy consumption by 30%.
- With the completion of the Muskrat Falls hydro power project, it is estimated that 40% of electricity will be renewable energy.
- The production of electricity is expected to see a 55% reduction in greenhouse gas emissions.
- The number of registered vehicles in the province increased 15% between 2008 and 2018.

The assumptions developed by WSP are the following:

- An emission factor reduction of 44% for electricity consumption;
- A 10% reduction in energy consumption;
- A 28% reduction in fuel rate;
- An increase of electricity used in the residential sector for charging electric vehicles;
- An increase of registered vehicles by 15%; and
- That 10% of vehicles on the road will be electric vehicles.

The results of the forecast can be seen in Table 23, where corporate emissions can expect to see a reduction of 44%, and community emissions can expect to see a reduction of 41%. An important thing to note is that the reduction of these emissions is not entirely under the direct control of West Hants Regional Municipality. Instead, it largely depends on the ability of Nova Scotia's power grid to become decarbonized.

Table 23 - Summary of the 2030 GHG Emissions Forecast

CORPORATE INVENTORY			COMMUNITY INVENTORY		
Sector	GHG Emissions 2018/2019 (tCO2 eq)	GHG Emissions 2030 (tCO2 eq)	Sector	GHG Emissions 2016 (tCO2 eq)	GHG Emissions 2030 (tCO2 eq)
<i>Buildings</i>	1,386	823	<i>Residential</i>	90,502	60,357
<i>Lighting</i>	100	51	<i>Commercial/ Institutional</i>	59,562	35,840
<i>Vehicle Fleet</i>	192	139	<i>Industrial</i>	32,657	12,701
<i>Water & Wastewater Treatment</i>	1,772	886	<i>Road Transportation</i>	87,189	43,700
<i>Solid Waste</i>	53	53	<i>Solid Waste</i>	3,787	3,787
<i>Staff Business Travel</i>	26	19	<i>Agriculture</i>	12,782	12,782
Total	3,530	1,970	Total	286,480	169,168
<i>Reduction</i>		<i>-44%</i>	<i>Reduction</i>		<i>-41%</i>

6.0 CONCLUSION

In conclusion, the main requirements of Milestone 1 of the PCP Program were successfully achieved with the development of a baseline Corporate and Community Emissions Inventory for the West Hants Regional Municipality. The baseline Corporate Inventory covered the 2018/2019 fiscal year, whereas the Community Inventory covered the 2016 calendar year. The emissions resulting from municipal operations and services, as highlighted in the Corporate Inventory, were 3,530 tCO₂ eq. Approximately 90% of emissions come from buildings and water and wastewater treatment facilities. The emissions resulting within the Municipality's geographical boundaries, as highlighted in the Community Inventory, were 286,480 tCO₂ eq. The majority of emissions come from residential energy use and the combustion of fuels used for on-road transportation. By 2030, it is expected that the Corporate and Community emissions will see a reduction of 44% and 41%, respectively. This reduction of emissions is subject to change with the decision of West Hants Regional Municipality to develop and implement action items to help mitigate the effects of climate change.

7.0 REFERENCES

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- WSP. (2020). *Corporate and Community GHG Inventory*. West Hants.

APPENDIX A – EMISSION FACTORS AND COEFFICIENTS

CORPORATE EMISSIONS INVENTORY		
2018/2019		
Activity Sector	Energy Source	Emission Factor
<i>Buildings</i>	Electricity	0.760 kg eCO ₂ /kWh
	Furnace Oil	2,762.90 g eCO ₂ /L
	Diesel	2,762.90 g eCO ₂ /L
	Gasoline	2,315.50 g eCO ₂ /L
<i>Street Lighting</i>	Electricity	0.760 kg eCO ₂ /kWh
<i>Vehicle Fleet</i>	Diesel	2,334.10 g eCO ₂ /L
	Gasoline	2,741.6 g eCO ₂ /L
<i>Water & Wastewater Treatment</i>	Electricity	0.760 kg eCO ₂ /kWh
	Diesel	2,762.90 g eCO ₂ /L
	Propane	1,547.80 g eCO ₂ /L
<i>Staff Business Travel</i>	Gasoline	2,741.6 g eCO ₂ /L

COMMUNITY EMISSIONS INVENTORY		
2016		
Activity Sector	Energy Source	Emission Factor
<i>Residential</i>	Electricity	0.760 kg eCO ₂ /kWh
	Light Fuel Oil	2.755 kg eCO ₂ /L
	Wood	19,903,333 kg eCO ₂ /PJ
	Propane	1.548 kg eCO ₂ /L
<i>Commercial/Institutional</i>	Electricity	0.760 kg eCO ₂ /kWh
	Light Fuel Oil	2.763 kg eCO ₂ /L
	Heavy Fuel Oil	3.176 kg eCO ₂ /L
	Propane	1,547.80 g eCO ₂ /L
<i>Industrial</i>	Electricity	0.760 kg eCO ₂ /kWh
	Light Fuel Oil	2.762 kg eCO ₂ /L
	Heavy Fuel Oil	3.178 kg eCO ₂ /L
	Wood Waste/Pulp Liquor	1,118,333 kg eCO ₂ /PJ
<i>Road Transportation</i>	Diesel	2,334.10 g eCO ₂ /L
	Gasoline	2,741.6 g eCO ₂ /L
<i>Agriculture</i>	Cattle (Enteric Fermentation)	128 kg CH ₄ /head
	Swine (Enteric Fermentation)	1.6 kg CH ₄ /head
	Cattle (Manure Management)	63 kg CH ₄ /head
		0.005 kg N ₂ O/head
	Swine (Manure Management)	13 kg CH ₄ /head
		0.005 kg N ₂ O/head

Appendix B
**2020-02-10 Setting Corporate and Community Greenhouse Gas
Reduction Targets Decision Request Report**



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request X	Councillor Activity ☐
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To: Members of Municipal Climate Change Action Plan Committee

Submitted by: _____
Casey Parker, Sustainability Planner

Date: 2021-02-10

Subject: Setting Corporate and Community Greenhouse Gas Reduction Targets

LEGISLATIVE AUTHORITY

Council Resolution to Join the FCM-ICLEI (Local Governments for Sustainability)
Partners for Climate Protection Program. (September 11, 2018)

DECISION REQUEST

Staff request direction from the Municipal Climate Change Action Plan (MCCAP)
Committee on setting a corporate and community greenhouse gas emissions reduction
target for Milestone 2 of the Partner's for Climate Protection program.

BACKGROUND

Property ☐	Public Opinion ☐	Environment X	Social ☐	Economic ☐	Councillor Activity ☐
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The Partner's for Climate Protection (PCP) program is a five-milestone program with the purpose of encouraging municipalities across Canada to take action to reduce greenhouse gas (GHG) emissions through the implementation of local action plans and emissions reduction targets. The program is administered and managed by the Federation of Canadian Municipalities (FCM) and International Council for Local Environmental Initiatives (ICLEI) – Local Governments for Sustainability. The milestone framework consists of the following [1]:

Milestone 1: "Create a Baseline Emissions Inventory and Forecast"

Milestone 2: "Set Emissions Reduction Targets"

Milestone 3: "Develop a Local Action Plan"

Milestone 4: "Implement the Local Action Plan"

Milestone 5: "Monitor Progress and Report Results"

The former Municipality of the District of West Hants (West Hants) joined the PCP program in September 2018. The West Hants Regional Municipality (WHRM) continues to be a member of this program. The baseline emissions inventory and business-as-usual forecast for West Hants required for Milestone 1 was completed by WSP and two (2) Dalhousie University co-op students in 2019. This work was not submitted to complete Milestone 1 as the former Town of Windsor (Windsor) data needed to be incorporated to develop a regional inventory. The inventory was updated in October 2020 to incorporate the corporate and community emissions from the former Town of Windsor. The Corporate Inventory highlights the emissions resulting from municipal services. The activity sectors included are buildings, street lighting, water and wastewater treatment, solid waste, and vehicle fleet. Staff business travel was added to the inventory as an optional sector as the data was available. The baseline year chosen for the Corporate Inventory was the 2018/2019 fiscal year. This decision was heavily based on data availability and accuracy. The results of the baseline inventory can be seen in Table 1 below. The total corporate greenhouse gas emissions were 3,530 tonnes of CO₂ equivalent (tCO₂ eq.). Approximately 50% of the total emissions result from the water and wastewater treatment activity sector. The buildings sector makes up the second largest amount of total emissions, representing approximately 39%.

Table 1 – Baseline Corporate Inventory Results (2018/2019)

Activity Sector	GHG Emissions (tCO₂ eq.)
Water & Wastewater Treatment	1,772
Buildings	1,387
Vehicle Fleet	192
Street Lighting	100
Solid Waste	53

Staff Business Travel	26
Total	3,530

The Community Inventory highlights the emissions within the Municipality. The activity sectors included are residential buildings, commercial buildings, industrial buildings, solid waste, and transportation. Agriculture was added as an optional activity sector as it is a key industry in West Hants. The baseline year chosen for the Community Inventory was 2016. This is because the development of the Community Inventory heavily relied on the use of Statistics Canada's Census data, with the most recent data being from 2016. The results of the baseline inventory are found in Table 2. The total community greenhouse gas emissions were calculated to be 286,480 tCO₂ eq.. The residential and transportation sectors made up the largest majority of emissions, responsible for 31.6% and 30.4%, respectively.

Table 2 - Baseline Community Inventory Results (2016)

Activity Sector	GHG Emissions (tCO₂ eq.)
Residential	90,502
Transportation	87,189
Commercial/Institutional	59,562
Industrial	32,657
Agriculture	12,782
Solid Waste	3,787
Total	286,480

Based on the inventory results, a business-as-usual emissions forecast was developed for 2030. The forecast was required to be 10 years from the baseline year, therefore 2030 was chosen for both corporate and community emissions. The forecast was based on a series of assumptions made by WSP based on provincial and national trends. The key assumptions were the following [2]:

- An emission factor reduction of 44% for electricity consumption;
- A 10% reduction in energy consumption;
- A 28% reduction in fuel rate;
- An increase of electricity used in residential sector for charging electric vehicles;
- An increase of registered vehicles by 15%; and
- That 10% of vehicles on the road will be electric vehicles.

This correlates to a reduction of 44% of corporate emissions and 41% of community emissions by 2030. However, it is important to note that these emission reductions are not entirely under the direct control of West Hants Regional Municipality, as they largely depend on the ability of Nova Scotia's power grid to become decarbonized [2].

In addition to completing the emissions inventory and forecast, WSP produced a GHG Emissions Background Study. The purpose of the study was to help inform the WHRM Council after the consolidation of West Hants and Windsor [3]. The Study highlights seven goals for reducing corporate emissions and corresponding actions items. Each action item explored in the Study includes a description, reduction outcome/performance target, anticipated impact, responsibility, contributors/stakeholder groups, implementation period/priority, monitoring process and cost/level of effort. The full list of action items can be found in the full report in Appendix A. Based on researched action items, WSP developed three GHG reduction scenarios: 'Safe', 'Balanced', and 'Dynamic'. The Safe Scenario is considered the lowest risk, requiring the least amount of effort and cost. It has the lowest potential for GHG reduction. The Balanced Scenario requires moderate effort and cost but has a greater potential for GHG reduction in comparison to the Safe Scenario. Lastly, the Dynamic Scenario is the greatest level of effort and the highest cost. This high risk will result in the greatest GHG reduction of all three (3) scenarios [3]. The emissions reduction was summed for each scenario; however, it is important to note that this is a rough estimation. This is largely due to the fact that many of the actions explored are based on promotion, education, and staff leadership activities with resulting emissions that are not possible to quantify. Three (3) targets were recommended based on each of the scenarios. Target 1 incorporates the GHG reduction from the Safe Scenario. Target 2 incorporates the GHG reduction from the Safe and Balanced Scenarios. Target 3 incorporates the GHG reduction from all scenarios. The three targets are the following:

Target 1: "5% reduction in corporate emissions + incalculable amount of reduction of both corporate and community emissions stemming from staff time" [3]

Target 2: "22% reduction in corporate emissions + incalculable amount of reduction of both corporate and community emissions stemming from staff time" [3]

Target 3: "42% or 46% reduction in corporate emissions + incalculable amount of reduction of both corporate and community emissions stemming from staff time" [3]

These emission reductions are in addition to the business-as-usual forecast for corporate emissions.

DISCUSSION

With the completion of Milestone 1 and the development of the Background Study, the next step of the program is to set emissions reduction targets for Milestone 2. In order to gain recognition for the Milestone, there are three requirements [4]:

1. "The target must clearly state whether it is for corporate or community emissions;
2. The target must be an overall GHG reduction, with the form, *% reduction from base year by target year; and*
3. The targets must be adopted by council resolution."

As a result of these requirements, a series of targets were generated for reducing corporate and community emissions. It is recommended that Council selects one corporate and one community target from below. Staff request the MCCAP Committee provide direction by recommending one (1) corporate and one (1) community target for Council to consider.

Corporate Targets

There are four (4) reduction targets for corporate emissions discussed below. These targets do not consider the reduction from the business-as-usual forecast. All four (4) targets are graphed in Figure 1.

a) **20% below 2018 levels by 2028**

This target is based on the PCP recommendation to achieve a 20 per cent reduction within 10 years. It is considered an appropriate target for many municipalities. This reduction would result in 2,842 tCO₂ eq. by 2028.

b) **5% below 2018 levels by 2030**

This target is based on Target 1 recommended in WSP's Emissions Background Study. This reduction would result in 3,353.5 tCO₂ eq. by 2030. However, it is important to note that this reduction does not include the incalculable amount of reduction stemming from staff time.

This is considered low risk with small effort and cost requirements. Actions that may be implemented to reach a 5% reduction are the same as those recommended by WSP, and as follows [3]:

POTENTIAL ACTION ITEMS

- "Perform internal building survey (i.e. ASHRAE Level 1 Energy Audit)"
- "Promote and celebrate energy efficient buildings"
- "Investigate 'bulk' purchase of electric vehicle and/or EV charging stations"
- "Explore options to include anticipated GHG emissions in staff reports for council and committees"
- "Explore funding for EV charging stations on municipal property"

c) **22% below 2018 levels by 2030**

This target is based on Target 2 recommended in WSP's Emissions Background Study. This reduction would result in 2,753.40 tCO₂ eq. by 2030. However, it is important to note that this reduction does not include the incalculable amount of reduction stemming from staff time.

This is considered medium risk with greater effort and cost requirements compared to Target 1. Actions that may be implemented to reach a 22% reduction (in addition to those previously mentioned) are as follows [3]:

POTENTIAL ACTION ITEMS

- "Behavioral Energy Efficiency Program"
- "Consider green power purchasing"
- "Fuel switching (heat pumps)"
- "Explore a corporate car sharing program"
- "Integrate GHG reduction strategies into HR policies"
- "Investigate optimizing business/work order travel"

d) **42% below 2018 levels by 2030**

This target is based on Target 3 recommended in WSP's Emissions Background Study. This reduction would result in 2,047.4 tCO₂ eq. by 2030. However, it is important to note that this reduction does not include the incalculable amount of reduction stemming from staff time.

This is considered high risk with the largest effort and cost requirements of the three targets proposed by WSP. Actions that may be implemented to a 42% reduction (in addition to those previously mentioned) are as follows [3]:

POTENTIAL ACTION ITEMS

"Detailed energy audits for the water and wastewater plants"

"Assessment for the Brooklyn Fire Station and Civic Centre"

"Investigate renewable energy opportunities (solar PV for the water and wastewater treatment plants)"

"Create a 'fleet management' program that introduces EVs over a multi-year timeline"

"Consider introducing carpool incentives for work travel"

"Consider hiring a dedicated GHG reduction employee"

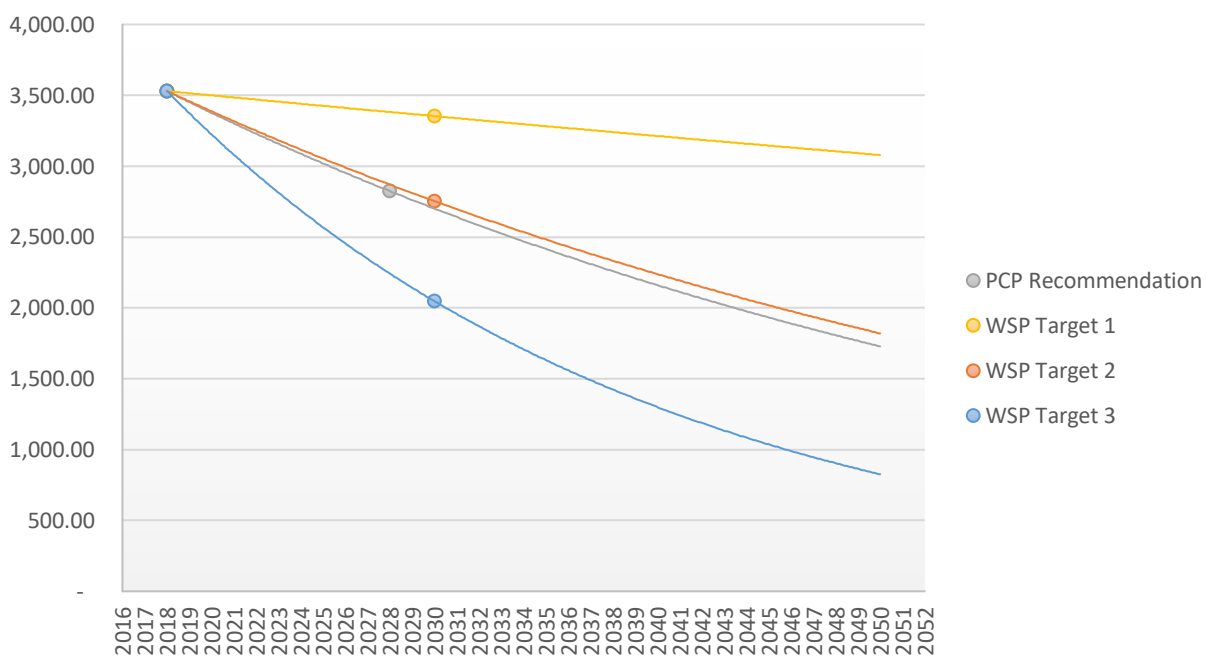


Figure 1 - Corporate Emissions Reduction Targets

Community Targets

There are four (4) reduction targets for community emissions discussed below. These targets do not consider the reduction from the business-as-usual forecast. All four (4) targets are graphed in Figure 2.

a) **6% below 2016 levels by 2026**

This target is based on the recommendation of the PCP Program to achieve a 6% reduction of community GHG emissions within 10 years. This target is much lower than the recommendation for corporate emissions due to that fact that the Community emissions are not entirely under the direct control of the

Municipality. This reduction would lead to total annual emissions of 269,290.26 tCO₂ eq by 2026.

b) 23.2% below 2016 levels by 2030

This target is based on the Government of Canada's target to achieve a 30% reduction of total emissions from 2005 by 2030. The 2005 community emissions in West Hants were never previously quantified, therefore they were approximated by scaling the Canada-wide emissions by population. Based on the 730 Mt of emissions released in Canada in 2005, the total emissions in West Hants were determined to be 0.314 Mt (314,303.04 tCO₂ eq.). With a 30% reduction, the emissions for 2030 in West Hants were predicted to be 220,012.13 tCO₂ eq.. In order to achieve this, a 23.2% reduction from the 2016 levels must occur.

c) 42.9% below 2016 levels by 2030

This target is based on the Government of Nova Scotia's target to achieve a 53% reduction of total emissions from 2005 by 2030. As previously mentioned, the 2005 community emissions in West Hants were never previously quantified. For this scenario they were approximated by scaling the Nova Scotia-wide emissions by population. Based on the 23.5 Mt of emissions released in Nova Scotia in 2005, the total emissions in West Hants were determined to be 0.348 Mt (347,792.36 tCO₂ eq.). With a 30% reduction, the emissions for 2030 in West Hants were predicted to be 163,462.41 tCO₂ eq.. In order to achieve this, a 42.9% reduction from the 2016 levels must occur.

d) 65% below 2016 levels by 2030

This target is based on the reduction required to meet the 1.5°C Global Warming pathway proposed by the Intergovernmental Panel on Climate Change (IPCC). Alternatively, the Paris Agreement suggests a 2°C Global Warming pathway. However, despite the small difference, limiting to 1.5°C greatly reduces the endangering impacts of global warming on the ecosystem and human health [5]. With little to no overshoot of the 1.5°C pathway, global GHG emissions are expected to reduce between 40% and 60% from 2010 levels by 2030 and become net-zero by 2050 [5]. In order to successfully achieve net-zero emissions by 2050, a 65% reduction based on 2016 levels is recommended for 2030. This pathway can be seen in Figure 2, where the 2030 emissions are expected to be 114,591.60 tCO₂ eq..

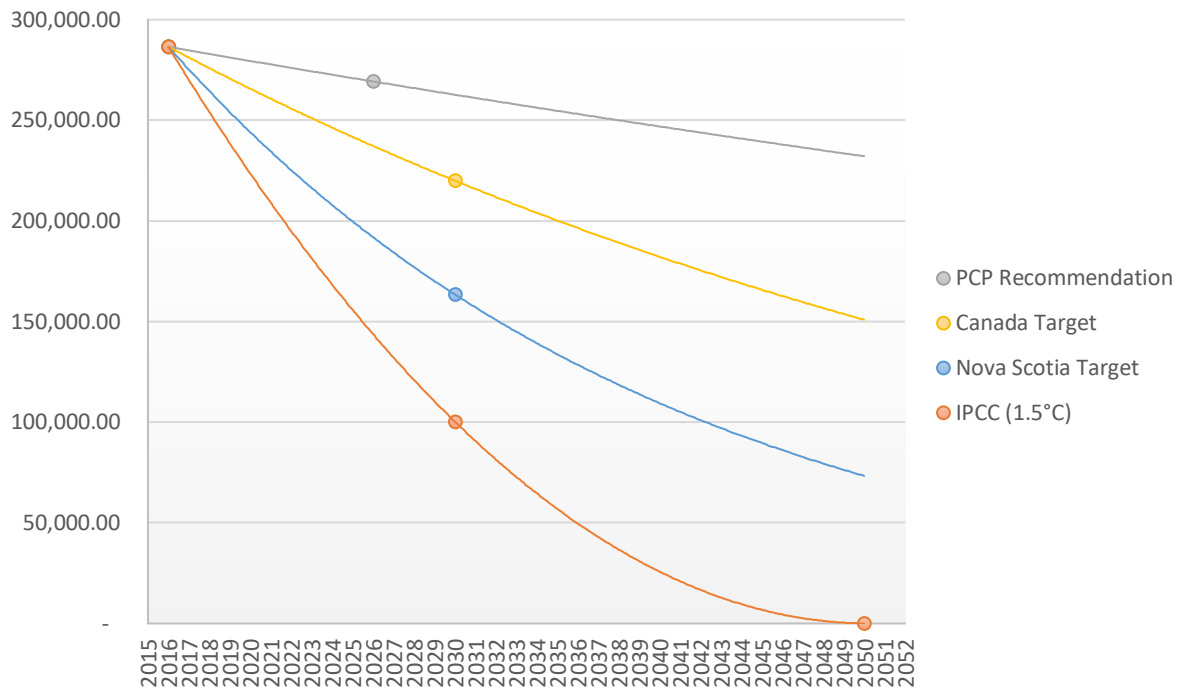


Figure 2 - Community Emissions Reduction Targets

Potential action items for reducing community emissions can be seen below [3]. While they cannot be directly quantified to determine the exact reduction impact, further details can be found in the report in Appendix A.

POTENTIAL ACTION ITEMS

"Train WH staff about efficiency N.S. programs to integrate into their day-to-day work and interaction with citizens"

"Investigate partnerships for renewable energy provision"

"Partner with efficiency N.S. to educate public on home renovation programs/incentives, overall reduced cost of living, etc."

"Consider adopting land use policies that mandate or encourage efficient/sustainable growth models"

"Explore potential partnerships for EV charging stations"

"Explore opportunities to create a 'transportation hub'"

"Integrate active transportation considerations into land use planning decisions"

"Explore options on P.A.C.E Programming"

"Promote desired actions, policies, and incentives to the provincial government"

“Make renewable energy investments and sustainability practices (current and future) visible and known to the community”

“Create food education programs in partnership with community and schools, including waste reduction”

“Local Procurement Policies”

NEXT STEPS

The MCCAP Committee may select one of the suggested corporate and community targets. In order to complete Milestone 2 of the PCP Program, Council would need to adopt corporate and community emissions target and provide a Council resolution of the targets chosen to the PCP program [1]. Once this is complete, a local action plan will be developed for Milestone 3. The local action plan will entail a description of the following [1]:

- The actions proposed in order to meet the chosen targets;
- The participation of the public and internal stakeholders in developing the plan;
- The potential cost and funding sources; and
- Responsibilities for the plan and proposed actions.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

Estimations for the cost of potential action items can be found in WSP’s Emissions Background Study in Appendix A. These estimations are not guaranteed and will require more further information when being implemented. Therefore, a more accurate estimation will be developed during the completion of Milestone 3 and 4.

ALTERNATIVES

In response to this report the MCCAP Committee can decide to delay recommending emissions targets until the local action plan has been developed for Milestone 3. This is an acceptable practice for the PCP program.

ATTACHMENTS

Appendix A Background Study on Actions to Reduce Greenhouse Gas Emissions in West Hants

REFERENCES

- [1] Federation of Canadian Municipalities, "Milestone Framework," [Online]. Available: <https://fcm.ca/en/programs/partners-climate-protection/milestone-framework>.
- [2] WSP, "Corporate and Community GHG Inventory," West Hants, 2020.
- [3] WSP, "Background Study on Actions to Reduce GHG Emissions in West Hants," 2020.
- [4] Federation of Canadian Municipalities, "Reaching Milestone 2: How to set emission reduction targets," 2016.
- [5] Intergovernmental Panel on Climate Change, "Summary for Policymakers," 2018.

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APPENDIX A

(see next page)

THE MUNICIPALITY OF WEST HANTS

BACKGROUND STUDY ON ACTIONS TO REDUCE GHG EMISSIONS IN WEST HANTS

FEBRUARY 24, 2020



FINAL REPORT

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1 INTRODUCTION

The Partners for Climate Protection (PCP) program is a network of Canadian municipal governments that have committed to reducing greenhouse gases (GHGs) and to act on fighting climate change. PCP is administered by the Federation of Canadian Municipalities (FCM) in partnership with the International Council for Local Environmental Initiatives (ICLEI). Since its inception, over 250 municipalities have joined PCP, making a public commitment to reduce emissions. The program consists of a framework to guide municipalities in reducing GHG emissions at both the corporate and community levels. This framework is comprised of five-milestones which include:

- Milestone 1: Creating a greenhouse gas emissions inventory and forecast
- Milestone 2: Setting an emissions reduction target
- Milestone 3: Developing a local action plan
- Milestone 4: Implementing the local action plan or a set of activities
- Milestone 5: Monitoring progress and reporting results

The GHG Inventory Report and Forecast, completed in 2019, meets Milestone 1 of the PCP program. The outcome of this Background Study was originally intended to deliver on Milestone 2 and 3 – to set a reduction target and developing a Local Action Plan for West Hants. Given the imminent consolidation with the neighbouring Town of Windsor, West Hants has decided to use this report as a Background Study to help inform the future Local Action Plan and emission reduction targets for the new municipal Council and staff of the Municipality of The Region of Windsor and West Hants Municipality.

This report outlines a series of actions from which the newly amalgamated Municipality can choose from to meet the goal for GHG reduction (to be set by the Regional Council). A description of each available action is also provided along with three GHG reduction scenarios that have also been provided to help to inform decision-making by the future Council.

This report is presented in the following five sections:

- 1** Introduction
- 2** Background Study Development
- 3** Recommended Goals and Actions
- 4** GHG Reduction Scenarios
- 5** Future Funding Options

It should be noted that the intent of Section 5 is not to create an exhaustive list of all funding streams, but to assist the future Municipality in implementing some of the actions suggested under this plan as well as build external partnerships that may help the Regional Municipality implement many of the longer-term actions presented in this report.

2 BACKGROUND STUDY DEVELOPMENT PROCESS

2.1 MUNICIPAL STAFF ENGAGEMENT

On the morning of November 12, 2019, Senior Municipal Staff were gathered for a workshop in West Hants Council Chambers to talk about opportunities and challenges in developing and implementing a Local Action Plan in Green House Gas reduction for the Municipality of West Hants. Participants included directors and managers from the Municipality of West Hants. An important consideration for the Municipality at this time is the upcoming consolidation with the Town of Windsor, slated to take place in April 2020. As such, some directors from the Town of Windsor and the future municipality were also invited to this workshop. A complete list of those invited and in attendance is included in Appendix A.

Participants were presented with the results of the Green House Gas (GHG) Inventory results produced by WSP previous to this Background Study and reviewed the current status of emissions at the corporate and community level. Staff then participated in a facilitated discussion on actions that could be taken to help reduce emissions at the corporate level.

Several themes emerged from this workshop, including:

- Decreasing the use of electricity in municipally-owned buildings by taking actions such as educating staff on how to reduce energy consumption and retrofitting old lightbulbs and appliances with energy efficient versions.
- Performing detailed energy audits of all municipal buildings and major equipment to prioritize the retrofitting or replacement of buildings or systems.
- Exploring the electrification of the corporate vehicle fleet and creating more efficient systems to deal with work orders, which could reduce duplication of GHG emissions.
- Exploring renewable energy sources that may help to reduce the municipal GHG emissions.
- Taking initiative, as the local government, to set an example of efforts to reduce GHG emissions and fight climate change within the Municipality.

The opportunities and actions which emerged through this workshop were used to inform the actions and goals found in this Background Study.

2.2 COMMUNITY STAKEHOLDER ENGAGEMENT

2.2.1 WORKSHOP FOR STAKEHOLDERS

Community stakeholders were invited on November 12, 2019 to participate in a workshop to speak to their experiences and goals for the Municipality in reducing GHG emissions. A complete list of those who attended this workshop is included in Appendix A. These stakeholders represent groups that work in the Climate Change, Energy, Local Food, Environmental, and other relevant sectors on either a local level or a provincial level.

Participants were also introduced to the results of the Community GHG Inventory and Forecast Report. This inventory showed that the greatest level of GHG emissions were related to residential activities (largely electricity use in homes) and road transportation. Following this presentation, participants were welcomed to highlight and have a discussion on opportunities that the Municipality could pursue which, based on their experience and/or their knowledge of West Hants, they felt would be positive steps in reducing community GHG emissions. Themes from this discussion included:

- Building partnerships with Efficiency Nova Scotia (and others who sponsor home energy retrofits) to better educate homeowners on available funding options for home energy upgrades.

- Investing in infrastructure for electric vehicles that could help both the corporate fleet and the community (i.e. charging stations, community car share, etc.).
- Encouraging land-use planning that fosters ‘complete communities’ and more walkable/bikeable communities that are close to amenities and schools.
- Advocating to the Province to reduce the percentage of energy that comes from fossil fuels and work towards further greening the power grid.
- Explore funding assistance programs and/or incentives for people in the municipality to reduce their GHG emissions.
- Making it easier for food and goods producers in the Municipality to sell their products and encouraging people in the Municipality to shop and eat local more often.

The opportunities and actions which emerged through this workshop were also used to inform the actions and goals found in this Background Study.

2.2.2 PRESENTATION OF DRAFT TO STAKEHOLDERS

Following the development of the first draft of this Background Study, stakeholders were invited to attend a presentation and discussion on January 29, 2020. A complete list of stakeholders in attendance has been included in Appendix A of this report.

The purpose of this meeting was to review the proposed Goals and Actions for GHG emission reduction and to collect stakeholder feedback on each of the specific actions. This feedback has been accounted for in this version of the Background Study. Broadly, feedback received from stakeholders included:

- The various organizations represented at the stakeholder table had information on partnerships and data access that the Municipality would have access to once the Goals and Actions are determined by the Regional Council.
- The report emphasized sustainable travel but more reference to Active Transportation (AT) was needed, especially if the Municipality hopes to access some of the sustainable transportation funding available from Provincial and Federal government levels.
- The idea of combining sustainable transportation actions (i.e. actions associated with car share, electric vehicles, active transportation, etc.) at a spatial location (i.e. a “Transportation Hub”) was favoured amongst the group of stakeholders, due to its visibility and convenience.
- Some stakeholders suggested solutions to energy efficiency issues that are being experienced in some of the Municipality’s buildings. These suggestions included ‘quick fixes’ that may be inexpensive but could have a larger impact.
- Marketing, outreach, and communication will be important to successfully implement the proposed Actions.

In addition to the general comments expressed above, stakeholders recommended further specific changes and adjustments to the proposed Actions to improve their effectiveness or to provide additional clarity.

2.3 MUNICIPAL CLIMATE CHANGE ACTION PLAN (MCCAP) COMMITTEE MEETING

Following the development of the first draft of this Background Study, the Municipal Climate Change Action Plan (MCCAP) Committee, along with some additional staff directors, were invited to a meeting to discuss the proposed actions.

Feedback collected from the MCCAP Committee spoke specifically to the suggested actions based on the experience of members of the Committee and staff. Information collected included:

- More information may be required on the Brooklyn Fire Centre, and it is recommended that an energy assessment be conducted to understand what further actions may help reduce the energy consumption of the building.
- It was noted that Solar P.V. payback period for the Water and Wastewater treatment plants is a long period.

- There are still some questions about the Corporate Car Sharing program and specifically, how that might work based on the Municipality's insurance for the corporate fleet. It was noted that this model has been successfully implemented in Quebec, but that Nova Scotia does not yet have any examples. Determining the insurance model would likely be up to the first Municipality who chooses to implement Corporate Car Sharing.
- It was noted that EfficiencyOne may have programs that could help fund the salary of a Climate Change-focused employee.
- There is some concern about the procedure for including estimated GHG emission impacts in Municipal Staff Reports to Council, specifically regarding how estimates might be made for multi-faceted projects, such as Land Use regulation amendments.
- It was recommended that Goal 7, which refers to Local Procurement, should be expanded beyond 'local food' to also include language referencing local goods and services as well.
- There was concern about whether the Municipality should be operating farmers markets, which was one interpretation of Action 7.4. It was noted that this is not something the Municipality is interested in becoming involved in, and therefore that language should be clarified in this Action to express that the Municipality would be supportive of their facilities being used by private entities for farmers markets and other local goods vending.
- There were questions surrounding the inclusion of transitioning to Electric Vehicles (EVs) in the Actions, specifically on whether the emissions savings of operating the EVs are significant given that there are emissions associated with production of the vehicles.
- It was noted that transitioning to an electric fleet might be more favourable if it was done in partnership with another municipality, or if another Nova Scotia municipality was to make the switch first.

3 RECOMMENDED GOALS AND ACTIONS

3.1 INTRODUCTION

The following sections highlight the recommended goals and actions that the Municipality of West Hants should consider to reduce corporate GHG emissions as well as to encourage practices amongst residents to help lower emissions produced by residents in the broader community.

A total of seven goals have been presented as part of this Background Study. Under each of the seven goals, a list of recommended actions has been provided. The Municipal Council, once amalgamated and elected, will have the opportunity to review the recommended goals and actions and define their Local Action Plan to reduce GHG Emissions.

GOAL 1 – REDUCE ENERGY CONSUMPTION FOR MUNICIPAL BUILDINGS

- 1.1 Perform internal building condition survey (i.e. ASHRAE Level 1 Energy Audit)
- 1.2 Consider performing detailed energy audits for the water and waste water treatment plants
- 1.3 Assessment of the Brooklyn Fire Station and Civic Center
- 1.4 Promote and celebrate Energy Efficient Buildings
- 1.5 Introduce a Behavioral Energy Efficiency Program (i.e. educate staff about how to reduce personal energy consumption)
- 1.6: Office Building location review

GOAL 2 – INTRODUCE RENEWABLE ENERGY TO MUNICIPAL BUILDINGS

- 2.1 Investigate fuel switching - heat pumps
- 2.2 Investigate renewable energy opportunities - solar PV for the water and waste water treatment plants
- 2.3 Consider Green Energy Purchasing (e.g., Bullfrog Power) OR investing in own renewables
- 2.4 Investigate partnerships for renewable energy provision

GOAL 3 – DEFINE A GREEN FLEET PROGRAM

- 3.1 Create a ‘fleet management program’ that introduces EVs over a multi-year timeline
- 3.2 Consider introducing carpool and bicycle incentives for work travel
- 3.3 Investigate ‘bulk’ purchase of electric vehicles and/or EV charging stations
- 3.4 Explore a corporate Car Sharing program

GOAL 4 – INVEST IN EDUCATION FOR THE COMMUNITY AND STAFF

- 4.1 Partner with Efficiency N.S. to educate public on home renovation programs/incentives, overall reduced cost of living, etc.
- 4.2 Train WH staff about Efficiency N.S. programs to integrate into their day-to-day work and interaction with citizens.
- 4.3 Consider hiring a dedicated Climate Change/Energy Efficiency employee

GOAL 5 – CREATE OPPORTUNITIES FOR WH TO SUPPORT THE COMMUNITY AND LEAD BY EXAMPLE

-
- 5.1 Integrate GHG reduction strategies to HR policies (i.e. introduce home-working and flex days)
-
- 5.2 Investigate optimizing business/work-order travel
-
- 5.3 Explore options on P.A.C.E. Programming
-
- 5.4 Promote desired actions, policies and incentives to the Provincial government (i.e. greening of grid would help municipalities achieve emission targets)
-
- 5.5 Consider adopting land-use policies that mandate or encourage efficient/sustainable growth models (i.e. creating walkable neighbourhoods or smaller lots, etc.)
-
- 5.6 Make renewable energy investments and sustainability practices (current and future) ‘visible’ and known to the community
-
- 5.7 Explore options to include anticipated GHG Emissions in staff reports for Council and committees
-

GOAL 6 – MAKE WEST HANTS MORE ELECTRIC VEHICLE AND ACTIVE TRANSPORTATION FRIENDLY

-
- 6.1 Explore potential partnerships for EV charging stations
-
- 6.2 Explore funding for EV charging stations on municipal property
-
- 6.3 Explore opportunities to create a ‘transportation hub’
-
- 6.4 Integrate active transportation considerations into Land Use Planning decisions
-

GOAL 7 – MAKE IT EASIER TO BUY FROM LOCAL VENDORS AND EAT LOCAL FOOD

-
- 7.1 Create food education programs in partnership with community and schools, including waste reduction
-
- 7.2 Review and amend policies to promote small-scale local agriculture
-
- 7.3 Local procurement policies
-
- 7.4 Make Municipal facilities available to local food and goods vendors
-

3.2 GOALS AND ACTIONS

The following section reviews each of the seven goals provided to the Municipality as well as the related actions that could be taken to achieve each goal. The following information has been provided for each action:

- 1 Action Description
- 2 Outcome/ Performance Target
- 3 Anticipated Impact (low, medium, high)
- 4 Authority Responsible for Action
- 5 Contributors / Stakeholder Groups
- 6 Implementation Period or Priority
- 7 Monitoring Process
- 8 Cost/ Level of Effort*

*Please note that Cost/Level of Effort are high-level estimates which have been determined by WSP professionals with experience in the field and based on 2019 cost models. The cost estimates account for capital costs and exclude internal Municipal staff time. Costs listed are not guaranteed and further investigation will be required by the Municipality when Actions are being pursued.

GOAL 1: REDUCE ENERGY CONSUMPTION FOR MUNICIPAL BUILDINGS

Energy use in Municipally-owned buildings accounted for 36% of the total GHG emissions produced in the corporate emissions report. Taking actions to reduce this energy consumption would be a significant step in reducing overall corporate GHG emissions. Some of the actions related to this goal are to establish baselines for how different buildings are performing or what ‘quick fixes’ might exist to improve energy consumption. Other actions are associated with anticipated replacements of systems as well as focusing efforts on staff building occupant education and outreach. Some actions can be quantified with estimated GHG reductions and/or targets, while others are associated with outcomes and performance targets that are not possible to measure numerically, but have other performance targets.

ACTION 1.1: PERFORM INTERNAL BUILDING CONDITION SURVEY

Description/
Detail of Actions

A condition survey, or ASHRAE Level 1 energy audit, is a walking tour conducted by internal staff to identify obvious opportunities for energy savings that can be implemented with minimal capital investment (repair or maintenance work) or even replacement of equipment that does not require in-depth technical analysis (e.g. inefficient lighting or windows, air leakage, smart metres etc.). It also makes it possible to identify areas that warrant further examination for potential energy savings opportunities or GHG reduction opportunities, such as fuel switching for heating systems. Natural Resources Canada has developed an Energy Savings Toolbox where checklists are provided to help in-house building condition auditing¹.

Condition surveys, if completed on buildings with electric heating and cooling systems, may be eligible for support from Efficiency Nova Scotia.

Condition surveys could be conducted for all buildings, but based on the GHG inventory, the following buildings should be prioritized:

- Brooklyn Fire Station and Civic Center
-

¹ NRCan (2018). Conducting an energy audit. <https://www.nrcan.gc.ca/energy/efficiency/energy-efficiency-industry/energy-management-industry/conducting-energy-audit/20401>

ACTION 1.1: PERFORM INTERNAL BUILDING CONDITION SURVEY

	- Municipal Building – 76 Morrison Dr. - Hants County Courthouse – 240 King St. - Town Hall – 20 Main St. - Hantsport Fire Department – 5 Oak St. - Public Works Shed – 19 Chittick Ave - Police Station – 3 Oak St.
Outcome / Performance Target	Typical savings associated with energy audits range from 5% to 20%. For a simple condition survey (ASHRAE Level 1 energy audit), the suggested reduction target is 5%, or 27.5 tCO ₂ e.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Municipality of West Hants, Department of Public Works
Contributors / Stakeholders	Efficiency Nova Scotia, QUEST Canada (funding or partnership), Nova Scotia Power (for Smart Metres)
Priority	Short-term
Monitoring Process and Period	Energy consumption should be tracked for each building that was audited and maintained or upgraded. Consumption should be compiled on a quarterly basis and compared (seasonally) to historical data to demonstrate energy savings.
Cost / Effort	Cost is equivalent to the time for internal staff to perform the audits. Alternatively, an outside consultant could be retained to audit the buildings. Cost for maintenance and upgrades to be identified based on audit findings.

ACTION 1.2: DETAILED ENERGY AUDITS FOR THE WATER AND WASTE WATER PLANTS

Description/ Detail of Actions	Detailed (ASHRAE Level 2) energy audits are used to investigate capital-intensive energy conservation measures and energy saving opportunities. This type of analysis requires technical skills and is typically conducted by experts. For West Hants, detailed energy audits should be conducted for the drinking water and wastewater treatment plants, as well as the water distribution system, which have some of the highest rates of electricity consumption amongst municipal assets. Condition surveys could be conducted for all buildings, but based on the GHG inventory, the following locations should be prioritized: - Falmouth Sewer Plant - 48 Falmouth Connector Road - Falmouth Water Plant - 242 Eldridge Street - Water Treatment Plant - 2160 Bishopville Road
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ACTION 1.2: DETAILED ENERGY AUDITS FOR THE WATER AND WASTE WATER PLANTS

Outcome / Performance Target	Typical savings associated with energy audits range from 5% to 20%. For a detailed energy audit (ASHRAE Level 2 energy audit), the suggested reduction target is 15%, or 109.62 tCO ₂ e.
Anticipated Impact (low, medium, high)	High
Responsible Authority	Municipality of West Hants, Department of Public Works
Contributors / Stakeholders	Engineering consultant
Priority	Long-term
Monitoring Process and Period	Electricity consumption should be tracked for each building that was audited and maintained or upgraded. Consumption should be compiled on a quarterly basis and compared (season) to historical data to demonstrate energy savings.
Cost / Effort	Budget cost of approximately \$12,000 / audit, however costs vary depending on requirements of audit and service provider. Cost for maintenance and upgrades to be identified based on audit findings.

ACTION 1.3: ASSESSMENT OF BROOKLYN FIRE STATION AND CIVIC CENTER

Description/ Detail of Actions	The Brooklyn Fire Station and Civic Centre was noted as the most energy intensive asset of the Municipality's portfolio. This was surprising to many, since it is a LEED Certified building which was commissioned in 2012. However, even buildings with energy efficient systems fall out-of-tune as buildings age and adjustments are made without fully considering energy impact. It is recommended that an assessment be completed to understand whether the building performance is meeting its original LEED standard and evaluating the building against other, similarly-sized buildings in Nova Scotia. Optimizing the performance and operation of a building's system is known as re-commissioning. NRCan is a leading advocate of recommissioning in Canada, as CanmetENERGY developed a guide to successfully use recommissioning (RCx) as a cost-effective method of improving performance and saving energy through a more rational operation of institutional and commercial buildings². Recommissioning begins with an in-depth investigation of existing system design, controls and as-operated performance. The resulting optimization recommendations (typically related to control adjustments, maintenance, and minor equipment retrofits) are then implemented. It was also suggested at the stakeholder meeting that small adjustments, such as automatic doors for the fire department
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² Natural Resources Canada, 2012, ecoENERGY Efficiency for Buildings,
https://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/oeef/pdf/Publications/commercial/pdf/CxRCx_eng.pdf

ACTION 1.3: ASSESSMENT OF BROOKLYN FIRE STATION AND CIVIC CENTER

	(through which heat is often lost) could be ‘quick fixes’ that may have a big impact.
Outcome / Performance Target	A Lawrence Berkeley National Laboratory survey reported median energy savings of 15% for an existing building sample with a median construction date of 1978.³ For the Brooklyn Fire Station and Civic Center, this translates into a reduction of 23 tCO_{2eq}.
Anticipated Impact (low, medium, high)	High
Responsible Authority	Department of Public Works
Contributors / Stakeholders	Engineering consultant
Priority	Long-term
Monitoring Process and Period	Electricity consumption should be tracked for this specific building. Consumption should be compiled on a quarterly basis and compared (season) to historical data to demonstrate energy savings.
Cost / Effort	Budget cost estimate of \$25,000 / audit, however costs vary depending on requirements of audit and service provider. Cost for maintenance to be identified based on audit findings.

ACTION 1.4: PROMOTE AND CELEBRATE ENERGY EFFICIENT BUILDINGS

	The corporate GHG inventory showed that some of the Municipality’s buildings are performing with high energy efficiency. This efficiency should improve and extend to other buildings as some of the actions associated with the Local Action Plan (GHG reductions) are implemented. West Hants should work to promote and celebrate energy efficient buildings in an effort to normalize energy efficiency as a positive action and to make energy efficiency more visible in the Municipality.
Description/ Detail of Actions	This could be accomplished by including updated information about building efficiency within the buildings, using pamphlets or posters. Information should be clear and simple, for example, the lights in this building are LEED, which use 75% less energy than a regular, incandescent lighting. Another tactic, as noted at the stakeholder meeting, is to show ‘How easy it is’ to transition a building and make it more energy efficient. The Municipality could take other actions, such as hosting tours of energy efficient buildings or promoting energy efficient actions by those using the buildings (i.e. encouraging people to take shorter showers at the gym, etc.). It was noted at the stakeholder meeting that promoting energy efficiency in Municipal buildings may also give the Municipality the opportunity to

³ Evan Mills et al. 2005, The Cost-Effectiveness of Commissioning New and Existing Commercial Buildings: Lessons from 224 Buildings, https://www.bcx.org/nbc/2005/proceedings/19_Piette_NCBC2005.pdf

ACTION 1.4: PROMOTE AND CELEBRATE ENERGY EFFICIENT BUILDINGS

	highlight local builders/tradespeople who can perform renovations and upgrades to make homes more efficient. Such lists already exist province-wide, as provided by Efficiency Nova Scotia and Nova Scotia Power. The Municipality could make this list readily available to people in West Hants.
Outcome / Performance Target	Increased awareness/literacy on the actions West Hants is taking to reduce GHG emissions, and increased literacy on energy efficiency that individuals can apply at home.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Planning & Development
Contributors / Stakeholders	Opportunity for a Planning intern to begin and/or operate this project
Priority	Short-term
Monitoring Process and Periodicity	Questions on building efficiency can be included in Community GHG reduction surveys – using baseline data from survey completed in 2019 about energy efficiency literacy. Survey should be updated to meet current needs and circulated annually.
Cost / Effort	The cost for printing promotional/celebratory materials upfront. Recurring every two-years as materials become outdated.

ACTION 1.5: BEHAVIORAL ENERGY EFFICIENCY PROGRAM

Description/ Detail of Actions	Energy consumption in office buildings is often as important when the building is not in use, as lighting, temperature control, and equipment are still in use. An awareness program can help boost employees' contributions to energy savings by doing simple zero-cost measures, such as ensuring that equipment is turned off when not in use. Another opportunity to influence employee behaviour is to encourage people to choose active modes of transportation where possible, when making trips for work. Ways to do this may include providing employees with an internal bike share program, providing bicycle parking at office locations, and allowing employees to take extra time out of their day to arrive at meeting locations. As with any other management system, tracking and reporting of results is important to sustain the motivation of employees. The awareness program can be developed and tailored to West Hants' needs by a summer student. There is plenty of material online to get inspiration: - BC Hydro - Employee awareness (2019) - Carbon Trust - Employee awareness and office energy efficiency (2019) - NRCan - Implementing an energy efficiency awareness program (2012).
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ACTION 1.5: BEHAVIORAL ENERGY EFFICIENCY PROGRAM

Outcome / Performance Target	Offer a first-time awareness session to 100% of the municipal employees. Offer a yearly refresher when presenting the yearly energy consumption.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Department of Planning; MCCAP Committee
Contributors / Stakeholders	University Student Interns
Priority	Medium-term
Monitoring Process and Periodicity	Electricity consumption should be tracked for this specific building. Consumption should be compiled on a quarterly basis and compared (season) to historical data to demonstrate energy savings.
Cost / Effort	No capital cost; staff time required.

ACTION 1.6: OFFICE BUILDING LOCATION REVIEW

Description/ Detail of Actions	The location of an office building can help to influence an employee's decision on what mode of transportation they might choose. For instance, if an office is located in a 'walkable' neighbourhood, which is within walking distance of residential areas and other commercial destinations, and has access to active transportation facilities like sidewalks, then employees are more likely to choose active transportation to get to work. It was noted by stakeholders that there is an opportunity during the consolidation process to consider transportation choices and walkability when determining the siting of the new Region of Windsor and West Hants Municipality Municipal office.
Outcome / Performance Target	New Municipal office located within a walkable area, close to other amenities and residential neighbourhoods.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Municipal Council (Staff TBD)
Contributors / Stakeholders	n/a
Priority	Short-term
Monitoring Process and Periodicity	One-time decision. However, walkability and proximity to other destinations could be a consideration of all Municipal buildings, when recapitalization or the need for a new building is being considered.
Cost / Effort	No capital cost; staff time required.

GOAL 2: INTRODUCE RENEWABLE ENERGY TO MUNICIPAL BUILDINGS

While Goal 1 aims to achieve efficiencies and reduce the amount of energy consumed by municipal buildings, Goal 2 is focused on the energy profile of the remaining energy needs for municipal buildings. Goal 2 focuses on switching to renewable energy sources. The following actions present options for switching to renewables and switching away from back-up energy that comes from non-renewable energy sources.

ACTION 2.1: FUEL SWITCHING - HEAT PUMPS

Description/ Detail of Actions	Facilities consume energy in many forms. In West Hants some facilities consume multiple fuels such as electricity, light fuel oil or propane. Fossil fuels such as light fuel oil emit GHGs as they are consumed. Converting heating equipment to use renewable fuels can be an attractive option for reducing GHG emissions. The greater the carbon load of the current fuel used, the more beneficial it is to switch to renewable energy. Fuel switching can also involve the replacement of oil-fired heating furnaces, boilers, and distributed equipment with high-efficiency electric heat pump alternatives, predominantly ground-sourced heat pumps, air-sourced heat pumps, variable refrigerant flow (VRF) heat pumps, etc. As Nova Scotia's electricity grid gets cleaner, electric heat pumps will offer significant carbon reduction potential. Highly-efficient electric heat pump operation is effective at most times of year but must be supplemented either with conventional electric resistance or combustion-based heating during times of extreme cold weather. Such hybrid systems are becoming relatively common. For West Hants, a technical and economic analysis for heat pumps should be completed for the following buildings: - Hants County Courthouse – 240 King St. - Hantsport Fire Dept – 5 Oak St. - Public Works Shed – 19 Chittick Ave - Police Station – 3 Oak St.
Outcome / Performance Target	Thermal exchange is considered to eliminate fossil fuel consumption, replaced instead by electric-powered air, ground or water-sourced heat pumps at each building. The conversion for the four buildings noted, would result in an immediate reduction of approximately 16 tCO₂e per year.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Department of Public Works
Contributors / Stakeholders	Engineering consultant
Priority	Medium-term
Monitoring Process and Periodicity	Electricity consumption should be tracked for this specific building. Consumption should be compiled on a quarterly basis and compared (seasonally) to historical data to demonstrate energy savings.

ACTION 2.1: FUEL SWITCHING - HEAT PUMPS

Cost / Effort	For air-source heat pumps, average costs are \$2,400/ton or \$65/m². This is WSP's estimate based on RSMeans Cost Books. This gives rise to a capital cost estimate of approximately \$310,000. This system is not expected to result in any change in maintenance costs relative to the hot-water systems.
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ACTION 2.2: INVESTIGATE RENEWABLE ENERGY OPPORTUNITIES - SOLAR PV FOR THE WATER AND WASTE WATER TREATMENT PLANTS

Description/ Detail of Actions	Solar PV generation refers to the installation of solar PV panels and ancillary equipment (inverters, racking, etc.) on site to produce renewable alternating current (AC) electricity for use at the facility. Small-scale systems are typically grid-connected without battery storage, with net metering available to "balance" hourly differences between facility electricity demand and system generation. For West Hants, there are a couple of options that could be considered. 1) a ground mounted solar PV system on the waste water treatment plant site (48 Falmouth Connector Road); or 2) "Floatovoltaic" systems, solar PV panels mounted on a floating rack system, for the Falmouth Water Treatment reservoirs at French Mill Lake and Davidson Lake. The ground mount and floatovoltaic systems are both scalable, meaning that they can start small and be expanded upon.
Outcome / Performance Target	From one site to another, variables like solar availability, utility rates, shading, and access to NSP distribution will all play a role in determining the capital cost and lifetime performance of a system. The site-specific viability of the property must be further assessed as a next step towards implementing this to the action plan. The potential GHG reductions are 244 tCO₂e for the ground mount PV system (13 ground mounted two-axis trackers, each supporting 50 PV panels) at the waste water treatment plant, and 300 tCO₂e for a floatovoltaic system, consisting of 1000 PV panels mounted on a floating racking system, installed on either French Mill Lake or Davidson Lake (note, this could scale up to 11,700 tCO₂e if both lakes were practically covered with solar PV panels).
Anticipated Impact (low, medium, high)	High
Responsible Authority	Department of Public Works
Contributors / Stakeholders	Engineering consultant
Priority	Medium-term
Monitoring Process and Periodicity	Feasibility study
Cost / Effort	1) \$557,700 for 650 panels, and 13 two-axis trackers (\$2,285/tCO₂e) 2) \$858,000 for 1000 panels on floating racking system (\$2,860/tCO₂e)

ACTION 2.2: INVESTIGATE RENEWABLE ENERGY OPPORTUNITIES - SOLAR PV FOR THE WATER AND WASTE WATER TREATMENT PLANTS

*Please note that the average cost per solar panel is between \$900-\$1,100 based on 2019 estimates. However, the cost per solar panel is reduced when 'buying in bulk'. Likewise, the cost of installation for the system remains relatively equivalent whether purchasing 10 or 1000 solar panels.

ACTION 2.3: CONSIDER GREEN POWER PURCHASING

Description/ Detail of Actions	Some Municipalities in Nova Scotia, in an effort to reduce their GHG emissions, have chosen to invest in renewable energy. This can be done in one of two ways: the first is to build and/or buy a portion of a renewable energy production facility like a solar field or a wind farm, as addressed above. The second option is green energy purchasing. In the latter scenario, providers own renewable energy production facilities and will put a customer's desired amount of renewable energy onto the electrical grid to offset the non-renewable sources. This allows the Municipality to offset their use to the extent that they desire. It was suggested that, instead of waiting for Nova Scotia Power to 'Green the grid', taking initiative would both help to reduce the Municipality's GHG emissions more quickly, could give the Municipality more energy-independence, and could help to set a strong example and create momentum for green initiatives within the community. Nova Scotia Power, when consulted as stakeholders, did note that in terms of reducing GHG emissions through green power, the preferable method is a 'community solar garden'. This entails a centrally-located Solar Photovoltaic (PV) system that provides electricity to participating subscribers and can sell 'extra' energy to the public energy grid.
Outcome / Performance Target	Transition the Municipality to a 50% renewable energy by 2022.
Anticipated Impact (low, medium, high)	High
Responsible Authority	All departments; CAO's office
Contributors / Stakeholders	Green Energy Purchasing provider
Priority	Long term
Monitoring Process and Period	Aim to achieve goal within 1.5 years
Cost / Effort	The incremental cost is \$0.0015 to \$0.025 per kWh, depending upon where the renewable energy certificate is purchased from. The corporate electricity consumption for buildings, street lights and water and waste water infrastructure is 1,979,427 kWh (2018-2019). If green power was purchased to offset 100% of the emissions corresponding to all electricity consumed by the corporate Municipality, the additional annual cost be \$3,000 to \$49,500, depending upon where the renewable energy certificate is purchased. If goal is to achieve an offset of 50% by 2022, the anticipated maximum cost annually would be approximately \$25,000.

ACTION 2.4: INVESTIGATE PARTNERSHIPS FOR RENEWABLE ENERGY PROVISION

Description/ Detail of Actions	Some Municipalities and organizations in Nova Scotia have already invested in renewable energy. There may be an opportunity to connect with these entities to either build a stronger understanding of investing in renewables for Municipal energy, or even partnering with these entities to purchase, build, or invest in renewables. Key organizations that provide programming for GHG reduction strategies include the Clean Foundation of Nova Scotia, Nova Scotia Power and EfficiencyOne, and the Nova Scotia Department of Energy and Mines.
Outcome / Performance Target	Build connections with others that may lead to partnerships for renewable energy production.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Planning & Development Department
Contributors / Stakeholders	n/a
Priority	Short-term
Monitoring Process and Period	Revisit option for partnerships every 3-5 years
Cost / Effort	No capital cost

GOAL 3: DEFINE A GREEN FLEET PROGRAM

A Green Fleet Program is comprised of several options and are based on the purchase of electric vehicles by the Municipality. Switching away from gas vehicles to electric vehicles can help a municipality to reduce the GHG emissions caused by their municipal vehicle fleet. However, it has been accurately pointed out that unless the Municipality invests in renewable energy production, or the Provincial energy grid is more quickly transitioned away from GHGs, electrifying the fleet likely will not have as significant of an impact in lowering GHG emissions.

ACTION 3.1: CREATE A 'FLEET MANAGEMENT PROGRAM' THAT INTRODUCES EVS OVER A MULTI-YEAR TIMELINE

Description/ Detail of Actions	It was suggested that a longer-term Fleet Management Program could help the Municipality to plan for the future, which would see traditional gasoline vehicles being phased out and electric vehicles being phased in. This Management program would track the maintenance and operational costs and determine yearly capital funding needed to transition to EVs. In addition to the reduction of GHGs, one of the biggest benefits to introducing EVs is the reduced refueling costs, electricity being far cheaper than fuel at the pump. Fleet managers will identify and select the lowest carbon options which will continue to meet their operation needs. Once done, it will be possible to establish a vehicle replacement schedule. When fleet managers have an accurate understanding of the type and quantity of zero-emission vehicles they intend to purchase over the long
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ACTION 3.1: CREATE A 'FLEET MANAGEMENT PROGRAM' THAT INTRODUCES EVS OVER A MULTI-YEAR TIMELINE

term, they can model the infrastructure needed to support the operation of these vehicles.

The Clean Foundation has a program called 'Next Ride' that the Municipality may want to participate in prior to undertaking their fleet management program. Next Ride team members will visit the Municipality and bring electric vehicles with them to allow individuals to test drive and learn more about EV ownership and maintenance. This could help increase literacy about EVs amongst staff and could also help those managing the fleet to have an opportunity to ask questions and review concerns with knowledgeable individuals.

It was noted by stakeholders that in some instances, having a private car share company located in the Municipality can be a good, lower-cost opportunity for the Municipality to use these cars for non-work-order related business travel. An agreement with a Municipality for a certain level of service can encourage a car share company to locate in the Municipality, and this also helps to provide an additional transportation option to residents in West Hants.

Replace municipal vehicles with electric vehicles that meet operational needs, when available. Anticipated reduction in energy consumption between a conventional vehicle and an electric vehicle has been estimated based on the 2020 Grid Intensity of the Nova Scotia Power energy profile, and the 2030 estimated Grid Intensity used in the West Hants GHG Emissions Inventory. The following table compares Gas and Diesel vehicles of different sizes to their electric counterparts and represents the anticipated reduction in GHG emissions per vehicle. These numbers can be used to estimate the anticipated reductions of a Fleet Management Program, based on the targets and goals set in the Program for replacement of conventional vehicles to electric vehicles.

Outcome / Performance Target

Nova Scotia	2020	2030
Gas --> Electric	kg CO _{2e} /km	kg CO _{2e} /km
Passenger Car	-0.071	-0.073
Passenger Truck	-0.090	-0.092
Light Commercial Truck	-0.074	-0.080
Diesel --> Electric	kg CO _{2e} /km	kg CO _{2e} /km
Passenger Car	-0.073	-0.060
Passenger Truck	-0.215	-0.237
Light Commercial Truck	-0.186	-0.199

Please note that this reduction has not been accounted for in the Scenario calculations under Section 4 of this Plan, due to the variability of targets and goals in the Fleet Management Program.

Anticipated Impact
(low, medium, high)

Medium

ACTION 3.1: CREATE A 'FLEET MANAGEMENT PROGRAM' THAT INTRODUCES EVS OVER A MULTI-YEAR TIMELINE

Responsible Authority	Procurement
Contributors / Stakeholders	Electric Vehicle Dealer
Priority	Long-term
Monitoring Process and Period	Yearly with the municipal budget.
Cost / Effort	Capital cost of acquiring an EV when the fleet needs a replacement. Basic electric vehicles for non-work-order staff travel cost approximately \$30,000, based on 2019 numbers.

ACTION 3.2: CONSIDER INTRODUCING CARPOOL AND BICYCLE INCENTIVES FOR WORK TRAVEL

Description/ Detail of Actions	Transportation is on average the second largest expense for Nova Scotia households. In West Hants, there are few incentives to carpool although a high portion of the population work daily in HRM. The Municipality could play a leading role to promote carpooling. Additionally, many lots around the Municipality have the potential to function as carpool lots. While influencing residents in the Municipality to carpool may be a longer-term goal complete with providing more carpooling lots and investigating rapid bus transit to HRM, there is an opportunity to influence Municipal Staff behaviour in the meantime.
	Municipal Staff themselves could receive incentives to carpool to work or for work trips. Such incentives to carpool – like more flexible arrival times to work or increased re-imbursement rates for carpooling for a work trip instead of taking individual – would encourage more frequent carpooling. Additionally, it was noted that while employees get reimbursed for work travel in their personal vehicles, the same is not true for personal bicycles. The Municipality could introduce a ratio like that for car travel, so as to encourage employees to choose an active mode of transportation and pay them a small stipend for making this choice.
	In addition to carpooling and AT incentives, it was mentioned by stakeholders that programs like 'guaranteed ride home' have helped to shift employee travel choices in other Municipalities. These programs guarantee employees who carpool an allotted number of taxi chits, which, in case of emergency or change in circumstance, they won't be 'stranded' without a car. It was noted that these programs can help alleviate the anxiety of not having a personal vehicle at work.
Outcome / Performance Target	Increase of carpooling among the community and Municipal Staff – eliminating redundant trips by two people traveling to and from the same location.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	CAO

ACTION 3.2: CONSIDER INTRODUCING CARPOOL AND BICYCLE INCENTIVES FOR WORK TRAVEL

Contributors / Stakeholders	Public Works, Finance
Priority	Long-term
Monitoring Process and Period	Changes made during HR policies review. Twice-yearly review of program uptake to help estimate GHG reductions.
Cost / Effort	Capital costs associated with increasing staff reimbursement rate for work travel.

ACTION 3.3: INVESTIGATE 'BULK' PURCHASE OF ELECTRIC VEHICLES AND/OR EV CHARGING STATIONS

Description/ Detail of Actions	As demand grows for electric vehicles, maintaining supply has been difficult for producers and the vehicles remain expensive in upfront cost in comparison to their gasoline counterparts. Most EV charging currently takes place in the home. In order for EVs to gain widespread consumer adoption, it is critical for an infrastructure of electric vehicle supply equipment (EVSEs) to exist outside the home; at work as well as at population destination points. The cost of installing a charger varies with its power capacity. Although higher power chargers can provide a quicker charge, they are also more expensive. Costs may sometimes fall if chargers are installed in bulk (such as for apartment complexes), although this depends on available power capacity on the site. It is possible that West Hants could take part in a bulk purchase of EVs and EV charging stations, in partnership with interested individuals from the Municipality. This could help to 'kick-off' the presence of EVs in West Hants and make them more affordable. Municipal Staff would have to investigate that avenue. It was noted that currently, there are no EV charging stations located in West Hants. For a full list of publicly-available charging stations in Nova Scotia, visit the Nova Scotia Power website.
Outcome / Performance Target	Staff Report on the financial implications of purchasing in bulk EV and/or EV charging stations to inform Council.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Procurement
Contributors / Stakeholders	Finance, CAO
Priority	Short-term
Monitoring Process and Period	Annual reporting
Cost / Effort	No capital cost for the investigation. Exact cost to be determined by staff report.

ACTION 3.4: EXPLORE A CORPORATE CAR SHARING PROGRAM

Description/ Detail of Actions	The SAUVÉR program allows municipalities to share with their partners and citizens the use of vehicles. It is a tool that combines cost-cutting targets and provides alternative mode of public transportation for communities using greener vehicles (all-electric vehicles, plug-in hybrid vehicles, hybrid vehicles). During business hours, the vehicles are used as the municipal fleet. Outside business hours, the cars are made available to a public car-sharing program. While optimizing the use of fleet vehicles among employees and other potential users, provide a public transit service tailored to specific needs. Staff need to explore the feasibility of this project in terms of liability and insurance. It was noted by stakeholders that the Clean Foundation's 'Next Ride' program may offer a model for insurance, since that program allows multiple drivers to test ride vehicles owned by the Clean Foundation.
Outcome / Performance Target	Staff Report on the implications of implementing a corporate car sharing program to inform Council. Performance target is to normalize and popularize car-sharing and electric vehicles, while providing sustainable transportation options to people of all income levels.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Public Works, Procurement
Contributors / Stakeholders	Finance, YHC Environment
Priority	Medium term
Monitoring Process and Period	Annual Reporting
Cost / Effort	Based on preliminary research based on 2019 numbers, the costs for electric vehicles range from around \$30,000 at the lower end for smaller models like the Nissan Leaf or the Chevrolet Bolt, to \$70,000 at the higher end for larger models like the Tesla Model X. A corporate car-sharing program itself is not anticipated to add costs to having an electric Municipal Fleet. FCM offers funding through its Municipalities for Climate Innovation Program.

GOAL 4: INVEST IN EDUCATION FOR THE COMMUNITY AND STAFF

An important element of making investments that will reduce GHG emissions is coupling these efforts with education that will make the actions more sustainable and better supported on a long-term basis. This goal aims to facilitate actions that will empower municipal staff and the community in the Municipality to make decisions or take actions that collectively can help to reduce GHG emissions. Such suggested activities under this Goal included the public ‘open streets’ days where education can take place, in addition to the suggested Actions under this Goal. The following actions do not have numeric values of the GHG reduction associated with them, however as the programing grows out of these actions, numeric values will likely be appropriate and can contribute to the GHG reduction in the Municipality.

ACTION 4.1: PARTNER WITH EFFICIENCY N.S. TO EDUCATE PUBLIC ON HOME RENOVATION PROGRAMS/INCENTIVES, OVERALL REDUCED COST OF LIVING, ETC.	
Description/ Detail of Actions	It was suggested that while programs exist from Efficiency NS, Nova Scotia Power, and the Clean Foundation that might help residents of West Hants retrofit their homes for energy efficiency, many members of the community are unaware of them. The Municipality could work together with these service/program providers to expand the information available to the West Hants community on these programs and how home renovations that promote efficiency can save them significant amounts of money, long-term. This promotion could be through existing avenues that Efficiency NS, Nova Scotia Power, and Clean Foundation already use, like brochures and posters, in key locations around the Municipality.
Outcome / Performance Target	More uptake on Efficiency NS programs in West Hants
Anticipated Impact (low, medium, high)	High
Responsible Authority	Planning & Development Department
Contributors / Stakeholders	Efficiency Nova Scotia (EfficiencyOne), Nova Scotia Power, Clean Foundation of Nova Scotia
Priority	Short-term
Monitoring Process and Period	Tracking the number of homeowners in WH who have used the program annually
Cost / Effort	Estimated capital costs include cost of printing and other promotional activities. Staff time should also be accounted for.

ACTION 4.2: TRAIN WH STAFF ABOUT EFFICIENCY N.S. PROGRAMS TO INTEGRATE INTO THEIR DAY-TO-DAY WORK AND INTERACTION WITH CITIZENS.

Description/ Detail of Actions	Complimentary to educating the public on programs that are available for home efficiency improvements is educating Municipal staff, during their interactions with the community, to be able to speak helpfully about various programs that may be available. West Hants staff, especially Planning & Development staff, speak to individuals and developers who are developing or renovating houses frequently and as such, there is an opportunity for them to make suggestions about how greater energy efficiency may be achieved through participation in one of the Efficiency NS, Nova Scotia Power, or Clean Foundation programs. This action would have WH staff trained on these programs with the help of program administrators from the respective organization, and then encouraging staff when interacting with the public and developers on projects, permitting, and things pertaining to home and business ownership, to share the potential to take advantage of these programs.
Outcome / Performance Target	More uptake on Efficiency NS, Nova Scotia Power, and Clean Foundation programs in West Hants. More citizen support for the Municipality to take action on efficiency and GHG emissions reductions.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Planning & Development Department
Contributors / Stakeholders	Efficiency Nova Scotia (EfficiencyOne), Nova Scotia Power, Clean Foundation of Nova Scotia
Priority	Short-term
Monitoring Process and Period	Tracking the number of homeowners in WH who have used the program annually.
Cost / Effort	No capital cost anticipated, however staff time and training would be required.

ACTION 4.3: CONSIDER HIRING A DEDICATED GHG REDUCTION EMPLOYEE

Description/ Detail of Actions	During the staff stakeholder workshops, it was noted that many of the actions in this Background Study rely on projects that will be ongoing for many years and will require a 'point person' to manage them. It was suggested that the responsibility for this could be given to a dedicated GHG reduction program employee. This employee would be responsible for liaising with all departments involved, with community groups, with provincial partners, and monitoring the status of projects. Stakeholders noted that partial funding for this employee may be available through a grant from Efficiency Nova Scotia. Additionally, it was noted by staff stakeholders that a budget to implement projects would be required for this employee. It was suggested that to offset the cost, local university students could be hired to do supporting research and help the employee run programs to carry out these actions.
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ACTION 4.3: CONSIDER HIRING A DEDICATED GHG REDUCTION EMPLOYEE

Outcome / Performance Target	Streamlined tracking of GHG reduction projects under one manager to keep Municipality on-track with goals and keep projects running over longer periods of time.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	CAO's Office
Contributors / Stakeholders	n/a
Priority	Long-term
Monitoring Process and Period	n/a
Cost / Effort	Exact cost to be determined by CAO's office for salaried employee.

GOAL 5: CREATE OPPORTUNITIES FOR WEST HANTS TO SUPPORT THE COMMUNITY AND LEAD BY EXAMPLE

The GHG Emissions Inventory shows that the Municipality itself contributes only a small fraction of the overall GHG Emissions in West Hants. Most emissions are associated with the community – specifically, in the residential and transportation sectors. As such, the Municipality's capacity to effect change is much greater if members of the community are encouraged to and see a strong example of reducing their GHG emissions. Likewise, the Municipality, as an employer, has an opportunity to set an example for other businesses in West Hants.

ACTION 5.1: INTEGRATE GHG REDUCTION STRATEGIES INTO HR POLICIES

Description/ Detail of Actions	It was indicated that a review of HR policies is ongoing (winter 2019-2020). This was highlighted as an opportunity to build increased flexibility into work hours and/or working location to help employees take individual actions to reduce the GHG emissions associated specifically with traveling to and from work. Initiatives suggested include: - 'Home-working' days – a pre-fixed day per week or bi-weekly that individual employees can work from home - 'Flex' Days – employees can choose to work extra hours to achieve their bi-weekly salaried hours (i.e. taking a shorter lunch; staying later in the afternoon; etc. to achieve e.g. 70 hour work week) and then take a day off at the end of the bi-weekly period. - More flexible arrival/departure times: it was noted that being able to arrive later and leave later, within reason, would help employees to carpool with friends or spouses, thereby reducing their emissions getting to/from work.
Outcome / Performance Target	Employees using their personal vehicles for commute to work 1 or more fewer day(s) per month.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	All non-essential WH staff members and their managers (managers tracking employee activities)
Contributors / Stakeholders	n/a

ACTION 5.1: INTEGRATE GHG REDUCTION STRATEGIES INTO HR POLICIES

Priority	Medium-term
Monitoring Process and Periodicity	Ask employees to self-monitor and managers to report to CAO on reductions in employee commutes.
Cost / Effort	No capital cost.

ACTION 5.2: INVESTIGATE OPTIMIZING BUSINESS/WORK-ORDER TRAVEL

Description/ Detail of Actions	Work travel for the Public Works and Parks departments in West Hants is necessary to complete work orders. It was noted that ‘optimizing’ work orders to optimize work travel is a method that may help to reduce the GHG emissions associated with individual work orders. The intention of this would be to better plan work-order travel to take place on a locational basis. For example, if there are two jobs required in Brooklyn in one week, those jobs would be scheduled for the same day. The first option is to optimize work orders ‘in house’. There are many Municipalities who optimize their scheduling internally – with one manager directing and organizing the work orders like this. The second option is to purchase and utilize available Software which can then be programmed to optimize work-order travel. Some such Softwares include: - Hippo CMMS Software: incorporates work order management, preventive maintenance, and inventory management to create an optimized maintenance management plan - City Works Software: uses GIS to group assets by location, type, age, etc. to create work orders-work flow for both scheduled and reactive work. - Accela Work Crew: uses company smart phones to schedule and track work-orders as they are completed.
Outcome / Performance Target	Reduction in work-order redundancies. More information needed on work-orders to determine exact calculation.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Public Works Department / Parks Department (each authority responsible for department work orders)
Contributors / Stakeholders	n/a
Priority	Medium-term

ACTION 5.2: INVESTIGATE OPTIMIZING BUSINESS/WORK-ORDER TRAVEL

Monitoring Process and Periodicity	Annual monitoring of number of work-order trips.
Cost / Effort	Option 1 – no capital cost. Option 2 – price of Software varies.

ACTION 5.3: EXPLORE OPTIONS ON P.A.C.E. PROGRAMMING

	Explore building a partnership with Clean Foundation of Nova Scotia to introduce a Property Assessed Clean Energy (P.A.C.E.) financing model. The financing is structured around a Municipal funding model wherein a pre-determined amount is allocated each year and financing is available on a first come-first served basis. The Province will provide the Municipality with start-up funding for this program, and then the Municipality commits to funding the program during following years.
Description/ Detail of Actions	P.A.C.E. programming helps individuals to do energy retrofits to their homes with financing from the Municipality. The first step is a Home Energy Assessment, which helps to determine whether a home is eligible for financing and what upgrades a home may be eligible for. These could include energy efficient windows and doors, insulation, heat pumps, solar panels, etc. The homeowner pays back the loan over the course of a 10-year (or as desired) payment period. It has been suggested that West Hants could form a partnership to deliver this program, and that funding sources for the financing could come from the Gas Tax revenue and/or existing Municipal capital funds that have been allocated for 'future' expenditures.
Outcome / Performance Target	Intended outcome of a P.A.C.E. program is that the yearly financing is 100% allocated and, as such, a pre-determined number of homes in the Municipality are becoming more energy efficient each year. Energy consumption reductions vary depending on house age, condition, and improvements made. However, estimates from Nova Scotia have shown that investments under \$5,000 can result in a reduction of 4 tCO ₂ e per year.
Anticipated Impact (low, medium, high)	High
Responsible Authority	Planning & Development
Contributors / Stakeholders	Clean Foundation of Nova Scotia / Province of Nova Scotia
Priority	Long-term
Monitoring Process and Periodicity	Annual reporting.
Cost / Effort	Determined in partnership with Clean Foundation – dependent on how many homeowners Municipality wants to finance at once.

ACTION 5.4: PROMOTE DESIRED ACTIONS, POLICIES AND INCENTIVES TO THE PROVINCIAL GOVERNMENT

Description/ Detail of Actions	The Municipality recognizes, through the GHG Inventory, that energy consumption is one of the major contributors to overall GHG emissions in the Municipality. This is due to the Municipality's use of the Provincial energy grid, which still uses a greater percentage of coal-powered energy than the other Provincial energy providers in Canada. Knowing this, Municipalities in Nova Scotia who have GHG reduction targets often utilize existing chances for collaboration and support to advocate for a faster transition away from fossil fuels and towards renewable energy. This action can be accomplished through channels and avenues that already exist. For instance, inviting representatives from Nova Scotia Power to attend the GHG Emissions Inventory presentation and workshop was a good opportunity to provide feedback to the service provider that West Hants will need a Provincial commitment to 'greening the grid' to help meet the GHG reduction targets.
Outcome / Performance Target	More frequent communication with Provincial decision-makers and Nova Scotia Power regarding West Hants GHG reduction targets and the provincial energy grid.
Anticipated Impact (low, medium, high)	High (potential)
Responsible Authority	All Departments – Managers & CAO
Contributors / Stakeholders	n/a
Priority	Long-term
Monitoring Process and Periodicity	n/a
Cost / Effort	No capital cost

ACTION 5.5: CONSIDER ADOPTING LAND USE POLICIES THAT MANDATE OR ENCOURAGE EFFICIENT/SUSTAINABLE GROWTH MODELS

Description/ Detail of Actions	The link between GHG emissions and land use planning is well-established in scholarship (for a summary, see CIP Briefing⁴). As such, a recommended action is for the Municipality to emphasize policies that drive efficient growth and development when reviewing their Municipal Planning Strategy and Land Use By-law. Such policies should seek to permit growth and development in such a way that does not necessitate the use of a car. Examples of this include: - Policies regarding the citing of community centres and facilities close to existing residential or commercial areas;
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⁴ Climate Brief: Climate Change and Land Use Planning. CIP, 2018. URL: https://www.cip-icu.ca/getattachment/ca4806bb-0c53-4ad6-a4c6-47fe0c9e0d51/Climate-Brief_Land-Use-Planning-bm.pdf.aspx

**ACTION 5.5: CONSIDER ADOPTING LAND USE POLICIES THAT MANDATE OR ENCOURAGE
EFFICIENT/SUSTAINABLE GROWTH MODELS**

- Policies to reduce lot sizing and citing requirements, including greater lot coverages permitted and less lot frontage and area required;
- Policies to permit a variety of housing forms, including medium-to-high density forms like townhomes and small multi-unit buildings
- Policies to encourage or incentivize ‘infill’ development in/around existing residential and commercial areas, as opposed to large-scale green field development (i.e. greater permissions for density in these areas)
- Policies to support the existing Active Transportation Plan in implementation.
- Policies to introduce mixed use zoning in more residential areas, which results in the development of amenities like a corner store, pharmacy, daycare, etc. to be located closer to or within existing residential neighbourhoods.

Another important initiative will be to review the policies of the Active Transportation Plan to focus on reducing GHG emissions through providing better active transportation opportunities and to update these policies, where necessary, to match initiatives under the Municipality’s future Local Action Plan. Keeping these Plans up-to-date with new information can help to ensure that the Municipality is taking all available actions to encourage the use of active transportation, so as to result in reduced GHG emissions from transportation.

Outcome / Performance Target	Results in a reduction of GHG emissions from the transportation/housing sector over a long period of time. Reduction in percentage of car ownership/number of cars per household would be a good starting place (with data available from the census).
Anticipated Impact (low, medium, high)	High
Responsible Authority	Planning & Development
Contributors / Stakeholders	Council – requires political will
Priority	Medium-term
Monitoring Process and Periodicity	Census-year monitoring – every 5 years for 25 years.
Cost / Effort	No capital investment.

ACTION 5.6: MAKE RENEWABLE ENERGY INVESTMENTS AND SUSTAINABILITY PRACTICES (CURRENT AND FUTURE) ‘VISIBLE’ AND KNOWN TO THE COMMUNITY

Description/ Detail of Actions	Celebrating the efforts associated with the Local Action Plan (once determined by Council and staff) are important for introducing the goals to the community and garnering and maintaining buy-in. This is especially important if/when the Municipality makes a monetary investment, the success of which depends on positive public perception. The Municipality should aim to include promoting sustainable practices and renewable energy projects, when being pursued or completed, in all correspondence to residents of the Municipality. This includes using newsletters and social media, but also making an effort to do wayfinding and signage in and around buildings where renewable energy and sustainability practices are featured. For example, the tendency when introducing solar panels is to install them with little visibility. This action would encourage making solar panels more visible or, at the very least, putting up wayfinding signage close to the pedestrian paths around the building.
Outcome / Performance Target	More overall awareness as measured in annual GHG literacy community survey.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Parks / Planning & Development Departments
Contributors / Stakeholders	Marketing Consultant – for a communications/marketing program like this, it may be pertinent to hire a marketing consulting firm.
Priority	Long-term
Monitoring Process and Periodicity	n/a
Cost / Effort	Costs associated with hiring a marketing consultant through an RFP process; capital costs associated with promotion materials.

ACTION 5.7: EXPLORE OPTIONS TO INCLUDE ANTICIPATED GHG EMISSIONS IN STAFF REPORTS FOR COUNCIL AND COMMITTEES

Description/ Detail of Actions	In West Hants’ pre-formatted ‘Staff Report’, which goes either directly to Council or to a review Committee and then to Council, there is a subheading that asks the author of the report to consider Financial Implications in the proposed project. This action suggests including ‘Greenhouse Gas Emissions Implications’ as a subheading in the pre-formatted staff report. This would compel the Municipal staff authoring the staff report to consider the emissions associated with the proposed project and, therefore, help Council and other committees to make decisions and recommendations based on a consideration of whether the actions taken would negatively or positively impact the Municipality’s GHG reduction goal. To integrate this subheading and streamline the consideration process for staff, it may be necessary to hire a climate change consultant on retainer
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ACTION 5.7: EXPLORE OPTIONS TO INCLUDE ANTICIPATED GHG EMISSIONS IN STAFF REPORTS FOR COUNCIL AND COMMITTEES

	who can assist staff in making estimated calculations when drafting this section of the report. The alternative would be to hire a climate change consultant to develop a ‘checklist’ system that helps employees arrive at a ‘low’, ‘medium’, or ‘high’ impact on GHG emissions for potential projects. It was noted during the stakeholder engagement meeting that this may be difficult for certain types of staff reports, and further categorization of reports may be necessary in order for a climate change consultant to provide assistance developing a program.
Outcome / Performance Target	Avoiding unintentional negative impacts on the Municipality’s GHG emissions target
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	All staff departments
Contributors / Stakeholders	Climate change consultant
Priority	Short term
Monitoring Process and Periodicity	n/a
Cost / Effort	Estimated cost for a consultant depends on requirements of projects and staff reports. If hired on retainer, a climate change consulting engineer would likely cost \$130-160/hour. Associated staff costs.

GOAL 6: MAKE WEST HANTS MORE ELECTRIC VEHICLE FRIENDLY

Once again referring to the corporate and community GHG inventories, it is clear that transportation for members of the community is much more of a significant GHG contributor than for the Municipality itself. However, the Municipality still has a role to play in increasing the use of and ease of transitioning to electric vehicles for the public.

ACTION 6.1: EXPLORE POTENTIAL PARTNERSHIPS FOR EV CHARGING STATIONS

Description/ Detail of Actions	In light of the ongoing electrification of the Trans-Canada Highway, it was suggested that employers and commercial vendors in West Hants may be interested in partnering with the Municipality to host electric vehicle charging stations on their properties for the use of employees or customers. Likewise, it was suggested that there may be other partnership opportunities to provide EV charging stations, through provincial or federal funding. Partnerships for the Municipality to explore include: - Hants Community Hospital (Capital Health) - McDonalds - Atlantic Superstore (Loblaws) - Sobeys - Tim Horton's
Outcome / Performance Target	Increasing the number of EV charging stations from 0 to 2 in West Hants over the next 5 years. Estimated emissions reductions between conventional and electric vehicles can be found in the table under Action 3.1. Rapid charging stations can provide an electric vehicle with full charge within 1-1.5 hours.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Planning & Development
Contributors / Stakeholders	University Summer Student
Priority	Medium-term
Monitoring Process and Periodicity	Monitoring to count EV charging stations every 5 years
Cost / Effort	Approx. \$2,500-3,500 per charging station in total (less if cost-shared with partner) based on cost estimates in 2019.

ACTION 6.2: EXPLORE FUNDING FOR EV CHARGING STATIONS ON MUNICIPAL PROPERTY

Description/ Detail of Actions	There are funding sources for electric vehicle and zero-emission vehicle infrastructure through both the Federal Government and the Canadian Federation of Municipalities. There may be additional funding sources that become available over the next several years, as well and the number of electric vehicles owned by residents is likely to increase. As such, the Municipality has an opportunity to take a leadership role in providing EV charging stations for the public on Municipally-owned properties in central locations such as the West Hants Municipal Building and the Arena. Continuing to investigate funding and the applicable requirements will allow West Hants, if desired by Council, to allocate a portion of capital funding towards pursuing funding for and cost-sharing EV charging stations. Given that West Hants is a location in Central Nova Scotia that does not yet have an EV charging station (while many other locations along the Trans-Canada Highway do, this may position West Hants well to be eligible for funding.
Outcome / Performance Target	Acquire sufficient funding to introduce two (2) EV charging stations in West Hants, thereby increasing the number of electric vehicles and reducing emissions from transportation. Estimated emissions reductions between conventional and electric vehicles can be found in the table under Action 3.1. Rapid charging stations can provide an electric vehicle with full charge within 1-1.5 hours.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Planning & Development
Contributors / Stakeholders	Public Works Department / Funding sources to be ascertained
Priority	Short-term
Monitoring Process and Periodicity	2 EV charging stations every 5 years
Cost / Effort	No capital cost if funding acquired covers 100% of cost. Staff time required for research.

ACTION 6.3: EXPLORE OPPORTUNITIES TO CREATE A 'TRANSPORTATION HUB'

Description/ Detail of Actions	Transitioning people in West Hants to modes of transportation other than their personal vehicles will be challenging, due to the predominantly rural nature of the Municipality. However, it was suggested that having a 'transportation hub' – a place where different modes converge, and people can switch from one mode to another seamlessly – may help to encourage this transition. The overall goal of this would be to make it easy, intuitive, and enjoyable for people to choose a more sustainable mode of transportation. Creating a transportation hub would entail identifying a central location which is available to the public for parking (i.e. a 'park and ride' type lot), and then accommodating other modes at this same lot, including infrastructure such as a bicycle parking and quick-repair station, transit pick-up/drop-off point (should transit eventually be available in the Municipality), an identified area for parking for carpooling, electric vehicle charging stations, and others. This may necessitate the Municipality purchasing land for this hub, or otherwise making currently-owned land available for such use. It is important that this hub is located in a walkable area (i.e. a place that has sidewalks and is close to neighbourhoods and commercial areas) to make it possible for people to walk to and from the hub, or to other nearby destinations.
Outcome / Performance Target	Identify step-by-step process of introducing a 'transportation hub' and begin incorporating steps into yearly capital spending. Suggested steps would be 1) identify existing area/parking lot owned by Municipality (or acquired by Municipality) to locate the hub; 2) identify modes of transportation to be made available (to be done in tandem with other 'actions' from this background report, like investing in EV charging stations); 3) install infrastructure at hub location; 4) promote and advertise hub for public use.
Anticipated Impact (low, medium, high)	High
Responsible Authority	Planning & Development / Active Living Coordinator
Contributors / Stakeholders	Department of Energy and Mines (potential funding source)
Priority	Medium-Term
Monitoring Process and Periodicity	Overall plan incorporate different elements of transportation hub to be completed within 1-3 years (short-term), allowing for further monitoring of implementation.
Cost / Effort	Staff time required for coordinating and planning. Associated costs of infrastructure (i.e. bike corrals, EV charging stations, etc.). Cost of land acquisition, if not already Municipally-owned.

ACTION 6.4: INTEGRATE ACTIVE TRANSPORTATION CONSIDERATIONS INTO LAND USE PLANNING DECISIONS

Description/ Detail of Actions	Land use planning decisions often determine whether or not people will choose active transportation (AT) or passive (vehicular) transportation. Increasing the use of active transportation offers opportunities to increase overall public health, decrease the GHG emissions from transportation, and boost the local economy. Shifting the mode share (i.e. the number of people using any given mode of transportation) in West Hants to encourage people to use active transportation instead of passive transportation has been made a priority of Council through the Active Transportation Plan. As such, considering the priorities and actions of the Active Transportation Plan is critical when making land use planning decisions. This action entails collaboration and coordination between the Planning Department and the Active Living Coordinator when master planning, strategic planning, and application processing and other significant land use planning decisions are being made. Note that for some applications, like industrial applications, this will be less relevant. On the other hand, applications for residential buildings or communities may present many opportunities to encourage future inhabitants to choose AT.
Outcome / Performance Target	Planning Staff, when completing a land use planning exercise such as strategic planning or processing a planning application, consult and discuss opportunities to consider and promote active transportation in the planned community/building, where possible and relevant.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Planning & Development / Active Living Coordinator
Contributors / Stakeholders	Land use planning applicants
Priority	Short-term
Monitoring Process and Periodicity	Evaluate success of coordination every 1-2 years
Cost / Effort	Staff time required for coordination and collaboration.

GOAL 7: MAKE IT EASIER TO BUY FROM LOCAL VENDORS AND EAT LOCAL FOOD

Local production and purchasing has the potential not only to boost the local economy, keeping money earned in the municipality circulating in the municipality, but also to reduce the GHG emissions associated with food and good production and purchasing from elsewhere. The associated emissions include transportation emissions to deliver food and goods from point of production to point of sale (often necessitates air travel) and emissions associated with large scale agricultural or warehousing facilities consumption of energy and production of waste, among other, smaller contributors. Encouraging growing and making, selling, and buying local food and goods can help the Municipality to reduce its overall GHG emissions and promote placemaking, sense of community, increased security of livelihood for local producers, and better nutrition and physical health for members of the community.

ACTION 7.1: CREATE FOOD EDUCATION PROGRAMS IN PARTNERSHIP WITH COMMUNITY AND SCHOOLS, INCLUDING WASTE REDUCTION

Description/ Detail of Actions	Research from Ontario has shown the strong link between food education programs in school and long-term benefits in food literacy and overall health and wellbeing.⁵ This program can and should be developed in partnership with community organizations and individuals who are able to provide resources on the topic and/or direct knowledge of food systems in the West Hants context. For instance, this could be the local representative of the Nova Scotia Federation of Agriculture, or a non-local charity with food education and provision programs, like the Ecology Action Centre. There is also provincial-wide programming to provide food education and, in partnership with knowledgeable people from the Municipality, this could be specialized to West Hants.⁶ A key feature of this program should be to educate school-aged children on the importance of eating local foods and how to prepare these foods. It was noted during stakeholder engagement that a good example of such a program is that at the Dr. Arthur Hines District School.
Outcome / Performance Target	Offer an in-school program for elementary, middle, and high schools twice yearly.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	TBD by West Hants
Contributors / Stakeholders	Community Partners; Department of Education
Priority	Long-term
Monitoring Process and Periodicity	Review program success annually
Cost / Effort	Possible capital cost upfront to run program, including travel costs for staff and print and promotional materials. Additionally, staff time can be expected.

⁵ Sustain Ontario, Collected Research on Food Education, 2018. URL : <https://sustainontario.com/work/edible-education/impacts-of-good-food-education/>

⁶ References or Provincial programming include:
Food and Nutrition Policy for Nova Scotia Public Schools, Nova Scotia Department of Education: <https://novascotia.ca/dhw/healthy-communities/healthy-eating-schools.asp>
Nourish Nova Scotia: <https://www.nourishns.ca/>

ACTION 7.2: REVIEW AND AMEND POLICIES TO PROMOTE SMALL-SCALE LOCAL AGRICULTURE

Description/ Detail of Actions	It was noted during the community group workshop that certain policies are either advertently or inadvertently working to make small-scale local agriculture more difficult. The upcoming Municipal Planning Strategy and Land Use By-law review is an opportunity to review the policy documents to take opportunities, where possible, to promote small-scale agriculture. During the review, the documents should be examined for policies that prohibit small-scale agriculture. Likewise, a literature review of local agriculture policies for urban/suburban/small-scale agriculture should be undertaken. This was seen as a strong opportunity for West Hants to harness its largely rural nature to reduce the GHG emissions associated with food production and freight.
Outcome / Performance Target	Reduce 'red tape' around small-scale local agriculture policies. Increase the number of local, small-scale producers in West Hants.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Planning & Development
Contributors / Stakeholders	n/a
Priority	Short-term
Monitoring Process and Periodicity	One occurrence; monitored through ongoing engagement with local producers.
Cost / Effort	Built into cost of performing MPS and LUB review.

ACTION 7.3: LOCAL PROCUREMENT POLICIES

Description/ Detail of Actions	The Municipality has existing local procurement policies for projects and items that go to tender. However, these are limited since many times, when food for meetings, workshops, or events is sourced, tendering is not required. The objective of this action would be to create a Policy of Council that would mandate staff to consider and prioritize local food or vendors who work with local food above those who are not producers from West Hants, or Nova Scotia more broadly.
Outcome / Performance Target	Increase the incidence of 'local' food being served by the Municipality
Anticipated Impact (low, medium, high)	Low
Responsible Authority	All departments
Contributors / Stakeholders	Municipal Council
Priority	Long-term
Monitoring Process and Periodicity	More local procurement over a multi-annual basis
Cost / Effort	No capital cost associated. Staff time required for policy review.

ACTION 7.4: MAKE MUNICIPAL FACILITIES AVAILABLE TO LOCAL FOOD AND GOODS VENDORS

Description/ Detail of Actions	It was noted in engagement with local producers that having more locations, like gyms, recreation rooms, etc. across the Municipality where there were consistent and predictable times and vendors for local food and goods might help encourage more residents to shop locally. It was noted by stakeholders that oftentimes, Municipal facilities across the Municipality are not utilized during all available timeslots, and that making these timeslots known to and available to private individuals or groups who may wish to rent them for a low fee on a consistent weekly or monthly basis would be one avenue for the Municipality to support local makers and growers without any significant monetary investment. This action entails the Municipality offering existing Municipal buildings to groups or collectives and providing rental of these buildings at a low or no cost for the purpose of farmers or makers markets.
Outcome / Performance Target	More consistent programming space for local food producers.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	TBD by West Hants
Contributors / Stakeholders	Community partners in local food production
Priority	Long-term
Monitoring Process and Period	Addition of at least one consistent space for local producers and makers.

ACTION 7.4: MAKE MUNICIPAL FACILITIES AVAILABLE TO LOCAL FOOD AND GOODS VENDORS

Cost / Effort

No capital cost.

4 GHG REDUCTION SCENARIOS

Using data from the seven Goals and the Actions which fall under each goal, three scenarios were developed: ‘Safe’, ‘Balanced’, and ‘Dynamic’. The Safe Scenario introduces the lowest effort and cost but results in the lowest level of GHG reduction. The Balanced Scenario requires moderate effort and cost but has a greater potential for GHG reduction than the Safe Scenario. Finally, the Dynamic Scenario is the greatest level of effort and the highest cost but will yield the greatest GHG reductions.

While none of these scenarios have been selected by the Municipality, they can help to inform the future Municipal Council (of The Region of Windsor and West Hants Municipality) on the different approaches that could be taken, and what actions might fall under each. The format of the scenarios allows Municipal staff to make adjustments to meet the needs and will of Council, once a GHG emission reduction target is set.

The Scenarios have been created by grouping together the short-, medium-, and long-term actions. Short-term actions are characterized as actions that could feasibly take place in 1-3 years; medium-term in 3-5 years; long-term in 5-10 years. It is important to note that the outcomes and costs of the scenarios are only rough estimates – they do not represent all of the possible GHG reduction outcomes, and they do not represent the total cost. This is due to the fact that many of the ‘Actions’ are premised on promotion, education, staff leadership, and other such activities. It is not possible to calculate direct emissions reductions from these activities. However, cumulatively, it is anticipated that these activities will make an impact on West Hants’ GHG emissions target.

The Total Cumulative calculation at the bottom of the ‘Balanced’ and ‘Dynamic’ tables represents the total cost and total amount of reduction for each scenario. The anticipated reductions are in addition to the business-as-usual forecast (found in the West Hants Greenhouse Gas Inventory Report) of 44% at the corporate level.

4.1 SAFE

The ‘Safe’ scenario represents the lowest level of effort, which is anticipated to result in the lowest level of GHG reductions. The following table summarizes the action number, action item, anticipated outcome of the action (if available) and the anticipated cost. In this table, staff time is assumed as time not included in capital budgeting, however due to increased workloads it is possible that the Municipality will require additional staff. The ‘low’ costs indicated under the anticipated costs column are costs that are predicted to be equal to or less than \$10,000 one-time expenditure. The actions included in this scenario are:

Action Number	Action Item	Anticipated Outcome	Anticipated Cost
Action 1.1	Perform internal building survey (i.e. ASHRAE Level 1 Energy Audit)	Suggested reduction target is 27.5 tCO ₂ e	Staff time + cost of upgrades (low)
Action 1.4	Promote and celebrate energy efficient buildings	Increased awareness and support	Staff time + cost of materials (low)
Action 2.4	Investigate partnerships for renewable energy provision	Improved partnerships and potential pathway for renewable energy provision	Staff time
Action 3.3	Investigate ‘bulk’ purchase of electric vehicles and/or EV charging stations	Staff Report	Staff time
Action 4.1	Partner with Efficiency N.S. to educate public on home renovation	Increased uptake on Efficiency N.S. programs	Staff time + cost of materials and travel (low)

	programs/incentives, overall reduced cost of living, etc.		
Action 4.2	Train WH staff about Efficiency N.S. programs to integrate into their day-to-day work and interaction with citizens.	Increased uptake on Efficiency N.S. programs	Staff time
Action 5.7	Explore options to include anticipated GHG Emissions in staff reports for Council and committees	Avoiding GHG emission increases	Staff time
Action 6.2	Explore funding for EV charging stations on municipal property	Funding options for EV charging stations	Staff time
Action 6.4	Integrate Active Transportation considerations into Land Use Planning Decisions	Increase uptake of Active Transportation	Staff time
Action 7.2	Review and amend policies to promote small-scale local agriculture	Increased number of local providers	Staff time
Total		27.5 tCO₂e (5% of existing corporate emissions) + incalculable amount of reduction of both corporate and community emissions stemming from staff time	Low costs (anticipated \$15,000 total) + staff time

The anticipated total GHG reductions for this scenario are relatively low, but have potential to result in greater overall GHG reductions than the anticipated total because several actions mandate research or promotion. It is not possible to calculate what research and promotion actions might lead to, but they are anticipated to have a low-to-moderate impact on the overall GHG emissions in West Hants if completed successfully.

4.2 BALANCED

The 'Balanced' scenario represents a moderate investment and level of effort, and a moderate reduction which is greater than the 'safe' scenario. In this table, it is assumed that staff time is not included in capital budgeting, however due to increased workloads it is possible that the Municipality will require additional staff. The 'medium' costs indicated under the anticipated costs column are costs that are predicted to be equal to or less than \$10,000 one-time expenditure.

The Balanced scenario includes **all the actions from the 'Safe' Scenario**, in addition to the following:

Action Number	Action Item	Anticipated Outcome	Anticipated Cost
Action 1.5	Behavioral Energy Efficiency Program	Increased awareness and decreased Municipal staff energy consumption	Staff time

Action 2.3	Consider Green Power Purchasing	50% of power offset by green energy (approx. 315 tCO ₂ eq based on total electricity emissions of 631 tCO ₂ eq for Municipal buildings).	Anticipated maximum annual capital cost of \$25,000
Action 2.1	Fuel Switching – Heat Pumps	Approximately 16 tCO ₂ e	Approximately \$310,000 capital cost.
Action 3.4	Explore a Corporate Car Sharing Program	Normalization of EVs and provision of sustainable transportation options.	Staff time
Action 5.1	Integrate GHG reduction strategies into HR Policies	Reduction associated with 1 day of work per month, per employee.	Staff time
Action 5.2	Investigate optimizing business/work order travel	Reduction in work-order redundancies.	Staff time + Software cost (medium annual)
Action 5.5	Consider adopting land use policies that mandate or encourage efficient/ sustainable growth models	Long-term reduction in car usership and ownership.	Staff time
Action 6.1	Explore potential partnerships for EV charging stations	Increase in EV charging stations for municipal and public use.	Staff time + potential cost-sharing of EV charging stations (medium cost)
Action 6.3	Explore Opportunities to Create a ‘Transportation Hub’	Increase the use of sustainable transportation modes	Staff time + infrastructure purchases (some included in other actions and approx. \$3,000 per bike corral x 3) + possible land cost (unknown)
Total		331 tCO₂e (19% of existing corporate emissions) + incalculable amount of reduction of both corporate and community emissions stemming from staff time and mode shift initiatives	\$319,000 one-time cost + 35,000 per annum cost + unknown capital costs, depending on decisions made by WH + staff time

Total Cumulative (‘Safe’ and ‘Balanced’ Scenario)		358.5 tCO₂eq (20.5% of existing corporate emissions) + incalculable amount of reduction of both corporate and community emissions stemming from staff time	\$334,000 one-time cost + \$35,000 per annum cost + unknown capital costs, depending on decisions made by WH + staff time
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4.3 DYNAMIC

The ‘Dynamic’ scenario features all proposed actions, and is anticipated to be a high-cost, high-return solution for GHG reductions in West Hants. In this table, it is assumed that staff time is not included in capital budgeting, however due to increased workloads it is possible that the Municipality will require additional staff. The ‘medium-to-high’ costs indicated under the anticipated costs column are costs that are predicted to be equal to or less than \$10,000 – \$30,000 for one-time expenditure.

The Dynamic scenario includes **all the actions from the ‘Safe’ and ‘Balanced’ Scenarios**, in addition to the following:

Action Number	Action Item	Anticipated Outcome	Anticipated Cost
Action 1.2	Detailed energy audits for the water and wastewater plants	Suggested reduction target of 109,62 tCO ₂ e	Anticipated capital cost of \$36,000 + staff time
Action 1.3	Assessment of the Brooklyn Fire Station and Civic Centre	Anticipated reduction of 23 tCO ₂ e	Anticipated cost of \$25,000 + staff time
Action 2.2	Investigate Renewable Energy opportunities – solar PV for the water and wastewater treatment plants	Two Options Available: Approximately 244 tCO ₂ e for option 1 OR 300 tCO ₂ e for option 2	Approximately \$557,700 (panels and axis trackers) OR \$858,000 (panels on racking system)
Action 3.1	Create a ‘fleet management’ program that introduces EVs over a Multi-Year Timeline	Anticipated energy consumption/GHG reduction per vehicle is shown in table under action 3.1	\$30,000 per annum (approximate replacement rate)
Action 3.2	Consider introducing carpool incentives for work travel	Increased carpooling and decreased redundancy	Suggested increase of \$0.10 for reimbursement for those traveling. Overall increase

			unknown, but anticipated low.
Action 4.3	Consider hiring a dedicated GHG reduction employee	Streamlined projects and tracking	Staff cost (for new salaried employee)
Action 5.3	Explore options on P.A.C.E. programming	Reduction of GHG emissions from homes in East Hants.	Dependent on # of homes supported by program.
Action 5.4	Promote desired actions, policies, and incentives to the Provincial Government	Streamlined communication with NS gov.	Staff time
Action 5.6	Make renewable energy investments and sustainability practices (current and future) visible and known to the community	More awareness of and support for renewable energy	Capital costs estimated to be low
Action 7.1	Create food education programs in partnership with community and schools, including waste reduction	Increased literacy in Municipality about healthy and local food procurement	Staff time
Action 7.3	Local Procurement Policies	Increasing Municipality's investment in local food	Staff time
Total		376.62 tCO₂eq (22% of existing corporate emissions) OR 432.62 tCO₂eq (46% of existing corporate emissions) + incalculable amount of reduction of both corporate and community emissions stemming from staff time	\$625,700 one-time cost + \$55,000 per annum cost + unknown capital costs, depending on decisions made by WH + staff time
Total Cumulative (‘Safe’, ‘Balanced’, and ‘Dynamic’ Scenario)		735.12 tCO₂eq (42% of existing corporate emissions) OR 791.12 tCO₂eq (46% of existing corporate emissions) + incalculable amount of reduction of both corporate	\$673,700 one-time cost OR \$965,000 one-time cost + \$80,000 per annum cost +

		and community emissions stemming from staff time	unknown capital costs, depending on decisions made by WH + staff time
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4.4 RECOMMENDED SCENARIO

The recommended scenario is based upon decisions made by the Municipality of West Hants' municipal Council, and that of the amalgamated Councils of West Hants and Windsor. The Municipality needs to set a target and can most appropriately match the scenario to this target. The options for the targets under this scenario are:

Target 1: 5% reduction in emissions + incalculable amount of reduction of both corporate and community emissions stemming from staff time

Target 2: 22% reduction in emissions + incalculable amount of reduction of both corporate and community emissions stemming from staff time

Target 3: 42% or 46% reduction in emissions + incalculable amount of reduction of both corporate and community emissions stemming from staff time

The scenarios, represented as targets above, can be adjusted by adding or removing different actions to achieve the Municipality's desired reduction. It was suggested by stakeholders that the Municipality should consider aligning its target with the Province's target under the *Sustainable Development Goals Act*.

5 FUNDING OPTIONS

5.1 EFFICIENCY NOVA SCOTIA

Efficiency Nova Scotia is Nova Scotia's energy efficiency utility, which operates funding for efficiency and conservation activities of Nova Scotia Power. Efficiency Nova Scotia works with local partners to assist Nova Scotians in retrofitting their homes and businesses to increase energy efficiency and reduce costs. As such, Efficiency Nova Scotia offers a variety of funding programs to help reduce energy consumption in homes and businesses, saving participants money in heating, cooling, and energy costs in the long-run. These programs are directed at home and business owners, and do not provide funding to Municipalities. However, Efficiency Nova Scotia does rely on Municipalities to help them advertise these programs in different parts of the Province. These programs include:

Program	Funding Available	Eligibility
Home Energy Assessment	\$99 cost to participant; up to \$5,000 in rebates for \$25,000 low interest financing for upgrades	Homes heated primarily with electricity
New Home Construction	\$99 cost to participant; up to \$2,000 in rebates available for upgrades	Building a new home primarily heated with electricity; register before or within 30 days of receiving building permit
Home Warming	Free upgrades like draft-proofing and insulation	Income-qualified participants (see Efficiency NS website)
Appliance Retirement	\$30 rebate for fridge or freezer; \$10 rebate for window air conditioner or mini-fridge	Appliance at least 10 years old and in working order
Green Heat	Rebate up to \$2,500	Installing efficient heating system (i.e. heat pump, solar air, etc.)
Instant Savings	Discounts up to \$75	Available at checkouts where appliances are bought each Fall and Spring; year-round for fridges and washing machines
Product Installation	Free products and installation (for products like LED lights, water saving devices, smart power strips)	Available to all homes, apartments, and condos in NS

5.2 NOVA SCOTIA FEDERATION OF MUNICIPALITIES

The Nova Scotia Federation of Municipalities (NSFM) is the collective voice for Nova Scotia municipalities and offers policy and programmatic assistance to their Municipal members. Funding programs include:

Program	Funding Available	Eligibility
Carbon Surcharge Fund Awards	Various amounts	Dispersed at Fall Conference for small-scale initiatives that help Municipality reduce energy consumption and GHG emissions

5.3 FCM

The Federation of Canadian Municipalities has a ‘catch-all’ funding program for environmental and GHG reduction projects in Municipalities, called the **Green Municipal Fund**. Funding is offered in various amounts as percentages of eligible proposed projects based on a \$1 Million annual allotment federally across all Municipalities.

Eligible projects include a wide range of municipal environmental initiatives, including buildings, wastewater, green infrastructure, etc. Specifically, eligible projects are **studies, pilot projects, OR capital projects**, including:

- Innovative ‘signature’ projects to reduce GHG emissions;
- Reduce fossil fuel use in Municipal Fleet;
- Stormwater quality improvement;
- Septic wastewater systems;
- Brownfield site redevelopment;
- Retrofitting energy efficiency programs for homes or commercial buildings;
- Energy recovery or district energy;
- Retrofit municipal facilities;
- Wastewater systems;
- Community water conservation;
- Transportation networks and commuting options;
- Waste diversion;
- Renewable energy production on a brownfield site;
- Site remediation or risk management;
- Waste stream management; and
- New construction of energy-efficient municipal facilities.

5.4 PROVINCIAL PROGRAMS

The Province of Nova Scotia and the federal government, in most cases, utilize secondary or arms-length organizations to provide grants and funding – for instance, the Federation of Canadian Municipalities or Clean Nova Scotia. However, the Province does have some funding streams that Municipalities can choose to access or automatically have access to. These include:

Program	Funding Available	Eligibility
Federal Gas Tax Fund	Based on formula (WH receives consistent amount each year)	Gas Tax fund can be used for projects that aim to reduce GHG emissions. Specifically, projects that are eligible that can help reduce GHG emissions include: wastewater, solid waste, community energy systems, and public transit.
Provincial Capital Assistance Program	Up to 50% of eligible project costs	Eligible projects include: — Construction or expansion of facilities for the treatment and disposal of sanitary sewage. — Construction of sanitary sewage collection systems. — Construction of storm water collection systems — Installation of individual and communal in-ground sewage disposal facilities within a Wastewater Management District. — Construction of water intake, treatment, pumping, and storage facilities. — Well field exploration and development. — Installation of water transmission and distribution systems. — Construction, acquisition, upgrading or expansion of solid waste management facilities and equipment. — Municipal infrastructure engineering and research studies related to eligible project categories.
Low Carbon Communities Program	Various amounts of funding available between \$50,000 to \$75,000 per project.	Grants are done through Connect2 program and Low Carbon Communities grants.

		Funding stream options available include: — Active Transportation Infrastructure and Design — Clean Fleets and Shared Mobility — Community Building and Engagement — Advanced Buildings — Electricity
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Report cover image source: WSP Canada, Inc. / Peggy Frankenberger

APPENDIX

A

LIST OF STAKEHOLDERS



APPENDIX

Staff Representatives at the November 12 Meeting

1. West Hants Finance Director
2. West Hants Parks and Recreation Director
3. West Hants/ Windsor Planning Department (2)
4. West Hants Public Works Director
5. Current CAO West Hants
6. Current CAO Windsor
7. CAO for Region of West Hants and Windsor (April 2020)

Community Stakeholder Groups at the November 12 Meeting

1. Citizen Action to Protect the Environment (2)
2. Hantsport Area Advisory Committee member
3. Nova Scotia Power Representatives (2)
4. Nova Scotia Federation of Agriculture
5. QUEST
6. Alternative Resource Authority

Community Stakeholder Groups at the January 29 Meeting

1. Nova Scotia Power
2. Clean Foundation of Nova Scotia
3. West Hants Active Communities Programmer (West Hants Staff)
4. Nova Scotia Health Authority
5. Nova Scotia Department of Energy and Mines



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and Members of Committee of the Whole

Submitted by: Rhonda Brown
March 9, 2021

Subject: Newport Corner Community Hall

LEGISLATIVE AUTHORITY

Municipal Government Act, 1998, c18 as amended.

- Section 50- Powers of municipality regarding real property
- Section 51 – Sale or lease of municipal property

Acquisition of Real Property, COUNCIL-01-006 (former West Hants policy)

Disposal of Surplus Property, COUNCIL-01-007 (former West Hants policy)

RECOMMENDATION or DECISION REQUEST

... That Committee of the Whole recommends that Council accept the property PID 45021318, 130 Highway 215, Newport Corner, and forego the requirements of the Acquisition of Real Property Policy. Further, that Council declare property PID 45021318 as surplus to be sold as an Ordinary Sale under Section 5(d) (3) of the Disposal of Real Property Policy.

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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In December 1962, the Hants Municipal School Board listed several schools in the Municipality as surplus. In accordance with the Provincial rules these "Little Red School Houses" then became property of the Municipality and were sold to community groups with the clause they could only be sold or traded with the consent of the Municipality.

The Newport Corner Community Hall located at 130 Highway 215, Newport Corner was one of these school houses and was deeded to the community on January 9, 1964. On January 26, 2021 President Laurenda DeWolfe phoned the Administrative Supervisor, Shelleena Thornton, to inform that the Newport Corner Community Club intended to dissolve and turn the hall back over to the Municipality; this was formally confirmed in an email dated March 3, 2021.

The Acquisition of Real Property Policy, requires any new municipal land to be assessed for need, be appraised and have an environmental pre-screening of Municipal and Provincial records conducted. The Disposal of Real Property Policy outlines the process to declare a property surplus and the process for disposal based on category of the land.

DISCUSSION

During the verbal conversation on January 26th staff were made aware the Newport Corner Community Club had started the process to formally dissolve the society through the Registry of Joint Stocks and intended to turn the hall over effective February 1, 2021. The Club was willing to work with the Municipality to ensure proper turn over of the property. The property is 17,000 sq. ft and currently zoned Rural Residential (R-4).

During a site visit it was determined the hall still contained furnishing and kitchen wares, as well as that the heat and power would be required to be maintained to prevent pipes from freezing and water damage.

To mitigate risks the following steps have already been taken:

- February 17, 2021 – Initial site visit by the Fleet and Facilities Supervisor, Ian Duey, driveway required snow removal for access.
- February 18, 2021 – Site visit by the Ian Duey, to secure property and obtain keys from Laurenda DeWolfe.
- February 26, 2021 – Fire and Life Safety Inspection by the Fire Inspector, Tim Leslie; Building Official, Tina McKay, and Fleet and Facilities Supervisory Ian Duey.
- February 26, 2021 – Arranged for provision of furnace oil.
- March 3, 2021 – Request to have power transferred to the Municipality.

The inspection identified several deficiencies that need to be addressed including possible issues with water and sewer along with minor electrical work and furnace repair / maintenance.

As the property is being turned over to the Municipality in accordance with the deed, the requirements of the Acquisition of Real Property Policy should be waived to allow the Municipality to proceed with the transfer of ownership sooner. This is of importance as the Newport Corner Community Club has insurance for the property until April 2021 and the Municipality cannot obtain insurance coverage until the property is in the Municipality's name.

The Directors were asked if there was any Municipal use for the Newport Corner Community Hall, there was no expressed need or potential use required of this facility or property. As a result, it is being recommended that the property be sold 'as is' and that the sale be treated as an 'Ordinary sale' as outlined in the Disposal of Real Property Policy. This method allows the Municipality various means of selling the property at market value and would allow the Municipality to recoup some, if not all, of the selling costs. As part of the disposal process, an appraisal would be required to determine what the fair market value of the property is.

If the property is not accepted, it will transfer out of tax exemption status in 2021-22 and remain uncollected for three years before being eligible for Tax Sale. In the meantime, the property would be unmaintained and deteriorate further. Staff are not recommending this course of action, as the probability of the Municipality incurring further costs increases.

NEXT STEPS

If accepted, the property would be transferred into the Municipal name and insurance obtained. An appraisal of the property for the purpose of sale would be conducted and the property placed for sale at market value. Until sold, the property will be checked at least weekly for the purposes of insurance.

Any future sale agreement would remove the Municipal consent clause so that the Municipality would no longer have obligations for the property.

FINANCIAL IMPLICATIONS

To acquire title and sell the property as is, it is estimated that the total costs would be between \$5000-\$6000. This includes the cost of the appraisal, a survey of the property, and land migration costs. It is anticipated that these costs, plus any applicable real estate agent fees would be recovered in the sale of the property. Should the Municipality profit from the sale of the property the excess funds would be put into the Sale of Land reserve.

The Fire and Safety Inspection noted immediate repairs to the furnace and emergency exits are needed and are estimated to cost up to \$1500. Additional costs would be incurred for power, furnace oil, or any other repairs done before sale.

ALTERNATIVES

Committee of the Whole could recommend:

- To keep the property
- To choose a different method of disposal

ATTACHMENTS

1. Deed Newport Corner Community Hall, January 9, 1964
2. Email from Laurenda DeWolfe, March 3, 2021
3. PID 45021318, Newport Corner Community Hall Maps

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have reviewed the report and support the recommendation.

Report Prepared by: 
Rhonda Brown, Municipal Clerk

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

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

Report Approved by: 
Mark Phillips, Chief Administrative Officer

This Indenture made this 9th

day of January, A. D., 1964.

Between

MUNICIPALITY OF THE DISTRICT
OF WEST HANTS, a body corp-
orate, under the provisions
of the Municipal Act, Chapter
7, Laws of Nova Scotia, 1955,
hereinafter called the "GRANTOR "

of the One Part

— and —

TRUSTEES OF NEWPORT CORNER
COMMUNITY HALL, in the County of
Hants and Province of Nova Scotia
hereinafter called the "GRANTEE "

of the Other Part

Witnesseth that in consideration of -----ONE----- Dollar

The Grantor hereby convey to the Grantee the lands described in the
Schedule marked "A" hereto annexed, subject to the restriction that the
said lands shall not be sold or traded without the consent of the
Council of the Grantor.

SCHEDULE "A"

All the right, title, interest, property, claim and demand
both at law and in equity of the Municipality of the District
of West Hants in the lands and premises known as Newport Corner
Number 32 School.

THE GRANTOR

covenant with the Grantee ~~that the Grantee shall have quiet enjoyment of the~~
~~lands, that the said Grantor has a good title in fee simple to the lands and the right~~
~~to convey them as hereby conveyed, that they are free from encumbrances and that~~
the said Grantor will procure such further assurances as may be reasonably required.

IN WITNESS WHEREOF the Municipality of the District
of West Hants has caused the execution of These Presents by the hands
of its Warden and Clerk and by the affixing of its corporate seal,
the day and year first above written.

IN THE PRESENCE OF

Roy W Haley

MUNICIPALITY OF THE DISTRICT OF WEST HANTS

Stanley Sanford
WARDEN

B. H. MacLachlan
CLERK

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS S.S. }

ON THIS 9th day of January, A. D. 1944, before
me, the subscriber personally came and appeared *Roy W Haley*
a, subscribing witness to the foregoing

Indenture, who having been by me duly sworn, made oath and said that
the MUNICIPALITY OF THE DISTRICT OF WEST HANTS-----one of the
parties thereto, ~~executed, signed, sealed~~ and delivered the same in his presence.

Charles E. Lanning
A Commissioner of the Supreme Court
of Nova Scotia.

PROVINCE OF NOVA SCOTIA
COUNTY OF S.S. }

I CERTIFY that on this _____ day of _____

A. D. 19 _____,
of the parties mentioned in the foregoing and annexed Indenture, signed and executed the
said Indenture in my presence and I have signed as a witness to such execution.

.....
A Commissioner of the Supreme Court
of Nova Scotia.

From: [Laurenda DeWolfe](#)
To: [Rhonda Brown](#)
Cc: [Laurenda DeWolfe](#)
Subject: Newport Community Hall
Date: Wednesday, March 3, 2021 4:25:10 PM

Caution

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

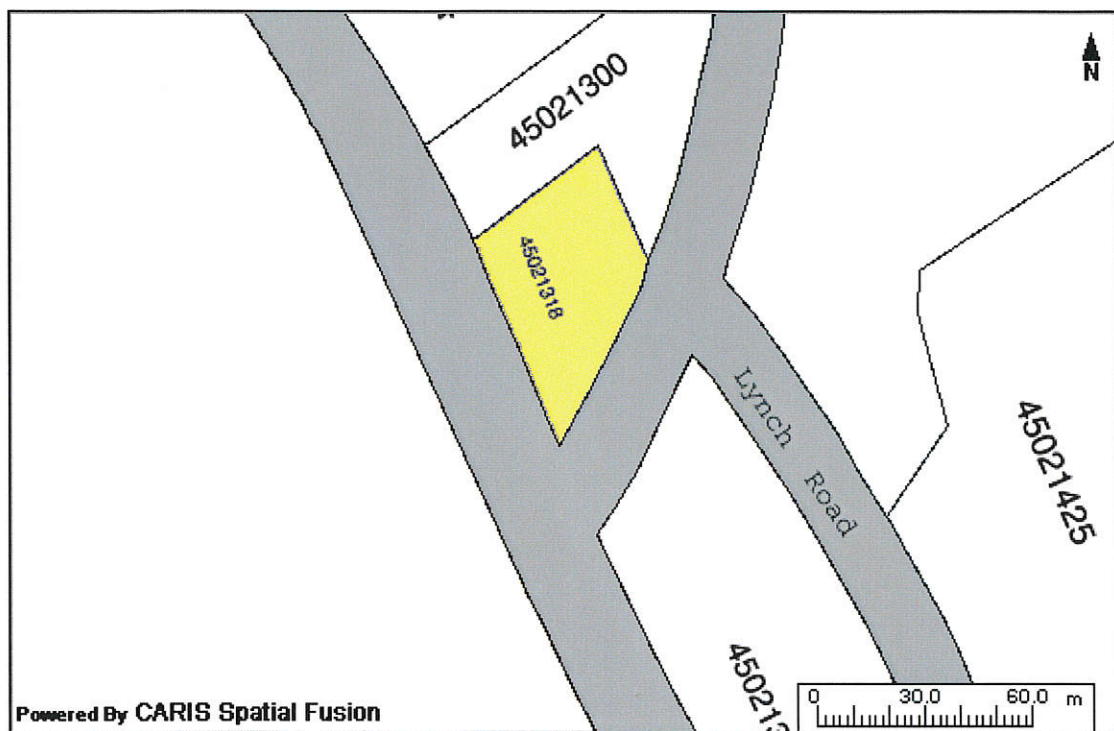
To Whom It May Concern,

This is to confirm that the Newport Corner Community Club had a meeting on January 12, 2021 and it was decided at that time that the club would be dissolved as we could no longer continue and turn the Newport Corner Hall back over to the Municipality.

Sincerely,



Laurenda DeWolfe
President of Newport Corner Community Club



PID 45021318

Newport Community Hall



LEGEND

Properties

Aerial_1044950063900_2012_DNR
Civic

Road

GFLUM WH

AG
C
CU
H
JI
R
S
V
VC

All_zoning

AR-2
AR-3
C-1
C-2
COS
GC
GR
HC
I
LC
LF
LI
LI-2
LI-3
M
M-1
M-2
MHP
MR
OS
P/Ag
R-1
R-2
R-3
R-4
RC
RecC
ROS
W
W-AG
W-CR-CDD
W-CT
W-FG
W-GC
W-HC
W-I
W-LC
W-LI-1
W-LI-2
W-LI-3
W-OS
W-P-CDD
W-R1
W-R2
W-R3
W-R4
W-SC



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Carlee Rochon, Director, Financial Services

Date: March 9, 2021

Subject: Water Utility Readings and Billing Processes

LEGISLATIVE AUTHORITY

Nova Scotia Utility and Review Board Regulations for: West Hants Water Utility and Windsor Water Utility

RECOMMENDATION or DECISION REQUEST

N/A

BACKGROUND

Property ☐	Public Opinion ☒	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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West Hants and Windsor water utility customers experienced a higher than normal third quarter billing in 2020/21. Council requested information regarding water meter readings and billing cycles, particularly around timelines and delays with the last quarter.

The water utilities are under the jurisdiction of the Nova Scotia Utility and Review Board (NSURB), and all procedures and practices must follow the Rules and Regulations set out in the Orders. Both the former Municipality of West Hants and Town of Windsor had different procedures for Water Connections, Billing, and Disconnections, that complied with their respective Orders by the NSURB. Staff are in the process of updating this procedure to ensure it compliments both Utilities' Rules and Regulations.

Former practices were as follows:

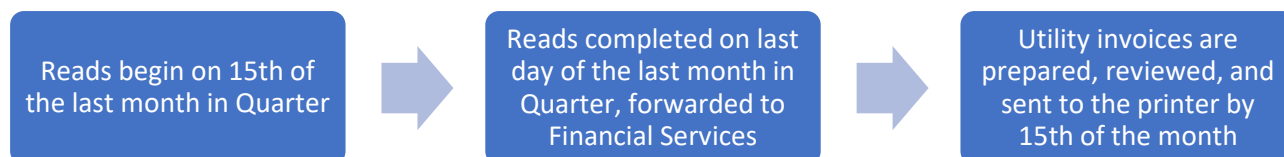
Windsor Water Utility (1302 customers)	West Hants Water Utility (2636 customers)
Reads would begin 15 th of the last month in the quarter.	Reads would begin close to or on the last day of the billing quarter.
Bills were dated for the last day of the quarter.	Bills would be mailed three weeks following the end of the quarter.
Base rates pro-rated to invoice date	Base rates pro-rated to read date

In addition, the reads are completed differently for each utility. The Windsor Water Utility requires a physical touch to read the meter, where the reading device is tapped against each meter. This process on average can take up to two weeks to complete.

The West Hants Water Utility's meters are equipped with Encoder Receiver Transmitters (ERT); this device sends the read through Radio-frequency identification (RFID) technology to the reading device as Public Works passes the location. This process on average takes a week to complete.

To offer the Pre-Authorized Payment Program, invoice dates need to be consistent for each route. This is because Payment Canada states vendors need to communicate when payments will be deducted from the participants account. Our application form approved by Payment Canada states that balance on the account will be withdrawn two business days before the due date.

Following Consolidation, Financial Services and Public Works staff continue discussions regarding updating these practices and work out a timeline, currently operating as follows:



This process all together is about five weeks, from start to finish.

DISCUSSION

Third quarter billing summary:

Route	Second Quarter	Third Quarter	No. of Days (Q3)	No. of Days (Q2)	Variance
TMP	Reads completed on September 22 nd	Reads completed on December 22 nd	91	84	7
FAL	Reads completed on September 16 th	Reads completed on January 6 th	112	78	34
HNS	Reads completed on September 16 th	Reads completed on December 28 th	103	78	25
WIN	Reads completed on September 18 th	Reads completed on January 7 th	111	84	27

The third quarter was impacted by a number of factors:

Impact	Solution
This quarter had a longer billing period; therefore, the base rates on the bills were higher, and more consumption was captured. (This is similar to practices of other utilities such as NS Power).	Financial Services will export all routes on or before March 15, June 15, September 15, and December 15. Public Works will start the Windsor Routes, followed by all other routes in the same order each cycle. Staff are currently in the process of updating the Windsor Utility to ERTs, which will allow for radio electronic reads which will increase efficiency with reading times.
Technology/Software issues: Read files were sent to Financial Services missing areas of the route. Route was reimported into the reading device to capture missing areas. Reads were importing as estimates, but actual reads provided to Financial Services.	These were adjusted to actuals before processing and a support ticket was submitted to the software company. When Public Works downloads the completed route, they will confirm with Financial Services the number of reads before erasing and uploading a new route (as staff continue to learn technology).
Due to reads coming in after December 31 st , preparations overlapped with water suspension of services conducted on January 18 th .	The scheduling of this will be timed to not coincide with meter reading dates. This should reduce delays by giving staff time to complete readings, produce and review bills.
Statutory Holidays	Financial Services will export all routes on or before March 15, June 15, September 15, and December 15.
Staff availability due to other emergencies	If significant delays are anticipated, estimated billing may be used. The UARB allows for estimated billing cycle.

NEXT STEPS

We are continuing to update water utility best practices to find efficiencies. The identified items in the above table will be incorporated into the updated document. Staff will monitor the identified process solution to continue to find efficiencies.

FINANCIAL IMPLICATIONS

2021-22 Capital Budget will include reading and meter equipment for Council consideration to improve the reading process for Windsor Water Utility.

ALTERNATIVES

N/A

ATTACHMENTS

- ADFN-003.01 Water Connection, Billing, and Disconnection Procedure

CHIEF ADMINISTRATIVE OFFICER REVIEW

This report was provided to inform Council and the public of the process and issues impacting the delivery of the water bills in the third (3rd) quarter. The items in the report highlight a need for improvement in areas of staff prioritization, accuracy, infrastructure / meter modernization and the need for consistent operating practices all in relation to the timely delivery of water bills to customers.

Staff are focused on improving the areas noted in the report to ensure they are addressed as we approach another billing cycle. We hope this helps to explain and address the concerns expressed by Council and customers.

Report Prepared by: _____
Carol Fielding, Manager, Revenue and Cash Management

Report Prepared by: _____
Troy Burgess, Manager of Operations

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

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

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Water Connection, Billing and Disconnection Procedure

Contents

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**1. Purpose:**

To ensure the highest customer service levels are achieved and to reduce potential service order problems, services provided by the Water Utility (Utility) will be properly evaluated and executed.

This procedure outlines the activities and responsibilities involved in providing administrative services for the Utility.

2. Responsibilities:

The Utility Clerk (or designate) approves all service applications and confirms if a deposit is required.

The Director of Finance will determine the required deposit annually as per the UARB order.

Public Works is responsible for processing requested work orders and providing accurate and timely meter readings for billing purposes.

3. Procedures:**3.1. Water Connection:**

3.1.1. New Contract - Before rendering service, the Utility shall:

- a. Require that prospective customers complete, sign and file an application for a Water Utility Contract for each water service connection. **Photo I.D. required to verify applicant.**
- b. A property owner who rents or leases a property or self-contained unit to a tenant or lessee shall be required to open an account for the provision of water at the property rented or leased.
- c. Require that a refundable deposit, as determined by the UARB rules and regulations, be held by the Utility. This deposit shall be submitted with the application for each service and held until the account is closed and all conditions for release have been met.
- d. If the refundable deposit is not paid, because of cheques not honored by the bank, services will be terminated immediately, as though an application had not been received by the Utility. The Utility shall charge a prorated base rate and usage charges for the period during which the service was provided and a new application along with all fees and deposit must be filed.
- e. Before a service application is approved, the Utility Clerk will confirm that there are no outstanding Utility accounts with West Hants in the name of the applicant.
- f. A request for an additional connection by existing utility customers will be treated as a new account and will require an application with deposit. However, existing customers wishing to relocate within the area serviced by the utility will not be required to pay a deposit, provided water service is



PROCEDURE

ADFN-003.01

disconnected at one location, before being connected at another and providing the customer's account has not been in arrears in the past twelve (12) months.

3.1.2. New Construction/Developers - Before rendering service, the Utility shall:

- a. When a building permit application is submitted for new construction, the customer or developer may also complete a water contract.
- b. The Utility Clerk will submit a work order for Public Works to schedule an appointment to deliver and install the water meter. It is requested that appointments be scheduled a minimum of two business days after the water contract has been signed and the work order submitted.
- c. Once the water meter is installed, Public Works will turn on the water and update the work order to include the date the water was turned on, electronic radio transmitter (ERT) number, and meter number.

3.2. Meter reads and billing:

3.2.1. The Utility will carryout the following process for water meter reads:

- a. Public Works will conduct meter reads one week per quarter
- b. The reads will take place on or around the following dates:
 - i. June 30
 - ii. September 30
 - iii. December 31
 - iv. March 31 - Meters reads for March 31 must be completed on or as close to March 31 for year end purposes.

3.2.2. Water bills will be mailed out to Customers three weeks from the end of each quarter listed above.

3.2.3. The Utility Clerk will send a report with the total water billed, including volume sold, at the end of each billing cycle to the Director of Public Works.

3.3. Discontinuing Service:

3.3.1. When discontinuing service at a customer's request, the Utility shall:

- a. Require that an application form (online or hardcopy) for disconnection of service be completed by the customer.
- b. Reimburse the customer in the amount of the refundable deposit, which was made by the customer upon application for service, provided there are no amounts owing to the utility by said customer. Any amounts outstanding will be taken from the deposit and the balance refunded to the customer, with interest based on the rate of interest obtained by the Utility on its surplus cash balances on deposit with its banker as of March 31 of each fiscal year.



PROCEDURE

ADFN-003.01

- c. Developers will complete the disconnection of service form (online or hardcopy) and notify the new owner that they need to complete a water contract at the Municipal Office.

3.3.2. When discontinuing service for non-payment of bills, the Utility Clerk shall:

- a. Mail out a water shut off notice requesting payment within 10 days to those accounts, where payment has not been received within forty (40) days of the invoice date.
- b. Make telephone courtesy calls to as many of the delinquent account holders as possible during this ten (10) day period.
- c. The customer has the option of contacting the Director of Finance before the shut off due date to arrange for payment extension. Except in exceptional circumstances, as determined by the Director of Finance and within the rules and regulations of the UARB, requests for payment extension will not be accepted or approved after the due date.
- d. Customers with an outstanding balance of \$50 or more 40 days past the invoice date will be subject to the suspension of service process.
- e. If payment in full or arrangements for extension have not occurred, then Public Works staff is notified in writing to shut off or suspend service to that customer.
- f. Customers who come into the office to pay their account after the due date and before the actual shutoff may be required to pay a charge for Re-establishing Water Service of as outlined in the "Rules and Regulations" along with the outstanding amount.
- g. Service will not be restored until all monies owing to the Utility, together with a charge for Re-establishing Water Service as indicated in the most current schedule of "Rates and Charges" have been paid.
- h. Suspension of service without further notice will occur to the customer in the event any cheque is returned/ not cashed by the bank.

3.4. Suspension of Service and Reinstatement process:

3.4.1. Suspension of service:

- a. Public Works will attempt to carry out suspension of service orders between 9:00 AM – 12:00 PM within 5 business days of the date on the signed orders from the Director of Finance.
- b. Public Works will typically execute suspension of service orders for one Utility per day.
 - i. A work order request for water shutoffs will be submitted by the Utility Clerk for the shutoffs.
 - ii. A list of required water shutoffs will be provided to Public Works by the Utility Clerk the morning the work is to take place.



PROCEDURE

ADFN-003.01

3.4.2. Reinstatement of service:

- a.** Customers who have paid their outstanding water bill in full before 12:00 PM on a normal business day - Public Works will attempt to have their water turned back on that day between 1:00 PM and 5:00 PM.
 - i.** A work order request following the above guidelines for water reinstatement will be created by the Utility Clerk.
- b.** A list of those requiring their water be turned back on for that day will be provided to the Public Works Supervisor (or designate) by 12:30 PM on the same day.
- c.** Customers who pay their bill in full after 12:00 PM - Public Works will attempt to have their water turned back on the following business day between 1:00 PM and 5:00 PM.
 - i.** If a bill is paid in full after 12:00 PM Public Works, at their discretion, may turn the water back on at a residence that same day between 1:00 and 5:00 PM.
- d.** The customer must be at their residence to have their water turned back on.
- e.** Customers wishing to have their water turned back on outside of the 1:00 PM to 5:00 PM period will be subject to a \$150 call out fee.

3.5. Customer Inquiry process:

When a Customer has questions about their water bill, the following process will apply:

3.5.1. The front desk staff will answer any questions the customer may have to the best of their ability.

- a.** The front desk staff will confirm relevant information we have about the customer and their bill in the accounting system.
- b.** Should a customer not be satisfied by the information provided by the front desk staff the issue will escalate to the Utility Clerk.

3.5.2. The Utility Clerk will get an understanding of the issue from the front desk staff and assess how to move forward.

- a.** If the customer's concern is regarding the amount of their bill, the Utility Clerk will confirm that the amount in the system is the same as the read from the raw data.
 - i.** Should there be a difference, the Utility Clerk will adjust the bill accordingly.
 - ii.** The Utility Clerk will also determine why the issue occurred and ensure the issue is resolved.
 - iii.** The reasoning of why the issue occurred and what was done to resolve it will be communicated to the Director of Finance via email.



PROCEDURE

ADFN-003.01

- b.** If the Utility Clerk determines the water read in the system and the raw data are correct, the issue will be reported to Public Works to have the meter readings verified, meter tested, and/or inspected for mechanical issues as required.
- 3.5.3.** The Utility Clerk will make Public Works and Director of Public Works aware of the situation and inform the customer that Public Works is investigating the issue.
 - a.** The Utility Clerk will always contact the customer within two business days (maximum) to update the customer on what has been done and provide direct contract information for Public Works (if applicable).
 - b.** For concerns being addressed by Public Works, within two business days Public Works will contact the customer directly to update them on the status of the issue and, if applicable, provide an outline (including an estimated timeline) of when it will be resolved. If it is determined that it is the customers responsibility to resolve the issue, Public Works will communicate that to the customer as well as anything that Public Works may require as a result.
 - i.** The Utility Clerk will follow up with Public Works to ensure the customer has been contacted directly and document this confirmation on the customers account.



PROCEDURE

ADFN-003.01

4. Request To Cancel Water Service – Example

Date	
Name	
Phone Number	
Alternative Phone Number	
Email Address	
Service (Civic) Location	
Final Bill Mailing Address	
Are you the Property Owner?	Yes ☐ No ☐
Disconnection Date & Time	
Comments	
Signature	

**5. Acknowledgement Agreement – Water Account – Example**

The undersigned, registered owner of _____ (Civic Address), Hants County, receiving water service, acknowledges that the Three Mile Plains/Wentworth and Falmouth Water Utilities (the "Utility") under the provisions of Schedule "A", Rates for Water and Water Services, maintains thereunder, an account in the owner's name for the above premises.

The owner acknowledges his/her/its responsibility for payment of any invoices rendered in connection with this account. The owner has requested and the Utility has agreed, that the Utility forward invoices to the tenants in the above premises which will be in the owner's name, care of the individual tenant. In the event any invoices are not paid by the tenant, the Utility will use its normal collection procedures to obtain payment. If payment cannot be obtained for any reason, the owner acknowledges his/her/its liability for all outstanding amounts including any amount shown on a final invoice.

DATED this _____ day of _____, 20__

Tenant's Name: _____

Mailing Address: _____

Property Owners signature: _____

Utility Representative signature: _____



Approved By: _____
Martin Laycock, MBA, CPA, CMA
Chief Administrative Officer

Adoption	
Notice to Council:	Not Applicable
Approval:	February 9, 2015
Description: Original approval as policy number WAT-Admin-1 Water Connection and Billing.	
First Amendment	
Notice to Council:	Not Applicable
Approval:	July 4, 2017
Description: Updated procedures and reformatted and renamed as ADFN-003.01 Water Connection, Billing and Disconnection Procedure.	
Second Amendment	
Notice to Council:	Not Applicable
Approval:	June 21, 2019
Description: Added Sections 3.1.2 and 3.3.1.c regarding connection and disconnection for new construction and developers. Also revised the Policy for consistent use of terminology and clarifications.	

Original Procedure signed by Martin Laycock, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Bob Morton, Councillor District 6

Date: March 9, 2021

Subject: Safe Exchange Zone for online buying/selling

LEGISLATIVE AUTHORITY

N/A

RECOMMENDATION or DECISION REQUEST

That staff discuss with the RCMP that the local detachment be used as a safe exchange zone for online purchasers and sellers to exchange items and money and that appropriate signage be made to advertise and promote it. And further, that security cameras provide coverage of the exchange site.

BACKGROUND

Property ☐	Public Opinion ☒	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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With online sales becoming more common and convenient, police in many municipalities have stressed the importance of not giving out personal information during the discussions nor during the purchase/sale exchange (including personal address). As such, many municipalities and communities have encouraged and promoted a common area that is well-lit and that provides security camera surveillance. In many areas, local police stations are being used.

DISCUSSION

A safe exchange zone is a safe place for online buyers and sellers to exchange items and money. This place would ideally be at the police station clearly marked as a Safe exchange zone and would have cameras pointed in the direction. This gives community members a safe and consistent place to meet and exchange items without the fear of a

stranger coming to their house. This practice is becoming increasingly popular and I believe it would be a welcomed addition to WHRM.

NEXT STEPS

(State what will be done next if anything.)

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

(State any option to the recommendation and implication of the options, if anything)

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the intent of the recommendation pending the participation of the RCMP Detachment. In addition we should confirm the presence of a camera or security measures at the detachment in order to satisfy the recommendation. Staff Sgt. David Ferguson is scheduled to attend the COTW meeting and could be approached regarding this matter.

Report Prepared by:

Bob Morton, Councillor

Report Reviewed by:

Shelleena Thornton, Administrative Supervisor

Report Approved by:



Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: **Jim Ivey, Councillor Windsor South, District 11**

Date: March 3, 2021

Subject: Community Recognition – Veteran Firefighters – 15 Years

LEGISLATIVE AUTHORITY

Community Milestone Recognition Policy COGE-005.00 (West Hants)

Under the Municipal Government Act, Part IV, Finance

Power to expend money 65 The council may expend money required by the municipality (l) advertising the opportunities of the municipality for business, industrial and tourism purposes and encouraging tourist traffic, with power to make a grant to a nonprofit society for this purpose; (m) promotion and attraction of institutions, industries and businesses, the stabilization and expansion of employment opportunities and the economic development of the municipality;

RECOMMENDATION or DECISION REQUEST

Council direct staff to identify the veteran volunteer fire fighters in the region who would have been eligible for recognition through the 15-year Community Milestone Recognition Award introduced in 2018 - thereafter titled the "Don Dignan Service Award" and further that staff coordinate invitations, presentations and purchase of the award medals at a place and time as soon as practicably possible and acceptable to those to be involved.

BACKGROUND

Property ☐	Public Opinion ☒	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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The Community Milestone Recognition Policy COGE-005.00 was approved by prior West Hants Council on April 11, 2017. The Policy was established to formalize and expand on the previous practices of the Municipality.

In April of 2018 direction was given to staff to amend the Community Milestone Recognition Policy to include recognition of emergency service providers at 15-years' service along with a 30-year Canadian Volunteer Fire Services Association (CVFSA) award in the Policy.

The medals were subsequently designed and awarded as the "Don Dignan Service Award" to active service fire fighters within our region. Unfortunately, the veteran firefighters were inadvertently overlooked.

DISCUSSION

Over the course of the past month the oversight of the veterans was brought to light by veteran firefighter Bob DeMont. In speaking with our local volunteer emergency service personnel, we hear that recognition of their service and dedication goes a long way towards their efforts at recruitment and retention. The men and women in the service dedicate hundreds of hours in protecting our communities. Importantly it can be said that the professional volunteer service we are so fortunate to have serving our region today is the result of the thousands of combined hours put in over the years by the veterans who are still relied upon for their experience, expertise and advice from their years of service history.

NEXT STEPS

Identification of the veterans overlooked in the initial issuance of the 15-year, Don Dignan Service Award and plans coordinated to correct the oversight.

FINANCIAL IMPLICATIONS

Depending on timing and numbers, the medals can be included in the up-coming budget process.

ALTERNATIVES

Council may choose to ignore this request / suggestion (which is not recommended).
Council may suggest an alternate course of action.

ATTACHMENTS

None.

CHIEF ADMINISTRATIVE OFFICER REVIEW

I am in full support of the recommendation.

Report Prepared by: _____
(Name and Title)

Report Reviewed by:  _____
Mark Phillips, Chief Administrative Officer

Report Approved by: _____
(Name and Title)



**WEST HANTS REGIONAL MUNICIPALITY
REQUEST FOR DECISION REPORT**

Name:	Councillor Debbie Francis		
Date:	March 4, 2021	Date Submitted to CAO:	March 4, 2021

Decision Requested:	Opportunities for an event to be hosted at the Playground on Panuke Road for residents.				
Background: What? Who? How? When?	Property ☐	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐
	During the online session Saturday January 9 for the RAD reports for African Nova Scotians, expression of interest for an event was discussed. In speaking with Community members, a snow shoeing day had been suggested for the Winter Carnival weeks. With the high volume of residents using the snowshoes, it was suggested to look at a time in March. As the RAD report suggested events and opportunities such as this, I am requesting an event for this area that we can help organize with residents. Depending on the weather, the snow shoeing may not be an option.				
Strategic Implication: with Dashboard	Current ☒		Short Term ☐		Long Term ☐
Budget:	Yes ☐ No ☒		Policy:		Yes ☐ No ☒

Desired Outcome:	That the recommendation be supported, and we are able to use an event like this to show we have taken the recommendations from the RAD report and want to start supporting the recommendations.
Recommendation:	Report/Document: Attached ☐ Available ☒ Nil ☐ RAD Consulting Report dated February 2021 and reviewed at the February 17, 2021 Special Committee of the Whole meeting.

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative ☐ Protective Services ☐ Administration ☐ Planning ☐ Engineering Public Works ☐ Parks and Recreation ☒ Finance ☐ Economic Development ☐
Decision Requested:	Operational Matter ☒ Decision of Council Required ☐ Policy Change ☐ Other ☐
Background:	in December 2019, RAD Consulting was hired to conduct comprehensive community engagement about the future of the united municipality. This engagement process acknowledges the socially-dynamic complexity of such an effort, and the need to engage with as many diverse perspectives as possible. Thus, RAD Consulting took a broadly evaluative and qualitative approach by interviewing and listening deeply to various internal stakeholders' perspectives before beginning the comprehensive

	consultation. The goal of this engagement process was to go beyond addressing merely practical challenges of the consolidation, to identifying new opportunities by tapping into the aspirations of the diverse communities within the region. The RAD report presented at the February 17, 2021 special Committee of the Whole meeting reflected community engagement sessions in which valuable input was sought to identify gaps. Some recommendations identified in the report included: • Recognition of Black History Month, February-March 2021 • Making Planning & Engagement more visible including with pop-up and community events There are many other recommendations that would align with hosting an event to help bring communities together.
Budget:	Unknown
Staff Workload:	Pending the level of engagement of community volunteers and availability of staff an event of this size and scale could be facilitated with minimal planning.
Policy:	N/A
Response Options:	
Preferred Strategy:	Create a "POP-Up" event as recommended in the report.

CAO Comments:	A pop-up event such as this can further provide the opportunity for municipal representatives to interact with community members regarding the future of the park space which is currently inactive. Preliminary discussion with community members has indicated they wish for the municipality to take over the care and maintenance of the site.
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Report Reviewed By: 

Mark Phillips, Chief Administrative Officer