



West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole - Meeting Agenda - Amended

March 8, 2022 - 6:00 p.m.

(also held via virtual via Zoom and Facebook livestreamed)

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
 - Dashboard Action Items – Dangerous/Unsightly
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2022-02-08 Committee of the Whole minutes
 - b) **Accessibility Plan – Information Report – Coordinator Craik**
7. Presentations
 - a) Hantsport & Area Historical Society presentation re: William Hall – Judson Porter
 - b) Phase 1 Archeological Assessment Fort Edward Lands presentation – Jonathan Fowler
 - Phase 1 Archeological Assessment Fort Edward Lands report – Jonathan Fowler
8. Unfinished Business/Postponed Motions
 - a) Mobile Canteens Recommendation Report – Planner Dunphy
9. Reports
 - a) CAO Activity Update – Information Report
 - b) Financial Update – Information Report - Dir. Rochon
10. Correspondence
 - a) Information
 1. Avon Causeway Activity Log
 - i. 2022-03-02 Steve Craig re: Avon River aboiteau
 2. Correspondence received as of March 2, 2022
 - i. 2022-01-24 Commodore Brad Carrigan Pisiquid Canoe Club to Hon. Joyce Murray re: Pisiquid Canoe Club
 - ii. 2022-02-14 Dr. Gordon Haliburton re: Rezoning Land near Fort Edward
 - iii. 2022-03-01 Kim Masland re: removal of remaining bridge piers adjacent to Trunk 1
 - iv. 2022-03-01 East Hants letter to NSFM re: dues increase

- b. Requests - None
- c. Out-going
 - 1. Correspondence sent as of March 2, 2022
- 11. New Business
 - a) Audit Committee Member Appointment Recommendation Report - Dir. Rochon
 - b) Equipment Purchase for New Pumper Tanker, Brooklyn Fire Dept. Recommendation Report – Supervisor Thornton
 - c) Quint Fire Apparatus Purchase, HFD Recommendation Report – Supervisor Thornton
 - d) Stormwater Discussion, Decision Request - Councillor Hartt
 - e) Financial Condition Indicators Report – Councillor Ivey
- 12. Public Participation Period
- 13. In-Camera
- 14. Next Meeting Date / Adjournment

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
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)	2020-05-12		In progress	CAO/Fin
Asset Mgmt (Strategic Sustainability) - Strategic Sustainability Plan is needed	2020-05-12	On-going until approx. Oct. 2022	Continued Operational staff training, software structure processes are completed	PW
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	2020-09-22	Align with Branding outcomes 2021-07, On-going	Pending Beautification Strategy. Street and Community sign options currently being explored	PW/Comm. Dev
Diversity & Inclusion Committee (from Meeting & Committee Procedural Policy Amendments) - Advertise for Committee	2020-10-13	2021-05 (also with Rad)	Ongoing	Comm Dev
W. B Stephens Building Design Project Management Tender Award - Defer award until staff obtain additional operational costing information of the other municipal buildings. (100 King Street)	2020-10-27	2022-on going	Ongoing, working group has met twice. Recommendation coming to Council soon	CAO
Panuke Rd Event - Event to be arranged by Mayor	2021-03-09	2021-06	Unknown	Mayor
Noise By-law - Staff revise by-law (Peace and Good Order)	2021-03-23	2022-on going	Ongoing review	Planning/ CAO
Cheverie Land Exchange - Agree	2021-03-23	2022 on going	Pending site visit	CAO
WHRM Land Dispute Policy - CAO Office to establish a practice to keep council informed	2021-04-27	2022-04	Currently reviewing. Policy to follow	CAO
Dog Park - Staff review historical information related to dog park feasibility	2021-06-08	2022-04	Outstanding. Information gathered	Comm. Dev
Glooscap First Nation & WHRM Council Meeting - Send formal invite for a meeting to discuss many topics including reconciliation	2021-06-22		Set to meet on March 15, 2022	Mayor

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Request to Meet with Avon Causeway Gate Stakeholders - Send letter to Glooscap First Nation requesting immediate joint council mtg. to discuss Avon River Causeway/Aboiteau Gate System and Ministerial Order	2021-06-22		Ongoing informal communication continues through the Mayor	Mayor/CAO
Review former By-Laws RV-001 (Mobile Canteen)- Review former By-Laws and create a new all encompassing By-Law with public input.	2021-09-28	2022-04	Ongoing review. Coming to COTW, March 8, 2022	CAO/Plan
Outdoor Fires By-Law - Staff review existing Fire-related by-laws and have an all encompassing Regional By-Law	2021-09-28	2022-04	Ongoing review. Approved by Fire Chiefs with Public input received, approved by Fire Chiefs. Returing for Council consideration in April 2022	CAO
Capped Assessment - Staff provide a new aggregated report that will coincide with PVSC's presentation in January/February.	2021-09-28	2022	Outstanding	Finance
Valley REN - Send a letter to advise VREN that WHRM will remain a partner for the perod of Aprl 1, 2022- March 31, 2023 in order to continie to see the benefits that the VREN offers and also give formal notice that the WHRM will cease to be a partner after March 31, 2023.	2022-02-08	2022-02-22	Letter being drafted	CAO
Panuke Road Booster Staion - Provide ongoing updates to Council	2022-02-22	ongoing	Mobilization to the site and excavation commencing this week	PW
Hantsport Fire Station - Provide ongoing progress updates to Council	2022-02-22	ongoing	Completing truss installation and roof frasmus, interior rough-ins commencing this week	PW
Front End Wheel Loaders - Provide ongoing progress reports to Council	2022-02-22	ongoing	One loader arrived Tuesday February 22, 2022. Activated into service on February 25, 2022. This JD 444 Loader is working well. Second loadert	PW
Post Consolidation Funding - Report to Council on the progress related to this funding	2022-02-22	ongoing	Project submitted. Pending Provincial/Federal Government approval	CAO/Fin
Page 2 of 2				

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List)
March 2, 2022

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>



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 8, 2022

Subject: Audit Committee Appointment

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 44, Subsection 4 and 5

WHRM Meeting and Committee Procedural Policy RCOGE-003.00 – Appendix E

RECOMMENDATION or DECISION REQUEST

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

Council approves the appointment of Kathryn Duffy to the Audit Committee for the period of April 1, 2022 to December 31, 2022.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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Following the guidelines in Council's Meeting and Committee Procedural Policy, RCOGE-003.00 - Appendix E, the Audit Committee will consist of five (5) members; two of which are resident members who are not members of Council or Municipal Staff. Members of the committee serve a one-year term and are eligible for reappointment to serve up to two – one-year terms.

The committee currently has once resident member spot to be filled.

If appointed to the Audit Committee, the resident members will serve a one-year term to expire in December 2022. This service term is in direct correlation with the scheduling of the 2021-22 audit. Annual appointments will occur for the Audit Committee each December.

DISCUSSION

The January 2022 municipal newsletter included a section advertising for community committee members. Interested applicants were directed to our website for more information. There were two applications submitted for the Audit Committee vacancy. In order to qualify, resident members must demonstrate that they are sufficiently versed in financial matters.

Both candidates' applications went through an evaluation process to determine their level of financial experience and knowledge. Based on this evaluation, staff are recommending Kathryn Duffy to fill the vacant resident member spot.

NEXT STEPS

- Notify appointed member and begin training.

FINANCIAL IMPLICATIONS

In accordance with the Council Remuneration Policy, resident committee members are provided a meeting honorarium. The associated costs are included in the annual operating budget.

ALTERNATIVES

N/A

ATTACHMENTS

Meeting and Committee Procedural Policy, RCOGE-003.00 - Appendix E

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:



Carlee Rochon, Director, Financial Services

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

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.





WILLIAM EDWARD HALL, V. C.

THE FIRST NOVA SCOTIAN AND THE FIRST MAN OF COLOUR
TO WIN THE EMPIRE'S HIGHEST AWARD "FOR VALOUR"

BORN AT HORTON, N. S. APRIL 28TH 1821.

DIED AT AVONPORT, N. S. AUGUST 27TH 1904.

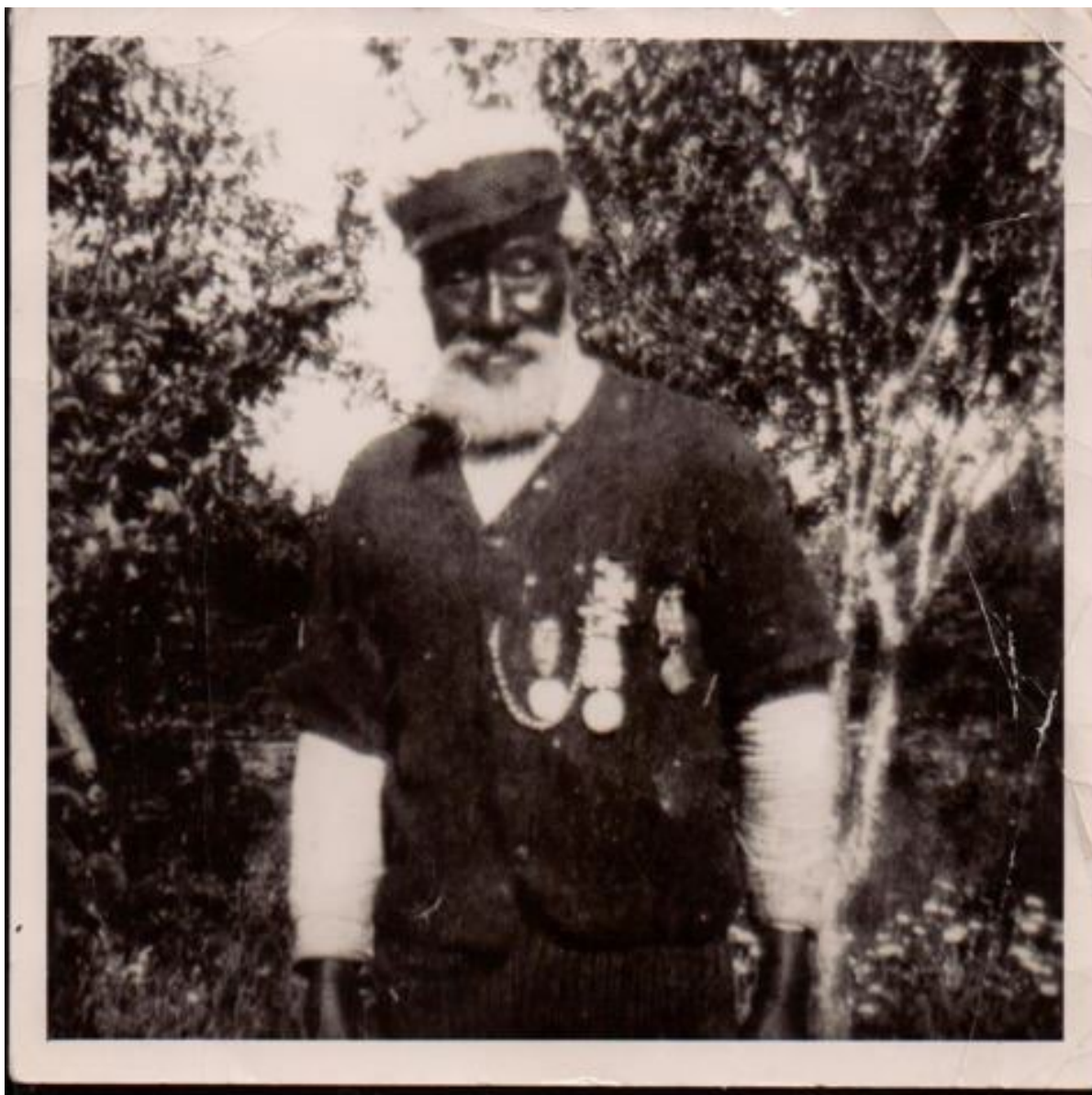
ON NOVEMBER 16TH 1857 WHEN SERVING IN H.M.S. SHANNON,
HALL WAS PART OF A CREW UNDER COMMAND OF A LIEUTENANT
WHICH PLACED A 24 POUNDER GUN NEAR THE ANGLE OF THE
SHAR NUJIFF AT LUCKNOW. WHEN ALL BUT THE LIEUTENANT
AND HALL WERE EITHER KILLED OR WOUNDED. HALL WITH UTTER
DISREGARD FOR LIFE KEPT LOADING AND FIRING THE GUN
UNTIL THE WALL HAD BEEN BREACHED AND THE RELIEF OF
LUCKNOW HAD BEEN ASSURED.

"HIS GREAT PRIDE WAS HIS BRITISH HERITAGE"





THIS CAIRN MARKS THE FINAL RESTING PLACE OF
WILLIAM EDWARD HALL V.C.



William Hall – VC



WILLIAM HALL, V. C.
(1827–1904)

As the first person of African descent and the first Nova Scotian to be awarded the Victoria Cross, William Hall became an inspiration for the military and a source of pride for Canadians and persons of African descent everywhere. His service with the Royal Navy during the Indian Mutiny in 1857 typified the value many African Canadians placed on loyalty to the British Empire and the freedom it represented to them during the 19th century. Occurring at a time when terms of eligibility for the honour were still being defined, Hall's award illustrated that valour preceded ancestry and race in the selection process.

WILLIAM HALL, V. C.
(1827-1904)

Première personne d'ascendance africaine et premier Néo-Écossais à recevoir la Croix de Victoria, William Hall devint un modèle pour les militaires ainsi qu'une source de fierté pour les Canadiens et toutes les personnes d'origine africaine. Son service au sein de la marine britannique lors de la révolte des Cipayes de 1857 illustra la loyauté de nombreux Afro-Canadiens envers l'Empire britannique, un symbole de liberté pour eux au XIX^e siècle. Alors que les conditions d'admissibilité restaient encore à définir, la Croix décernée à Hall prouva que le courage l'emportait sur l'origine et la race dans le processus de sélection.



Historic Sites and
Monuments Board
of Canada

Commission des lieux et
monuments historiques
du Canada

Canada



parkscanada.gc.ca
parcsCanada.gc.ca

Uncovering William Hall's Story

WILLIAM HALL is an important figure in Canada's history and the story of his bravery is known around the world. Yet, little is known about his life. Historians have attempted to piece together the details from a variety of sources, including military and church records as well as newspaper accounts and family lore, but these are sometimes contradictory.

In the case of Hall's birth date, various records indicate that he was born between the years of 1821 and 1832. Also depending upon the source, the location of his birth is said to be at Horton, Horton's Bluff, Summerville, Hantsport or near Avonport.

As anyone who does genealogical research knows, such discrepancies in the historical record are not unusual. While there appears to be no definitive answer to the question of the date or location of William Hall's birth, our limited knowledge about Hall's life in no way diminishes his historical importance as the monument and plaque located here attest.

Découverte de l'histoire de William Hall

WILLIAM HALL est un personnage important de l'histoire du Canada. Ses actes de bravoure sont connus dans le monde entier, pourtant, on ne sait que peu de choses de lui. Les historiens ont essayé de reconstituer sa vie à partir de diverses sources, dont les archives militaires et religieuses, des articles de journaux et l'histoire familiale, mais ces sources se contredisent parfois.

Par exemple, la date de naissance de Hall varie, selon les documents, entre 1821 et 1832. Par ailleurs, selon les sources, son lieu de naissance serait Horton, Horton's Bluff, Summerville, Hantsport ou « près d'Avonport ».

Comme le savent tous les généalogistes, de telles incohérences dans les documents d'archives ne sont pas rares. L'incertitude persiste sur la date et le lieu de naissance de William Hall, toutefois, nos connaissances incomplètes sur sa vie ne diminuent en rien l'importance historique du personnage, dont témoignent le monument et la plaque qui se trouvent ici.











CANADA'S  NATIONAL
SHIPBUILDER

What an opportunity to
promote the legacy of this
important historical figure to
our communities, province
and beyond!

Some of our Society's current ideas/suggestions

Ceremony at the William Hall
Cairn to coincide with the
launch (timing may be delayed
to Spring, given NS weather)

Negotiating to have the William
Hall signs currently on the
Hantsport Connector moved
to locations by Exit 8
(Hantsport) and Exit 9
(Avonport) on Highway 101

Working with teachers at
Hantsport School on projects
related to William Hall

Presentation of replica of
William Hall's Victoria Cross
Medal to the new ship hoping
that it will be displayed on the
ship

Who have we contacted concerning this
important event?

Paul Morton – Deputy Mayor – West
Hants Regional Municipality

Melissa Sheehy-Richard – MLA West
Hants

Kody Blois – MP Kings–Hants

Soon to contact Irving Shipyard

How can we move forward with
this upcoming launch event
together?

William Hall's Life & Timelines:

William Hall was the first Black person, the first Nova Scotian and the first Canadian naval recipient of the British Empire's highest award for bravery, the Victoria Cross during the Indian Mutiny and the siege of Lucknow in August 1857.

He was born 25 April 1829 (date is disputed 1921 to 1929) in Horton Bluff now Lockhartville, NS

He was the son of freed African-American slaves from Maryland who settled in Nova Scotia after the War of 1812.

Hall attended the local school, and then worked in the shipyards of Hantsport for several years. In 1844 he joined the crew of a vessel sailing out of Half-Way River

In 1852, he left a promising career in the American merchant navy to enlist in the British Royal Navy. (Volunteer!)

On November 16th, 1857, when serving in H.M.S. Shannon, Hall was part of a crew under command of a Lieutenant which placed a 24 pounder gun near the angle of the Shah Nujiff at Lucknow, when all but the Lieutenant and Hall were either killed or wounded. Hall with utter disregard for life kept loading and firing the gun until the wall had been breached and the relief of Lucknow had been assured.

28 October 1859, Hall received his Victoria Cross aboard HMS Donegal in Queenstown Harbour, Ireland.

10 June 1876 with the rank of Petty Officer First Class and a certificate of good conduct, he retired from the service. He moved back to Nova Scotia and lived with his sisters (Rachel Robinson and Mary Hall) on a farm in Avonport, overlooking the Minas Basin.

He lived there in relative obscurity until 1901, when His Royal Highness, the Duke of Cornwall and York, the future King George V, visited Nova Scotia to unveil a monument. At a parade of British veterans which Hall attended wearing his Victoria Cross and other service medals, the Duke noticed this and enquired about the medals, opening a conversation between the two men.

He died in Hantsport on August 25, 1904, of paralysis. He was buried in an unmarked grave in Lockhartville without military honours.

In 1937, a campaign was launched to have him recognized by the Royal Canadian Legion, and it was not until 1945 that his remains were reinterred in the grounds of the Hantsport Baptist Church.

In 1947, a cairn was erected in his honour by the Hantsport Branch of the Legion, which includes an enlarged bronze replica of his Victoria Cross and a plaque describing his actions and devotion to duty. The inscription on the memorial reads as follows:
WILLIAM EDWARD HALL V.C. - THE FIRST NOVA SCOTIAN, AND THE FIRST MAN OF COLOUR TO WIN THE EMPIRE'S HIGHEST AWARD FOR VALOUR"

1947 - The Hantsport Legion established and was named in his honour: "Royal Canadian Legion Br No 109 (Lucknow)"

In 1967, his medals were returned to Canada from England to be shown at Expo '67, in Montreal. For a number of years, his Victoria Cross and other medals were lent to the Canadian War Museum in Ottawa. Today, his medals are on display at the Nova Scotia Museum in Halifax.

Also in 1967 another plaque was placed on the memorial which reads: "THIS CAIRN MARKS THE LAST RESTING PLACE OF WILLIAM EDWARD HAL VC". His middle name is also disputed!

11 May 1975 - The gymnasium at Cornwallis base was also named in his honour.

11 November 2005 the members of Lucknow Branch 109 Royal Canadian Legion Hantsport NS decorated the William Hall V.C. Memorial for the 58th time. The Memorial was placed there through the efforts of Hants County Branch No. 9 of Windsor, NS.

1 February 2010, Canada Post commemorated William Hall on a stamp, first issued in Hantsport, Nova Scotia and officially launched at the Black Cultural Centre on 2 February 2010.

8 October 2010, William Hall was designated a National Historic Person by the Canadian Historic Sites and Monuments Board at Hantsport and a new plaque was unveiled in his honour.

November 2010, a connector road in Hantsport was named the William Hall VC Memorial Highway. Signs bearing Hall's likeness were erected on the road from Highway 101 to Trunk 1.

26 June 2015 - It was announced that the fourth ship in the Royal Canadian Navy's Harry DeWolf class would be named for William Hall. The ship will be constructed at Halifax Shipyards in Halifax. The AOPS will enhance the RCN's ability to assert Canadian sovereignty in Arctic and coastal Canadian waters and support international operations when required.

17 February 2021 - The keel for HMCS William Hall was laid at the Irving Shipyard in Halifax, NS

December 2022 – Expected date of the launch of the HMCS William Hall

Additionally:

Subsequently, a branch of the Canadian Legion in Halifax was renamed in his honour. The DaCosta-Hall Educational Program for Black students in Montreal named in his honour.

The annual gun run of the International Tattoo in Halifax also perpetuate his name.

Fort Edward Street

ARCHAEOLOGICAL RESOURCE IMPACT ASSESSMENT

Jonathan Fowler

Northeast Archaeological Research

08 March 2022



I. Cultural Resource Management

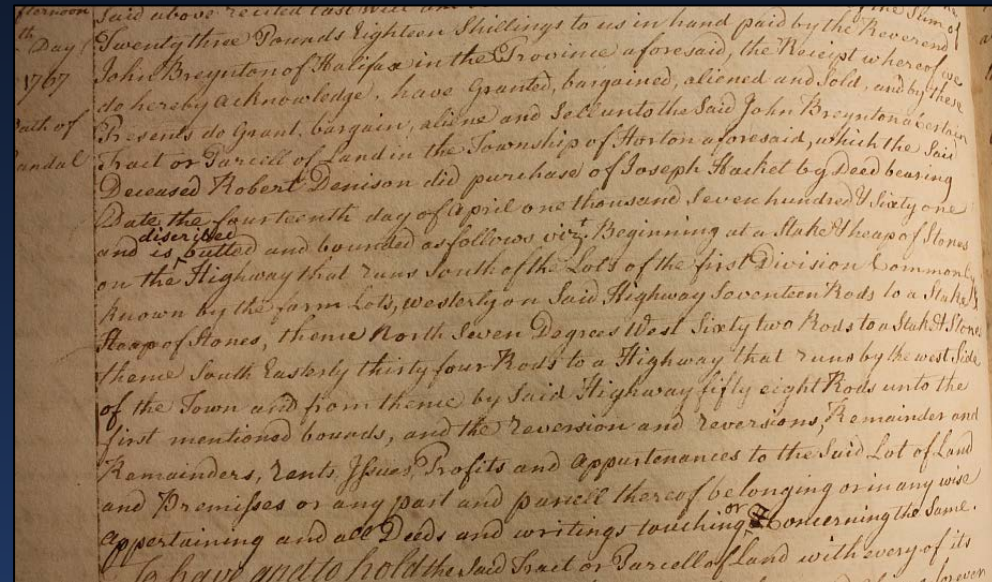
- Provincial Jurisdiction (*Special Places Protection Act*)
- Archaeological Resource Impact Assessments

I. Cultural Resource Management

- Provincial Jurisdiction (*Special Places Protection Act*)
- Archaeological Resource Impact Assessments

Phase 1: Investigation

Are archaeological resources present?
Significance?



I. Cultural Resource Management

- Provincial Jurisdiction (*Special Places Protection Act*)
- Archaeological Resource Impact Assessments

Phase 1: Investigation

*Are archaeological resources present?
Significance?*

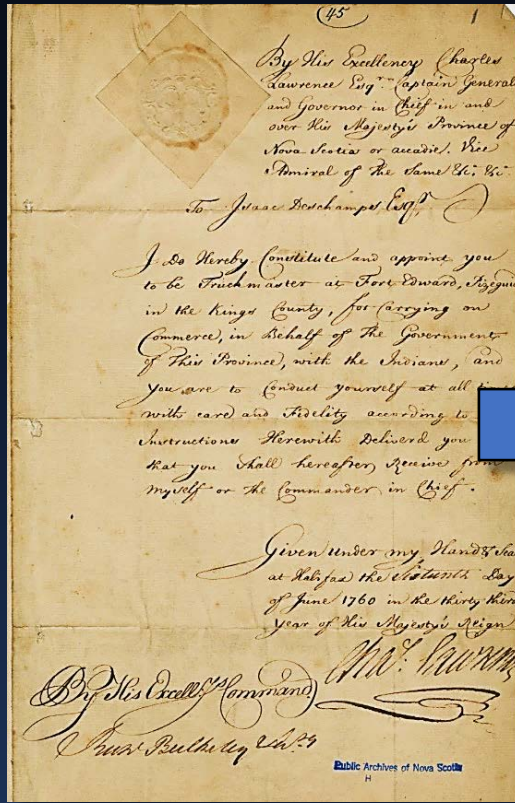
Phase 2: Mitigation

Field intervention

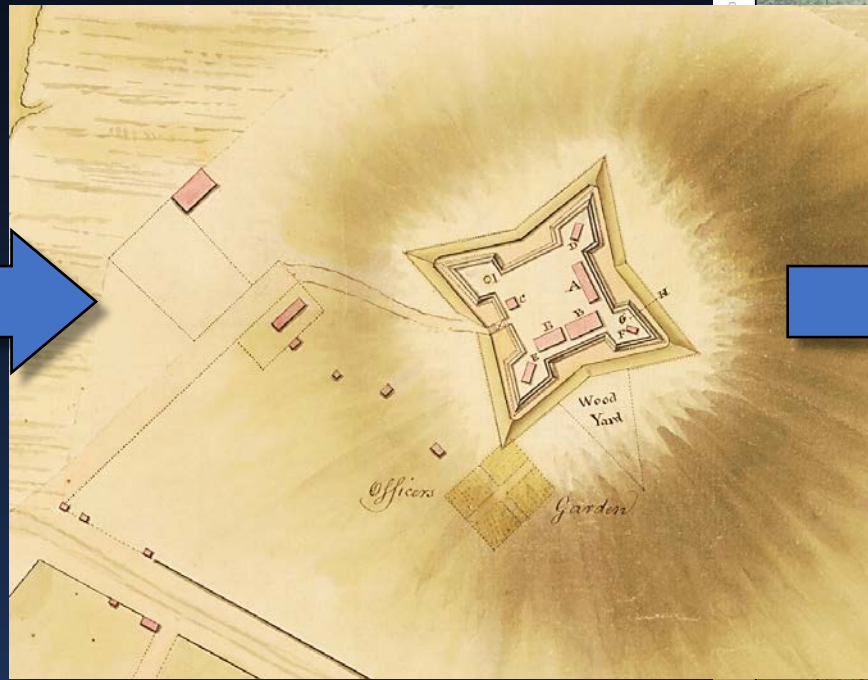


II. Phase 1 Assessment Methodology

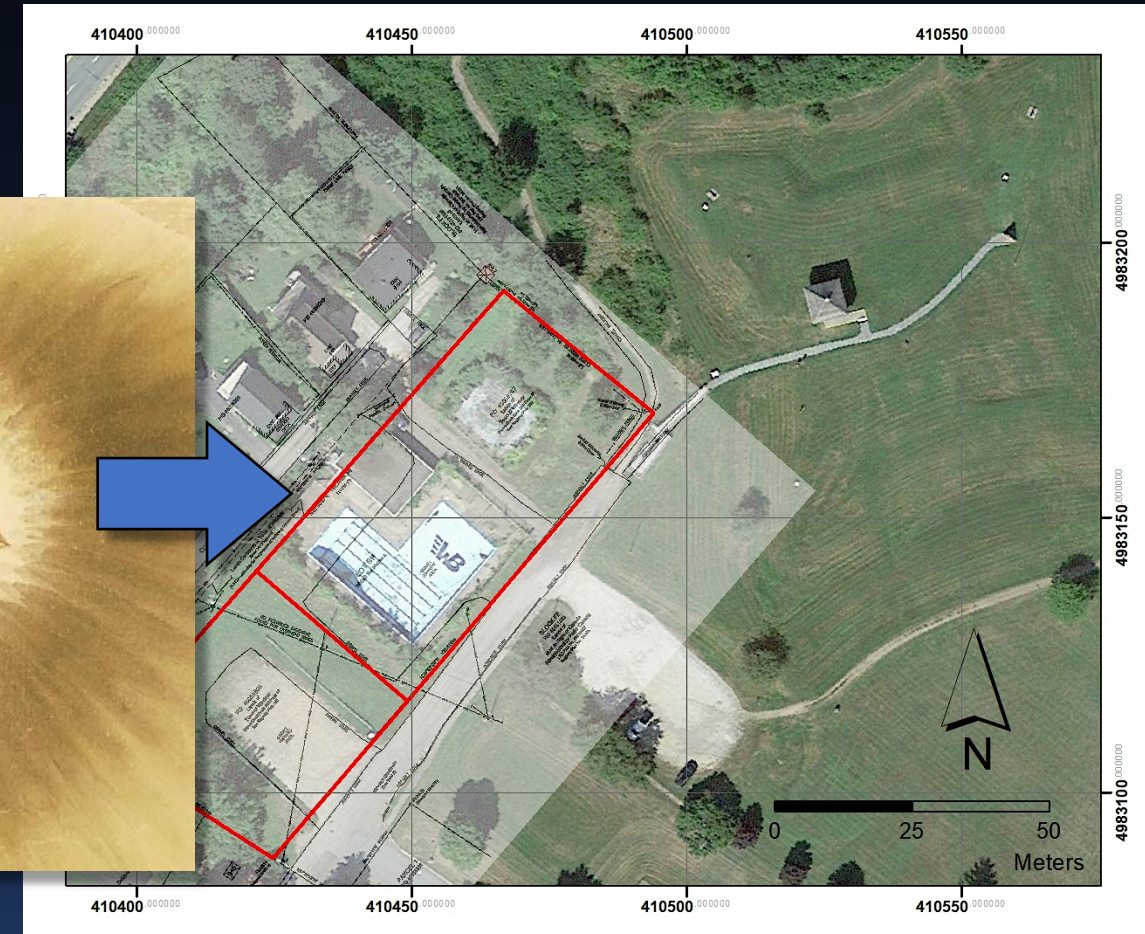
archival texts



archival maps



GIS



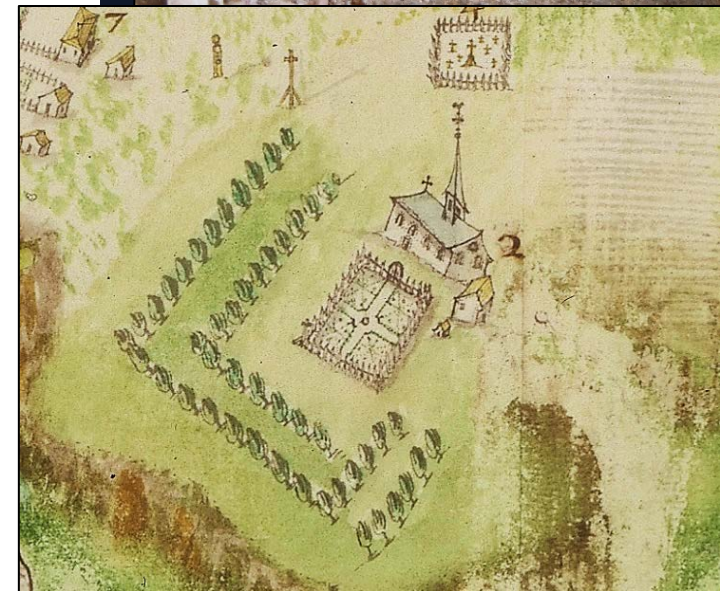
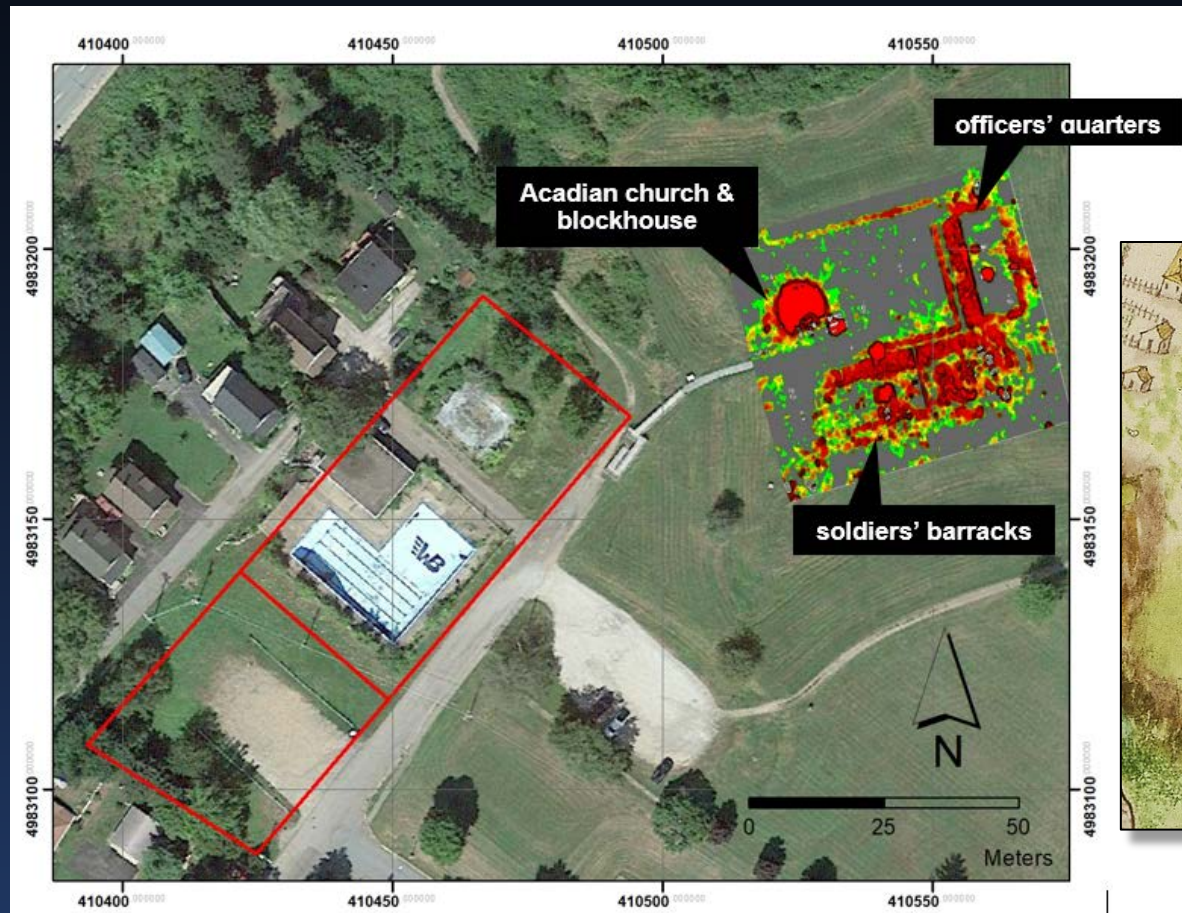
II. Phase 1 Assessment Methodology

LiDAR



III. Results of Phase 1 Archaeological Assessment at Fort Edward Street

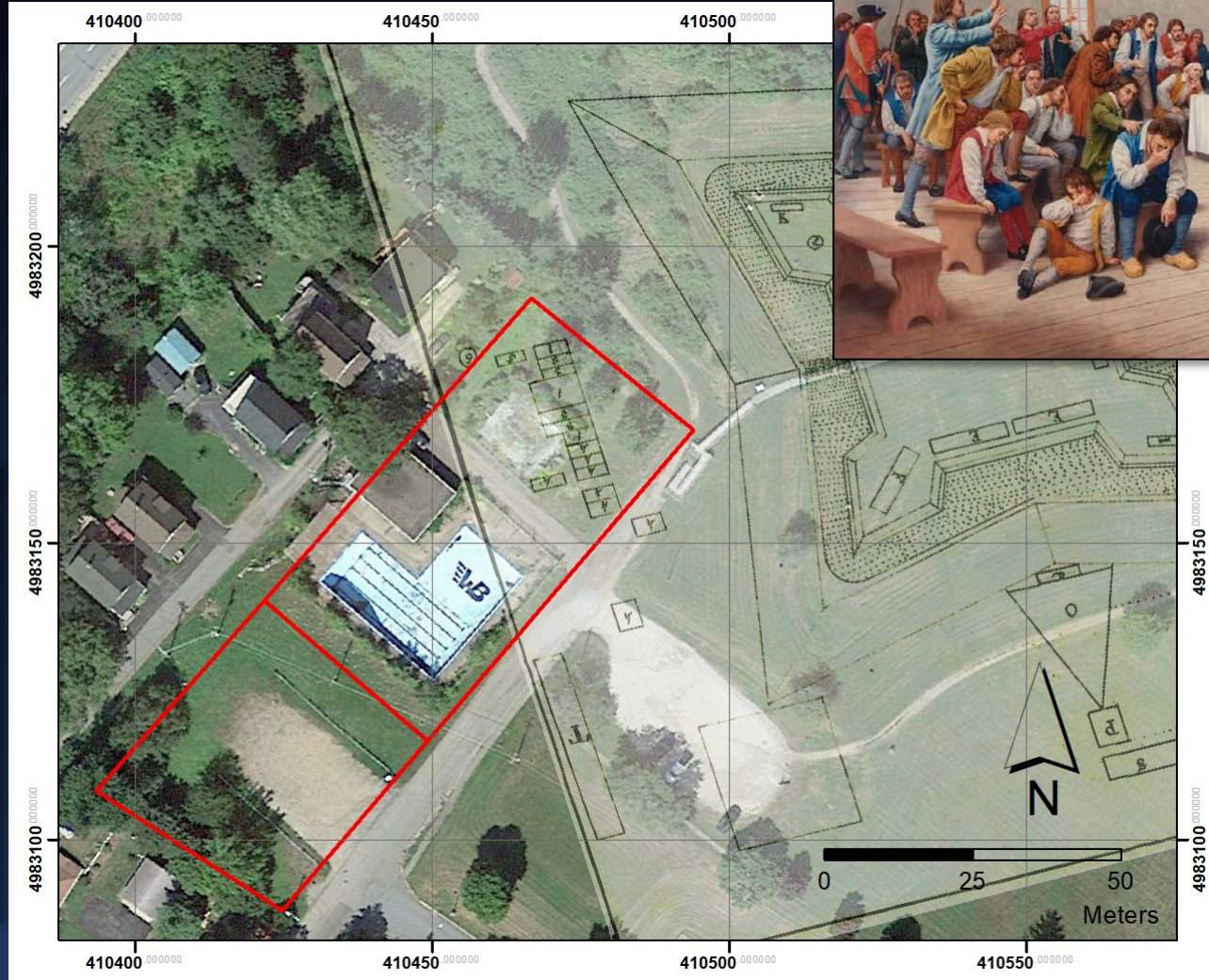
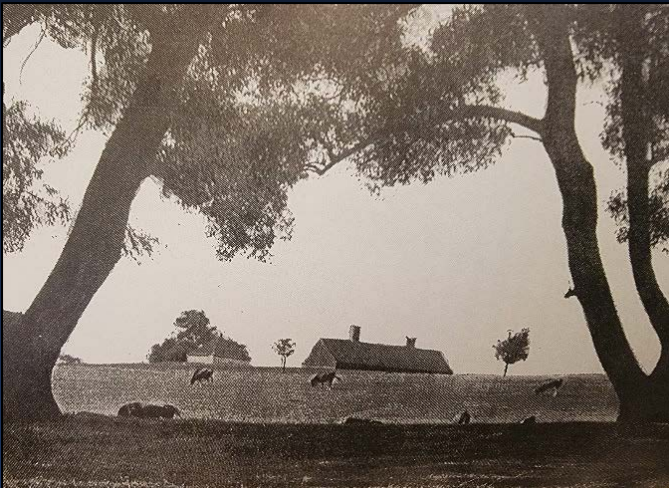
1. Acadian Church (1722-50)



III. Results of Phase 1 Archaeological Assessment at Fort Edward Street

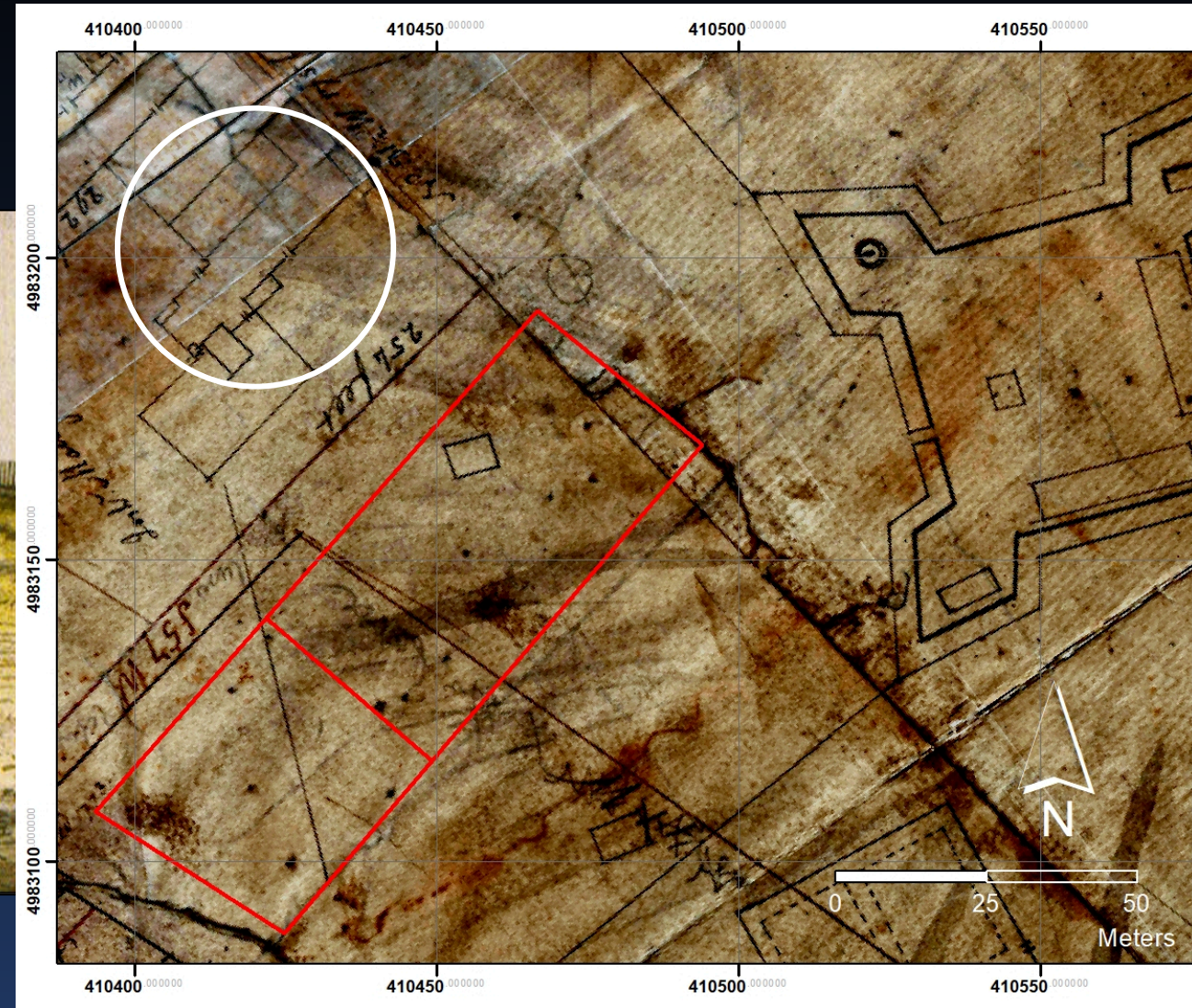
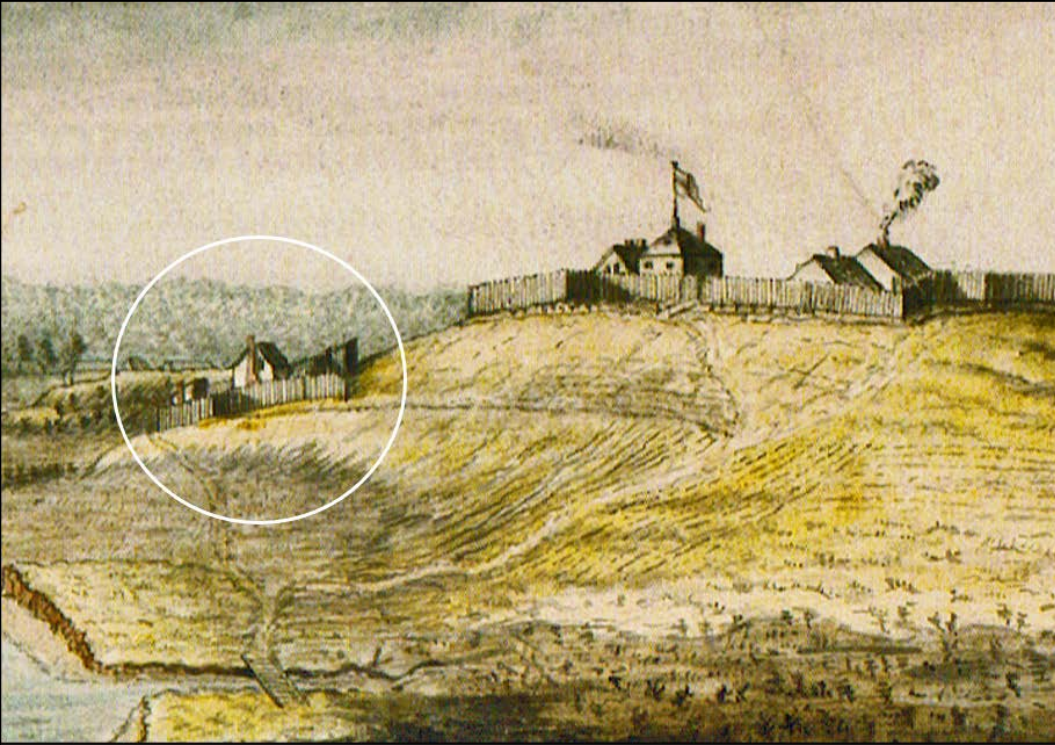
2. Fort Edward (1750-)

- a. Extramural architecture
- b. Deportation site & prison
- c. Garrison cemetery
- d. Viewplanes



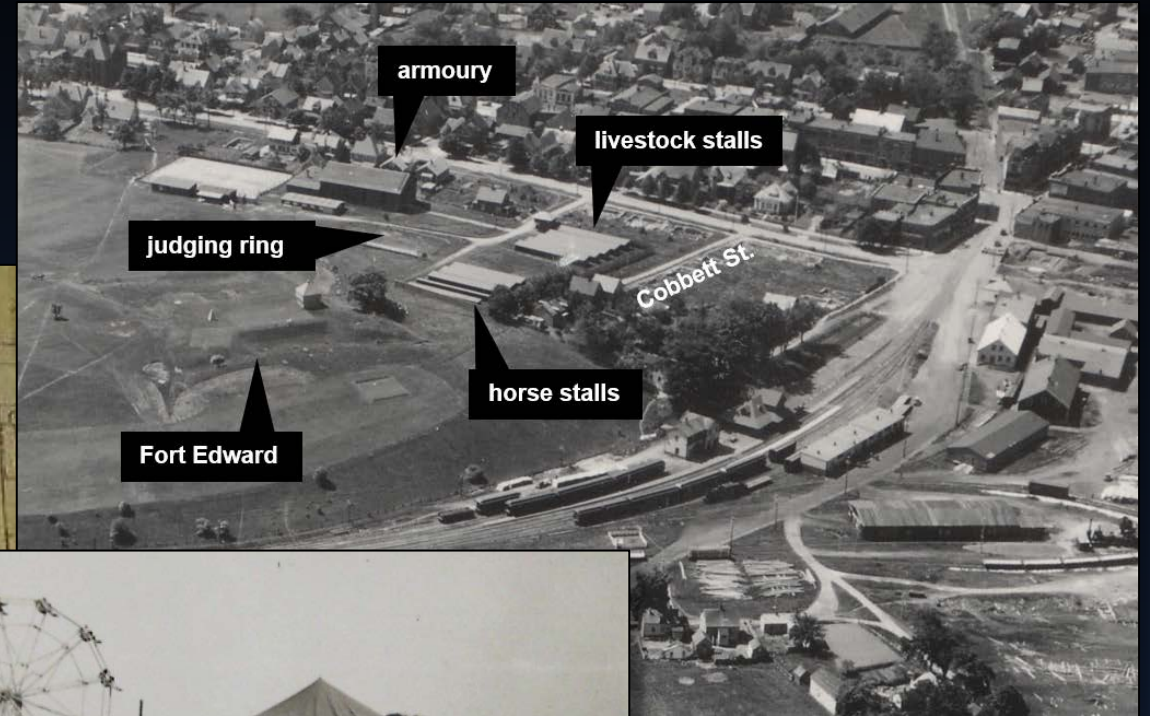
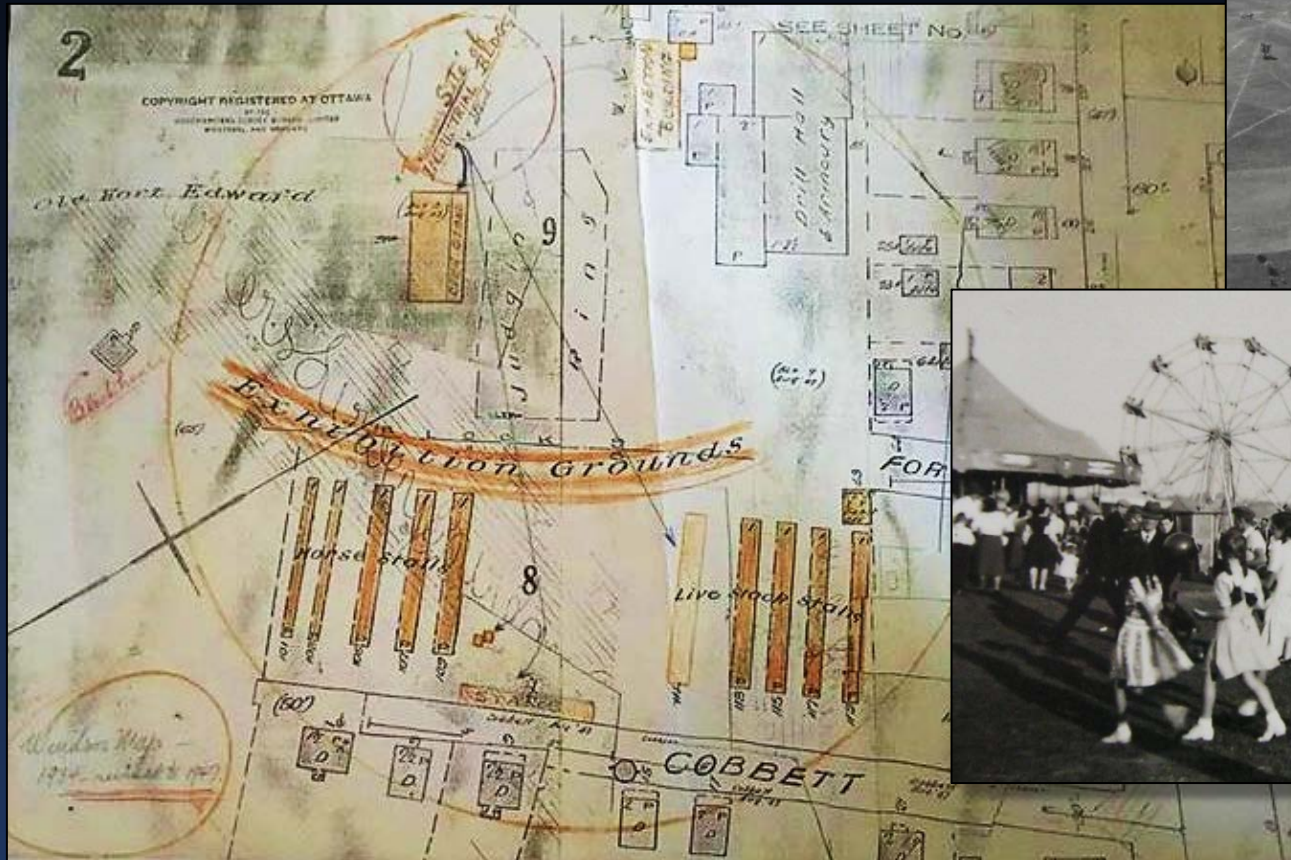
III. Results of Phase 1 Archaeological Assessment at Fort Edward Street

3. The Truckhouse (ca. 1752-)



III. Results of Phase 1 Archaeological Assessment at Fort Edward Street

4. The Agricultural Fair (1765-)



IV. Conclusion

Documented archaeological resources
High significance

Rich, layered heritage resource
(Mi'kmaw/Acadian/Anglo-American)

Part of a “narrative network”
(Grand-Pré, Port-Royal, Fort Anne)

Recommend Phase 2



-  1757: soldiers' huts; officer's stable; bullock houses; forge; pond
-  1760s: unidentified building
-  1779: unidentified buildings
-  Windsor Agricultural Fair buildings

Fort Edward Street
Archaeological Resource Impact Assessment
HRP A2022NS013



Prepared for: West Hants Regional Municipality
Prepared by: Jonathan Fowler
23 February 2022

EXECUTIVE SUMMARY

In late 2021, the West Hants Regional Municipality retained Northeast Archaeological Research Inc. to conduct a Phase 1 Archaeological Resource Impact Assessment of two contiguous properties at 36 and 65 Fort Edward Street, Windsor, for the purpose of evaluating their archaeological potential.

Our study examined recorded archaeological sites in the Maritime Archaeological Resource Inventory (MARI), published histories, aerial photography, and archival records (cartographic and documentary) from local, national, and international repositories. A pedestrian survey was conducted on 12 February 2022 to examine surface conditions and collect survey points to assist in georeferencing historical maps.

Our assessment concludes that these properties very likely contain archaeological resources associated with Mi'kmaw, Acadian, and British activities dating from the early colonial period and possibly earlier. This meeting point of major rivers and terminus of major portage routes linking the Fundy system to the Atlantic coast was long inhabited by the Mi'kmaq and their ancestors. By the mid-18th century, the Mi'kmaq regularly frequented a trading post (or truckhouse) adjacent to the properties in question. It was one of only six posts in the region that functioned as part of the 1760-61 Treaties of Peace and Friendship between the Mi'kmaq and the British Crown.

In 1722, the Acadians built a parish church just uphill from the two properties. The British demolished it to make way for Fort Edward in 1750. Between 1755 and 1763, Fort Edward functioned as a prison for hundreds of Acadians caught up in the deportations.

Significant fort infrastructure was located outside the ramparts and 18th century maps indicate that some of these structures stood in the properties in question. The two properties are part of the viewplanes Parks Canada identifies as essential to the commemorative integrity of Fort Edward National Historic Site. From 1765 and up to recent times, the two properties were the site of the Windsor Agricultural Fair, Canada's oldest, which was designated a national historic event by the Historic Sites and Monuments Board of Canada in 1935.

Construction on these properties in the 20th century has likely impacted the integrity of some archaeological resources, but material cultural evidence is almost certainly still present, some in secondary contexts.

Based on these findings, it is recommended that any future construction activities on these properties be subject to a thorough Phase 2 Archaeological Resource Impact Assessment, including engagement with the Mi'kmaw and Acadian communities. Viewplanes essential to Fort Edward's commemorative integrity should be respected. The phase 2 archaeological assessment would benefit from archaeological geophysical prospection, subsurface testing, and monitoring of mechanical excavations.

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1.0 INTRODUCTION

In late 2021, the West Hants Regional Municipality retained Northeast Archaeological Research Inc. to conduct a Phase 1 Archaeological Resource Impact Assessment of two contiguous properties, 36 and 65 Fort Edward Street, in Windsor (**Figure 1**). This assessment finds that the properties very likely contain significant archaeological resources relating to Mi'kmaw, Acadian, and Anglo-American communities and traditions. This report describes investigations conducted under Category C Heritage Research Permit A2022NS013 and is formatted according to reporting procedures prescribed by the Nova Scotia Department of Communities, Culture, Tourism, and Heritage.¹



Figure 1: Study area location map. The two properties in question are enclosed by the dashed yellow lines. SOURCE: Google Earth, February 2016.

¹ Reporting Procedures, Archaeological Resource Impact Assessment (Category C):
<https://cch.novascotia.ca/sites/default/files/inline/documents/archaeologicalresourceimpactassessmentnc.pdf>

2.0 DEVELOPMENT AREA

Biophysically, the development area is part of the Carboniferous Lowlands Theme Region (511 Windsor Lowlands) (Davis and Browne 1996, 2:10). Surficial geology maps place Fort Edward Hill in a silty till plain (ground moraine) whose topography is characterized as “[f]lat to rolling, [with] few surface boulders,” and in which the till is “thick enough to mask bedrock undulations.” These materials, furthermore, “generally provide the best agricultural land in the province, moderate drainage and stoniness; [and] moderate to good buffering capacity for acid rain because of transported calcareous bedrock components” (Stea, Conley, and Brown 1992). As we will see, this soil’s ability to support agriculture contributes directly to a major aspect of the study area’s heritage significance. The underlying bedrock consists of Windsor Series rock (limestone, gypsum, shale, and sandstone) associated with the Mississippian, or early Carboniferous, period (Cann, Hilchey, and Smith 1954, 8–9).

2.1 Indigenous presence

The Windsor area is situated in the traditional Mi’kmaw district of *Sipekne’katik* (Sable and Francis 2012, 21). Historic period Mi’kmaw inhabitants referred to the Avon River estuary as *Pesikik* (“to flow splitwise”), referencing the confluence of the Avon and St. Croix rivers, each of which connected to major portage routes linking the Minas Basin and greater Fundy system to the Atlantic Coast.²

There is no direct archaeological evidence of ancient human activity in Fort Edward’s immediate neighbourhood recorded in the Maritime Archaeological Resource Inventory (MARI), but this almost certainly reflects the incomplete coverage and/or lack of archaeological surveys rather than the extent of the actual archaeological resource.³ In other words, the absence of evidence in this case is certainly not evidence of absence.

A major Indigenous village dating mainly to the Maritime Woodland Period has been identified at St. Croix (BfDa-01) (Deal 2016, 91). This well-studied site has in fact revealed artifacts spanning 3000 years, encompassing the Late Archaic, Maritime Woodland, Proto-historic, and early historic periods, making it one of the most long-lived Indigenous habitation sites in the region. It is also a rare example of a site possessing well-dated contexts and abundant palaeobotanical evidence, allowing important inferences to be drawn about the local ecology and foodways (Deal 2016, 121–25; Milner 2014).

² Mi’kmaw Place Names Digital Atlas, <https://placenames.mapdev.ca/>

³ As we will see below, there is antiquarian testimony of at least one Mi’kmaw cemetery near Fort Edward Hill, but the sites in question have not been registered in the MARI.

Less well-preserved Indigenous sites and isolated finds have been recorded at the head of tide on the Avon River, at BfDb-09 and BfDb-22 respectively, the latter suggesting an Archaic presence. Further Archaic evidence has been traced on the upper reaches of the West Branch Avon River (BfDb-03) and at the source of the Avon at Falls Lake and Mockingbird Lake, where a complex of Indigenous sites spanning the Archaic and Maritime Woodland period is recorded (e.g. BfDb-12-18, 20-21).

Although Parks Canada's archaeological excavations at Fort Edward have not revealed material cultural evidence of Mi'kmaw sites⁴ (e.g. Ferguson 1987), only a small area has been excavated to date and it is focused mainly on the ground enclosed by the 1750 British fort. At a minimum, the MARI evidence demonstrates that the upper reaches of the rivers converging at Windsor sustained settlement by the Mi'kmaq and their ancestors for millennia. Passing this way countless times, their habitual movements through the landscape in part explain the British government's desire to militarize Pesikik in the mid-18th century. We will return below to the subject of historic period Mi'kmaw activity at Fort Edward Hill and its vicinity.

2.2 French presence

In the 1680s, French farming families from Port-Royal began moving to the Minas Basin area (Les Mines), their activities at Pesikik beginning with Étienne Rivet and Marie Comeau, who settled across the Avon River near Mount Denson (Fowler 2001; 2006b). Within a decade or so, immigrants were dyking the tidal marshes along each of the major rivers in this district (Duncanson 1983; Clark 1968; R.-G. LeBlanc 2005). The Acadians, in keeping with their generally positive relations with the Mi'kmaq, retained the Mi'kmaw place name, which appears in colonial-era documents in French and English as Pigiguit, Pisiquid, and Pisiquit. Colonial records from the French regime demonstrate that the Mi'kmaw presence at Pesikik persisted after the arrival of the Acadians. The 1687-88 census of Gargas, for example, which was almost certainly incomplete, counts 50 Mi'kmaq among the 114 French inhabitants of Les Mines (Morse 1935, 145-49). The symbology of a 1737 map suggests wigwams at Pesikik (**Figure 2**), while a 1748 account of the country notes that 300-400 Mi'kmaq make the journey from the Atlantic coast to see the French priest at Pesikik.⁵ By this time, there were two Acadian parish churches in the district: Sainte-Famille at Falmouth, established in 1698, and Notre-Dame-de-L'Assomption at Fort Edward Hill, established in 1722 (Bujold 2004, 68-71).

⁴ Robert Ferguson, Parks Canada Archaeologist (retired), personal communication 24 January, 2022.

⁵ Anon. 1748. "Mémoire sur l'Acadie," Archives nationales d'outre-mer (ANOM), COL C11D 10, p.3.



Figure 2: Detail of a 1737 map of Acadie appearing to show wigwams in the Pesiktk area. The portage route connecting Pesiktk to Kjiptuk (the great harbour), the future site of Halifax, is labelled as a *chemin*. It was an Acadian drove road at this time. At lower right. SOURCE: Anon. 1737. "Carte de la coste du N[ord] et du S[ud] de l'Arcadie et de l'île St Jean," Bibliothèque nationale de France (BNF), département Cartes et plans, GE SH 18 PF 132 DIV 2 P 13/1. A cruder and perhaps slightly older version of this map exists, and it shows similar symbology: Anon. 1737. "Carte des côtes de l'Acadie, Iles Royale, St Jean..." BNF, département Cartes et plans, GE SH 18 PF 132 DIV 2 P 13.

An ecclesiastical summary census of the French population of Pesiktk counts 150 families in 1731.⁶ The population reportedly exceeded 1600 in 1737 but appears to have dropped sharply after the founding of Halifax in 1749, when perhaps as much as half of the Acadian population departed for new settlements in French controlled territory (R.-G. LeBlanc 2005, 170–71; Johnston 2004, 67). The inhabitants no doubt found the British military presence challenging, particularly after 1750, when Charles Lawrence established Fort Edward on the site of the parish church of Notre-Dame-de-L'Assomption (Fowler and Ferguson 2010). The British deported 981 Acadians from Pesiktk in 1755, using Fort Edward as a base of operations and a prison (R.-G. LeBlanc 2005, 171).

⁶ Anon. 1731. "État de l'Acadie pour le gouvernement ecclésiastique," ANOM, COL C11A 107, pp. 235-236.

There is no evidence of colonial-era French domestic activity on Fort Edward Hill. Pesikik is relatively well mapped in the 18th century, and abundant cartographic and documentary evidence places the village sites elsewhere (Fowler 2001). Some of these sites have been explored archaeologically (Deal 2001; Fowler 2005; 2006b; 2006a; 2013; Preston 1991). **Figure 3** summarizes most of the known locations of Acadian hamlets in the area. Although imperfect⁷, the evidence is sufficiently complete to probably discount Fort Edward Hill as a site of intensive domestic activity.⁸ As noted above, however, the hill was the site of the parish church of Notre-Dame-de-L'Assomption.

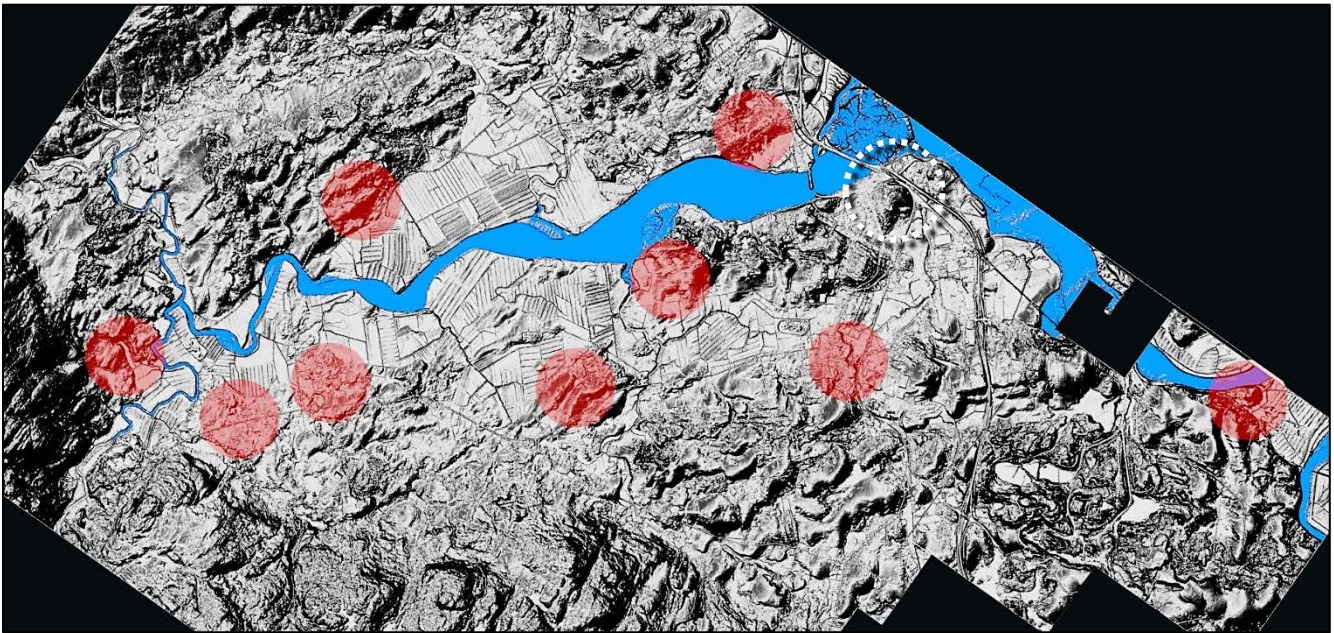


Figure 3: Map of most of the known pre-Deportation Acadian hamlet sites near Fort Edward as derived from historical and archaeological evidence and plotted on 2018 LiDAR hillshade. Fort Edward is highlighted by a dashed white circle at upper right. SOURCE: Province of Nova Scotia.

While the establishment of a British garrison at Fort Edward in 1750 certainly upset the status quo, it also brought opportunities. The troops required provisions and firewood, and colonial records contain many references to Acadians supplying these needs before 1755. Edward Cornwallis hired Acadian labourers to cut a road from Halifax to Pesikik in late 1749 (Halifax's Windsor Street is its terminus) (Akins 1895, 19; MacKenzie 2002, 175), and by approximately 1752 Joshua Mauger, a Jersey-born merchant, shipowner, and eventual politician, had established a

⁷ This is the subject of an upcoming research publication (Fowler in prep.)

⁸ However, it should be noted that most of the mapping allowing us to plot pre-Deportation Acadian villages post-dates the establishment of Fort Edward in 1750, which may have erased some features of the Acadian landscape.

trading post – or truckhouse⁹ – on the slope next to Fort Edward (Chard 1979) (**Figure 4**). Mauger traded in slaves and in Caribbean sugar and was already the official victualler to the Royal Navy in Nova Scotia by this time; the appearance of his truckhouse at Fort Edward coincides with the establishment of his rum distillery in the Halifax suburbs (Chard 1979). The soldiers' thirst for rum was unquenchable, and Mauger was nothing if not enterprising.



Figure 4: British officer John Hamilton painted this view of Fort Edward from the west in 1753. The truckhouse complex is shown as a palisaded enclosure at left (circled). SOURCE: "View of Fort Edward on the Piziquid River, Nova Scotia." Library and Archives Canada (LAC), Acc. No. 1996-361-3.

The truckhouse also catered to Acadian and Mi'kmaw clients and was administered by Isaac Deschamps, an English immigrant thought to be of Swiss heritage, after about 1754. When Mauger departed Nova Scotia for England in 1760, Governor Lawrence brought Deschamps into government employment (**Figure 5**). The Fort Edward truckhouse from this period played an official role as part of the Crown's treaty obligations to the Mi'kmaq (Wicken 2002, 198–200).¹⁰

⁹ Truck, from the French *troquer*, meaning to shop, barter, exchange, derives from the medieval Latin *trocare*. In 18th century British America, the term truckhouse denoted "a store-house for trading with Indians; also, any storage building." *Oxford English Dictionary*.

¹⁰ Treaty scholarship and jurisprudence treat this subject extensively, for the truckhouse provisions inform questions today surrounding Mi'kmaw access to markets, for example in the moderate livelihood fishery.

Some historical context is needed to understand this development and its heritage significance.

As White has shown in his study of the French Empire in the Great Lakes region, the French state lacked the power necessary to impose its will in North America. It therefore sought to achieve its political aims instead through a complex network of alliances with Indigenous peoples. These alliances followed the logics, metaphors, and customs of the country more than European norms. Political influence in the Indigenous context was partly a function of largesse. Governor de Beauharnois and Intendant Hocquart explained it in a 1730 letter to a home government that perennially griped about the expense: "You know, Monseigneur, that all the [Indigenous] nations of Canada regard the governor as their father, which in consequence, following their ideas, he ought at all times to give them what they need to feed themselves, clothe themselves, and to hunt" (White 1991, 180). A similar system developed in the Atlantic region, where in the early 18th century Louisbourg became the main source of diplomatic gifts and trade goods. Many historians with justification see Louisbourg's final capture by Anglo-American forces in 1758 as having consequently dealt a severe blow to the Mi'kmaw economy (Dickason 1971; MacFarlane 1938; Upton 1979, 57; Reid 2004, 678).

The Treaty of Peace and Friendship of 1752, negotiated by Chief Jean-Baptiste Cope and Nova Scotia Governor Thomas Peregrine Hopson, was the first of its kind in our region with a truckhouse provision, and it is an early sign of a Mi'kmaw community's effort to establish economic stability independent of the imperial French cause. The British agreed by this treaty to build a truckhouse at Shubenacadie (Akins 1869, 673), but the rapid return of hostilities appears to have prevented its construction. Informal trade at Mauger's private truckhouse at Pesikik may have fulfilled this function intermittently until peace was formally reestablished in 1760.

The treaties of 1760-61 finally established a lasting peace between the Mi'kmaq and the British Crown. With the French Empire in North America essentially eliminated, Mi'kmaw leaders now saw regulated access to the British market as an

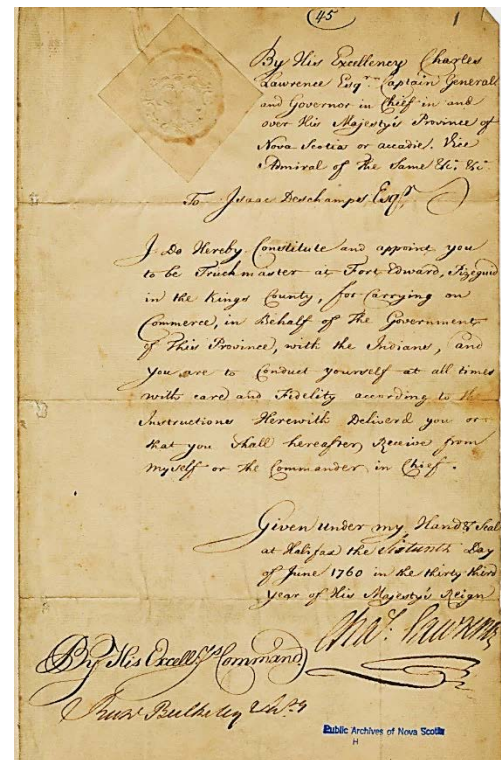


Figure 5: Commission appointing Isaac Deschamps truckmaster at Fort Edward, "for Carrying on Commerce, in Behalf of the Government of this Province, with the Indians." NSA, MG 1 vol. 258 no. 1.

essential part of their community's economic wellbeing; thus, it became a condition for peace. The Cope-Hopson truckhouse provision from the 1752 Treaty reappeared in an elaborated form as British officials committed to establishing a network of government-regulated truckhouses across the region. Six were set up in total, each overseen by a government-appointed truckmaster (Hutton 1983, 65).¹¹ ***The Fort Edward truckhouse and Isaac Deschamps's role there are consequently a significant – if generally forgotten – element of the Treaty relationship between the Mi'kmaq and the British Crown.***

Deschamps was an intelligent observer, and we are fortunate that many of his papers survive in the Nova Scotia Archives and the British Library. They have considerable ethnohistorical value and illuminate many aspects of early colonial life that are otherwise unattested.¹² He maintained a careful record of Acadian prisoners held at Fort Edward through the Seven Years' War, for example, who he appears to have assisted in provisioning.¹³ Underscoring the significance of his role as truckmaster in the treaty context, in 1763 he also left a valuable record of Mi'kmaq families whose "Summer Residence is in the neighbourhood on the River Piziquid and Gaspero." Their names are presented in **Table 1**.

¹¹ These included Henry Green at Fort Frederick on the Saint John River; Philip Knaught (Knaut) and A.D. Widerholt at Lunenburg; William Nevil Woseley at the Eastern Battery (Dartmouth); and Erasmus James Philips at Annapolis Royal. Another post was established at Chignecto (Lewis n.d.). In 1760, Moses Delesdernier, another Swiss immigrant, was also licensed as a truckmaster at Fort Edward (Cuthbertson 1983); Eaton states he held this post since 1757 (1915, 93).

¹² His comments on Acadian agriculture, which he observed first-hand, is a good example. "Copy of a paper written by Chief Justice Isaac Deschamps on the cultivation of the Land in Nova Scotia by the Acadian French Inhabitants – written about 1785." NSA, MG 15 vol. 2 no. 43.

¹³ There are several such lists. This example from 1762 numbers 320 individuals: "List of French prisoners at Fort Edward, Windsor, Nova Scotia with the number in each family and numbers victualled." NSA, MG 1, vol. 258 no. 20, pp. 110-113.

Table 1: Mi'kmaq in the Vicinity of Fort Edward, 1763

"Indian Tribe of Amquaret now hunting between Cornwallis and the River between the two places on the Annapolis Road and there Summer Residence is in the neighbourhood on the River Piziquid and Gaspero."

Captain	<i>Joseph Bernard</i>	1 boy, 1 girl
	<i>Pierre Bernard</i>	
	Barth ^y Amquaret	2 boys
	Barth ^y Amquaret	Sen ^r [?]
	Pierre Amquaret	
	Paul Amquaret	
	Philippe Amquaret	2 boys, 1 girl
	<i>Joseph Dugas</i>	
	<i>Francois Michel</i>	1 girl
	Simon Amquaret	
	Blaize Amquaret	
	Jean Argoumatine	1 boy, 2 girls
	Joseph Argoumatine	
	<i>Jos. Denis</i>	

"Tribe of Nocout now hunting on Kenecoot River in the Township of Newport, Summer residence there also."

Captain	Joseph Nocout	1 boy, 1 girl
	Bartholemew Nocout	2 boys, 3 girls
	Thomas Nocout	1 boy
	Paul Segoua/Segona	1 boy
	Paul Biskerone	1 boy, 2 girls
	Francois Segoua/Segona	
	Janvier Nocout	
	Francois Nocout	1 boy, 2 girls
	Claude Nocout	
	Charles Nocout	
	Rene Nocout	
	Jacques Nocout	
	Lewis Nocout	
	Chas Segona	
	Michel Thoma	
	Joseph Thoma	
	Philippe Nocout	
	<i>Louis Michel</i>	

SOURCE: Isaac Deschamps Papers (1750-1800), NSA MG 1 Vol. 258 No. 8, 20 December 1763, p. 20.

2.3 Anglo-American presence

The 1755 Deportation of the Acadians brought significant changes to Pesiktk. The British policy of population replacement introduced New England immigrants to the area (commonly called Planters in the language of the day), and Falmouth and Newport Townships were established in 1760 (Duncanson 1983; Gwyn 2010; Duncanson 1985; Longley 1961).

While the new townships were created primarily for immigrant families, much of the land on the south side of the Avon River was set aside for the British elite in Halifax (Loomer 1996, 59–61). This area became known as the Councillor's Grant (**Figure 6**), and it was by this process that several planners and perpetrators of the 1755 Deportation subsequently reaped the spoils. This has fed the notion – especially amplified in francophone historiography – that the Acadian removal was a naked land grab.¹⁴

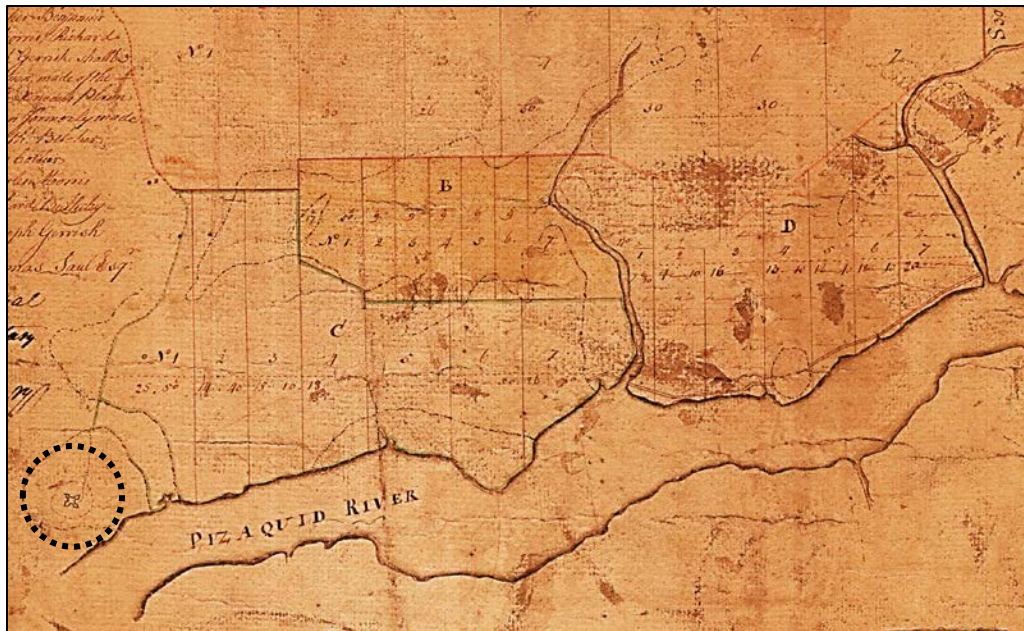


Figure 6: Detail of part of the Councillors' Grant of former Acadian lands at Pesiktk (north at bottom, Fort Edward circled at lower left). The proprietors named are Jonathan Belcher, John Collier, Charles Morris, Richard Bulkeley, Joseph Gerrish, and John Cunningham (for Thomas Saul). Collier and Belcher were on the Executive Council that decided to deport the Acadians in 1755, while the latter, in his role as Chief Justice, rendered an opinion verifying the policy's legality. Charles Morris, though not a councillor in 1755, strongly advocated the deportation policy and was one of its principal planners (Johnston and Kerr 2004, 49; Faragher 2005, 520). SOURCE: Anon. 19 August 1761. Untitled. Nova Scotia Crown Land Information Management Centre (CLIMC), Hants County Portfolio no. 16.

¹⁴ The appropriation of Acadian lands by government officials drew opprobrium even in the 18th century. Based on the testimony he received, the Reverend Dr. Andrew Brown condemned the councilmen-grantees for profiting off "the share they had taken in the expulsion of the French inhabitants" (Brown 1819, 96). This state of affairs was not at all unique to Pesiktk (Fowler 2012).

Nova Scotia's governor and council resolved to reorganize and incorporate this area as the Township of Windsor in late 1764, its ties to the metropolitan elite emphasized by its initial inclusion in the County of Halifax. A public market was declared to be held every Tuesday on "Fort Hill, where Fort Edward now stands," and public fairs were established on the third Tuesday of May and third Tuesday of October each year (Murdoch 1866, 2:444). The by now well-established truckhouse on Fort Edward Hill had clearly made this location a logical commercial hub for the area, and the annual fair – now the Windsor Exhibition – would continue to be held on the hill, *in the study area*, well into the 20th century.

Fort Edward remained a military post throughout this period, declining in importance during times of peace, and hastily refurbished in wartime. The fort was strengthened at the beginning of the American Revolution, for instance, and again during the War of 1812 (Tulloch n.d.). During the former conflict, it was garrisoned by a detachment of the 84th Regiment of Foot (Highlanders), under the command of Capt. Allan Macdonald, whose wife, Flora MacDonald (**Figure 7**), is well known for her role in spirited away Prince Charles Edward Stuart (Bonnie Prince Charlie) after the collapse of the Second Jacobite Rebellion in Scotland in 1746.¹⁵ Touring Windsor with her husband, the Lieutenant-Governor, shortly after the War of 1812 had been declared, Lady Sherbrooke found Fort Edward once again "in a dilapidated state..." (Haliburton 2011, 69). According to a report on the fort's condition that year, even the blockhouse – today the only surviving fort building – was in bad repair, and not the "smallest vestige" of the powder magazine, formerly located in the southeast bastion, could be discerned.¹⁶



Figure 7: Flora Macdonald (1722-1790), painted by Allan Ramsay in 1749, shortly after her release from the Tower of London for her role in the Second Jacobite Rebellion. Perhaps she was unrepentant, for the white rose in her hair is a Jacobite symbol. SOURCE: Ashmolean Museum, WA1960.76.

A report on ordnance land in 1856 revealed that only the blockhouse, officers' quarters, one soldiers' barracks, and a provision store remained.¹⁷ Although these

¹⁵ Many of the members of the 84th Regiment became settlers in Hants County at the conclusion of the war, and members of the Fort Edward garrison were granted land in Douglas Township (Duncanson 1989)

¹⁶ LAC 1812 "Major Crawford's report on the State of Fort Edward, Windsor, Nova Scotia" LAC, R2513-540-5-E. Volume/box number: 20.

¹⁷ National Archives (UK), W.O. 55, v1558, part 6, Report on ordnance lands, 1856, f 84.

four building appear on an 1879 map of the town of Windsor (**Figure 8**), the store house and soldiers' barracks would soon be demolished.

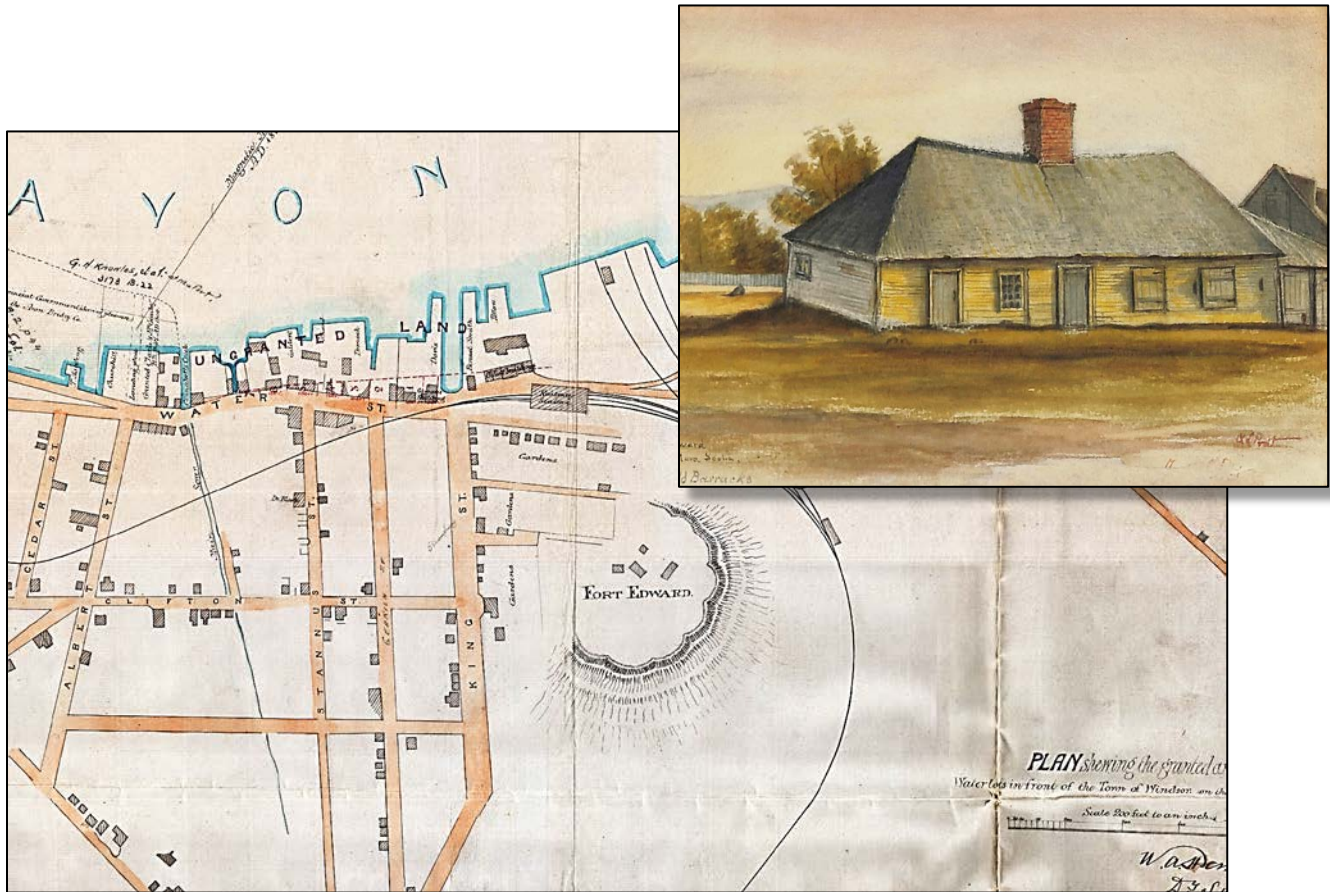


Figure 8: Detail of a map showing the Town of Windsor and four standing buildings at Fort Edward in 1879. North at upper right. Inset: Watercolour of the old soldiers' barracks painted ca. 1880 by Annie L. Pratt. The north-facing gable end of the provision store can be seen at right, behind the soldiers' barracks. This may be the only extant image of the latter building. SOURCE: W.A. Hendry and D.Y. Sw... 1879. "Plan shewing the granted and ungranted Water lots in front of the Town of Windsor on the Avon River." CLIMC, Hants Portfolio no. 026; Nova Scotia Museum.

In 1903, the grounds were leased to the Windsor Golf Club and the officers' quarters were used as a club house. The lease was revoked during WWI, when the fort was used as a training area for troops, at which time the officers' quarters functioned as a quarantine hospital (Tulloch n.d.: 9). Among the soldiers stationed here were the men of the Jewish Legion, including David Ben-Gurion, who would later become Israel's first prime minister (Beanlands 2014). The officers' quarters survived until 1922, when they were destroyed by fire (**Figure 9**). The golf course lease was renewed before and after WWII and was finally terminated in 1973 (Tulloch n.d., 10).



Figure 9: The burning of the 18th century officers' quarters in progress (top); and the building in ruins (bottom) in 1923. SOURCE: NSA, Photographic Collection; NSA, Photographic Collection Acc. No. 7586.

3.0 STUDY AREA

The study area consists of two contiguous properties (PIDs 45059805 and 45059797) at 36 and 65 Fort Edward Street (**Figure 10**). The foregoing discussion highlights the pertinent historical and archaeological context, and the following sections examine the archaeological potential and heritage value of these properties.

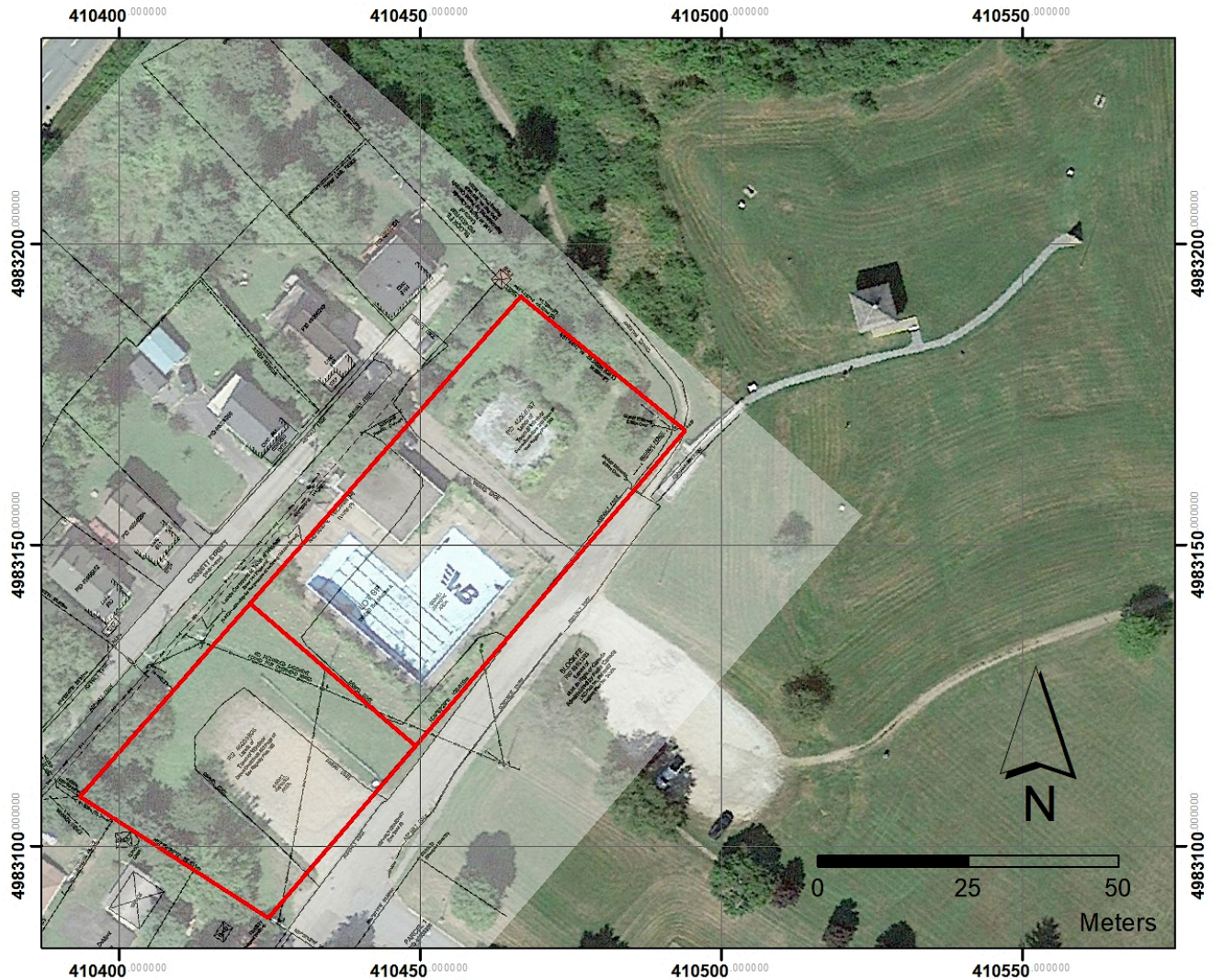


Figure 10: The study area (outlined) as indicated by a new survey plan dated 15 February 2022. The smaller of the two contiguous properties is PID 45059805 and the larger is PID45059797. SOURCE: West Hants Regional Municipality and Google Earth 2015.

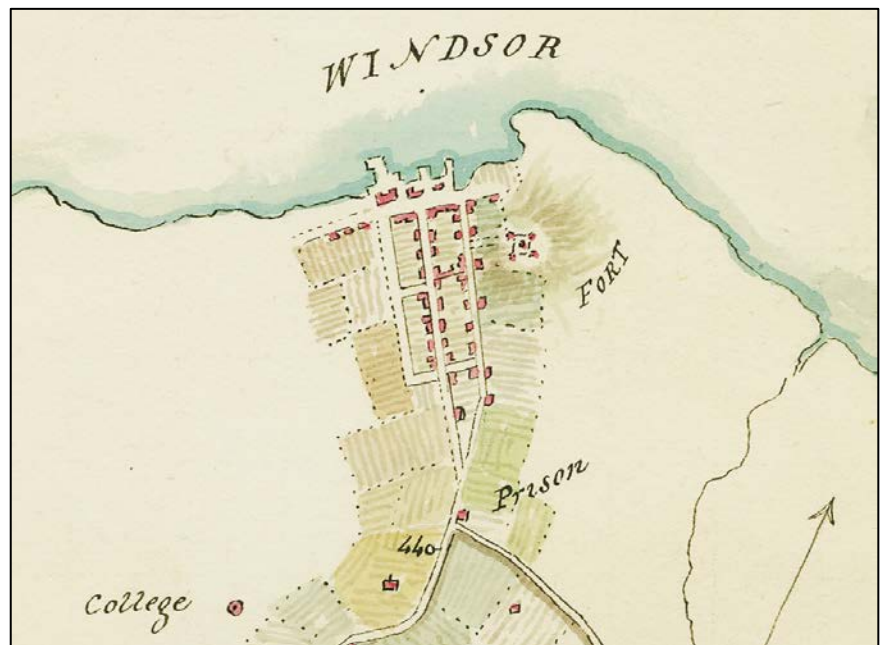
The study area occupies part of the space between the British fort on the hilltop and the planned settlement of Windsor that developed below it to the west (**Figure 11**). Eighteenth century Windsor, in this context, may be recognize as an

offshoot of Fort Edward and its associated truckhouse, which had before the arrival of the New England Planters in 1760 constituted a regional demographic, military, and commercial centre.

This historical relationship between Fort Edward and Windsor is perhaps not very much appreciated today, but it is a Nova Scotian example of an ancient settlement pattern. In the Roman period in Western Europe, for instance, civilian communities often took root outside the gates of permanent military installations (e.g. Mattingly 2006, 170–72). Their residents, attracted and then sustained by imperial coin, supplied the garrisons with goods and services. Long after the soldiers had gone, the civilian settlements remained. Many of Europe's great cities owe their origins to this process, though in Nova Scotia perhaps the closest example is Annapolis Royal, which also grew up alongside the timber and turf, star-shaped fort now known as Fort Anne.

Fort Edward's proximity to the town it spawned has methodological significance for the present investigation because Windsor's durable street grid – and particularly the intersections, which have generally not moved since the mid-18th century – facilitates the georeferencing of colonial-era maps, an essential process for plotting archaeological features in and around the study area.

Figure 11: Fort Edward and Windsor in the Regency period, showing the relationship between Fort Edward and the town that grew up at its feet. Methodologically, the resilience of the town's street pattern offers ground control points (the intersections) for georeferencing old maps. SOURCE: John Elliott Woolford 1817-18, "Surveys of the Roads from Halifax to Windsor and from Halifax to Truro." Sheet 10: Mile 44: Windsor. NSA Map Collection: 15.1.



4.0 METHODOLOGY

The evidence presented in this report was gathered and collated through a straight historical methodology, relying on cartographic and documentary resources in Canada, the United States, and France. Additional information was gleaned from archaeological site reports, the MARI, aerial photographs, and published literature. A pedestrian survey was conducted on February 12, 2022, to assess surface conditions and gather survey points to assist in the process of georeferencing historical maps and plans.



Figure 12: Detail of a map of Windsor in 1829. This map's scale is too small to be of use in this analysis. SOURCE: William Mackay 1834. "The Great Map of Nova Scotia." NSA Map Collection: The Great Map C 14.

Historical mapping plays an important role in the analysis that follows. Fort Edward and its environs have been mapped many times over the centuries, but not all of these maps are useful for our purposes (consider the small-scale rendering in Figures 6 and 11, above), or the early 19th century map in **Figure 12**, at left. Fortunately, several larger-scale plans survive. Georeferencing these maps in a Geographic Information System (GIS) with the assistance of ground control points, such as the intersections of nearby streets, Fort Edward's bastions, and the blockhouse itself (which has not moved since 1750), allows map features of archaeological interest to be plotted on the modern

landscape with reasonable accuracy (Chapman 2006; Rumsey and Williams 2002).¹⁸

Mapping and aerial photography was scanned and processed in GIMP 2.10.24 and ArcMap 10.6.1 software. Base mapping for the GIS at a scale of 1:10,000, was obtained from the online DataLocator service provided by the Nova Scotia Department of Natural Resources.¹⁹ Historical aerial photography was obtained from the National Air Photo Library in Ottawa, and raw LiDAR data (.laz files) were downloaded from the Province of Nova Scotia's Elevation Explorer website.²⁰

¹⁸ The accuracy with which these features can be plotted on the modern surface is difficult to determine without archaeological validation (i.e. excavation), as errors in the manuscript maps cannot be quantified independently. Root Mean Square (RMS) errors in the georeferenced historical maps and aerial photos generally range between 1.7 to 4.1 metres.

¹⁹ Datalocator <https://gis8.nsgc.gov.ns.ca/DataLocatorASP/main.html>

²⁰ Elevation Explorer <https://nsgi.novascotia.ca/datalocator/elevation/>

LiDAR data (**Figure 13**) were processed using Surfer 23 by Golden Software to create digital bare earth models, allowing variations in relief to be quantified.

Background information concerning traditional Mi'kmaw land use and cultural memory was requested from the Archaeological Research Office of the KMKNO on January 18, 2022.

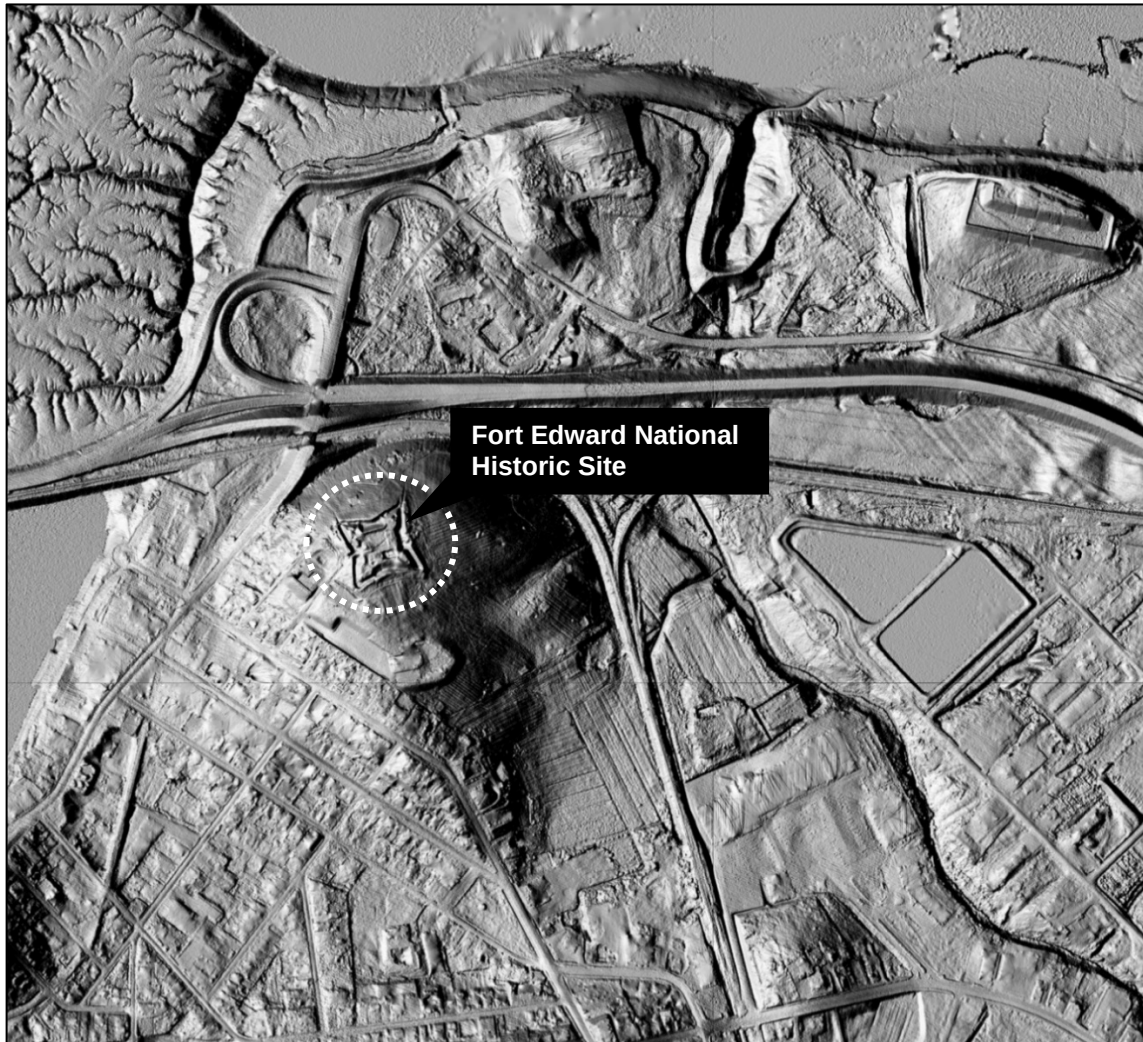


Figure 13: Bare earth LiDAR hillshade model of the confluence of the Avon and St. Croix rivers showing Fort Edward (circled). LiDAR data allows minor variations in relief to be measured, facilitating archaeological site prospection. SOURCE: Province of Nova Scotia (2011).

The nature of potential impacts to the study area is not yet known as the municipality intends this ARIA to provide a high-level scan of archaeological resource potential. The land has not yet been sold and construction activities by a potential buyer have yet to be formalized.

5.0 RESOURCE INVENTORY

Four major themes or traditions are associated with potential archaeological resources in the study area. In chronological order, they are:

- The Acadian Parish Church of Notre-Dame-de-L'Assomption;
- Fort Edward and its associated infrastructure;
- The truckhouse; and
- The Agricultural Fair

Each is now examined in sequence.

5.1 The Acadian Parish Church of Notre-Dame-de-L'Assomption

The Acadian parish church, established in 1722, was demolished by British forces in June of 1750 during Fort Edward's construction. Joshua Winslow records explicitly that Acadian labourers "pulled down the mass house and levelled our block house and laid out the ground for a fort" (Webster 1936, 16).²¹ A ripple of reaction appears in French records where, in describing Pesiktk in 1753, it is said that "les Anglais y ont fait bâtir un fort dans le lieu même ou était autrefois une Eglise sous le titre de l'Assomption" (Abbé de l'Isle-Dieu 1890, 72).²²

In 1997, Parks Canada archaeologists conducted cultural resource management excavations beneath the blockhouse floor and exposed a layer of charcoal and burnt daub slighted by the trench into which the blockhouse foundation had been laid (Fowler and Ferguson 2010, 70–72) (**Figure 14**). Given the prevalence of daub in pre-Deportation Acadian architecture (Crépeau and Christianson 1995), including its association with what appear to be the archaeological remains of the parish church of St-Charles-des-Mines at Grand-Pré National Historic Site (Fowler



Figure 14: Archaeological features beneath the blockhouse floor excavated by Parks Canada archaeologists in 1997 and likely associated with the parish church of Notre-Dame-de-L'Assomption. SOURCE: Parks Canada.

²¹ Loomer states that "In the British period, a building at Fort Edward was used as a Mass house for the Acadians after their chapel had burned, apparently about 1752. There is no other indication of a Mass house on Fort Edward [hill?]" (1996, 40). The first statement is unreferenced and therefore difficult to assess, while the second appears to be false.

²² Translation: The English built a fort there in the same place where the church of L'Assomption previously stood.

2020), it is very likely that this layer belongs to the Acadian church.

Our program of magnetic susceptibility survey at Fort Edward in 2014 sought to map archaeological features inside the fort, including the probable remains of the Acadian church. The results clearly demonstrate that 18th century architectural remains survive here, and that magnetic susceptibility is a viable method for mapping these features in high resolution. They also suggest a roughly rectangular building was partly superimposed by the blockhouse (**Figure 15**), located approximately 30m from the northern end of the study area (Fowler, Beanlands, and Ferguson 2016).

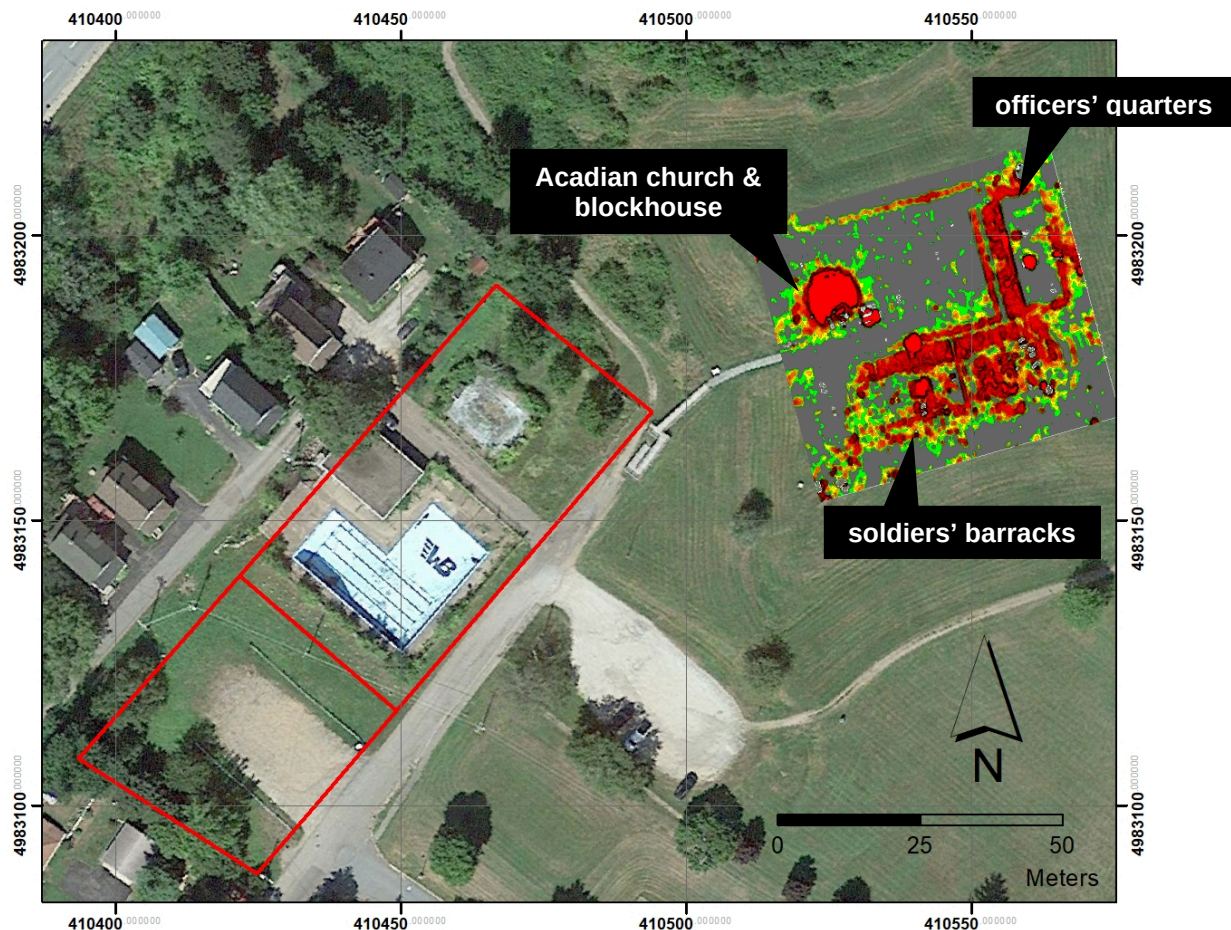


Figure 15: Magnetic susceptibility map of the interior of Fort Edward showing the vanished soldiers' barracks, officers' quarters, and, extending from beneath the blockhouse, the remains of what may be the Acadian parish church of Notre-Dame-de-L'Assomption, approximately 30m from the northern edge of the study area (outlined in red). SOURCE: Google Earth 2015.

It is difficult to clearly determine the boundary of the Acadian ecclesiastical site at this stage. The remains of the church appear to have been located, but if there was a priest's house nearby, its location is not yet known. Such a dwelling was

present at nearby St-Charles-des-Mines at Grand-Pré (e.g. Winslow 1883, 71) and at the mother parish of St-Jean-Baptiste at Port-Royal (**Figure 16**).



Figure 16: Detail of a 1686 map of Port-Royal (Annapolis Royal) showing a priest's house, cemetery, and other landscape features around the Church of St-Jean-Baptiste. The Church of Notre-Dame at Pesiktk may have had a similar "ecclesiastical landscape" setting. SOURCE: Bibliothèque nationale de France, département Cartes et plans, GE SH 18 PF 133 DIV 8 P 2.

The precise location of the Acadian cemetery is also something of an open question. Colonial-era maps and documents, as well as antiquarian and later sources, reference a cemetery on a small marsh island north of Fort Edward Hill, bordering the river (Hind 1889, 2; Loomer 1996, 39; Shand 1979, 7).²³ Several 18th century documents and maps offer supportive evidence. For example, it appears as "Burying Island" on a 1762-63 map of land grants at Pesiktk.²⁴ Hind's statement that this was an Acadian cemetery has been perpetuated by later writers but is conjectural. The area in question (**Figure 17**) is located approximately 350m from the site of the parish church – a uniquely long distance from a church in the context of known Acadian ecclesiastical sites²⁵ – and is separated by a tidal

marsh that would have flooded twice daily in the pre-Deportation period, complicating ritual access.²⁶ While the "Burying Island" may have been the Acadian parish cemetery (insufficient evidence exists at present to test this hypothesis, and the area has been significantly transformed by both natural and cultural processes), it is perhaps more likely to have been a Mi'kmaw cemetery, as its situation in the landscape matches that of other documented Mi'kmaw cemeteries at marsh islands near river mouths in the southern Minas Basin (e.g. BgDb-6 at Avonport (Whitehead 1993, 73) and Starr's Point (Herbin 1911, 16). If this is so, then it raises a serious possibility that the Acadian cemetery may be somewhere nearer the church, at a location yet to be identified on Fort Edward Hill.

²³ E.g. Charles Morris. "A Plan of Lands in the Township of Windsor in the County of Halifax..." NSA V7 230 Windsor, Nova Scotia.

²⁴ Anon. n.d. [1762-63]. "A Plan of Part of the Lands Belonging to the Honourable Richard Buckley Esq." CLIMC Hants County Portfolio no. 14. Although undated, this map must have been drawn in 1762-63 based on the career timelines of the officeholders listed on the document.

²⁵ The Acadian cemetery at Grand-Pré is approximately 30m from the parish church (Fowler 2020); the distance between the parish church and cemetery at Port-Royal (Annapolis Royal) is about the same.

²⁶ Hind (1889, 17) seems to suggest the Acadians had dyked this area, but of this we are uncertain.

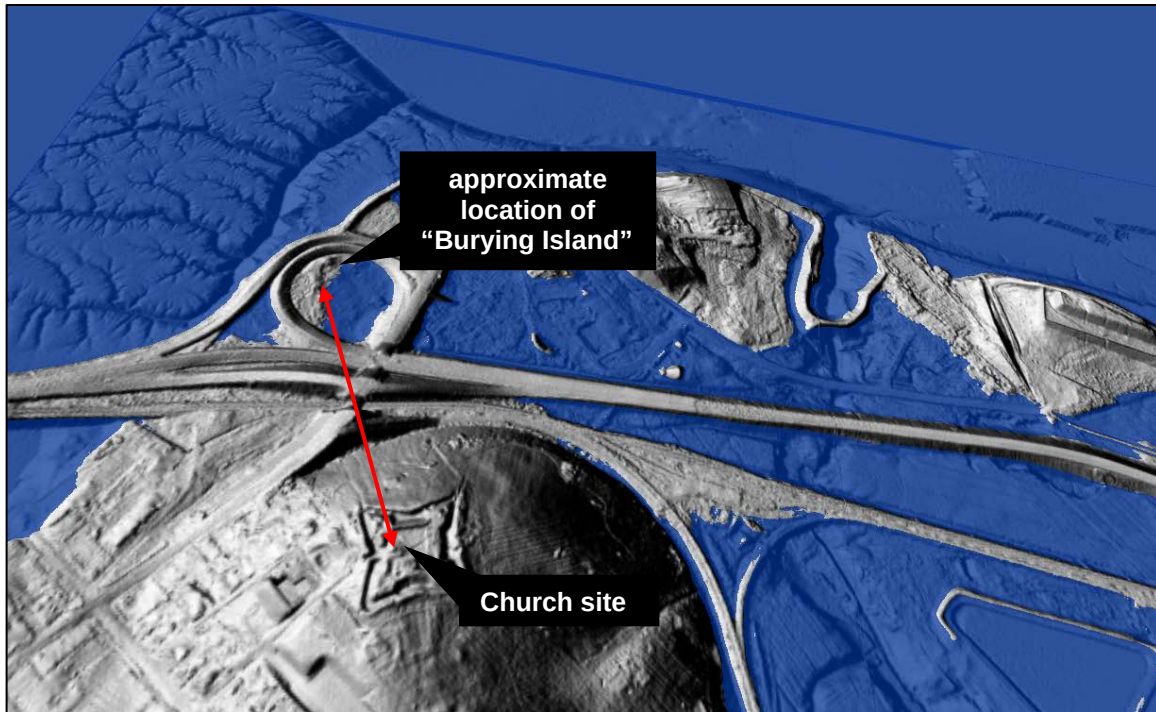


Figure 17: 3D LiDAR model with simulated tidal flooding showing the ca. 350m distance separating the known Acadian church site from the “Burying Island” identified by Henry Youle Hind as the parish cemetery. The distance seems too great for this to have been an Acadian cemetery. This area appears recently to have been substantially altered by the Highway 101 twinning project. SOURCE: Province of Nova Scotia (2011).

Another antiquarian tradition rooted in Hind’s scholarship places a Catholic mission and Mi’kmaw cemetery at Curry’s Corner, near the intersection of King Street and Highway 14:

Many Indian dead were brought here from afar, and there are those now living in Windsor who have heard their fathers describe the solemnities of an Indian’s burial in this ancient place of sepulture . . . [D]uring recent years, the pick, the spade and the plough have again and again turned up bones and skulls and memorials of love, or bitter, but hopeless, strife (Hind 1889, 2).

Hind’s account describes bodies “swathed in long rolls of birch bark...” (Hind 1889, 2), while an earlier description of the discovery mentions human remains associated with woolen garments, clay tobacco pipes, and coffins fastened with copper nails (Anon. 1886), dating the site to the colonial era.

An Acadian hamlet is known to have stood in this location. Hind refers to it as “Landryville”, but period maps associate it with the Trahan family.²⁷ Whoever lived there, the association raises the possibility that this cemetery may have been Acadian, perhaps a successor to that on Fort Edward Hill. If so, like other Acadian cemeteries, this one may well have served the Mi’kmaw community as well. Hind places a “mission chapel” here “within 100 yards” of the unmarked cemetery (also Loomer 1996, 270–71).²⁸

At present, uncertainties surrounding the chronologies and cultural associations of the “Burying Island” and Curry’s Corner cemeteries complicate the archaeological resource inventory on Fort Edward Hill as it relates to the Acadian church. Is there a missing Acadian cemetery somewhere on Fort Edward Hill? Indeed, there is at least one well-attested but unmarked cemetery on its slopes.

5.2 Fort Edward

Fort Edward’s archaeological resources extend beyond the footprint of its ramparts (Tulloch n.d., 3), and this fact is clearly demonstrated by early maps. Wight’s 1757 plan, for example (**Figure 18**), which is the earliest large-scale map of Fort Edward, depicts a number of structures on the western slope in or near the study area, including hay yards, the commanding officer’s stable, bullock houses, and “Soldiers Hutts,” the latter of which, the cartographer admits in his legend, “should be nearer the Glacis.”

A 1779 plan also shows activity in and around the study area (**Figure 19**). One building stands squarely in the northernmost of the two lots on Fort Edward Street, while another straddles the property line next to today’s Cobbett Street. A third building can be seen in what is today the national historic site parking lot, beyond which the officers’ garden occupies an area measuring approximately 1650 square metres (ca. 1.7ha or 0.4 acres).

²⁷ E.g. Charles Morris. 1755. “A Chart of the Sea Coasts of the Peninsula of Nova Scotia.” British Library (BL) Maps K.Top.119.58; Charles Morris. 1755. “A Chart of the Peninsula of Nova Scotia.” BL Maps.K.Top.119.57.

²⁸ Hind, Henry Youle. 1889. “Inquiries Into the History of the Acadian District of Pisiquid.” Halifax: Nova Scotia Historical Society. NSA MG 100 vol. 256 no. 19.

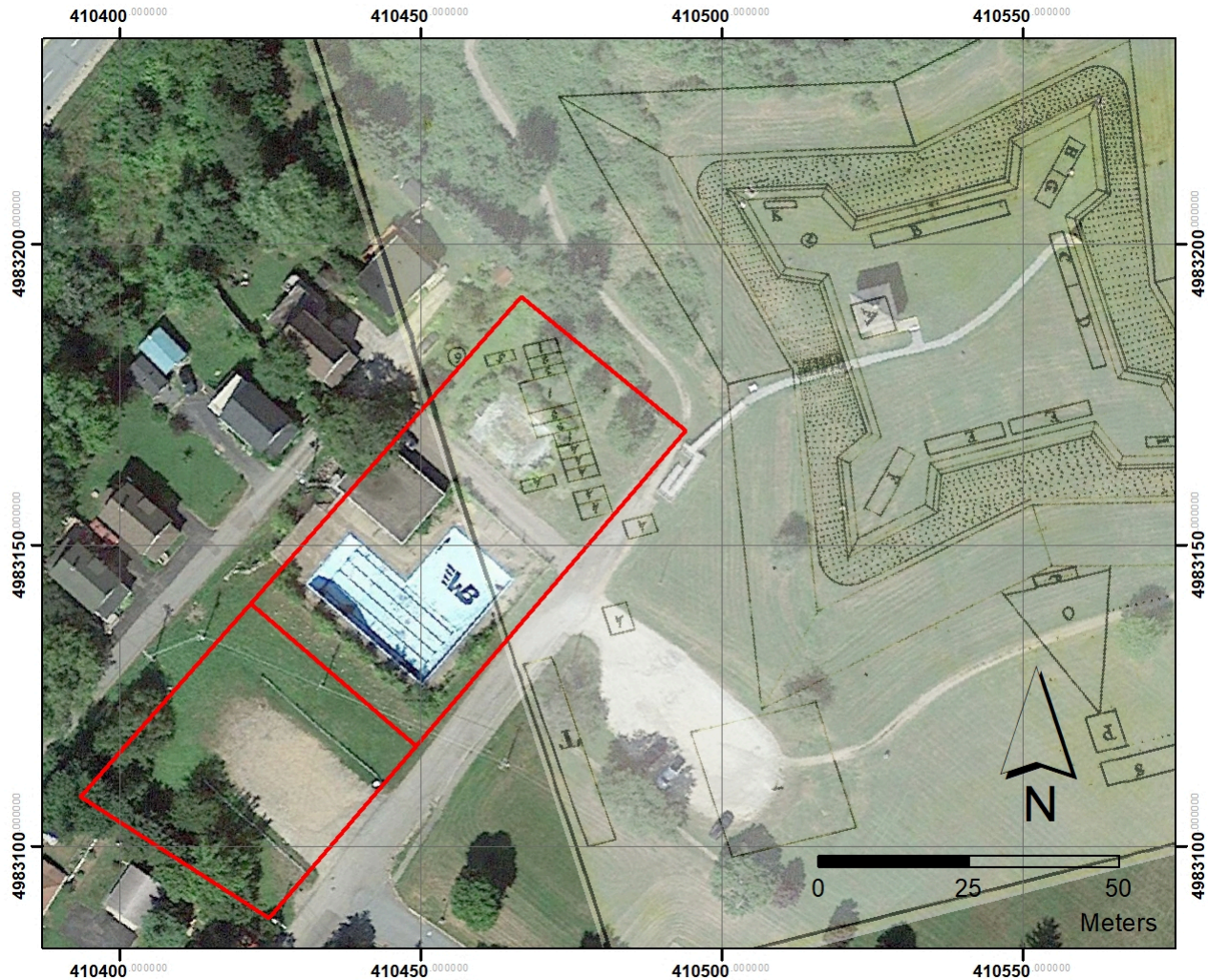


Figure 18: Georeferenced 1757 plan of Fort Edward showing military infrastructure in the study area. These include hay yards, the commandant's stable, bullock houses, and soldiers' huts. SOURCE: Edward Wight. 1757. "An Exact ground Plan of Fort Edward at Pesaquid taken from a survey and Laid down by a scale of 60 feet to an inch." William L. Clements Library, Brun Add. 240.

These maps strongly suggest the presence of archaeological resources associated with Fort Edward in the northernmost of the two properties comprising the study area.

The other major extramural site of archaeological interest and sensitivity associated with Fort Edward is the garrison cemetery, which, being unmarked, has been lost. It is the final resting place of an unknown number of soldiers who died while stationed at the fort, and it also holds the remains of many civilians.²⁹

²⁹ A record in the collection of the West Hants Historical Society lists 19 individuals – apparently all civilians – buried at Fort Edward between 1777 and 1794. Anon. n.d. "Windsor Burials at Fort Edward."

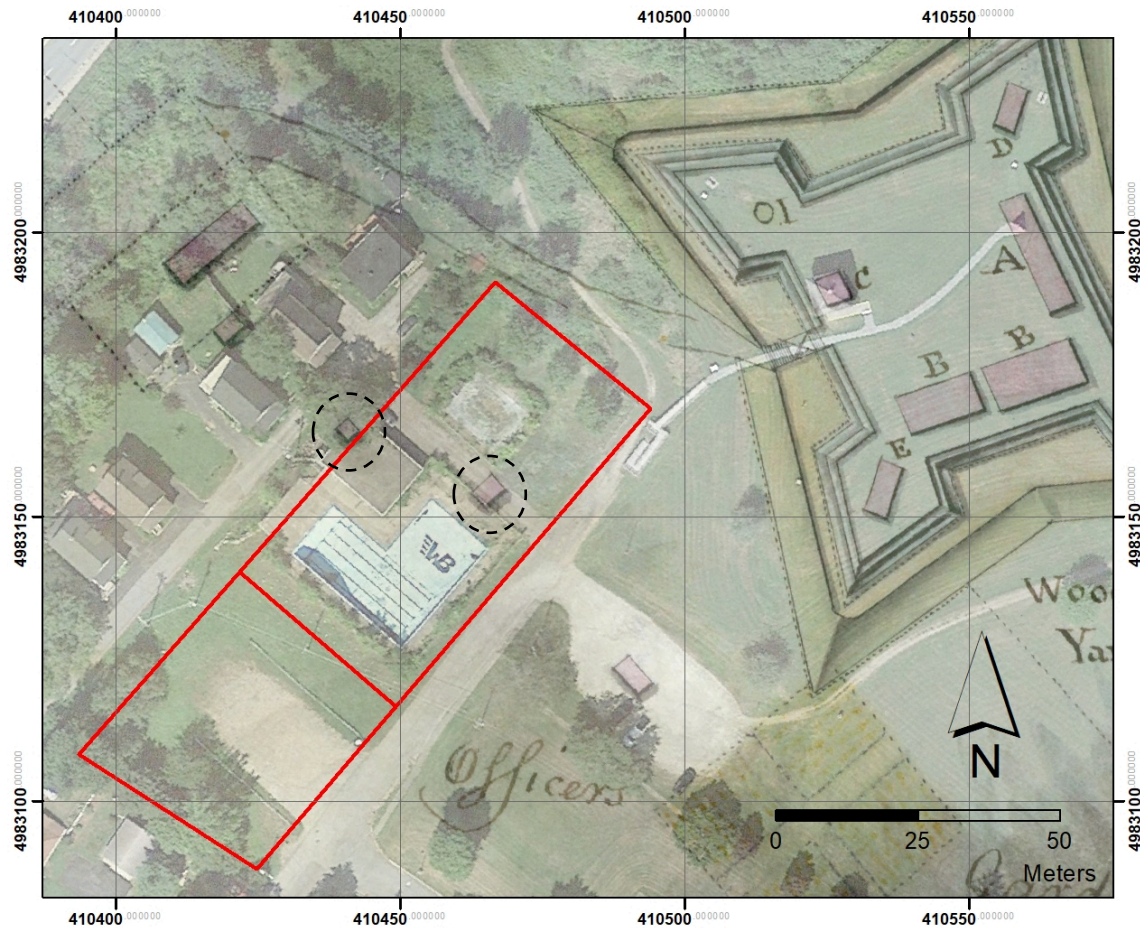


Figure 19: Georeferenced 1779 plan of Fort Edward showing buildings in the study area (circled). SOURCE: W. Spry. 1779. "A Plan of Fort Edward in Nova Scotia." William L. Clements Library 8398.

The garrison cemetery attracted the interest of antiquarians in the 19th century, and Hind, for example, refers to "the grand old willows which partly enfold the old military burial ground" on Fort Edward Hill (Hind 1889, 18). These trees were drawn and photographed many times during this era (e.g. **Figure 20**). Fortunately, a 1929 oblique aerial photograph captures their location in the landscape before they disappeared, allowing the cemetery's general location to be determined with the aid of GIS.

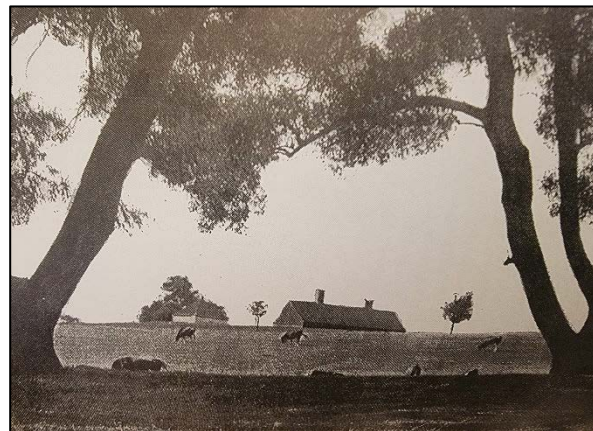


Figure 20: Site of the garrison cemetery and associated willows shown in an old photograph. The blockhouse and officers' quarters can be seen in the distance, suggesting a location downslope and to the east-southeast (Loomer 1996, 5).

Figure 21 shows the probable site of the garrison cemetery, and further research with the aid of LiDAR evidence will certainly clarify this picture.

This subject requires further analysis, but preliminary findings place the garrison cemetery well outside the study area, on the opposite side of Fort Edward Hill. This is perhaps doubly relevant in the context of this ARIA because the garrison cemetery may occupy the site of the older Acadian parish cemetery. The reasons for the uncertainty surrounding the Acadian cemetery's location are outlined above, as is Fort Edward and Windsor's similarity to Fort Anne and Annapolis Royal. At Fort Anne, the British garrison and townspeople reused the Acadian cemetery, and the same pattern may have been followed here at Fort Edward.

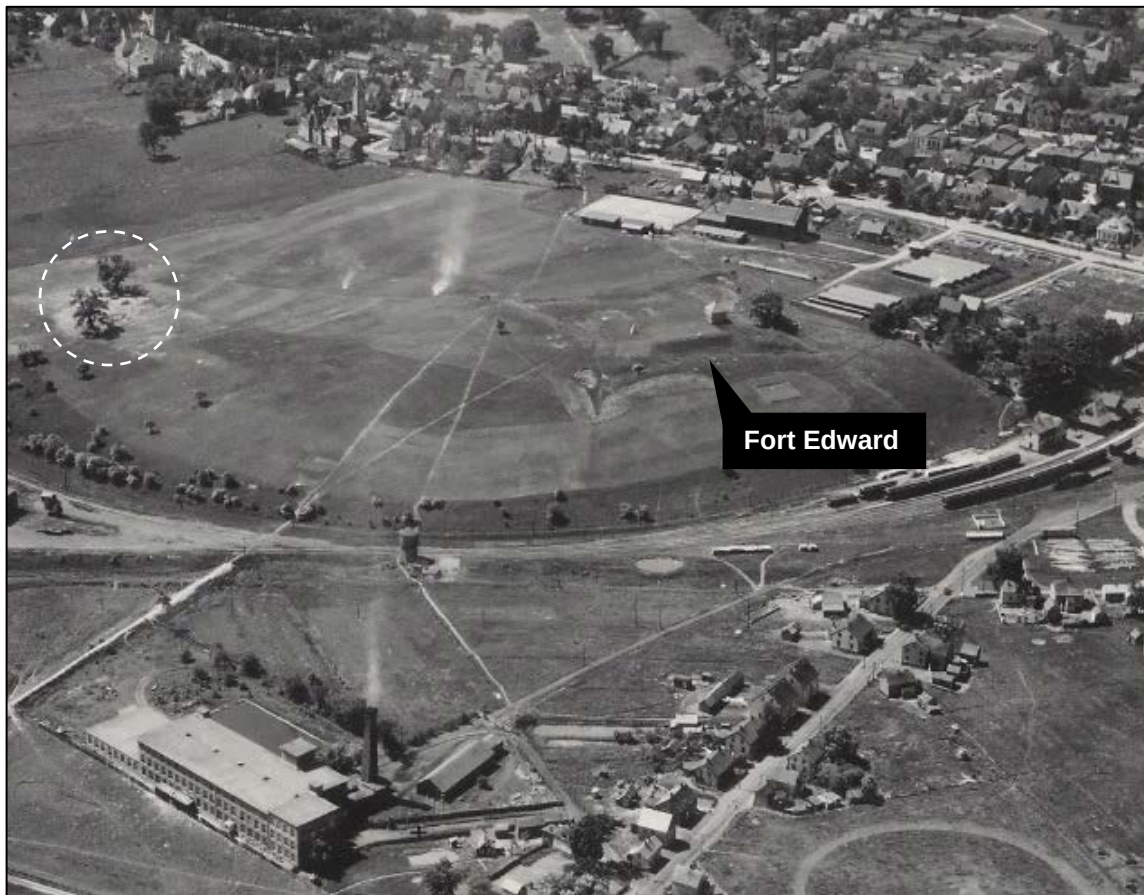


Figure 21: A 1929 aerial photo showing the old willow trees associated with the cemetery. SOURCE: National Air Photo Library (NAPL) A1236-83.

5.3 The Truckhouse

The truckhouse has attracted scholarly interest for some time (Loomer 1996, 15, 46, 62; Shand 1979, 12). An archaeological survey in 1989 recorded a site, BfDa-04, The Loomer Site, at what was thought to be its location, at the foot of Fort Edward Hill along Water Street. According to the MARI, however, artifacts collected here date from the late 19th to early 20th centuries.

Until recently, John Hamilton's painting (Figure 4, above) provided the best locational evidence for the truckhouse. Wight's 1757 plan, however, also shows it (**Figure 22**), albeit at the wrong location.

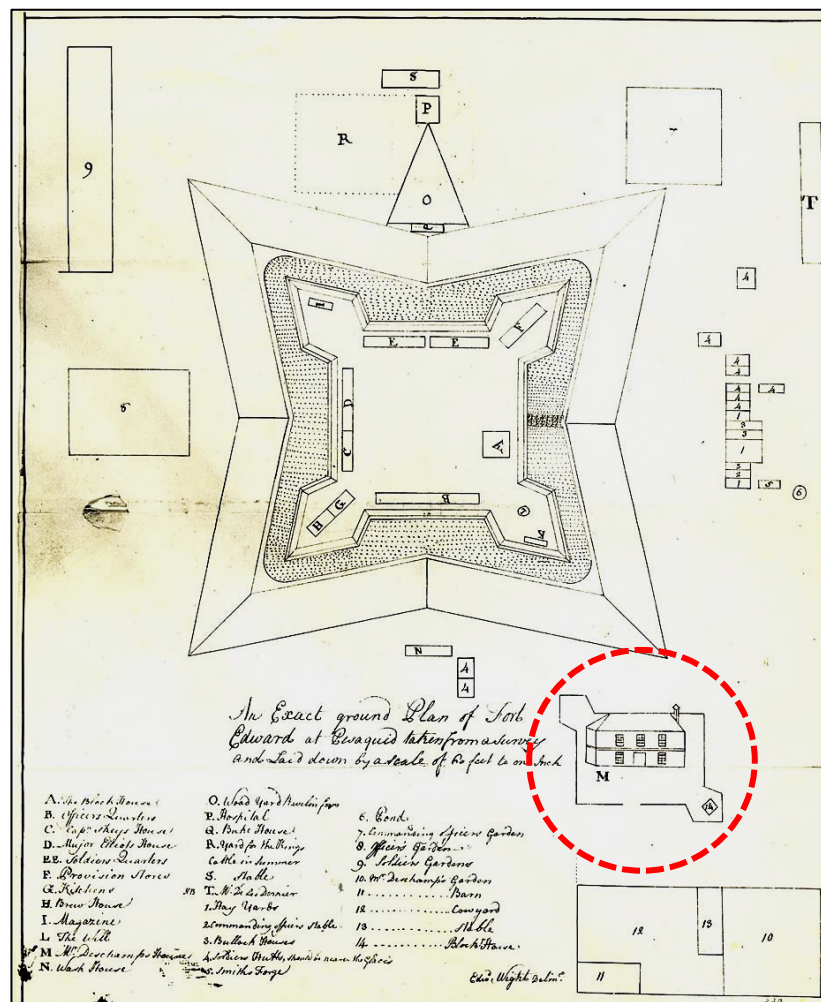


Figure 22: Edward Wight's 1757 plan of Fort Edward appearing to show the truckhouse compound occupying a position roughly in line with the fort's western bastions (North is at the bottom of the map). The actual location as proved by more carefully surveyed cadastral maps is more to the west, and likely just off the righthand side of Wight's page. Perhaps, lacking room, he just nudged it over slightly. SOURCE: Edward Wight. 1757. "An Exact ground Plan of Fort Edward at Pesquid taken from a survey and Laid down by a scale of 60 feet to an inch." William L. Clements Library, Brun Add. 240.

Archival maps of better quality allow us to determine the location of the truckhouse with confidence. It was located across Cobbett Street to the northwest of the study area, on land that has since the 19th century been subdivided into residences (**Figure 23**).

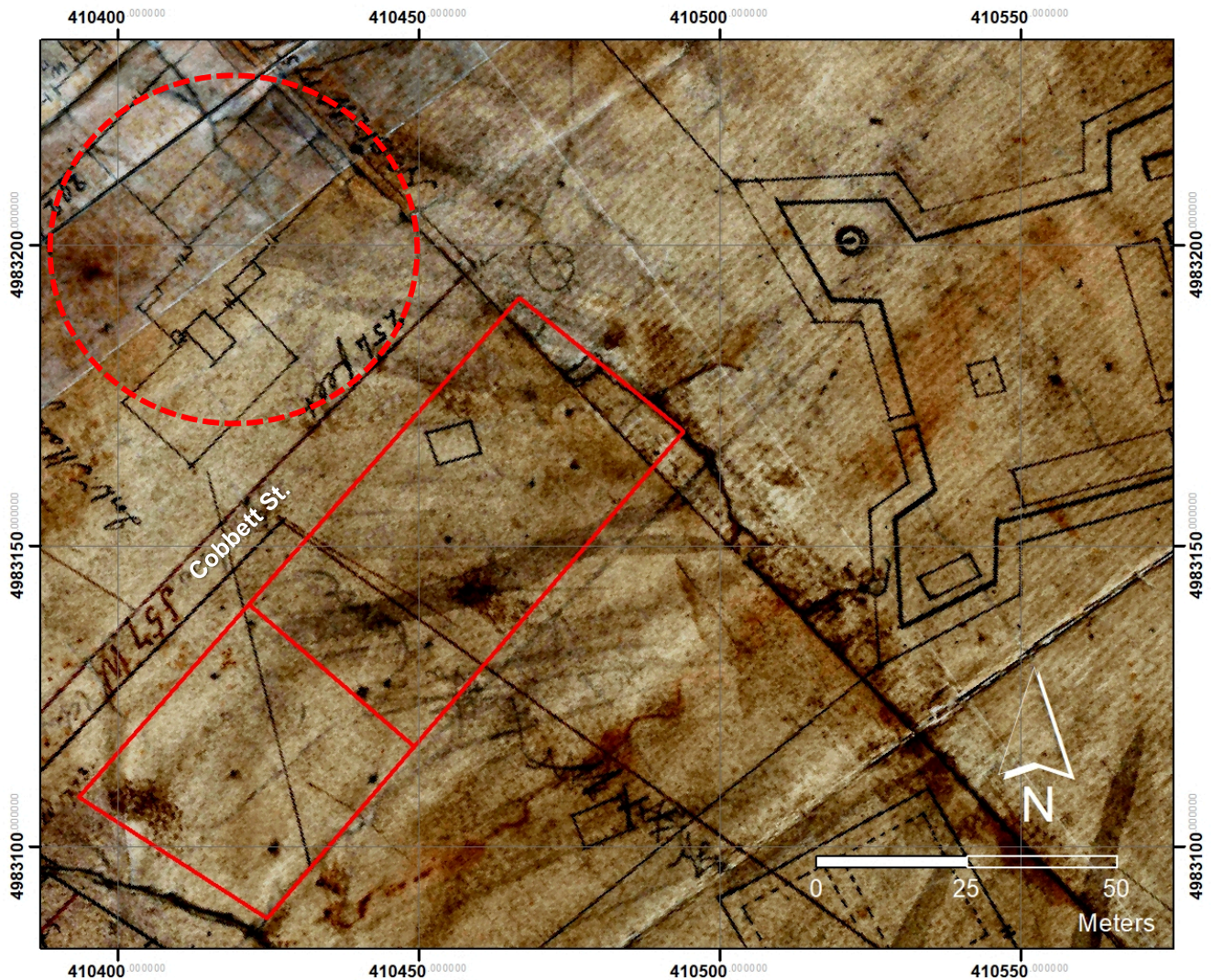


Figure 23: A cadastral plan showing the location of the truckhouse (circled) in reference to Fort Edward and the study area (outlined). The site is presently across Cobbett Street. This map is undated but contextual clues place it in perhaps the 1760s. As in Figure 19, above, which shows the 1779 map of Fort Edward, we see a building unambiguously placed in the study area.

5.4 The Agricultural Fair

The study area was a market centre through the later 18th, 19th, and early 20th centuries, for it was here that the previously mentioned agricultural fair was held. Period maps – and especially fire insurance plans – depict infrastructure relating to

the fair at this location (**Figure 24**).³⁰ By early 20th century, the “Exhibition Grounds” contained many buildings and other architectural features, including: five rows of horse stalls and an equal number of livestock stalls to the north of a judging ring. The judging ring and an associated building are located roughly where the Parks Canada parking lot stands today, and a large armoury stood on what is still Department of National Defence property to the south. The latter building served as a barracks and mess for part of the Jewish Legion, whose members trained at Fort Edward during WWI (Beanlands 2014).

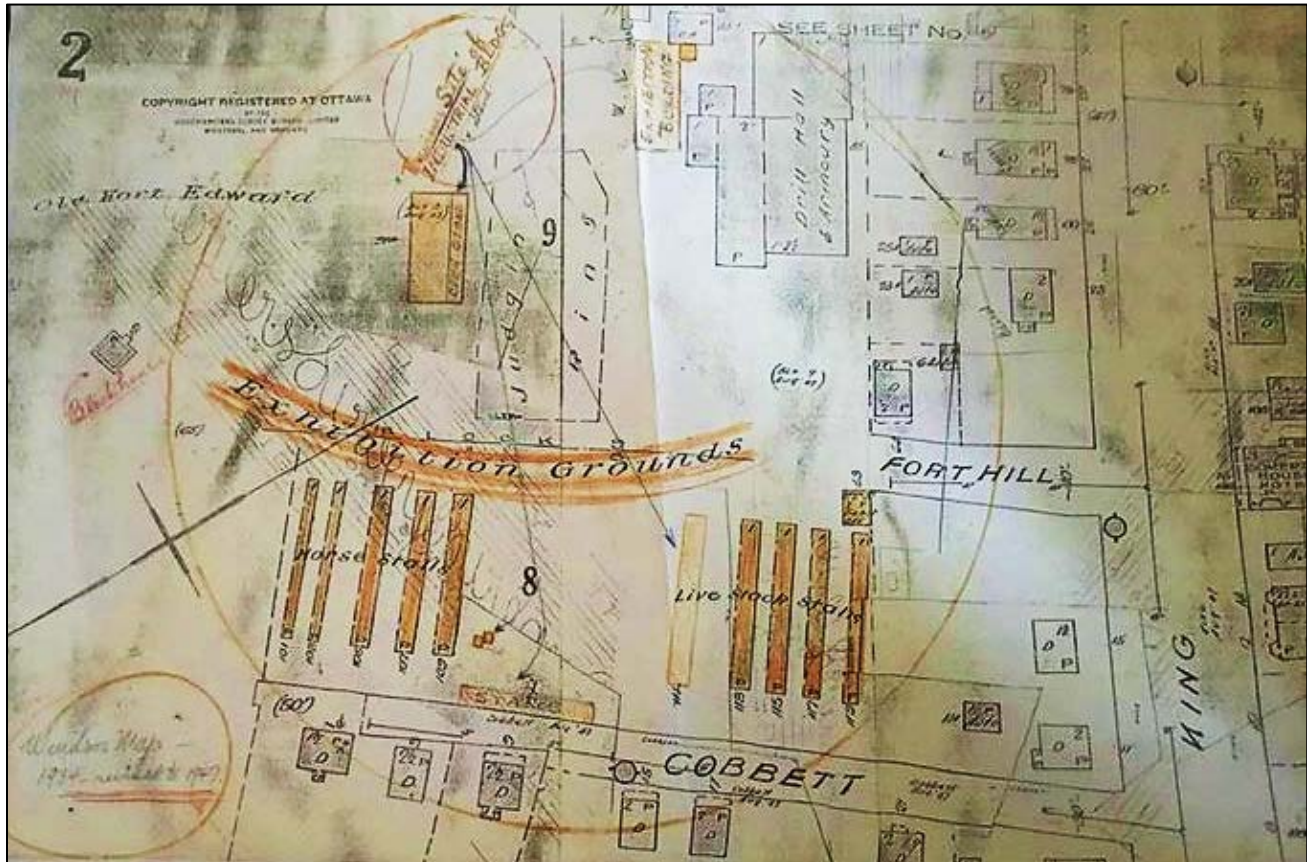


Figure 24: A 1934 (revised 1947) fire insurance plan showing the “Exhibition Grounds” in the study area. SOURCE: West Hants Historical Society.

Many of these structures appear on the earliest aerial photographs of Windsor (**Figure 25**). These photographs supplement the evidence from fire insurance plans and allow architectural features to be plotted with confidence with the aid of GIS (**Figure 26**). These structures were removed when the Windsor Exhibition relocated to its present location, and in 1967 the Town of Windsor established the Windsor Centennial Pool in their place.

³⁰ I was unable to obtain a scanned version of this map from the West Hants Historical Society to georeference, and the fire insurance plans in the Nova Scotia Archives (1899 and 1914) did not depict any of this infrastructure.

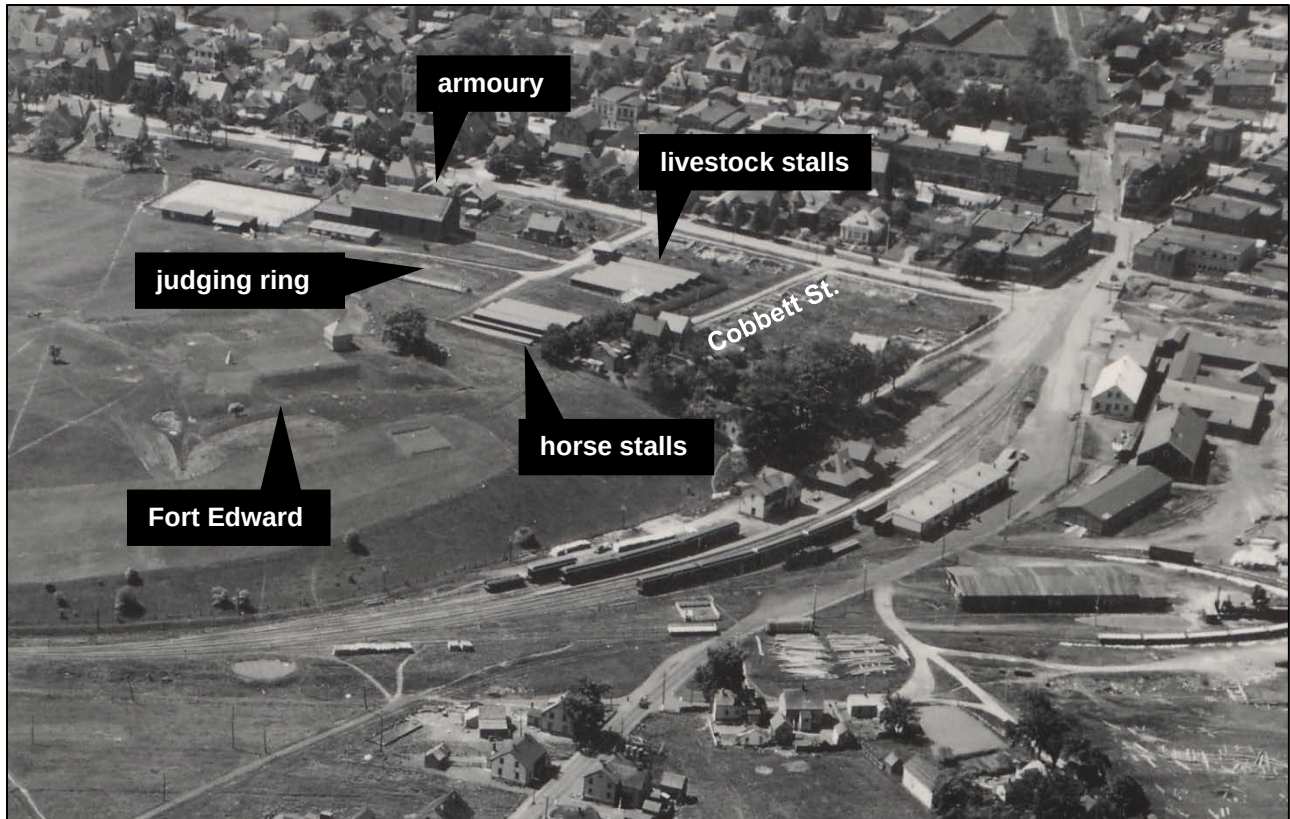


Figure 25: Fort Edward and the Exhibition Grounds from the north. SOURCE: NAPL A1236-83.

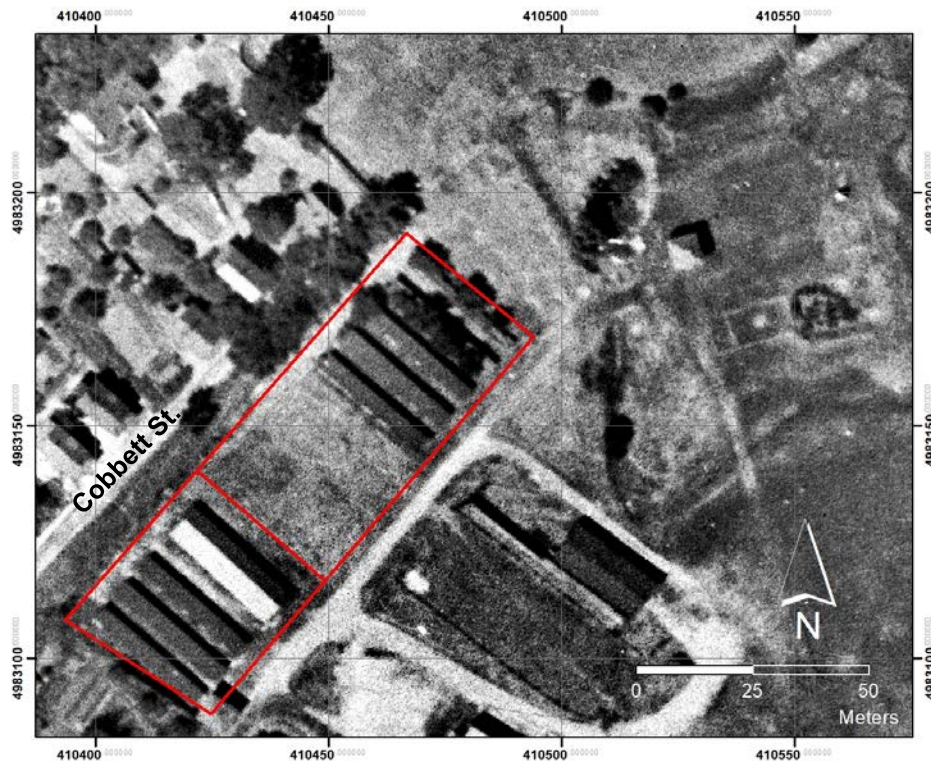


Figure 26: A 1945 aerial photograph of Fort Edward georeferenced to the modern landscape showing the exhibition grounds and nearby buildings. SOURCE: NAPL A8725-013.

6.0 RESOURCE EVALUATION

The approach to resource evaluation favoured here is grounded in the literature of archaeological (e.g. Green and Doershuk 1998; Tainter and Lucas 1983) and critical heritage studies (e.g. Harrison 2010). It is attentive to plural and even divergent regimes of value in assessing heritage objects and places, while emphasizing the inherent value of research potential and knowledge creation.

The key findings are as follows:

6.1 Extramural fort features and the historic place

Documented and potential archaeological resources in the study area have direct relevance to the commemorative integrity of Fort Edward National Historic Site; Parks Canada identifies viewplanes from the fort as critical to the site's commemorative integrity.

As the study area is adjacent to Fort Edward National Historic Site, and historical maps show associated 18th century structures in the study area, a consideration of the significance of these likely archaeological features begins with the rationale underpinning Fort Edward's commemoration. Interestingly, these reasons were not clearly stated by the Historic Sites and Monuments Board of Canada when it initially proposed Fort Edward as a national historic site in 1919. The board addressed this oversight in the 1990s, however, by deciding that the designation should "commemorate [Fort Edward's] role in the struggle for predominance in North America, 1750-1812" (Marineau 1998, 6).

Parks Canada identifies several distinct cultural resources supporting Fort Edward's commemorative integrity; in other words, "those resources that were instrumental in, or integral to, the designation of national significance." Not surprisingly, the 1750 blockhouse and the surviving ramparts are counted among these features. However, the primary cultural resource listed in the national historic site's Commemorative Integrity Statement is the *historic place* itself, defined as consisting of both "the lands within the boundaries of Fort Edward National Historic Site and its viewplanes toward the Avon and St. Croix rivers," the latter of which, "give tangible evidence of the reasons for the establishment of the fort at the confluence of the rivers" (Marineau 1998, 7). The statement goes on to observe that protecting the site's Level 1 cultural resources – among which the historic place and viewplanes are of critical importance – is key to ensuring Fort Edward's commemorative integrity "is not impaired or under threat" (Marineau 1998, 7–8).

6.2 Elevated heritage significance via a network of national historic sites and events

Documented and potential archaeological resources both in and adjacent to the study area have high heritage significance in reference to a local network of national historic sites and designated events of national historic significance.

Resource evaluation in this case takes further meaning by the study area's connection to Grand-Pré National Historic Site and The Landscape of Grand Pré World Heritage Site. The latter's basis for inscription on UNESCO's World Heritage List rests on the following criteria:

Criterion (v): The cultural landscape of Grand Pré bears exceptional testimony to a traditional farming settlement created in the 17th century by the Acadians in a coastal zone with tides that are among the highest in the world. The polderisation used traditional techniques of dykes, aboiteaux and a drainage network, as well as a community-based management system still in use today. The resultant rich alluvial soil enabled continuous and sustainable agricultural development.

Criterion (vi): Grand Pré is the iconic place of remembrance of the Acadian diaspora, dispersed by the Grand Dérangement, in the second half of the 18th century. Its polder landscape and archaeological remains are testimony to the values of a culture of pioneers able to create their own territory, whilst living in harmony with the native Mi'kmaq people. Its memorial constructions form the centre of the symbolic re-appropriation of the land of their origins by the Acadians, in the 20th century, in a spirit of peace and cultural sharing with the English-speaking community.³¹

Grand-Pré National Historic Site's designation is justified because:

- it was a centre of Acadian activity from 1682 to 1755;
- it commemorates the Deportation of the Acadians, which occurred at Grand-Pré in 1755; and
- it commemorates the strong attachment that remains to this day among Acadians throughout the world to this area, the heart of their ancestral homeland and symbol of the ties which unite them (Parks Canada 2012, 7).

³¹ UNESCO Committee Decisions, 36 Com 8B.27, Cultural Properties - Landscape of Grand Pré (Canada) <http://whc.unesco.org/en/decisions/4798>

Although geographical separate, Fort Edward and Grand-Pré are closely linked historically and through modern heritage and tourism. Both sites occupy estuarine settings and have histories of Indigenous and Acadian settlement and intermingling. Their narratives are particularly tightly bound by the 1755 Deportation of the Acadians, a designated event of national historic significance. Lieut.-Col. John Winslow, whose capture and deportation of the Acadians from Grand-Pré inspired Longfellow's *Evangeline: A Tale of Acadie* (and the subsequent memorial acts culminating in the creation of Grand-Pré National Historic Site and The Landscape of Grand Pré UNESCO World Heritage Site), actually began his campaign against Acadian civilians in the Minas Basin at Fort Edward. It was to Fort Edward that he and his soldiers were initially sent from Chignecto in August 1755. Only after arriving did he receive further orders to base his operations at Grand-Pré (Winslow 1884, 241–43).

Isaac Deschamps, the Fort Edward truckmaster, spoke French fluently and facilitated communication between British officials, the garrison, and the Acadians throughout the middle years of the 18th century. In 1755, he translated the infamous Deportation Order into French. The documents read on September 5th to the assembled Acadian men and boys by John Winslow at Grand-Pré (**Figure 27**), and by Alexander Murray at Fort Edward were, according to Winslow himself, “put into French” by Isaac Deschamps (Winslow 1883, 90).

Figure 27: Historical reconstruction artwork depicting John Winslow reading the Deportation Order to Acadians at the parish church in Grand-Pré on September 5, 1755. A similar scene took place at Fort Edward at the same time. Both texts were translated into French by truckmaster Isaac Deschamps. SOURCE: Claude Picard 1986. “The Deportation Order.” Parks Canada.



6.3 A Pre-Deportation Acadian religious site

The pre-Deportation Acadian church of Notre-Dame-de-L'Assomption has been documented and archaeologically attested approximately 35m from the study area.

The study area is thus part of an as-yet poorly understood ecclesiastical site, whose archaeological resource inventory has yet to be properly studied. While there is good reason to place the associated cemetery outside the study area, the boundaries of the church site and the locations of its architectural and landscape features (e.g. priest's house) have yet to be determined.

The Acadian diaspora is a population exhibiting a high degree of interest in heritage and genealogy. The presence of a church site at this location represents a significant cultural resource and a potential driver of additional visitation to Fort Edward National Historic Site.

6.4 A Mi'kmaw Treaty site

The truckhouse was an important site of interaction between the Mi'kmaq and the British, and in 1760 it became a formal part of the Treaty relationship.

The Fort Edward truckhouse borders the study area to the northwest and is one of six such posts established in the region as part of the British Crown's commitments to the Mi'kmaq through the Treaties of Peace and Friendship of 1760-61. None of these other sites is commemorated. In a time of reconciliation, the presence of the truckhouse and its associated archaeological features adjacent to – and perhaps partly in – the study area represents a highly significant and valuable cultural resource.

6.5. The site of Canada's oldest agricultural fair

The study area occupies part of the grounds upon which Canada's oldest agricultural fair was held since 1765. The fair continues to operate at another location, constituting an authentic and community-based example of living heritage.

The market and agricultural fair grew out of the pre-existing commercial relationships between the British, Acadians, and Mi'kmaq at Fort Edward Hill. Abundant evidence places 19th and early 20th century fair infrastructure in the study area (**Figure 28**). The fair continues to exist today in the form of the popular Windsor Exhibition, which has since relocated to another site. Being the oldest event of its kind in Canada, the Windsor Agricultural Fair has been designated as an event of national historic significance.



Figure 28: Historical scenes from the agricultural fair. Top: the festival atmosphere, 1947; middle: horse teams in the judging ring, 1940; bottom: a sign of continuity of practice? Mi'kmaw participants with wigwam on a parade float going up Fort Edward Street, 1935. SOURCES: West Hants Historical Society: 28.7.07.83, 92.843, 12.7.23.10.

6.6 Potential economic benefits of heritage resource mobilization

While cultural value is often sufficient to justify the conservation of heritage resources, it is important to recognize that heritage resources can also drive significant economic activity.

Recent decades have seen the establishment and consolidation of a ‘heritage industry’ (Lowenthal 1985). A significant component of the broader tourism industry, the heritage industry articulates with a range of public- and private-sector organizations including art galleries, museum, and historic sites. The heritage sector also supports and is supported by workers in a variety of fields, ranging from heritage professionals (conservators, curators, interpreters, planners, researchers) to workers in the food, hospitality, and retail sectors. The United Nations notes that the tourism industry has outpaced global economic growth for the nine consecutive years prior to the arrival of the COVID-19 pandemic, and in 2019 was valued at \$3.5 trillion (USD), accounting for 4% of world GDP (United Nations World Tourism Organization 2021, 5). Tourism Nova Scotia estimates the value of overall provincial tourism revenue in 2019 to be \$2.64 billion (CDN) (Tourism Nova Scotia 2022).

The most recent published data on visitation at Fort Edward demonstrates the extent to which visitation patterns correspond to the historical narrative and heritage site linkages outlined above.³² “When asked what other locations and attractions the respondent had visited or was planning to visit that day, 37% indicated Grand-Pré NHS, and 28 % and 26% respectively indicated Port-Royal and Fort Anne.” Visitor motivations included experiencing “a new place/local people/explore (33%), to explore family ancestry, heritage, and landmarks (30%), and to observe/learn at their own pace (20%)” (Parks Canada 2016, 10).

The archaeological resources here and nearby could potentially attract large numbers of visitors who are already exploring the related network of heritage sites linked to Highway 101. Annual Averaged Daily Traffic (AADT) volume westbound on Highway 101 between Exits 5A and 6 at Windsor equalled 7,965 vehicles between 2015 and 2019, or approximately 2,900,000 vehicles per year (Nova Scotia Department of Transportation and Infrastructure Renewal 2021, 109). And while the volume of traffic on Highway 101 is gradually increasing, visitation at Fort Edward has declined from “approximately 3,000 visitors in the year 2000 to 1,100 in 2015” (Parks Canada 2016, 11). If more creativity and effort were devoted to mobilizing the extraordinary heritage resources outlined here, the broader community might benefit significantly, both culturally and financially.

³² 2009-10 data revealed that “80% of visitors are Canadian and 13% American. Of the Canadian audience, 32% are from Nova Scotia (21% of respondents were on a day-trip from Halifax), 17% from Ontario, and the remainder from the rest of Canada” (Parks Canada 2016, 10).

7.0 RESULTS AND DISCUSSION

Taken in its entirety, the evidence gathered to date shows that the study area, though it may be legally defined as two distinct and separate properties, remains nevertheless part of the archaeological landscape and heritage environment of Fort Edward National Historic Site of Canada:

- A pre-Deportation Acadian parish church stood approximately 30m north of the study area. Although there is reason to place the Acadian cemetery elsewhere, this ecclesiastical site is not well evidenced and its proximity to the study area raises the need for archaeological vigilance.
- The study area's proximity to Fort Edward also implicates it in considerations of the fort's views of the Avon River, which Parks Canada states are essential to the national historic site's commemorative integrity.
- Several 18th century maps place buildings and other extramural architectural features associated with Fort Edward unambiguously within the study area.
- The Mauger-Deschamps truckhouse, a significant site in Windsor's commercial heritage and a locus at which part of the Treaty relationship between the British Crown and the Mi'kmaq was fulfilled, was adjacent to the study area, across Cobbett Street. Some of the activities centered on the truckhouse may have "spilled over" to the study area, and indeed the best 18th century map of the truckhouse places an unidentified building in the study area.
- Aerial photographs and mapping show structures associated with the Windsor Agricultural Fair, a designated event of national historical significance, unambiguously within the study area.

Potential archaeological features associated with structures depicted on historical maps and aerial photographs are plotted in **Figure 29**. All of the structures noted on historical maps and aerial photographs are located outside the footprint of the large swimming pool built in the 1960s. It is noteworthy that the legend on Edward Wight's 1757 map of Fort Edward indicates the "Soldiers Hutts should be nearer the Glacis." How much nearer cannot be known, but it is likely that at least some of the structures he drew were located in the study area.

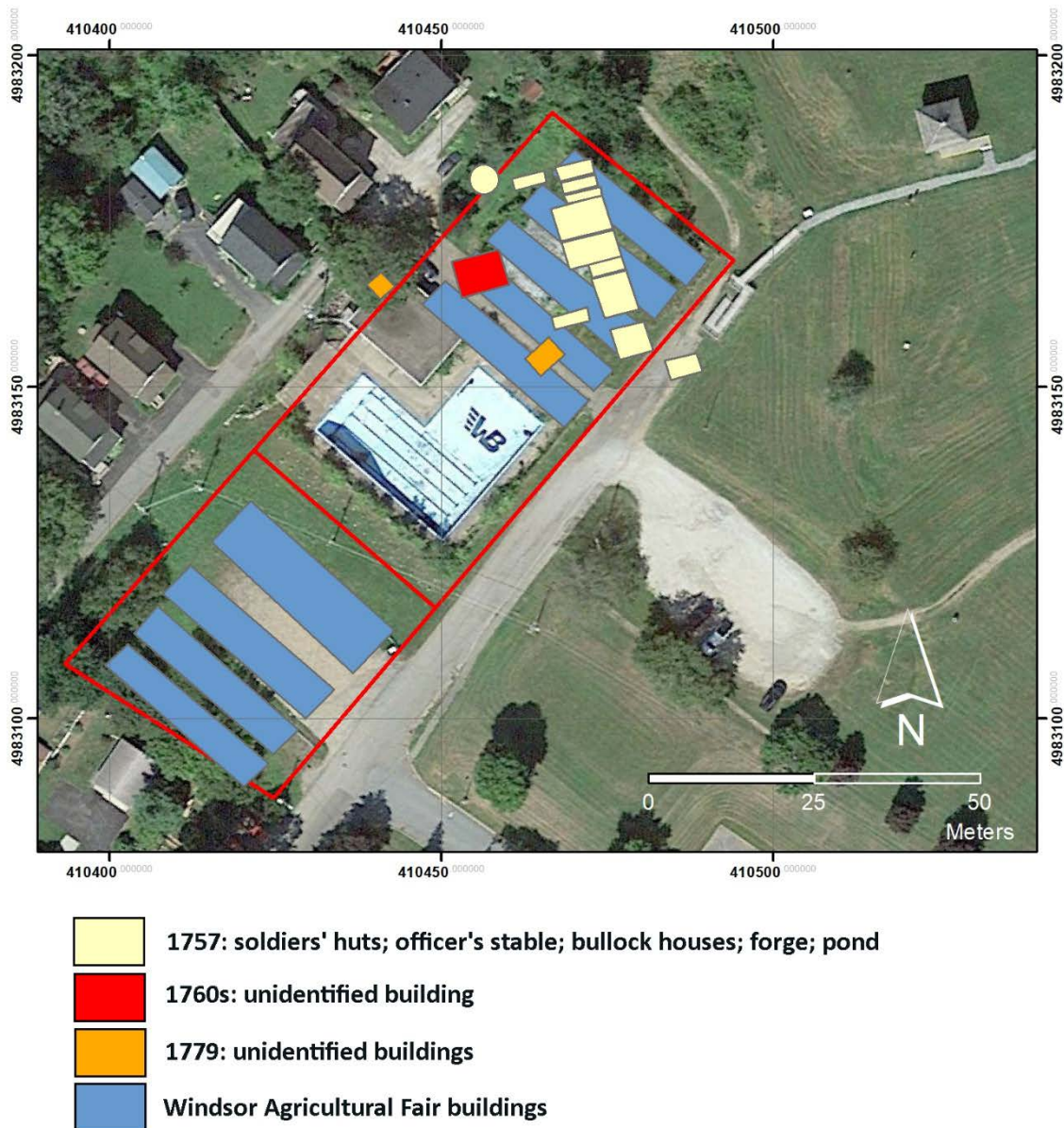


Figure 29: Archaeological potential map showing the locations of former structures identified using historical maps and aerial photographs. SOURCE: Google Earth 2015.

The integrity of these and related features is difficult to ascertain without geophysical prospection and archaeological test excavation. The study area has been significantly altered in recent decades by grading, the excavation of the pool, and the installation of associated infrastructure. In November 2019 the site was capped with imported fill.³³ LiDAR data offers some assistance in quantifying these

³³ M. Philipps to J. Fowler, 19 February 2022.

impacts (**Figure 30**).³⁴ It appears likely that material excavated from the pool in the 1960s was cast up to form berms on the west, south, and east sides of the pool. The upslope – or roughly north – side appears essentially flush with the (previously graded?) surface. ***Based on the evidence consulted to date, it appears the construction of the large swimming pool in the 1960s did not likely directly impact any of the anticipated archaeological features.***

In general, the northernmost of the two properties (PID 45059797), which is also the closer of the two to Fort Edward, appears to contain the most and earliest archaeological evidence associated with Fort Edward and perhaps the truckhouse. This area appears to have been graded, but we do not know when. It may have happened in the early colonial period, in which case early archaeological features are more likely to survive in primary context. If grading took place later, for example in the Victorian period, as part of renovations of the fairgrounds, then the earlier archaeological remains in the upslope part of the property are likely to have been negatively impacted. The more substantial buildings shown on the 1760s and 1770s maps, on the other hand, may well have received a protective blanket of sediment, enhancing their likelihood of survival to present times. If any of these buildings had cellars, wells, or privies, then these are even more likely to remain intact because of their greater depth. As loss traps, they may contain valuable archaeological deposits.

In conclusion, it should not be assumed that previous construction activities at the site, though appearing heavily disruptive, actually destroyed much of the archaeology. Contrary to appearances, significant archaeological deposits might actually survive relatively intact.

³⁴ Two sets of provincial LiDAR data are available. The first, flown in 2011 (months and days unknown) with a pulse spacing of 0.67, was collected with a REIGL Q680i. The second was collected in the summer of 2019 with a pulse spacing of 0.32 using a REIGL VQ1560i and Q780.

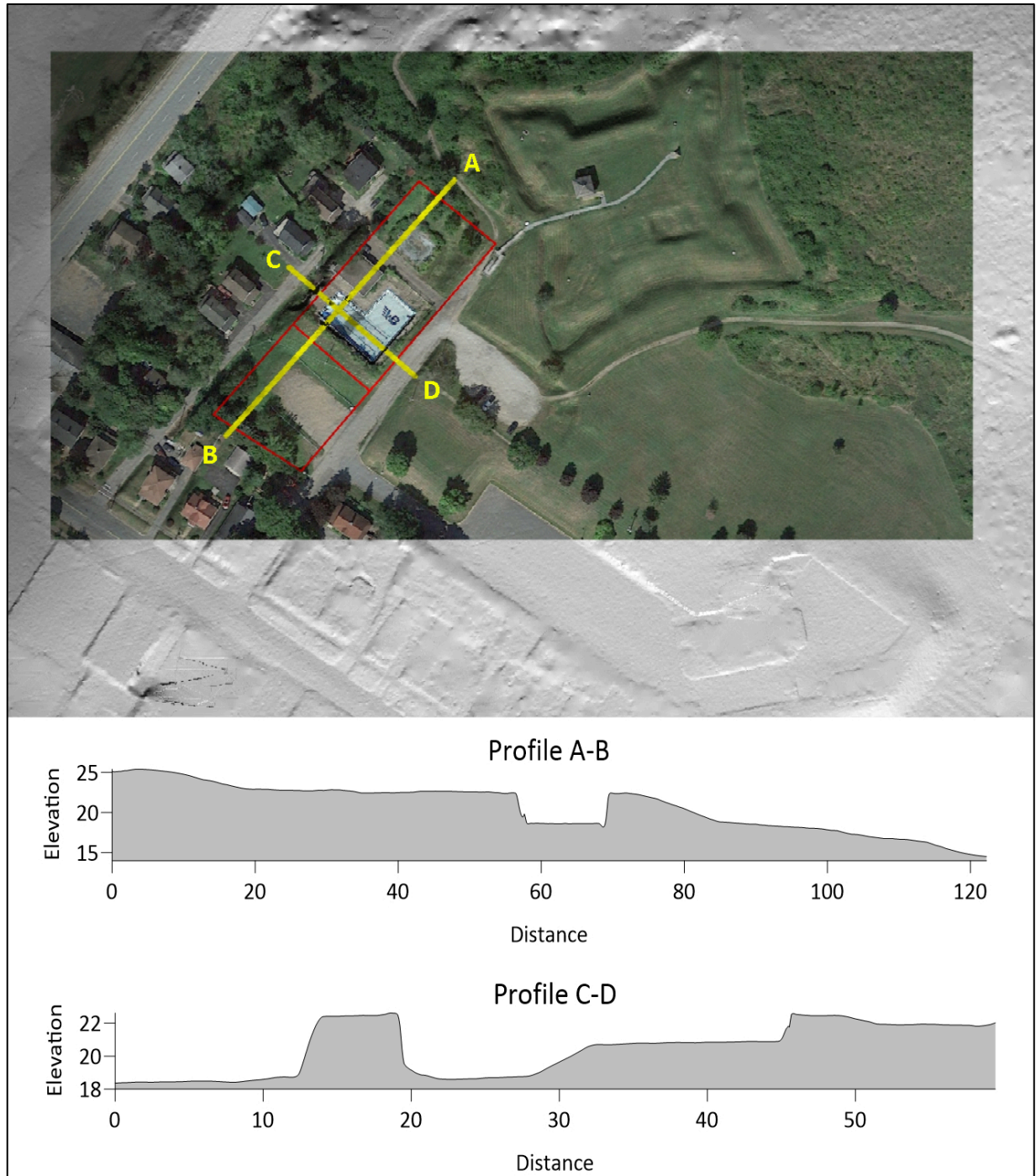


Figure 30: LiDAR data of the study area (outlined in red) and its surroundings with profiles indicating variations in relief arising from previous construction activities. Scale in metres; north at top. SOURCES: Province of Nova Scotia 2019 and Google Earth 2015.

8.0 INTERPRETATION

The primary purpose of this exercise is to assess the archaeological potential of the two properties comprising the study area. As detailed above, there is strong evidence of a range of historical activities in and adjacent to the study area, and compelling evidence that many of these activities left archaeological deposits. Despite past construction activities, there is good reason to expect that at least some of the archaeological resources inventoried here may be well preserved. Other objects and features are likely in secondary contexts. The conclusions and recommendations articulated in the next section reflect these facts and inferences, along with the considerable significance and untapped heritage resource development potential of Fort Edward National Historic Site.

Although visitation has declined in recent years, “[m]any people in the community of Windsor – area residents, members of the West Hants Historical Society, town councilors, and staff, among others – have a strong interest in the future of Fort Edward National Historic Site” and “see Fort Edward as a valuable community asset” (Parks Canada 2016, 35). Parks Canada’s most recent management plan articulates two key strategies for increasing visitation at Fort Edward National Historic Site. The first aims to ***inspire the discovery of Fort Edward NHS*** by:

- improving the quality of pre-trip information;
- working with others to enhance connections with “a network of national historic sites in the region;” and
- enhance visitors’ opportunities “to experience the Fort Edward view-plane and grounds.”

The second strategy aims to cultivate ***shared stewardship*** over Fort Edward NHS and aims to transform the site into a ***community gathering place*** by:

- involving “area residents, the Mi’kmaq, partners, and stakeholders” in protecting Fort Edward’s cultural resources and heritage values; and
- encouraging “area residents, the Mi’kmaq, partners, and stakeholders” to use Fort Edward NHS as a community gathering place (Parks Canada 2016, 35–36).

One is struck by the depth and richness of the heritage resources in and around Fort Edward, by their enormous potential for mobilization, and by their sadly neglected state at present.

9.0 EVALUATION OF RESEARCH

This ARIA relies on standard historical archaeological and empirical landscape archaeological methods and was informed by highly resolved and thorough cartographic, photographic, and ethnohistorical data. The MARI was consulted in order to characterize the study area's archaeological context, particularly in relation to Indigenous sites. To this end, feedback was also elicited from the Mi'kmaq Rights Initiative's Archaeology Research Division.³⁵

An extensive corpus of archival mapping was consulted, and these sources were georeferenced and collated with modern LiDAR evidence to help model archaeological potential. The exercise revealed that, not surprisingly, historical maps frequently exhibit measurement errors in addition to other distortions and omissions. These have been controlled by comparing and collating maps, and by comparing map evidence to independent sources such as land records (deeds), written documents, art, and historical photography whenever possible.

Considerations of archaeological significance and heritage value accounted for varied traditions and sought input from Parks Canada, specialists in local history and heritage, and members of Acadian and Mi'kmaw communities.

Field reconnaissance on 12 February was hampered by the presence of snow, which obstructed vision, but the site has been capped with fill and is unlikely to reveal significant visual evidence in its present state.

10.0 CONCLUSIONS AND RECOMMENDATIONS

Several conclusions and recommendations arise from this study. They range from general considerations pertaining to the value and potential communal benefit of the heritage resource, to specific steps that should be taken to safeguard archaeological resources in the event of future construction.

10.1 General Conclusions and Recommendations

As a cultural asset, the property at the centre of this ARIA – like Fort Edward more generally – represents a potentially very significant heritage resource for the West Hants Regional Municipality. This potential is perhaps not widely recognized because the site's enormously rich and multifaceted history is not very well known. Nor has this site found the kinds of champions who have advanced the cause of heritage development elsewhere along the floor of the Annapolis Valley.

³⁵ J. Fowler to T. Jacobson, 18 January, 2022; T. Jacobson to J. Fowler, 02 February 2022.

Fort Anne, which, as we have seen, is something of a sister site to Fort Edward, was the very first site designated in Canada's national historic sites system in 1917. But this development, which today anchors Annapolis Royal's heritage infrastructure and economy, was nearly doomed by local businessmen who wanted to level to fort's ramparts for commercial development. Heritage activists fought to rescue it from destruction through the late 19th and early 20th centuries, and again in the 1970s, when the town fell on hard times and a plan was again floated to level to fort to build housing (Moody 2014, 214, 303).

Across the Annapolis River, Port-Royal National Historic Site's prominence owes much to its association with the heroic career of Samuel de Champlain, the Father of New France. The Port-Royal Habitation reconstruction began with a small group of passionate heritage advocates lead by Harriet Taber Richardson and Loftus Morton Fortier, who attracted the support of local and international politicians and other leaders (including the governors of Massachusetts and Virginia, the American ambassador to Canada, and the President of Harvard University). They raised significant funds through private donations before the project was adopted and completed by the Canadian federal government in the 1930s (Schmeisser 2001, 4–12).

Grand-Pré National Historic Site, meanwhile, though stewarded by Parks Canada, is a cultural treasure of the Acadian people, who have played a significant part in its development and management for over a hundred years. An Acadian descendant, John Frederic Herbin, in 1907 bought the land that would become the heart of the national historic site and world heritage site, and the funds to build the iconic memorial church in 1924 were raised by donations from Acadians across Canada and the United States (Fowler and Noël 2017, 53; B. LeBlanc 2003, 121). Each of these sites has enjoyed, and continues to benefit from, an active constituency of promoters both outside and inside the official heritage system. *In each case, community members and local governments made the crucial investments of time and money to initiate heritage resource development projects that were subsequently adopted and reinforced by federal investment.*

Fort Edward, meanwhile, despite extraordinary and varied heritage resources, has been comparatively neglected, to the detriment of the local culture and economy.

A period of reflection and meaningful dialogue with partner organizations, especially Parks Canada, and local and descendant communities (e.g. Mi'kmaq, Acadian), seems warranted in determining the best future course of action with respect to these properties.

10.2 Archaeological Heritage Mitigation During Future Construction

Should construction take place on the properties in question, it is recommended that:

1. The entire study area be subject to a Phase 2 ARIA in advance, with the exception of the deepest portions of the former swimming pool footprint. The Phase 2 assessment should include:
 - a. Sub-surface testing and possibly geophysical prospection to assess the nature of archaeological deposits and soil disturbance; and
 - b. Special attention focused on the areas where 18th century maps show buildings (see Figure 29, above). Although this area has been artificially terraced, the impact of terracing on archaeological resources has not necessarily been destructive, and even archaeological materials in secondary context can have value.
2. Any future constructions planned for these properties should respect Fort Edward's viewplane of the Avon River, which Parks Canada identifies as essential to maintaining the site's sense of historic place and commemorative integrity.

Despite these precautions, should mechanical excavation encounter archaeological evidence, it is recommended that contractors temporarily pause the work and contact John Cormier, Coordinator of Special Places at the Nova Scotia Department of Communities, Culture, Tourism and Heritage: (902) 424-6475 and/or john.cormier@novascotia.ca.

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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Alex Dunphy, Planner

Date: March 8th, 2022

Subject: Mobile Canteen Vending By-law Amendment Request

LEGISLATIVE AUTHORITY

Municipal Government Act Section 172 (c), (f), and 172 (2) (e)

RECOMENDATION

... that Council gives First Reading and will hold a Public Hearing to consider amending the text of Clause 4.1 (f) of the Mobile Canteen Vending By-law to read as follows: *"No licence shall be issued if the application is for a location where the relevant Land Use By-law does not permit restaurants, with the exception of community centre and church properties."*

... that Council gives First Reading and will hold a Public Hearing to consider amending the text of the definition of Community Centre in the West Hants Land Use By-law to read as follows: *"Community Centre means any tract of land and the buildings thereon, the control of which is vested in the Municipality or local board or agent which is used for community activities and not used for commercial purposes with the exception of mobile canteens".*

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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Mayor Zebian brought forward a recommendation to Council on September 14th, 2021 to request a staff report on amending the Mobile Canteen Vending By-law (RV-001) to allow mobile canteens to operate on community centre properties.

DISCUSSION

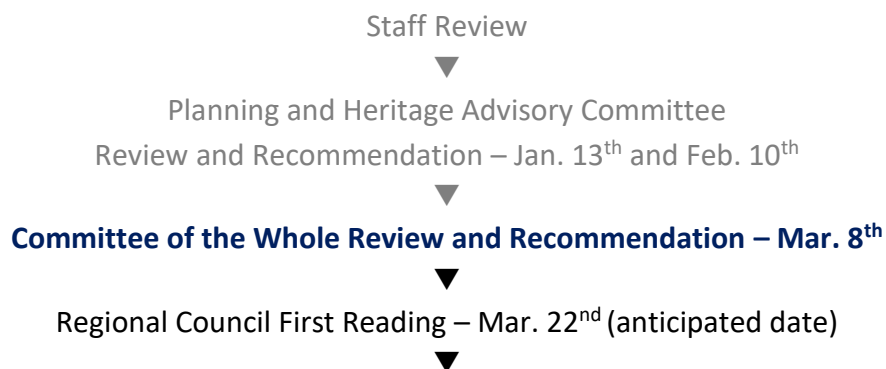
On January 13th, 2022 staff presented an information report to the Planning and Heritage Advisory Committee regarding the request to amend the Mobile Canteen Vending By-law to allow mobile vendors to locate on community centre properties. Staff outlined that the request would require amendments to both the Mobile Canteen Vending By-law and the West Hants Land Use By-law. Staff also discussed the possibility of including church properties within the amendment. The Committee requested further information about taxation and the inclusion of church properties in the amendment from the Planner.

On February 10th, 2022 staff presented a decision request report to the Planning and Heritage Advisory Committee to follow up on the requested amendment to the Mobile Canteen Vending By-law. Staff discussed the surrounding context of both community centre and church properties, access requirements, and parking requirements. Staff also provided information from the Property Valuation Services Corporation regarding the valuation of tax-exempt properties. Staff suggested the inclusion of a statement during the permitting process to notify applicants and property owners that a change in taxation assessment may occur. The Committee then recommended that staff draft amendments to the Land Use By-law and Mobile Canteen Vending By-law to allow the operation of mobile canteens on community centre and church properties and present them to Committee of the Whole.

NEXT STEPS

The PAC/HAC recommendations would result in amendments to both the Mobile Canteen Vending By-law and the West Hants Land Use By-law (WHLUB).

The required process for amendments to each document is:



Public Hearings and Second Reading - April 26 (anticipated date)



Notice of Approval in Local Paper

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. There are minor financial implications to the Municipality if Council agrees to amend by-laws. This would include the advertising of the proposed amendments to the specific by-laws.

Any portion of a tax-exempt property used for a non-exempt use may result in taxation of that portion of the property, unless the non-exempt use is deemed insignificant by PVSC.

Allowing community centre properties to be used for mobile vending will not affect the ability of community centres to apply for municipal grants.

ALTERNATIVES

In response to the proposed amendments, Council may:

- recommend that only community centres be included in the amendment to the Land Use By-law and Mobile Canteen Vending By-law; or
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A 2022-02-10 File 21-20 C Mobile Canteen Decision Request Report

CHIEF ADMINISTRATIVE OFFICER REVIEW

I believe the recommendation is in alignment with past Council, PAC / HAC and staff discussions.

I support the recommendation.

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by: _____


Mark Phillips, CAO

Attachment A - Mobile Canteen Decision Request Report



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request X	Councillor Activity ☐
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Alex Dunphy, Planner

Date: February 10th, 2022

Subject: Mobile Canteen Vending By-law Amendment Request

LEGISLATIVE AUTHORITY

Municipal Government Act Section 172 (c), (f), and 172 (2) (e)

DECISION REQUEST

This is an information report to the Planning and Heritage Advisory Committee to aid in discussion regarding a proposed amendment to the Mobile Canteen Vending By-law to allow mobile vendors to be located on community centre properties.

BACKGROUND

Property X	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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Mayor Zebian brought forward a recommendation to Council on September 14th, 2021 to request a staff report on amending the Mobile Canteen Vending By-law (RV-001) to allow mobile canteens to operate on community centre properties.

DISCUSSION

Community Centres in Land Use By-laws (LUBs)

Previously, staff noted that community centres were only defined in the West Hants Land Use By-law and that definition specifically excluded the possibility of commercial use. The current definition of community centres is *any tract of land and the buildings thereon used for community activities and not used for commercial purposes, and the control of which is vested in the Municipality or local board or agent thereof*. To allow for the possibility of operating a mobile canteen, staff suggest editing the definition to read as *any tract of land and the buildings thereon used for community activities and not used for commercial purposes except mobile canteens, and the control of which is vested in the Municipality or local board or agent thereof*. This definition could then be added to both the Windsor and Hantsport Land Use By-law to ensure conformity between the documents.

Staff have also suggested extending the amendment to include church properties. Across the Windsor, West Hants, and Hantsport Land Use By-laws, the definition of church does not specifically exclude commercial uses. In this case, no amendment to the definition would be necessary to allow mobile canteens to operate on church properties.

Community Centres in the Mobile Canteen Vending By-law

Clause 4.1 (f) of the Mobile Canteen Vending By-law states: *No licence shall be issued if the application is for a location where the relevant Land Use By-law does not permit restaurants*. To allow for the possibility of operating a mobile canteen, staff suggest editing the Clause to state: *No licence shall be issued if the application is for a location where the relevant Land Use By-law does not permit restaurants, with the exception of community centre and church properties*.

Parking Requirements for Mobile Canteens, Community Centres, and Churches

Parking requirements for mobile canteens are based on the parking requirement for the main use of the property on which the mobile canteen is located. Across all of the Land Use By-laws, both community centres and churches require one (1) parking space for every 100 sq. ft. of floor area. This parking requirement would also be applied to any mobile canteen locating on a community centre or church property. Generally, mobile canteens with this parking requirement would need to provide very few parking spaces. Correspondence with the Development Officer did not raise any issues with mobile canteens operating on community centre or church properties during lower-use periods of time.

Access Requirements for Mobile Canteens

Staff requested input regarding access requirements for mobile canteens from both the Traffic Authority and the District Manager with the Nova Scotia Department of Public Works (formerly the Department of Transportation). The Traffic Authority stated that each situation is different and dependent on the driveway. However, mobile canteens would not necessarily require a commercial access. The District Manager with the Nova Scotia Department of Public Works stated that most community centres and churches in the region have commercial access and are the preferred location for mobile canteens. The District Manager also informed staff that access permits are issued to the property owner, so would not be issued to the mobile canteen operator.

Surrounding Context of Community Centres and Churches

In general, community centres are located in areas designated Hamlet, Resource, or Agricultural. A common link between these designations is the rural intent of these areas. With community centre properties being primarily located in rural areas, the likelihood of a disturbance due to the operation of a mobile canteen is lower than in a more developed area. Rural areas also generally have a limited supply of commercially designated areas. Allowing mobile canteens on community centre properties would provide more options for the operator to select a property which works for them.

Church properties are mostly located in areas designated Community Use, Residential, Hamlet, or Resource. Unlike the designations of community centres, churches are more evenly distributed between rural and urban areas. The Community Use and Residential designations apply to more populated areas of the Regional Municipality. Similar to community centre properties, mobile canteens on rural church properties are less likely to cause a disturbance for adjacent uses. However, mobile canteens on the church properties located in more urban areas may disrupt adjacent uses by increasing traffic flow.

Taxation Implications Follow-up

During a follow-up conversation with Property Valuation Services Corporation (PVSC), staff requested further information regarding the evaluation of tax-exempt properties. The representative said that properties are evaluated based on the degree of use. This means that if a property is frequently used commercially or if there have been changes to the property to facilitate commercial use, it is more likely to be evaluated as commercial. Some additional factors that account for a commercial evaluation include the addition of permanent structures intended for commercial use or formal agreements to facilitate commercial use.

The PVSC representative also informed staff of the December 1st 'state date'. A 'state date' is the date that the property assessment formally takes place and the assessment is based on the state of the property at that date. So seasonal and mobile businesses are less likely to factor into the consideration to evaluate a property as commercial if there is no evidence of the mobile canteen on the property at this time.

Staff suggest that an authorization statement during the permitting process should be added to the application to read as *any mobile canteen located on a property may cause a change in taxation as determined by PVSC.*

NEXT STEPS

Discussion from PAC/HAC will be incorporated into the report and presentation to COTW.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. There may be associated financial implications to the Municipality if Council agrees to amend specific by-laws. This would include the advertising of the proposed amendments to the specific by-laws.

Any amendments to the fees in the policies or by-laws would have a financial impact on business owners within the Region. This financial impact could be positive if the fees are reduced, or negative if the fees are increased.

Any portion of a tax-exempt property used for a non-exempt use may result in taxation of that portion of the property, unless the non-exempt use is deemed insignificant by PVSC.

Allowing community centre properties to be used for mobile vending will not affect the ability for community centres to apply for municipal grants.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- recommend staff to draft the amendments to the Land Use By-law and Mobile Canteen Vending By-law; or
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A West Hants Regional Municipality Churches Map

Attachment B 2022-01-13 Mobile Canteen Information Report for PAC

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

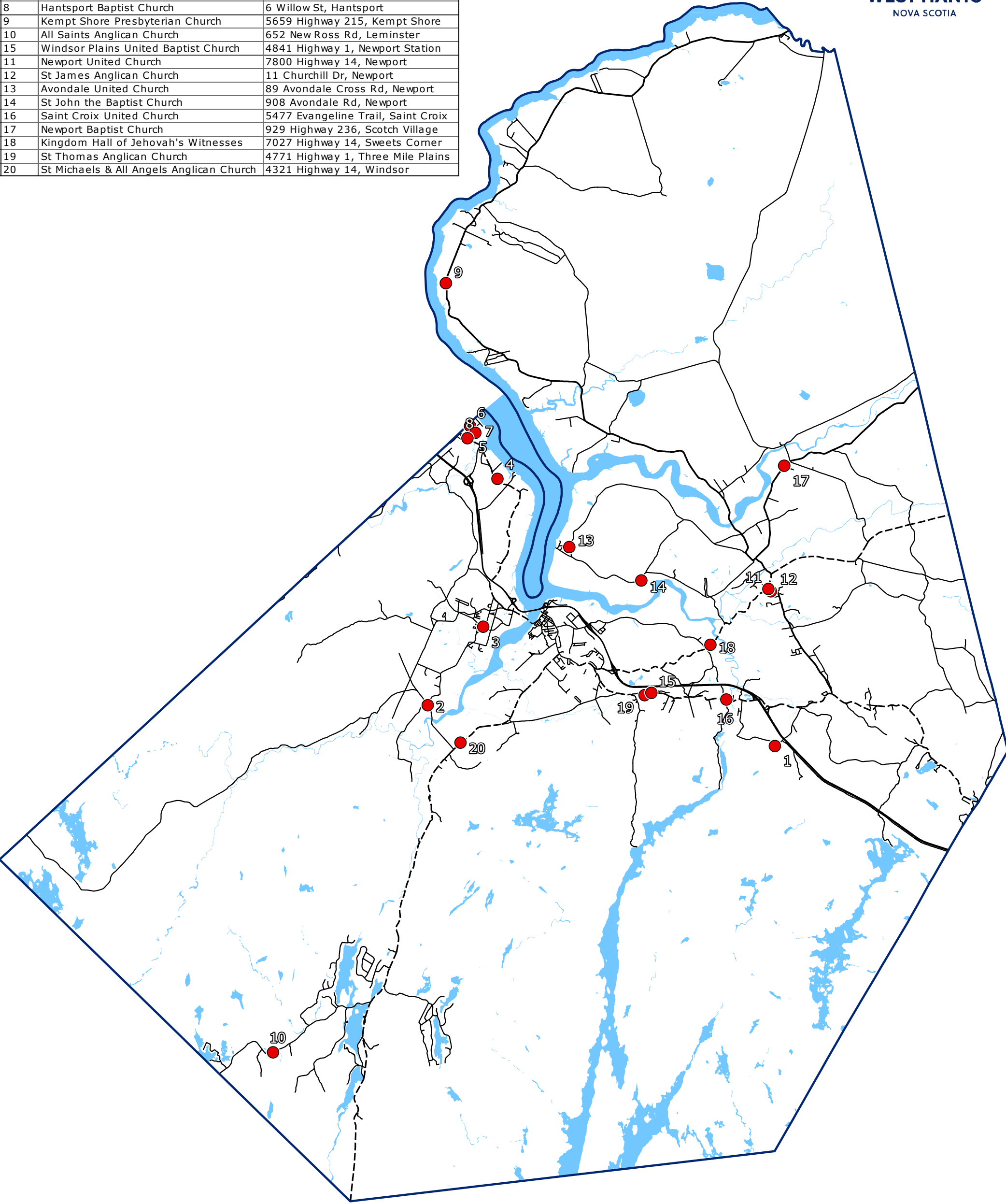
Madelyn LeMay, Director of Planning and Development

Attachment A - West Hants Regional Municipality Churches Map



WEST HANTS
NOVA SCOTIA

NUM	NAME	ADDRESS
1	St Louise Union Church	16 Maple Ave, Ellershouse
2	St George's Anglican Church	465 Sangster Bridge Rd, Falmouth
3	Falmouth United Baptist Church	404 Town Rd, Falmouth
4	Mount Denson Baptist Church	533 Highway 1, Hantsport
5	St Andrew's Anglican Church	59 Main St, Hantsport
6	St Mary's Catholic Church	67 Main St, Hantsport
7	Avon United Church	17 Prince St, Hantsport
8	Hantsport Baptist Church	6 Willow St, Hantsport
9	Kempton Shore Presbyterian Church	5659 Highway 215, Kempton Shore
10	All Saints Anglican Church	652 New Ross Rd, Leminster
11	Windsor Plains United Baptist Church	4841 Highway 1, Newport Station
12	Newport United Church	7800 Highway 14, Newport
13	St James Anglican Church	11 Churchill Dr, Newport
14	Avondale United Church	89 Avondale Cross Rd, Newport
15	St John the Baptist Church	908 Avondale Rd, Newport
16	Saint Croix United Church	5477 Evangeline Trail, Saint Croix
17	Newport Baptist Church	929 Highway 236, Scotch Village
18	Kingdom Hall of Jehovah's Witnesses	7027 Highway 14, Sweets Corner
19	St Thomas Anglican Church	4771 Highway 1, Three Mile Plains
20	St Michaels & All Angels Anglican Church	4321 Highway 14, Windsor



Municipality of the District of West Hants

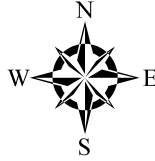
Churches in West Hants

- Church
- Municipal Boundary
- Roads
 - Local (Public and Private)
 - Regional
 - Arterial
 - Collector
- Water

Prepared by:
West Hants Planning Department
February 2019

Base data derived from the Nova Scotia Property
Records Database (NSPRD), Copyright Her Majesty
The Queen in Right of the Province of Nova Scotia

0 2500 5000 7500 10000
Metres
Scale: 1:160,500



Attachment B - 2022-01-13 Mobile Canteen Information Report for PAC



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information X	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Alex Dunphy, Planner

Date: January 13th, 2022

Subject: Mobile Canteen Vending By-law Amendment Request

LEGISLATIVE AUTHORITY

Municipal Government Act Section 172 (c), (f), and 172 (2) (e)

RECOMMENDATION

This is an information report to the Planning and Heritage Advisory Committee to aid in discussion regarding a proposed amendment to the Mobile Canteen Vending By-law to allow mobile vendors to be located on community centre properties.

BACKGROUND

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

Mayor Zebian brought forward a recommendation to Council on September 14th, 2021 to request a staff report on amending the Mobile Canteen Vending By-law (RV-001) to allow mobile canteens to operate on community centre properties.

DISCUSSION

Community Centres in Land Use By-laws (LUBs)

Currently, community centres are only defined in the West Hants Land Use By-law and the term is not used in either the Hantsport or Windsor Land Use By-laws. In the West Hants LUB, community centres are defined as *any tract of land and the buildings thereon used for community activities and not used for commercial purposes, and the control of which is vested in the Municipality or local board or agent thereof*. This definition becomes an issue when there is a suggestion to utilize the parking lots for community centres for commercial purposes.

The first issue to address is the restriction of commercial uses in the community centre definition. The restriction cannot be simply removed, as that would permit all commercial uses within community centres. Instead, providing an exception to mobile vendors operating on community centre properties would be a more controlled method. The definition would then also need to be added to both the Hantsport and Windsor LUBs.

The second issue to address is that Clause 4.1 (f) of the Mobile Canteen Vending By-law states: *No licence shall be issued if the application is for a location where the relevant Land Use By-law does not permit restaurants*. This clause could be removed, however that may have some undesirable consequences such as allowing the operation of mobile vendors on properties without regard to the Land Use By-law. Instead, providing an exception to this clause would be the more controlled method of allow mobile canteens on community centre properties.

Remote Community Centres

As seen on the Community Centres Map (Attachment A), many community centres are located in remote areas of the Municipality. Staff have previously discussed (Attachment B) the possibility of differentiating permit fees between 'urban' and 'rural' mobile canteens. This approach did not meet the goal of Council to take a regional approach to development. Therefore, fee costs should not change based on the location for which permits are issued.

Consideration of Churches or Other Institutional Uses

It appears that some community centres are located on the same property as churches. More research is required to confirm this. Churches often have parking lots which are only intended to be used one day a week. With this in mind, staff are interested in potentially extending the amendment to include churches as eligible properties on which mobile canteens can be operated.

Long-term vs. Short-term Licensing

The current protocol for licensing as per Clause 4.0 (f) of the Mobile Canteen Vending By-law, requires a license to be issued for a specific period of time and additional licenses are required for any change in location or additional period of time. This clause allows for both short-term and long-term licensing for a single location. There are benefits and drawbacks to both styles of licensing.

Long-term licensing is the simplest and most consistent approach for the Municipality. The site plan required for the licence allows the Municipality to approve the setup of the mobile canteen and the mobile canteen owner must then set up based on the site plan. Having a mobile canteen setup in a single location over the course of a season provides consistency for potential customers.

Short-term licensing is more flexible and potentially better suited to mobile canteens. Short-term licensing is partially covered by requiring the licensing authority to consult with the Economic Development Manager or the Event Coordinator for events or holidays. Staff have previously discussed the possibility of introducing a flexible permit to allow operation at a variety of locations over the course of a season. However, flexible permitting was determined to be unfeasible due to the need to individually review site plan criteria for each location that a mobile vendor would be located. During discussions with mobile canteen operators, no interest was shown to change locations during the season.

Taxation Implications

During a conversation with a representative of Property Valuation Services Corporation, staff asked if there were any implications on property taxation for community centres allowing mobile vending. The representative informed staff that any portion of a tax-exempt property used for a non-exempt use would be considered taxable unless the use was considered insignificant. There is no definition for a significant use and instead PVSC determine taxation based on the individual context of each property. Some criteria which factor into the determination of commercial taxation include the percentage of total area of property use and the frequency of use.

Questions for PAC

- Should mobile vending be allowed to locate on community center lands, church properties or land with other institutional uses?
- Does PAC/HAC want to make this recommendation if the community centres may be subject to commercial taxation?

NEXT STEPS

Discussion from PAC/HAC will be incorporated into the report and presentation to COTW.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. There may be associated financial implications to the Municipality if Council agrees to amend specific by-laws. This would include the advertising of the proposed amendments to the specific by-laws.

Any amendments to the fees in the policies or by-laws would have a financial impact on business owners within the Region. This financial impact could be positive if the fees are reduced, or negative if the fees are increased.

Any portion of a tax-exempt property used for a non-exempt use is likely to result in taxation of that portion of the property, unless the non-exempt use is deemed insignificant by PVSC.

Allowing community centre properties to be used for mobile vending will not affect the ability for community centres to apply for municipal grants.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- recommend staff to continue to collect the necessary information for an amendment; or
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A West Hants Regional Municipality Community Centres Map

Attachment B 2021-07-27 Mobile Canteen Second Reading Report

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

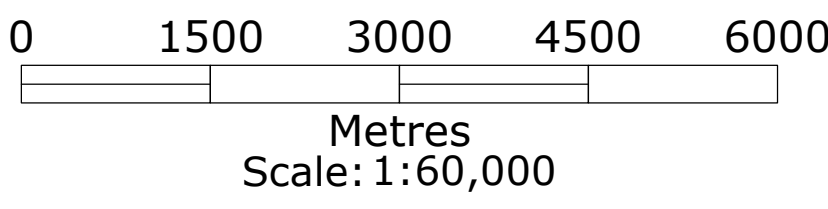
Madelyn LeMay, Director of Planning and Development

Attachment A - West Hants Regional Municipality Community Centres Map

West Hants Regional Municipality

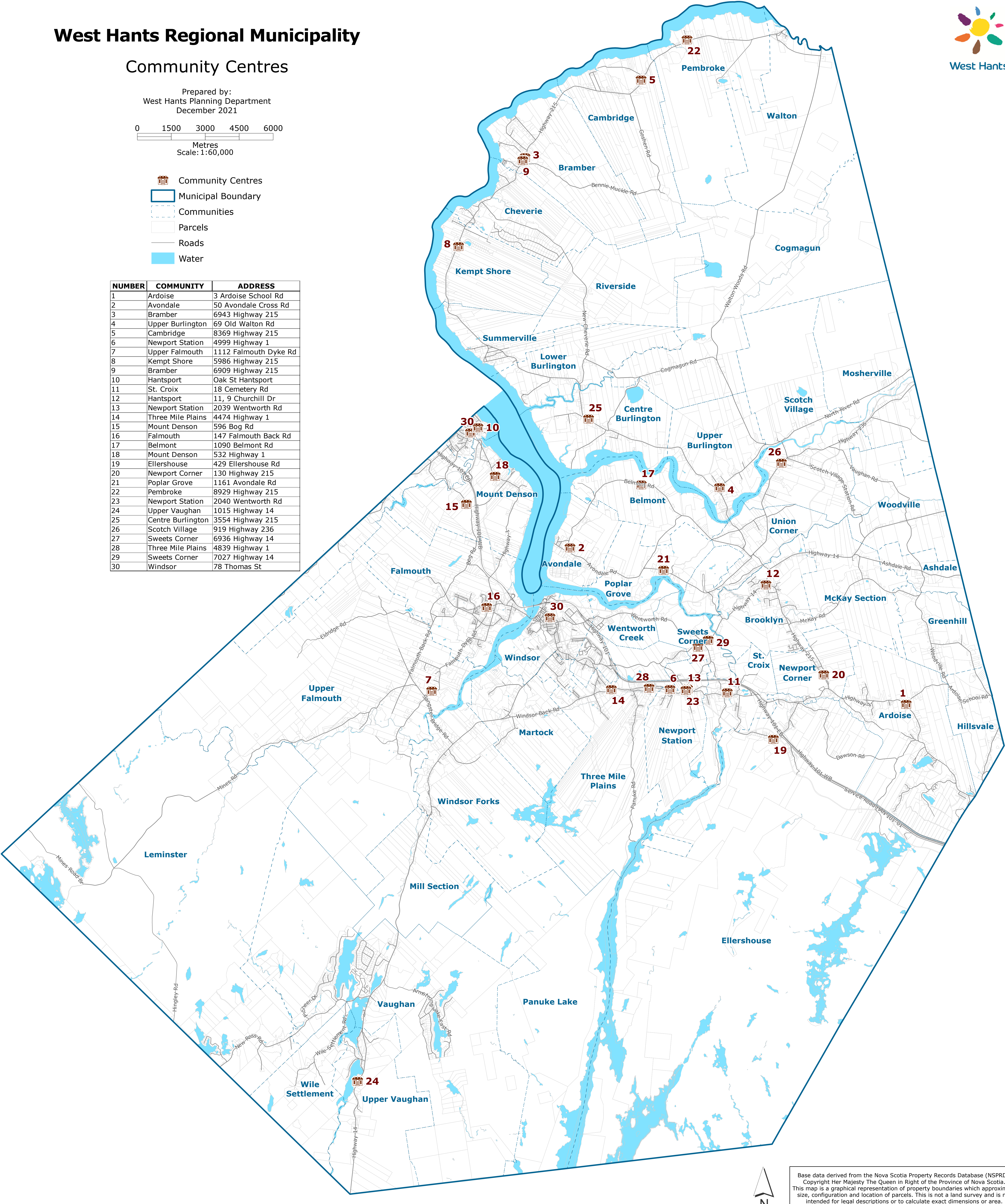
Community Centres

Prepared by:
West Hants Planning Department
December 2021



-  Community Centres
-  Municipal Boundary
-  Communities
-  Parcels
-  Roads
-  Water

NUMBER	COMMUNITY	ADDRESS
1	Ardoise	3 Ardoise School Rd
2	Avondale	50 Avondale Cross Rd
3	Bramber	6943 Highway 215
4	Upper Burlington	69 Old Walton Rd
5	Cambridge	8369 Highway 215
6	Newport Station	4999 Highway 1
7	Upper Falmouth	1112 Falmouth Dyke Rd
8	Kempton Shore	5986 Highway 215
9	Bramber	6909 Highway 215
10	Hantsport	Oak St Hantsport
11	St. Croix	18 Cemetery Rd
12	Hantsport	11, 9 Churchill Dr
13	Newport Station	2039 Wentworth Rd
14	Three Mile Plains	4474 Highway 1
15	Mount Denson	596 Bog Rd
16	Falmouth	147 Falmouth Back Rd
17	Belmont	1090 Belmont Rd
18	Mount Denson	532 Highway 1
19	Ellershouse	429 Ellershouse Rd
20	Newport Corner	130 Highway 215
21	Poplar Grove	1161 Avondale Rd
22	Pembroke	8929 Highway 215
23	Newport Station	2040 Wentworth Rd
24	Upper Vaughan	1015 Highway 14
25	Centre Burlington	3554 Highway 215
26	Scotch Village	919 Highway 236
27	Sweets Corner	6936 Highway 14
28	Three Mile Plains	4839 Highway 1
29	Sweets Corner	7027 Highway 14
30	Windsor	78 Thomas St



Base data derived from the Nova Scotia Property Records Database (NSPRD),
Copyright Her Majesty The Queen in Right of the Province of Nova Scotia.
This map is a graphical representation of property boundaries which approximate
size, configuration and location of parcels. This is not a land survey and is not
intended for legal descriptions or to calculate exact dimensions or area.

Attachment B - 2021-07-27 Mobile Canteen Second Reading Report



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Members of West Hants Regional Council

Submitted by: _____
Sara Poirier, Planner

Date: 2021-07-27

Subject: Mobile Canteen Vending By-law; File #20-26

LEGISLATIVE AUTHORITY

MGA 172 Power to make By-laws

MGA 173 Vending on Streets

RECOMMENDATION

...that Council approves the Mobile Canteen Vending By-law, RV-001, in a manner substantively the same as the draft set out in Attachment A of the report #20-26 to the Committee of the Whole dated June 6, 2021, which will repeal the Hawkers, Traders and Peddlers Bylaw, Bylaw #15, dated May 6, 1998 and the Temporary Vendor Bylaw, Bylaw #40, dated March 12, 2012 of the former Town of Windsor.

...that Council approves the fees for mobile canteens as outlined in Table 2 Option 3 of the report #20-26 to the Committee of the Whole dated June 6, 2021.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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A motion was approved by Council on September 22, 2020 to "*direct staff to prepare a report for Council on the by-laws and fees applicable for restaurants (including sidewalk cafés) and mobile vending units. It would be helpful to include information on the*

location permissions as well as comparable fees in our region for similar services along with any recommendations for changes staff may deem appropriate”.

Committee of the Whole (COTW) reviewed the staff recommendation report on June 8, 2021. COTW recommended in favour of the draft Mobile Canteen Vending By-law and fees as outlined in Table 2 Option 3 of the staff report which are as follows:

\$25 / special event on public property (14 days or less)

\$100 / three (3) months

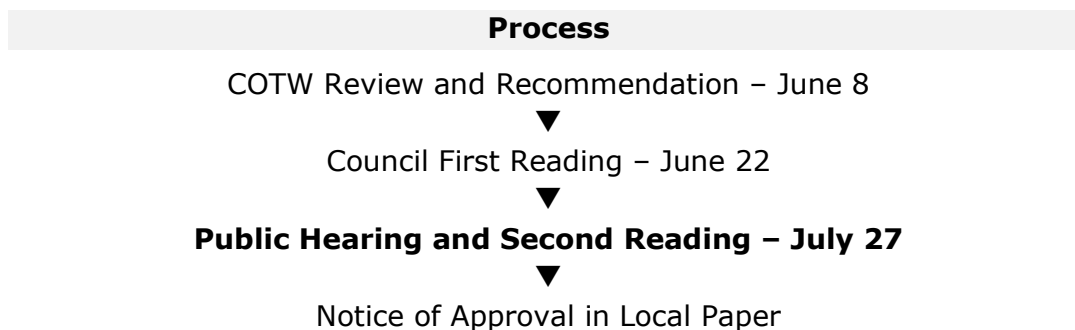
\$200 / an additional three (3) months on the same property

\$300 / an additional three (3) months on the same property

\$400 / an additional three (3) months on the same property

\$1000 / year on the same property

NEXT STEPS



APPENDICIES

Appendix A 2021-06-08 Staff Report to COTW - Mobile Canteen Vending By-law;
File #20-26

CHIEF ADMINISTRATIVE OFFICER REVIEW

The following remarks were made at the June 8, 2021 COTW meeting. My position remains the same regarding this matter.

"I concur with the remarks made in the report. Promoting mobile canteens is a positive reflection on the Municipality. As with Sidewalk Cafes, mobile canteens add to the vibrancy of events, growth centers and our general community. Ensuring the application process is easy helps to attract and retain the canteens and minimizes staff administrative requirements.

With respect to the fees, the recommended option finds a balance between encouraging their presence but increasing the fee in association with the time they are present in the Municipality selling their products. When considering the fee and its purpose it can

be viewed as a mixed fee for the right to conduct business in the municipality (business occupancy) and for the costs associated with the use or provision of municipal services and spaces to accommodate your business (commercial taxation). Compared to other communities, our rural and urban settings and fees charged at festivals and events the proposed rates are very reasonable.

I support the recommendation as presented. "

Report Prepared by: _____
Sara Poirier, Planner

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

Report Approved by:  _____
Mark Phillips, CAO

Appendix A



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Members of West Hants Regional Council

Submitted by: _____
Sara Poirier, Planner

Date: 2021-06-08

Subject: Mobile Canteen Vending By-law; File #20-26

LEGISLATIVE AUTHORITY

MGA 172 Power to make By-laws

MGA 173 Vending on Streets

RECOMMENDATION or DECISION REQUEST

...that Council gives First Reading and will hold Public Hearing to consider approving the Mobile Canteen Vending By-law, RV-001, in a manner substantively the same as the draft set out in Attachment A of the report #20-26 to the Committee of the Whole dated June 6, 2021, which will repeal the Hawkers, Traders and Peddlers Bylaw, Bylaw #15, dated May 6, 1998 and the Temporary Vendor Bylaw, Bylaw #40, dated March 12, 2012 of the former Town of Windsor.

...that Council approve the fees for mobile canteens as outlined in Table 2 Option 2 of the report #20-26 to the Committee of the Whole dated June 8, 2021, until such time that a Regional Fees Policy is in effect.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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A motion was approved by Council on September 22, 2020 to *"direct staff to prepare a report for Council on the by-laws and fees applicable for restaurants (including sidewalk cafés) and mobile vending units. It would be helpful to include information on the location permissions as well as comparable fees in our region for similar services along with any recommendations for changes staff may deem appropriate"*.

Background information can be found in the following reports:

September 9, 2020	Restaurants and Mobile Canteens: Agenda Request Form
February 9, 2021	Mobile Canteens and Sidewalk Cafés: Request for Direction Report to COTW
May 13, 2021	Mobile Canteen Vending By-law: Information Report to PAC/HAC

and minutes of the following Committees and Council meeting:

February 9, 2021	Committee of the Whole
May 13, 2021	Planning and Heritage Advisory Committee

DISCUSSION

Mobile Canteen

The Windsor Hawkers, Traders and Peddlers By-law (1998) permits mobile canteens in the community of Windsor if the owner receives a license from the Municipality.

Upon direction of Council, staff reviewed the Hawkers, Traders and Peddlers By-law (1998) and Temporary Vendor By-law (2012) and propose the following changes:

- extend the By-law to the rest of the Region;
- the Development Officer be specified as the licensing authority;
- describe supporting documentation to accompany an application for a mobile canteen;
- ensure applications for mobile canteens consider parking, safety, access to the property, and garbage collection;
- prohibit mobile canteens from having permanent, direct connection to municipal water, wastewater and sewer service;
- permit mobile canteens in areas where restaurants are permitted as per the relevant Land Use By-law;
- outline when a mobile canteen is permitted on municipal property for an event or holiday upon authorization of the CAO;

- outline that for events or holidays the licensing authority will consult with the Economic Development Manager and/or Event Coordinator to determine how many and what type of mobile canteens should be permitted for the event;
- outline a process for refusal or revocation of permits;
- identify a process for appeal by the applicant if the license is refused or revoked;
- specify that fees will be set in the Municipal Fees Policy;
- repeal the Windsor Hawkers, Traders and Peddlers By-law (1998) and Temporary Vendor By-law (2012)

The draft Mobile Canteen Vending By-law was taken to the Planning and Heritage Advisory Committee for discussion on May 13, 2021. The Committee discussed and agreed with the proposed Mobile Canteen Vending By-law as drafted. Staff also discussed the removal of specific licenses for other types of vending including auctioneering, transient vending, temporary vending and mobile refreshment stands. The Committee agreed to recommend removing the requirement for licensing for these specific uses, as there have been limited licenses issued in the past for these uses and not requiring these uses to be licensed does not prevent these uses from happening; it just allows them to happen without charging a fee or requiring a license for the use.

Fees

The Windsor Hawkers, Traders and Peddlers Bylaw (1998) outlines a fee of \$100 for three (3) months for mobile canteens.

Staff investigated the fees for mobile canteens in other Towns and Municipalities in Nova Scotia to see how West Hants Regional Municipality compared (Table 1).

Table 1: Comparison of License Fees for Mobile Canteens with other Towns and Municipalities

	Mobile Canteens
West Hants Regional Municipality	\$100 / three (3) months
Town of Wolfville	\$75 / canteen / event \$75 for vending on private property with a timeline set by the Development Officer
Town of Kentville	\$10 / event less than 10 days \$75 / canteen for a period less than three (3) months
Town of Bridgewater	\$25 / week \$75 / month \$200 / year
Town of Truro	No by-law or policy for mobile canteens

Town of Yarmouth	\$200 / month \$500 / year
Municipality of the District of East Hants	No by-law or policy for mobile canteens
Municipality of the County of Kings	\$500 / year
Municipality of the District of Lunenburg	Vending in Municipal Parks: \$25 / event (1 day) \$250 / season
Halifax Regional Municipality	Vending on Municipal Land: \$915 / year / food service vehicle

Staff compared the fees for two existing mobile canteen permits and provided potential options for changes to the fees (Table 2).

The fees for mobile canteens are comparable to other areas, however Council could determine if they would like to permit reduced time periods instead of only permitting mobile canteens for three (3) months at a time (Table 2, Option 2). Another suggestion from the discussion with staff and the Windsor Township Business Association was to change the fee structure to have one fee for mobile canteens that participate in a short-term event on public property and then have an incremental increase in fees based on how long the mobile canteen is located on one property (Table 2, Option 3).

Table 2: An Example of Possible Fee Amendments to the Hawkers, Traders and Peddlers By-law for Mobile Canteens

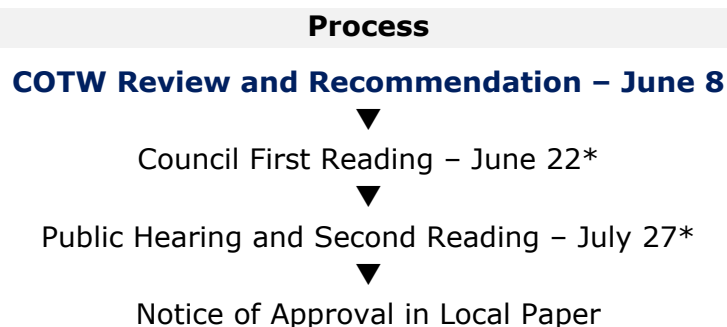
Option 1: Existing Mobile Canteen provisions in the Windsor Hawkers, Traders and Peddlers By-law	Option 2: Amend the Windsor Hawkers, Traders and Peddlers By-law to permit mobile canteens on a monthly, seasonal, or yearly basis	Option 3: Amend the Windsor Hawkers, Traders and Peddlers By-law to permit mobile canteens on a tiered system based on how long they are located on one property
\$100 / three (3) months	\$50 / one (1) month \$100 / three (3) months \$200 / season (May 15 – October 15) \$400 / year	\$25 / special event on public property (14 days or less) \$100 / three (3) months \$200 / an additional three (3) months on the same property

		\$300 / an additional three (3) months on the same property \$400 / an additional three (3) months on the same property \$1000 / year on the same property
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The Planning and Heritage Advisory Committee had a lot of discussion on the proposed fees. Committee members were concerned that increasing the fees would deter mobile canteens in WHRM. PAC/HAC members noted that different fees could be considered for mobile canteens that are not in competition with other businesses (i.e., in the more rural areas of WHRM). They also noted that a mobile canteen is a much different experience than a restaurant and should not necessarily be compared in terms of fees.

Planning staff recommend the fee be amended to align with Table 2, Option 2 and that this fee be required of all mobile canteens throughout WHRM. This would ensure all mobile canteens are treated equally regardless of location in the Municipality and would align with fees required in more rural areas of Nova Scotia.

NEXT STEPS



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are fees associated with advertising the Public Hearing and notice of approval for the Mobile Canteen Vending By-law. The advertising can be accommodated in the budget.

Any amendments to the fees in the by-law would have a financial impact on business owners within the Region. This financial impact could be positive if the fees are reduced, or negative if the fees are increased.

ALTERNATIVES

In response to this recommendation report, Committee of the Whole may:

- recommend that Council hold First Reading and schedule a Public Hearing to consider approving the Mobile Canteen Vending By-law as drafted or as specifically revised by direction of COTW;
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A	Draft WHRM Mobile Canteen Vending By-law
Attachment B	Windsor Hawkers, Traders and Peddlers By-law (1998)
Attachment C	Windsor Temporary Vendor By-law (2012)

CHIEF ADMINISTRATIVE OFFICER REVIEW

I concur with the remarks made in the report. Promoting mobile canteens is a positive reflection on the Municipality. As with Sidewalk Cafes, mobile canteens add to the vibrancy of events, growth centers and our general community. Ensuring the application process is easy helps to attract and retain the canteens and minimizes staff administrative requirements.

With respect to the fees, the recommended option finds a balance between encouraging their presence but increasing the fee in association with the time they are present in the Municipality selling their products. When considering the fee and its purpose it can be viewed as a mixed fee for the right to conduct business in the municipality (business occupancy) and for the costs associated with the use or provision of municipal services and spaces to accommodate your business (commercial taxation). Compared to other communities, our rural and urban settings and fees charged at festivals and events the proposed rates are very reasonable.

I support the recommendation as presented.

Report Prepared by: _____
Sara Poirier, Planner

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

Report Approved by:  _____
Mark Phillips, CAO

MOBILE CANTEEN VENDING BY-LAW

1.0 AUTHORITY

This By-law is made pursuant to the *Municipal Government Act*, RSNS 1998, as amended from time-to-time and hereinafter referred to as the "Act".

Pursuant to Section 172 (c) and (f), *Power to make by-laws*, of the *Act*, Council may make by-laws for municipal purposes, respecting persons, activities and things in, on or near a public place or place that is open to the public, as well as to businesses, business activities and persons engaged in business.

Pursuant to Section 173, *Mobile Canteens*, of the *Act*, Council may regulate vending, any class of vending, mobile vendors and the placement of vending machines on the streets of the Municipality by by-law.

Section 172 (2) (e) of the *Act* enables municipalities to provide for a system of licenses, permits or approvals in any by-law.

2.0 PURPOSE

The purpose of this by-law is to regulate mobile canteens within West Hants Regional Municipality.

This By-law shall be known and may be cited as the Mobile Canteen Vending By-law.

3.0 DEFINITIONS

- (a) "CAO" means the Chief Administrative Officer of West Hants Regional Municipality;
- (b) "Council" means the Council of West Hants Regional Municipality;
- (c) "licensing authority" means the Development Officer for the Municipality who receives applications for licenses under this By-law;
- (d) "mobile canteen" means any vehicle which is required to be licensed and registered pursuant to the *Motor Vehicle Act* and is used for the displaying, storing, transporting of food and beverages for sale directly to the public by a vendor, saving and excepting the sale of direct products of the farm, forest or sea which are not cooked within the vehicle;
- (e) "Municipality" means the West Hants Regional Municipality;
- (f) "person" means an individual, body corporate or non-profit organization;

4.0 APPLICATIONS AND LICENSING

MOBILE CANTEEN VENDING BY-LAW

- (a) All licenses issued in the Municipality shall apply only to the person or business receiving the license.
- (b) A license issued under this By-law shall be publicly displayed at all times at the site of the vendor's business.
- (c) All licenses issued in accordance with this By-law shall be signed by the licensing authority and Clerk and sealed with the seal of the Municipality and shall bear the date of issue;
- (d) Every application for a license shall be made in writing to the licensing authority, and shall contain:
 - (i) the applicable fee as established in the Fees Policy;
 - (ii) the name, mailing address, telephone number, and e-mail address of the applicant;
 - (iii) the corporate or partnership or sole proprietorship business name, if applicable;
 - (iv) the street address of the site of the proposed use;
 - (v) the dates and times proposed for the use;
 - (vi) written permission from the owner if the applicant is proposing to use a site which the applicant does not own.
- (e) The licensing authority shall notify the applicant within fourteen (14) business days of receipt of a complete application of the approval or refusal of the license.
- (f) A license shall be in force for a specific period and shall expire at the conclusion of that period. An additional licence shall be required for any change in location or additional period of time for any licence.

4.1 Criteria for Licensing Mobile Canteens

- (a) No person shall operate any mobile canteen on private or municipal property without first obtaining and paying for a licence from the licensing authority. The mobile canteen must be operated in accordance with the licence issued.
- (b) Mobile canteens shall only be permitted on privately-owned property within the Municipality, except during events or holidays where they may be permitted on property owned by the Municipality if the CAO is satisfied that the mobile canteen is a reasonable use of such property for the specific dates, and is one which will not interfere unduly with other municipal uses of the property.

MOBILE CANTEEN VENDING BY-LAW

- (c) Mobile canteens shall not be permitted to have a permanent direct connection to municipal water, wastewater or sewer service.
- (d) Mobile canteen licensees shall maintain appropriate solid waste bins for applicable streams of solid waste such as compostable, recyclable and residual solid waste and shall be responsible for tidy up and disposal of waste generated by the customers or staff of the Mobile Canteen.
- (e) Every application for a mobile canteen license shall be made in writing to the licensing authority, and shall contain, in addition to the items specified in 4.0 (d) above:
 - (i) The mobile canteen name, and corporate name if applicable;
 - (ii) A copy of the Motor Vehicle Inspection (MVI);
 - (iii) A copy of the insurance;
 - (iv) A copy of the food establishment permit, food handling certification and/or temporary event permit issued by the Province of Nova Scotia;
 - (v) A site plan that shows the proposed location of the mobile canteen and of the existing structures on the lot, access to the property, parking, garbage collection receptacles, and any other items that may assist with the review of the application;
- (f) No licence shall be issued if the application is for a location where the relevant Land Use By-law does not permit restaurants.
- (g) For events or holidays, the licensing authority shall consult with the Economic Development Manager and/or Event Coordinator prior to issuing the license. The Economic Development Manager and/or Event Coordinator shall notify the licensing authority of the maximum number and type of mobile canteens licences that shall be permitted for that event or holiday.

6.0 REFUSAL

The licensing authority shall refuse to issue a permit where:

- (a) the application requirements in Section 4.0 and/or 5.0 have not been met;
- (b) the Traffic Authority determines the proposed site is unsuitable having regard to pedestrian or vehicular traffic movement, access or safety;
- (c) the licensing authority determines the proposed location is not suitable in terms of zoning, lot size, setbacks, access, or available parking as specified in the relevant Land Use By-law;
- (d) for events or holidays, the maximum number and type of mobile canteens specified by the Economic Development Manager and/or Event Coordinator has already been reached or the CAO has declined permission to use municipal property.

MOBILE CANTEEN VENDING BY-LAW

7.0 REVOCATION

The licensing authority shall revoke a permit where:

- (a) the Motor Vehicle Inspection (MVI), insurance or food establishment permit, food handling certification and/or temporary event permit issued by the Province of Nova Scotia has expired or is revoked;
- (b) concerns about pedestrian or vehicular traffic movement, access or safety have been expressed by the Traffic Authority;
- (c) garbage or other waste is not adequately contained and disposed of on-site;
- (d) the licensing fee has not been paid up to date;
- (e) the licensee is in violation of any provision of this By-law or of any other By-law of the Municipality.

8.0 PENALTIES AND ENFORCEMENT

- (a) Any person who fails to comply with any of the provisions of this By-law or a license granted pursuant to this By-law, shall be liable on summary conviction to a penalty of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1000.00), and in default of payment imprisonment for a period of not less than ten (10) days nor more than ninety (90) days.
- (b) The Municipality may apply to a Judge of the Supreme Court of Nova Scotia for an injunction or other order where:
 - (i) Land is being used in contravention of this or any other By-law;
 - (ii) A person is operating a mobile canteen without having paid the license fee or obtained and maintained in good standing a license; or
 - (iii) A breach or continued breach or repetitive breach of this By-law is anticipated.

9.0 APPEALS

- (a) A decision of the licensing authority to refuse to issue or to revoke a license may be appealed to Council within fourteen (14) days of the decision of the licensing authority by written notice of appeal delivered to the Clerk.
- (b) Council shall convene an appeal hearing within 60 days of receipt of the appeal letter and may, following the appeal hearing, confirm or rescind the licensing authority's decision.
- (c) In hearing an appeal for a holiday or events license, Council may substitute its own opinion for that of the Economic Development Manager and/or Event

MOBILE CANTEEN VENDING BY-LAW

Coordinator as to the maximum number of such licenses to issue for the event or holiday.

10.0 REPEAL

The Hawkers, Traders and Peddlers Bylaw, Bylaw #15, of the former Town of Windsor dated May 6, 1998 and the Temporary Vendor Bylaw, Bylaw #40, of the former Town of Windsor dated March 12, 2012 are hereby repealed.

I, (Municipal Clerk Name), 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).

(Signature of Municipal Clerk)
(Typed name of 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:	



TOWN OF WINDSOR BYLAW # 15 HAWKERS, TRADERS AND PEDDLERS BYLAW

- 15.01** No person shall either as a wholesaler or retailer to businesses or residents of the Town hawk or peddle nor go from door to door or sell or offer for sale in the Town by sample or otherwise any goods, wares, merchandise or any other article or thing of whatsoever nature or kind nor engage in, carry on, exercise, or pursue the business or calling of a transient merchant who is not and who has not been for at least one year next previously a resident of the Town, shall hawk or peddle nor go from door to door or sell or offer for sale in the Town of Windsor by sample or otherwise any goods, wares, merchandise, or any other article or thing of whatsoever nature or kind nor engage in, carry on, exercise or pursue the business or calling of a transient merchant, trader, peddler, or hawker without first having obtained a license authorizing to do so.
- 15.02** No person, shall as agent, clerk, assistant, servant or employee of any other person or of any corporation who or which is not and has not been for one year next previously a ratepayer of the Town and assessed upon property therein, hawk, or peddle nor go from door to door and sell or offer for sale in the Town of Windsor by sample or otherwise any goods, wares, merchandise, or any other article or thing of any nature, kind, or description nor engage in, carry on, exercise, or pursue the business of calling of a transient merchant, trader, peddler, or hawker within the Town of Windsor, without his principal or employer having first obtained a license authorizing such principal to engage in the business of a transient merchant, trader, peddler, or hawker and to hawk, peddle and go from door to door and sell or offer for sale in the Town, goods, wares, and merchandise under the provisions of the previous Section and designating him as such agent, clerk, assistant, servant or employee.
- 15.03** Any person violating any of the provisions of Sections 15.01, 15.02 in reference to peddlers and hawkers, shall be liable on summary conviction to a penalty of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1000.00), and in default of payment to imprisonment for a period of not less than ten (10) days nor more than ninety (90) days.
- 15.04** Every person applying for a license under Sections 15.01 or 15.02 of these Bylaws shall pay to the Town a license fee of Fifty Dollars (\$50.00) which license shall be valid for a period of up to three months from the date of issue.
- 15.05** Any person coming within the definitions of persons prohibited under Bylaws 15.01 and 15.02 from hawking or peddling or selling without a license, engaging in the business of hawking or peddling or going from door to door and offering

goods, wares, merchandise or other things for sale by sample or otherwise or soliciting persons to subscribe for or take any book, paper, magazine, chart, drawing, photograph, picture or thing shall when required by any person produce and show the license authorizing him to engage in said business or to sell or offer for sale the said goods, wares, merchandise, or other things or to solicit subscriptions, and if he is acting for or on behalf of any other person or corporation, also the license authorizing the said other person or corporation to engage in the said business within the Town, and on refusal or failure to produce such license or licenses as the case may be shall be guilty of the offence of hawking and peddling or soliciting subscriptions, as the case may be, without license, whether he or his employer was or was not the holder of a license.

15.06

- (a) No person shall within the Town of Windsor carry out the operation of a mobile canteen or mobile refreshment stand, without having first obtained a license for the operation of such mobile canteen or mobile stand.
- (b) A mobile canteen means any vehicle used for the displaying, storing or transporting of food and beverages for sale directly to the public by a Vendor, saving and expecting direct products of the farm, forest or sea which is required to be licensed and registered pursuant to the Motor Vehicle Act or propelled by human power whether required to be licensed or not, and includes stands;
- (c) A mobile refreshment stand means any table, showcase, bench, rack, pushcart, wagon, or any other wheeled vehicle or device, which may be moved without the assistance of a motor and which is not required to be licensed and registered pursuant to the Motor Vehicle Act, used for the displaying, storing, transporting or sale of food and beverages directly to the public by a vendor, saving and expecting direct products of the farm, forest or sea;
- (d) Every person applying for a license under this Section shall pay a fee for such license in the amount of One Hundred Dollars (\$100.00) which license shall be valid for a period of three months from the date of issue. (04/28/98).

15.07

- (a) No person shall within the Town of Windsor exercise the office or business of auctioneer nor sell at auction within the Town any real or personal property of any nature, kind, or description without first obtaining an auctioneer's license. Provided, however, that this Section shall not apply to sales at church socials or benevolent bazaars or entertainments nor to the sheriff or other officers of law selling under due process of the law.
- (b) The fee for an auctioneer's license shall be Fifty Dollars (\$50.00) for each day during which an auction is conducted.

15.08

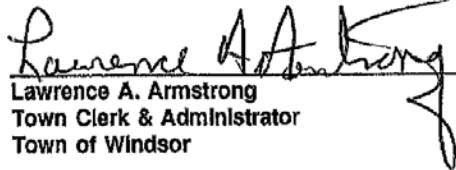
All licenses issued in the Town shall be signed by the Mayor and Chief Administrative Officer and sealed with the seal of the Town and shall bear date of the day of issue.

15.09

The sum to be paid for a license issued under any of these Bylaws shall be paid to the Town Clerk for the purposes of the Town before the issuing of the license.

- 15.10** A license shall be personal to the person to whom it is granted and it is not transferable and it shall entitle only the person named therein to sell under it.
- 15.11** Any person who fails to comply with any of the provisions of this Bylaw shall be liable on summary conviction to a penalty of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1000.00), and in default of payment imprisonment for a period of not less than ten (10) days nor more than ninety (90) days.
- 15.12** This Bylaw shall not affect the products of the farm, the forest, or the sea.

I certify that the foregoing is a true copy of the by-law passed by the Town of Windsor at a meeting of Windsor Town Council held on the 28th day of April 1998.


Lawrence A. Armstrong
Town Clerk & Administrator
Town of Windsor

- (1) First notice to Council January 27, 1998
- (2) Date of first reading of by-law February 24, 1998
- (3) Date of Publication, seven day notice prior to second reading April 8 & 15, 1998
- (4) Date of second reading of by-law April 28, 1998
- (5) Date of third reading of by-law April 28, 1998
- (6) Date of publication of final passage May 6, 1998



**TOWN OF WINDSOR
BYLAW # 40**

Temporary Vendor Bylaw

AUTHORITY

40.01

Sections 172 (1) (c), (f) of the Municipal Government Act provides municipalities with the power to make bylaws respecting persons, activities and things in, on or near a public place or place that is open to the public, as well as to businesses, business activities and persons engaged in business.

Section 172 (2) (e) of the MGA provides municipalities to, in any bylaw, provide for a system of licenses, permits or approvals.

INTERPRETATION

40.02

In this bylaw:

"bulk" means, but not limited to, items sold in large quantities, wholesale, or liquidation

"CAO" means the Chief Administrative Officer of the Town of Windsor;

"Council" means the Council of the Town of Windsor;

"licensing authority" means the CAO, or such employee or agent of the Town as the CAO may designate to receive applications for licenses under this by-law;

"person" means an individual, guild, agency, or body corporate;

"sell" includes selling, trading, or otherwise transferring for a valuable consideration, whether present or executor;

"Town" means the Town of Windsor;

"temporary vendor" means a person who is selling any of the goods or services set out in Schedule "A" of this by-law at a temporary location, but does not include a person who is operating or carrying on business selling the same goods or services on a permanent basis within the Town of Windsor, Town of Hantsport or Municipality of West Hants' boundaries or those exhibiting products and/or services on the Hants County Exhibition Grounds.

SALES OF GOODS AND SERVICES

40.03 Any person shall sell goods or services in the Town as a temporary vendor in accordance with a license issued pursuant to this by-law.

LICENSING

40.04 Every application for a license shall be made in writing to the licensing authority, and shall contain:

- (a) The name, mailing address, telephone number and, if available, facsimile number and e-mail address of the applicant;
- (b) The corporate or partnership name, if applicable;
- (c) A description of the goods or services the applicant proposes to sell;
- (d) The street address of the site of the proposed sale;
- (e) The dates and times of the proposed sale;
- (f) If the applicant is proposing to sell at a site of which the applicant is not the owner, written permission from the owner; and
- (g) Confirmation of liability insurance in a minimum amount of \$1,000,000 for each occurrence in respect of operations at the proposed site of sale.

40.05 After receipt of a completed application, the licensing authority shall issue a license:

- (a) upon confirming that the proposed site of the sale is zoned for such use under any applicable Land Use By-Law; and
- (b) upon receipt of the license fee.

40.06 A license issued under this by-law shall:

- (a) include the description of the goods or services and the site and times of sale referred to in section 40.04; and
- (b) be conspicuously displayed at all times at the site of the vendor's business.

40.07 A license issued under this by-law shall be in force for the period during which a temporary vendor is authorized to offer goods or services for sale, shall expire at the conclusion of that period, and must be reissued for each subsequent sale of goods or services by a temporary vendor.

40.08 Revocation

A license may be revoked where:

- (a) The licensee is in violation of any provision of this by-law or of any other by-law of the Town;

40.09 Appeals

A decision of the licensing authority to refuse to issue or to revoke a license may be appealed to Council within fourteen days of the decision of the licensing authority by written notice of appeal delivered to the CAO. Council shall convene an appeal hearing and may, following the appeal hearing, confirm or rescind the licensing authority's decision.

PENALTIES AND ENFORCEMENT

40.10 Every person who contravenes or fails to comply with any provision of this by-law or a license granted pursuant to this by-law, or any person who owns or controls premises or property used for unlicensed sale of goods or services by a transient vendor commits an offence and is liable on conviction to a penalty of not less than \$5000 and not more than \$10,000 or, in default of payment, to imprisonment for a period of not less than 30 days.

40.11 The Town may apply to a judge of the Supreme Court of Nova Scotia for an injunction or other order where:

- (a) Land is being used in contravention of this by-law;
- (b) A person is selling goods or services without having paid the license fee required; or
- (c) A breach of this by-law is anticipated or is of a continuing nature.

LICENSE FEES

40.12 The fee for the issuance of a license under this by-law shall be the fee set out in Schedule "A" for the applicable good or service being sold.

EFFECTIVE DATE

40.13 This Bylaw shall be effective upon publication.

SCHEDULE "A"

Goods or services to be licensed

1. Bulk motor vehicles as defined in the Motor Vehicle Act of Nova Scotia but does not include motorized wheelchairs.
License fee \$250
2. Bulk furniture normally sold at a furniture or department store in Windsor but does not include furniture sold at a licensed auction.
License fee \$250
3. Bulk appliances normally sold at a furniture store, hardware store or department store in Windsor but does not include appliances sold at a licensed auction.
License fee \$250
4. Bulk building materials used to construct/renovate home and/or commercial buildings. License fee \$250

CAO/Clerk's Annotation (Office Use Only)

Date of first reading:	December 20, 2011
Dates of advertisement of Notice of Intent to Consider:	January 05 & February 02, 2012
Date of second reading:	February 28, 2012
*Date of advertisement of Passage of Bylaw:	March 08, 2012
Date of mailing to Minister a certified copy of Bylaw:	March 12, 2012

I certify that this Temporary Vendors Bylaw #40 was adopted by Council and published as indicated above.



Louis Coutinho, CAO
Town of Windsor

2021-22 WEST HANTS REGIONAL OPERATING BUDGET UPDATE
TENTH MONTH ENDING JANUARY 31, 2022

REVENUE	2021-22 BUDGET	% OF THE BUDGET	FORECAST MARCH 31, 2022	% OF FORECAST VARIANCE	VARIANCE (Budget Vs. Forecast)	Actuals January 31, 2022	% OF BUDGET REMAINING
TAXES	\$ 19,447,857	71%	\$ 19,308,286	-0.7%	\$ (139,571.00)	\$ 19,308,286	0.7%
SEWER	\$ 2,123,977	8%	\$ 2,149,775	1.2%	\$ 25,797.67	\$ 1,614,040	24.0%
BUSINESS PROPERTY / DEED TRANSFER TAX	\$ 1,823,157	7%	\$ 3,021,512	65.7%	\$ 1,198,355.00	\$ 2,621,512	-43.8%
GRANTS	\$ 85,521	0%	\$ 249,345	191.6%	\$ 163,824.00	\$ 249,345	-191.6%
1SERVICES PROVIDED TO OTHER GOVERNMENTS	\$ 1,289,847	5%	\$ 1,252,781	-2.9%	\$ (37,066.04)	\$ 425,083	67.0%
SALES OF SERVICES	\$ 892,617	3%	\$ 490,114	-45.1%	\$ (402,503.40)	\$ 437,204	51.0%
2OTHER REVENUE	\$ 662,484	2%	\$ 904,568	36.5%	\$ 242,084.41	\$ 575,427	13.1%
UNCONDITIONAL TRANSFERS	\$ 558,915	2%	\$ 1,080,214	93.3%	\$ 521,298.80	\$ 1,073,878	-92.1%
TRANSFERS FROM FED OR PROV GOVT.	\$ 156,502	1%	\$ 194,087	24.0%	\$ 37,585.00	\$ 194,087	-24.0%
TRANSFERS FROM OTHER LOCAL GOVERNMENTS	\$ 180,036	1%	\$ 96,558	-46.4%	\$ (83,478.40)	\$ 40,409	77.6%
TOTAL	\$ 27,220,913	100%	\$ 28,747,239	5.6%	\$ 1,526,326.04	\$ 26,539,271	2.5%
EXPENSES							
3GENERAL GOVERNMENT SERVICES	\$ 3,443,035	13%	\$ 3,561,800	3.4%	\$ 118,764.80	\$ 2,882,378	16.3%
4PROTECTIVE SERVICES	\$ 8,423,017	31%	\$ 9,050,306	7.4%	\$ 627,288.60	\$ 5,295,188	37.1%
TRANSPORTATION	\$ 1,803,835	7%	\$ 1,651,913	-8.4%	\$ (151,921.90)	\$ 1,150,484	36.2%
5ENVIRONMENTAL HEALTH SERVICES	\$ 3,647,580	13%	\$ 3,359,559	-7.9%	\$ (288,020.82)	\$ 2,294,032	37.1%
6PUBLIC HEALTH SERVICES	\$ 214,993	1%	\$ 226,081	5.2%	\$ 11,088.00	\$ 128,139	40.4%
PLANNING	\$ 799,375	3%	\$ 699,905	-12.4%	\$ (99,470.20)	\$ 581,952	27.2%
RECREATION	\$ 2,739,956	10%	\$ 2,809,611	2.5%	\$ 69,655.00	\$ 2,078,501	24.1%
EDUCATION	\$ 4,855,570	18%	\$ 4,623,046	-4.8%	\$ (232,524.00)	\$ 3,852,540	20.7%
PRINCIPAL INSTALLMENTS	\$ 1,673,452	6%	\$ 1,688,117	0.9%	\$ 14,665.00	\$ 912,865	45.5%
NET TRANSFERS*	-\$ 381,434	-1%	\$ (464,164)	21.7%	\$ (82,730.00)	\$ -	100.0%
TOTAL	\$ 27,219,379	100%	\$ 27,206,173	0.0%	\$ (13,205.52)	\$ 19,176,079	29.5%
SURPLUS / DEFICIT	\$ 1,534		\$ 1,541,066			\$ 7,363,192	

Please note that if revenue and expenditures were incurred evenly over the year approximately 83.3% of the budget would be used. This percentage provides a guideline when reviewing the attached. However, it is important to keep in mind that account variances (up or down) will occur throughout the fiscal year. For example, seasonal activities such as summer programs and facility maintenance as well as winter snow removal will influence the budget in a non-uniform manner throughout the year. Items such as transfers from reserves, will also impact budget to actuals throughout the year as they occur at fiscal year end.

The overall projected surplus based on the variance analysis for the general fund is \$1,541,066. These remaining funds will be moved to the Operating Reserve as per the Reserves policy.

LEGEND:

- 1 SERVICES PROVIDED TO OTHER GOVERNMENTS INCLUDES: RECYCLING/ENFORCMENT, HOST COMMUNITY FEES, ADMINISTRATION FEES, COURTHOUSE
- 2 OTHER REVENUE INCLUDES: INTEREST & PENALTIES, RETURN ON INVESTMENTS, ADMINISTRATIVE RENTALS AND LEASES, FINES, LICENSES & PERMITS
- 3 GENERAL GOVERNMENT SERVICE INCLUDES: LEGISLATIVE, ADMINISTRATION, FINANCIAL SERVICES, FACILITIES, LIBRARIES
- 4 PROTECTIVE SERVICES INCLUDES: RCMP, FIRE, REMO, BY-LAW, COURTHOUSE, BUILDING INSPECTION
- 5 ENVIRONMENTAL HEALTH SERVICES INCLUDES: SEWER, WASTE COLLECTION, WASTE DIVERSION, LANDFILL
- 6 PUBLIC HEALTH SERVICES INCLUDES: CEMENTERIES, PUBLIC HOUSING

RECOMMENDATION

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

Council approve the transfer of the additional amount received from Deed Transfer Tax over what was budget into the regional capital reserves, up to \$1,000,000.

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

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Danny	Dill	2020-06-30	2020-07-14 COTW
Quentin	Davison	2020-07-06	2020-07-14 COTW
Alyson	Bremner	2020-07-07	2020-07-14 COTW
Cecil	Rolfe	2020-07-13	2020-07-14 COTW
Pat	Porter	2020-07-13	2020-07-14 COTW
Nikki-Marie	Lloyd	2020-08-02	2020-09-08 COTW
Heather	Boylan (Martock)	2020-09-01	2020-09-08 COTW
Greg	O'Leary	2020-09-03	2020-09-08 COTW
Dr. Abby	Kirumira	2020-09-02	2020-09-08 COTW
Dean	Manning	2020-09-08	2020-09-08 COTW
David & Michelle	Rideout	2020-09-08	2020-09-08 COTW
Colleen	Walsh-Bouman	2020-09-08	2020-09-08 COTW
Nicholas & Alyson	Juurlink/Bremner (Linked Farms)	2020-09-08	2020-09-22 Council
Tasha	Rogers	2020-09-08	2020-09-22 Council
Brad	Carrigan	2020-09-23	2020-10-13 COTW
Karen	Carrigan	2020-09-23	2020-10-13 COTW
Elaine	Morehouse	2020-09-24	2020-10-13 COTW
Gary	Morehouse	2020-09-24	2020-10-13 COTW
Dr. A	Kirumira	2020-09-24	2020-10-13 COTW
Blake	Sarsfield	undated	2020-10-13 COTW
Greg	Webster	2020-10-01	2020-10-13 COTW
Bobby	Kidston	2020-10-02	2020-10-13 COTW
NSTIR	(Province of NS)	2021-01-13	2021-01-26 Council
Darren	Porter	2021-03-19	2021-03-23 Council
Rylan	Carrigan	2021-03-29	2021-04-13 COTW
Robin	Bremner-Popma (Hants Co Fed of Agri)	2021-03-29	2021-04-13 COTW
Roslyn	MacDuff	2021-03-29	2021-04-13 COTW
Darlene	Taylor	2021-03-23	2021-04-13 COTW
Daniel	Oulton	2021-03-26	2021-04-13 COTW
Karen	Carrigan	2021-03-26	2021-04-13 COTW
Marie & Andrew	Connolly	2021-03-26	2021-04-13 COTW
Robin	Thomson (Atlantic Division Canoe Kayak Canada)	2021-03-30	2021-04-13 COTW
Barbara	Hughes	2021-03-29	2021-04-13 COTW
Laura	Fisher	2021-04-01	2021-04-13 COTW

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

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Nikki-Marie	Lloyd	2021-04-06	2021-04-13 COTW
Ken	Donnelly (Hwy 101 Twinning CLC)	2021-04-01	2021-04-13 COTW
Darren	Porter	2021-04-06	2021-04-13 COTW
Karen	Lynch	2021-04-09	2021-04-13 COTW
Carilee	Eddy	2021-04-15	2021-04-27 Council
Nikki-Marie	Lloyd	2021-04-19	2021-04-27 Council
Sheldon	Hope	2021-04-19	2021-04-27 Council
Adrienne	Wood	2021-04-22	2021-04-27 Council
Magda	Montgomery	2021-04-22	2021-04-27 Council
Sheldon	Hope	2021-04-26	2021-04-27 Council
Andrew	Smiley	2021-05-02	2021-05-11 COTW
Carrilee	Eddy	2021-05-03	2021-05-11 COTW
Denise	Forand	2021-04-27	2021-05-11 COTW
Erin	Naugler	2021-05-02	2021-05-11 COTW
Janet	Comeau	2021-05-02	2021-05-11 COTW
Kristyn	Anderson	2021-05-02	2021-05-11 COTW
Laura	Fisher	2021-04-01	2021-05-11 COTW
Nick	Rafuse	2021-05-03	2021-05-11 COTW
Nicole	McLeod	2021-05-02	2021-05-11 COTW
Robyn	Cook	2021-05-02	2021-05-11 COTW
Sheldon	Hope	2021-05-02	2021-05-11 COTW
Tammy	Hilden	2021-05-02	2021-05-11 COTW
Tracey	Sexton	2021-05-03	2021-05-11 COTW
Ginette	Pitcher	2021-05-03	2021-05-11 COTW
Greg	Miller	2021-05-05	2021-05-11 COTW
David & Michelle	Rideout	2021-05-05	2021-05-11 COTW
Sylvia & Vince	Burgess	2021-05-05	2021-05-11 COTW
Scott (Adrienne)	Miniau (Wood)	2021-05-03	2021-05-11 COTW
Barbara	Sullivan	2021-05-06	2021-05-11 COTW
Sandra & Skip	Hogan	2021-05-06	2021-05-11 COTW
Marie & Andrew	Connolly	2021-05-06	2021-05-11 COTW
Karen	Carrigan	2021-05-07	2021-05-11 COTW
Adrienne	Wood (Petition)	2021-05-07	2021-05-11 COTW
Lisa	Hines	2021-05-07	2021-05-11 COTW

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

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Cam	Hartley	2021-05-07	2021-05-11 COTW
Troy & Vicki	Harvie	2021-05-07	2021-05-11 COTW
Jenn	McDermott	2021-05-08	2021-05-11 COTW
Jennifer	Daniels	2021-05-09	2021-05-11 COTW
Krista & Colin	Duncan	2021-05-09	2021-05-11 COTW
Robin	Bremner-Popma	2021-05-07	2021-05-11 COTW
Roslyn (Darlene) [Barb]	MacDuff (Taylor) [Hughes]	2021-05-08	2021-05-11 COTW
Wayne & Dianne	Hines	2021-05-09	2021-05-11 COTW
Bob & Sandra	Langdon	2021-05-10	2021-05-11 COTW
Brad	Hood	2021-05-10	2021-05-11 COTW
Ed & Cathy	Kerr	2021-05-10	2021-05-11 COTW
Ann	MacArthur	2021-05-10	2021-05-11 COTW
Carole Anne	Casey	2021-05-10	2021-05-11 COTW
Sarah	MacDonald	2021-05-10	2021-05-11 COTW
Andre & Donna	Arsenault	2021-05-11	2021-05-11 COTW
Aaron	Leblanc	2021-05-12	2021-05-25 Council
Adrian	Rooney	2021-05-19	2021-05-25 Council
Adrienne	Wood	2021-05-12	2021-05-25 Council
Barb	Sullivan	2021-05-16	2021-05-25 Council
Barbara	Beck	2021-05-15	2021-05-25 Council
Bethany	Rozee	2021-05-12	2021-05-25 Council
Carl	Siler	2021-05-12	2021-05-25 Council
Carol	Bradley	2021-05-16	2021-05-25 Council
Carol	McKinley	2021-05-12	2021-05-25 Council
Chad	Pothier	2021-05-18	2021-05-25 Council
Chris	Cann	2021-05-21	2021-05-25 Council
Connie	Shay	2021-05-15	2021-05-25 Council
Conrad	Mullins	2021-05-18	2021-05-25 Council
Darlene	Taylor	2021-05-15	2021-05-25 Council
Darren	Porter	2021-05-12	2021-05-25 Council
Darren	Woods	2021-05-13	2021-05-25 Council
Dawson	Sheehy	2021-05-16	2021-05-25 Council
Deanna	Hamilton	2021-05-15	2021-05-25 Council
Debbie	Porter-Wood	2021-05-13	2021-05-25 Council
Debbie	Siler	2021-05-15	2021-05-25 Council
Denise	Forand	2021-05-13	2021-05-25 Council

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

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

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

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

Avon River Causeway Correspondence

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

[illegible]



**Fisheries and Aquaculture
Minister**



PO Box 2223, Halifax, Nova Scotia, Canada B3J 3C4 • Telephone 902-424-8953 Fax 902-428-3145 • novascotia.ca

February 23, 2022

F113-2021/22

Mayor Abraham Zebian
West Hants Regional Municipality
PO Box 3000
Windsor, NS B0N 2T0

Dear Mayor Zebian:

Thank you for your correspondence which was received on February 9, 2022. As Minister of the Nova Scotia Department of Fisheries and Aquaculture I have the responsibility to respond from the perspective of our mandate which is to manage, promote, support and develop the fishing, aquaculture and seafood processing industries that contribute to the economic, environmental and social prosperity of Nova Scotia's coastal and rural communities.

The Avon River aboiteau and causeway upgrade is an important initiative and I know my colleagues at the Department of Agriculture have been working diligently with various stakeholders, including Fisheries and Oceans on the details and required approvals for this project. An important focus of the proposal is to find a balance between effective fish passage for various species and ensuring the resulting ecosystem provides suitable fish habitat and can be maintained.

Once construction is complete and Lake Pisiquid stabilizes, whether it be primarily a freshwater or brackish lake, I would be happy to have staff from our Inland Fisheries Division engage with you on what sportfishing or other healthy outdoor activities may be possible in this area. We work very closely with Hants West Wildlife Association on various programs, particularly the Learn to Fish Program. A functional lake may provide valuable sportfishing opportunities for popular species such as Brook Trout and White Perch, among others, and provide your communities with healthy, outdoor opportunities for residents and visitors.

Once again, Mayor Zebian, thank you for forwarding your concerns regarding Lake Pisiquid on to my department. I am confident that my colleagues from the Department of Agriculture will follow up with you as well.

Yours sincerely,

Cc: Hon. Greg Morrow, Minister of Agriculture
Hon. Tim Halman, Minister of Environment and Climate Change
Melissa Shee-Richard, MLA Hants West
Kody Blois, MP for Kings-Hants

Correspondence Received

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Katherine	Mcleod, P.Eng, Dept. Environment and climate change	2021-10-28 (Received)	2022-01-11 COTW
Hants County Legion		2021-11-25	2021-12-07 COTW
Hon. Melissa	Sheehy-Richard	2021-11-30	2021-12-07 COTW
Hon. John	Lohr	2021-11-30	2021-12-07 COTW
Hon. Kim	Masland	2021-12-01	2021-12-16 Council
NSUARB		2021-12-10	2021-12-16 Council
Bennet	Mary Lou	2021-12-13	2021-12-16 Council
Hon. Kim	Masland	2021-12-17	2022-01-11 COTW
Bland	Lisa	2021-01-17	2022-01-11-COTW
Wilson	John	2021-12-21	2022-01-11 COTW
Pineo	Shirley	2021-12-17	2022-01-11 COTW
Nelson	Gary	2022-01-11	2022-01-25 Council
Hon. Kody	Blois	2022-01-13	2022-01-25 Council
Denise	Forrand	2022-01-19	2022-01-25 Council
Dawn	Allen	2022-01-18	2022-01-25 Council
Sarah	Brothers	2022-01-19	2022-01-25 Council
Roland Newcombe	Newcombe	2022-01-20	2022-01-25 Council
Valerie	Newcombe	2022-01-20	2022-01-25 Council
Andrea	Moore	2022-01-21	2022-01-25 Council
Gary	Nelson	2022-01-26	2022-02-08 COTW
Hon. Minister	Johns	2022-01-27	2022-02-08 COTW
Hon. John	Lohr	2022-02-01	2022-02-08 COTW
Hon. Joyce	Murray	2022-02-02	2022-02-08 COTW
Kim	MacQuarrie	2022-02-06	2022-02-22 Council
Sheldon	Hope	2022-02-08	2022-02-22 Council
Brad	Carrigan	2022-01-24	2022-03-08 COTW
Dr. Gordon	Haliburton	2022-02-14	2022-03-08 COTW
Hon. Kim	Masland	2022-03-01	2022-03-08 COTW
East Hants		2022-03-01	2022-03-08 COTW



January 24, 2022

The Honourable Joyce Murray, MP
Minister of Fisheries, Oceans and the Canadian Coast Guard
Minister's Office
200 Kent Street, Station 15N100
Ottawa, ON K1A 0A6

Re: Pisiquid Canoe Club, 100 King Street Ext., Windsor, NS

Honourable Minister Murray,

I am writing to you again, to follow up on the federal government's decision to continue the ongoing Ministerial Order implemented by your predecessor, Hon. Bernadette Jordan regarding Lake Pisiquid in Windsor, Nova Scotia. This decision has already resulted in the loss of our lake in our community, and subsequently continues to put our Pisiquid Canoe Club at risk of imminent and permanent closure. We wrote to you over six weeks ago, yet we have heard no response from your department on this matter.

Our organization has engaged the consultant services of Dr. Shelley MacDougall, Ph.D. to investigate short-term and permanent relocation options facing the Pisiquid Canoe Club. In the short term, until the new flood control and fishway structure on the Avon River is designed and approved and while the structure construction is completed, we understand that Lake Pisiquid will not be usable for any recreational use until at least the 2024 spring season (2-3 more years), at the earliest. Our Board of Directors has evaluated our options, and views Zwicker Lake as our best and your most economical option for short-term relocation and survival until the resolve of Lake Pisiquid in Windsor.

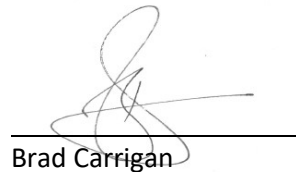
As mentioned in my last letter, there is a private-sale property in Upper Vaughan with immediate lake access available for our canoe club. Similar to your ongoing efforts that you have made this fall to ensure Ski Martock were able to continue their operations for the 2021/22 season, we plead your government coordinate the acquisition of this property as a short-term mitigation effort to accommodate the continued operation of Pisiquid. This property has the majority of the outbuildings to accommodate over 90% of our needs. It would serve as an adequate short-term solution with a net federal funding cost of \$199,200 (approx.) to provide us the infrastructure essential for us to relocate; as this property investment could easily be resold for its original value, if and/or when you made the future decision to return Lake Pisiquid to its previous freshwater lake condition.

This matter is of the utmost urgency for your attention; there is a considerable risk that this property will sell and therefore not be available for our spring on-water training season as soon as the ice has cleared from lakes. There are no other properties currently available that would accommodate our needs. We do not have sufficient volunteer resources to first source and then acquire suitable vacant property, receive the required permits, install driveways and parking, clear sufficient land for our equipment storage and for safe off-water programming for this spring (April 1, 2022), plus time for installation of our docks as soon as we return to our on-water activities. Estimated costs identified by Dr. MacDougall have demonstrated that purchasing a vacant property to rebuild the Pisiquid Canoe Club from scratch, would be more than \$1,000,000 higher than the cost to purchase this available property with user-ready facilities, outbuildings and grounds for our athletes.

Without mitigation for the decisions that have already made by your government; having no available facility to operate for this spring and summer, would ultimately result in the demise of our organization which has operated for close to 50 years in the rural community of West Hants. As each day passes, our invested athletes and our member families grow increasingly impatient. We have already had one of our long-time families make the difficult decision to leave Pisiquid Canoe Club for a more secure club in Halifax, as of January 1st, and we still have not been able to attract a new Head Coach for our club.

In summary, we request your government indemnify for decisions already made by your predecessor. It is our request that mitigation funding be provided from ACOA to either the Province or our Municipality, for the express purchase of this available property and its associated structures that currently exist on Lake Zwicker; along with adequate funding for Pisiquid Canoe Club to secure the required temporary structures identified to operate our program this season, starting this spring. Time is of critical essence.

This decision would provide the certainty needed by our athletes, families and coaches, that the Pisiquid Canoe Club will have the infrastructure and facilities to guarantee a spring, summer and fall program will be possible for 2022 and beyond, until a resolution is made to allow a permanent solution. This decision affects the future of our sport and affordable recreation opportunities within our local rural community. It affects our existing athletes, our future athletes and our member families. Without this timely assurance, the actions of Fisheries and Oceans continues to put our Pisiquid Canoe Club at risk of imminent and permanent closure.



Brad Carrigan
Commodore, Pisiquid Canoe Club

cc. Kody Blois, MP Kings-Hants
Hon. Tim Houston, Premier of Nova Scotia
Hon. Steve Craig, Minister Department of Fisheries and Aquaculture
Melissa Sheehy-Richard, MLA Hants West
Abraham Zebian, Mayor West Hants Regional Municipality
Mark Phillips, CAO West Hants Regional Municipality
Robin Thomson, Executive Director ADCKC
Casey Wade, Chief Executive Officer Canoe Kayak Canada
Ian Mortimer, Director of Development Canoe Kayak Canada

February 14, 2022

Dr. Gordon Haliburton,
Chair, Kings Hants Heritage Connection,
36 Gaspereau Avenue,
Wolfville, Nova Scotia
B4P 2C6

RE: Rezoning Land near Fort Edward

Dear Mayor and Councillors of West Hants Regional Municipality,

I am writing in my capacity of Chair of the Kings Hants Heritage Connection. This group is a regional affiliation of representatives from Historical Societies, Archives, Museums, and individuals in this area with a keen interest in heritage preservation.

The preservation of our history is the prime objective of our group and we feel the land in question, in Windsor, NS, near Fort Edward, being considered for sale to private interests, holds significant historical value for the citizens of today and for the future generations. Therefore, we would like to inform you that we are in support of the endeavours of the West Hants Historical Society to put a stop to the rezoning and to keep the land for public use.

Thank you,

A handwritten signature in black ink that reads "Gordon Haliburton". The signature is written in a cursive style with a large, looping initial "G".

Dr. Gordon Haliburton
Chair, Kings Hants Heritage Connection



**Public Works
Office of the Minister**

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

RECEIVED

MAR 01 2022

FEB 18 2022

His Worship Abraham Zebian
Mayor of West Hants Regional Municipality
PO Box 3000
76 Morrison Drive
Windsor, NS B0N 2T0

Dear Mayor Zebian:

Thank you for your letter dated January 20, 2022, regarding the removal of remaining bridge piers adjacent to Trunk 1 where it joins the communities of Windsor and Falmouth.

It would be appreciated if you could forward your research regarding the old bridge to our Area Manager in Hants County, Robyn Homans. Her email address is robyn.homans@novascotia.ca. Your information could be helpful in addressing this issue in the future.

Once Public Works (PW) receives this information, we will conduct further investigation on the remaining bridge piers and identify any possible future outcomes.

Thank you once again for bringing your concerns forward. If there are immediate safety concerns or road hazards you wish to report, please contact our 24-hour Operations Contact Center at 1-844-696-7737 or email at dpw-occ@novascotia.ca to discuss specific problems that need attention, and they will assign it to the appropriate PW staff for follow up.

Sincerely,

Kim D. Masland
Minister

c: Gary Rafuse, A/District Director, Central
Robyn Homans, Area Manager, Hants
Melissa Sheehy-Richard, MLA Hants West
WHRM Council and Mark Philips, Chief Administrative Officer



March 1, 2022

Mayor Amanda McDougall, President
Nova Scotia Federation of Municipalities
Suite 1304, 1809 Barrington Street
Halifax, NS
B3J 3K8

Sent via email: ammcDougall@cbrm.ns.ca

President McDougall,

We are in receipt of the Nova Scotia Federation of Municipalities (NSFM) member dues renewal invoice. Following receipt of this invoice we reached out to Ms. Spencer to request information around the rate increases; these increases for East Hants have been 41% from 2019 to 2022 with a 14% increase this year over last. Thank you to Ms. Spencer for her response.

East Hants Council expressed concern at their February 23rd meeting around dues, transparency and NSFM's accountability to its members. As we are accountable to our taxpayer to understand our costs, we respectfully request that the NSFM provide its members with communication around the drivers of any future increases.

We thank the NSFM for it's work and look forward to a continued relationship.

Regards,

Eleanor Roulston
Warden, Municipality of East Hants
Cc: NSFM Membership

Correspondence Sent

[illegible]



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 8, 2022

Subject: Audit Committee Appointment

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 44, Subsection 4 and 5

WHRM Meeting and Committee Procedural Policy RCOGE-003.00 – Appendix E

RECOMMENDATION or DECISION REQUEST

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

Council approves the appointment of Kathryn Duffy to the Audit Committee for the period of April 1, 2022 to December 31, 2022.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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Following the guidelines in Council's Meeting and Committee Procedural Policy, RCOGE-003.00 - Appendix E, the Audit Committee will consist of five (5) members; two of which are resident members who are not members of Council or Municipal Staff. Members of the committee serve a one-year term and are eligible for reappointment to serve up to two – one-year terms.

The committee currently has once resident member spot to be filled.

If appointed to the Audit Committee, the resident members will serve a one-year term to expire in December 2022. This service term is in direct correlation with the scheduling of the 2021-22 audit. Annual appointments will occur for the Audit Committee each December.

DISCUSSION

The January 2022 municipal newsletter included a section advertising for community committee members. Interested applicants were directed to our website for more information. There were two applications submitted for the Audit Committee vacancy. In order to qualify, resident members must demonstrate that they are sufficiently versed in financial matters.

Both candidates' applications went through an evaluation process to determine their level of financial experience and knowledge. Based on this evaluation, staff are recommending Kathryn Duffy to fill the vacant resident member spot.

NEXT STEPS

- Notify appointed member and begin training.

FINANCIAL IMPLICATIONS

In accordance with the Council Remuneration Policy, resident committee members are provided a meeting honorarium. The associated costs are included in the annual operating budget.

ALTERNATIVES

N/A

ATTACHMENTS

Meeting and Committee Procedural Policy, RCOGE-003.00 - Appendix E

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:



Carlee Rochon, Director, Financial Services

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

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.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: 
Shelleena Thornton, Municipal Operations Supervisor

Date: March 8, 2022

Subject: Equipment Purchase for New Pumper Tanker, Brooklyn Fire Dept - Recommendation Report

LEGISLATIVE AUTHORITY

MGA Section 65(a) – Authorized Municipal Expenditures

Fire and Emergency Service Policy (WHRM) Section 8 – Financial Matters and Section 9 – Procurement Practices

RECOMMENDATION or DECISION REQUEST

That Committee of the Whole recommend to Council that Council...

approve \$74,794.18 plus HST for equipment as identified in the attached list to outfit Brooklyn Fire Department's 2000 Imperial Gallon Pumper-Tanker Fire Apparatus.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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At the November 24, 2020 Council meeting, Council supported the acquisition of the 2000 Imperial Gallon Pumper-Tanker Fire Apparatus Purchase for the Brooklyn Fire Dept at a cost of \$1,082,491.55. This apparatus is expected to arrive in May 2022.

That apparatus was supported by the Regional Fire Study and recommendations adopted by the Co-ordinating Committee leading into consolidation, this purchase was because it would help the Three Mile Plains Fire Station (Station 2) with structural fire fighting capabilities. This apparatus is designed to arrive on a fire with more water volume than a rescue pumper, giving

the initial attack team more water to reduce fire spread. With a large coverage area of rural fire fighting calls, it will be an asset to have this amount of water on one unit.

It will also reduce the mileage and aging of Squad 9 which has been responding to every alarm in the TMP coverage since the station was developed in 2015, as well as any mutual aid requests. With the relief of the second unit responding to structure fire alarms, it will keep Squad 9 in service and response ready. Squad 9 will be changed to a rescue pumper and be used for MVC and rescue related calls.

DISCUSSION

The apparatus purchase approved in 2020 excluded equipment. In order to outfit the apparatus, equipment needs to be sourced now so as to arrive around the same time; mid-May. The rationale behind not including the equipment in the apparatus tender was to:

- inventory existing equipment for potential transfer to the new apparatus
- obtain quotes from multiple suppliers for best value (as a tender would just take from one supplier and prices/delivery/availability have been changing drastically during COVID and even current quotes vary significantly)

The shelf life or work life of equipment varies from the life expectancy of an apparatus. Hand tools, hoses and appliances don't have as exact a timeline due to usage and inspection factors. Lighter tools such as shovels and axes vary significantly. While Brooklyn Fire Dept. has some equipment that can be transferred, some is also on-hand at the station. The remainder is 30+ years old and non-functionable, as well as past its life expectancy.

Quotes were received from three suppliers: Nova Fire Equipment, Cummings, and K & D Pratt. The majority selected were the lowest quotes with the exception of several pieces. These included:

- hoses (with the lowest quote, hoses would not arrive until months after the new apparatus arrived)
- traffic vests (due to the 'break-away' safety feature)
- medical bag (require entire kit versus individual components)
- traffic wands (include the red/green safety function)
- bolt cutters (blade longevity was a consideration)
- the six pieces of equipment that include 'mounts,' (mounts weren't included in the lower quotes but required)

Further, for future consideration, reference to potential equipment purchases will be included as information in the apparatus procurement report; however, not necessarily included in the tender.

NEXT STEPS

Contact the vendors and order the equipment.

FINANCIAL IMPLICATIONS

The total equipment listing is \$76,256.09 plus HST; however, items that are locally sourced and not impacted by supply chain delays (highlighted yellow in the attachment), can be obtained and funded from Brooklyn Fire Department's 2021/22 operating budget capacity and are valued at \$1,461.91 plus HST.

Due to supply chain delays the remaining \$74,794.18 plus HST is being proposed for preapproval in the 2022-23 Capital Budget. To ensure equipment can be ordered in time to outfit the apparatus in May 2022.

The Region's fire equipment reserve is being proposed to fund \$13,205.17 plus HST. The Region's fire equipment reserve currently has a proposed balance on March 31, 2022, of \$60,378. The West Hants operating reserve is proposed to fund the remaining \$61,589.01 plus HST, it currently has a proposed balance on March 31, 2022, of \$1,458,436.

ALTERNATIVES

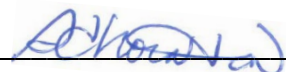
The recommendation may not be supported; however, this is not staff's recommendation as the apparatus requires equipment to function as intended.

ATTACHMENTS

- Equipment Listing

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: 
Shelleena Thornton, Municipal Operations Supervisor

Report Reviewed by: _____
Ryan Richard, Fire Chief, Brooklyn Fire Department

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Spartan Gladiator Pumper/Tanker # 1 Chief Ryan Richard (902)-798-7285

Qty:	Equipment: \$76,256.09	Model/Brand:	Price:	Supplier:
	Drivers/Officers Cab: \$7348.00	Model/Brand:		
1	TMR2 Mobile Radio XTL2500	Nova Communications / C.T	\$ 1,985.00	Nova Communications
1	VHF Mobile Radio	Motorola XPR5550e	\$ 1,320.00	Nova Communications
1	VHF Portable	Nova Communications	\$ 1,750.00	Nova Communications
1	I-pad	Apple	\$ 1,000.00	Apple
1	SCBA with Mask (transferring from Rescue 11)	Scott	\$ -	
2	Traffic Vests		\$ 48.00	Cummings
1	Accountability Card		\$ 20.00	Porter's Engraving
1	Vulcan 180 Stream Light with charging station		\$ 250.00	Nov K & D Pratt
1	Reveal FirePRO X Manual TIC		\$ 975.00	Nova Fire Equipment
			\$ 7,348.00	
	Crew Cab: \$5971.89			
4	SCBA's (transferring from Rescue 11)	Scott	N/A	
2	VHF Portable radios	Motorola	\$ 3,500.00	Nova Communications
1	Set of Irons/Flat Head Axe with New York Pro Bar 30 inch Halligan	includes Mounts	\$ 505.00	Nova Fire Equipment
1	TIC (transferring from Rescue 11)	Scott	N/A	
2	Vulcan 180 Stream Light with charging station		\$ 500.63	K & D Pratt
4	Firefighter Streamlights Knucklehead		\$ 360.00	Nova Fire Equipment
3	Traffic wands-Red and Green	Red & Green version	\$ 210.26	K & D Pratt
4	Traffic Vests	safety required	\$ 96.00	Break Away
1	Medical Bag with all required equipment	**Entire Kit	\$ 800.00	Nova Fire Equipment
			\$ 5,971.89	
	Pump Panel: \$3400.00			
1	Driver Side: Jumbo BIV Short. 6.0 in Male x 6.0 in Female AQ8NX-NX-PS		\$ 3,050.00	Nova Fire Equipment
1	Passenger Side: 6.0 in Female x 5.0 in Storz (30 degree angle)		\$ 350.00	Nova Fire Equipment
			\$ 3,400.00	
	Transverse Lines/Bumper Line: \$6876.93			
3	1 3/4 in Nozzle		\$ 1,650.00	Nova Fire Equipment
1	2 1/2 in Nozzle		\$ 925.00	Nova Fire Equipment
550 ft	1 3/4 in Hose		\$ 2,829.09	Cummings
200 ft	2 1/2 in Hose		\$ 1,472.84	Cummings
			\$ 6,876.93	
	Left # 1 Compartment: \$7827.34			
1	1 3/4 in nozzle		\$ 257.00	Cummings
1	6 in female master intake to 5 in Storz		\$ 356.00	Cummings
1	2 1/2 in nozzle		\$ 925.00	Nova Fire Equipment
2	50 foot lengths of 5 in LDH		\$ 1,492.36	Cummings
2	25 foot lengths of 5 in LDH		\$ 1,022.98	Cummings
2	5 in to 4 in adaptors		\$ 610.00	Nova Fire Equipment
1	Large Storz wrench's/spanners with Mounts (set of 4)	comes with Mounts (other don't)	\$ 237.00	Nova Fire Equipment
3	Small spanners with Mounts	comes with Mounts (other don't)	\$ 90.00	Nova Fire Equipment
1	Rubber Mallet		\$ 17.00	Nova Fire Equipment
1	Ram XD Rapid Attack Monitor		\$ 2,270.00	Cummings
1	1 3/4 Straight Bore Nozzle		\$ 550.00	Cummings
			\$ 7,827.34	
1	Hydrant Box Left #1 Compartment: \$1586.50			
1	Hydrant front steamer 4.5 inch connection with 5 in Storz		\$ 280.00	Cummings
1	5 inch storz to 4 in storz adaptor		\$ 305.00	Nova Fire Equipment
1	5 in storz to 2 1/2 female adaptor		\$ 237.00	Nova Fire Equipment
2	Large Storz spanners with mounts	Comes with Mounts (other don't)	\$ 147.50	Nova Fire Equipment
1	2 1/2 in gate valve		\$ 480.00	Nova Fire Equipment
2	Small spanners with mounts	Comes with Mounts (other don't)	\$ 60.00	Nova Fire Equipment
1	Rubber Mallet		\$ 17.00	Nova Fire Equipment
1	Hydrant Wrench		\$ 60.00	Nova Fire Equipment
			\$ 1,586.50	
	Left # 2 and # 3 Compartment: \$1032.46			
1	Set bolt cutters	Mid-price due to longevity. Blade strength	\$ 70.00	Nova Fire Equipment
1	Dry wall hook		\$ 97.08	K & D Pratt
1	Pick or bad axe		\$ 77.19	K & D Pratt
1	Flat head axe		\$ 77.19	K & D Pratt
1	Sledge Hammer		\$ 59.00	Cummings
1	Chimney Bar with "D" ring		\$ 75.00	K & D Pratt
1	Flat Shovel		\$ 22.00	Windsor Home Hardware
1	Round mouth Shovel		\$ 24.00	Windsor Home Hardware

1	Large Broom		\$	26.00	Windsor Home Hardware
1	Set of Irons/Flat Head Axe with New York Pro Bar 30 inch Halligan	Includes the Mounts	\$	505.00	Nova Fire Equipment
			\$	1,032.46	
	Left # 4 Compartment: \$8426.98				
1	Electric Positive Pressure Fan		\$	6,605.17	K & D Pratt
3	Tarps (S, M & L) 6x8, 9x10, 10x16		\$	269.97	Princess Auto
2	Heavy Duty Extension Cords		\$	120.00	Kent Building Supplies
2	Lengths of 1 3/4 hose		\$	414.38	K & D Pratt
2	Lengths of 2 1/2 hose		\$	555.75	K & D Pratt
6	Pylons	battery operated collapsible (safet	\$	461.71	K & D Pratt
			\$	8,426.98	
	Right # 1 Compartment: \$1123.77				
1	20 lb ABC Dry Chemical Fire Extinguisher		\$	133.50	K & D Pratt
1	Pressurized Water Can		\$	-	Station 2 Inventory
2	Chimney Buckets		\$	49.98	Princess Auto
1	Length of Chain		\$	25.00	Windsor Home Hardware
2	Shovels		\$	29.98	Canadian Tire
1	Mirror		\$	19.98	Princess Auto
2	Sets of Chimney Gloves or Mittens		\$	65.33	K & D Pratt
1	Chimney Brush Kit		\$	790.00	Cummings
1	Container of Dry Chem Bombs		\$	-	Station 2 Inventory
1	Container for Floor Dry		\$	10.00	Windsor Home Hardware
1	Bag of Absorbent Pads		\$	-	Station 2 Inventory
1	Co Extinguisher				
			\$	1,123.77	
	Right # 2 Compartment: \$1445.00				
1	50 Ft Rope		\$	225.00	Nova Fire Equipment
1	100 Ft Rope		\$	370.00	Nova Fire Equipment
1	Tool Box with Tools		\$	850.00	Princess Auto
2	Cases of Water		\$	-	Station 2 Inventory
2	Cases of G2		\$	-	Station 2 Inventory
1	Box of Energy Bars		\$	-	Station 2 Inventory
			\$	1,445.00	
	Right # 3 Compartment: \$6252.32				
2	Cordless 20 Volt Tripod LED DeWALT Light	Dewalt Factory Store	\$	712.32	Dewalt Factory Store
1	Hard Suction Drafting Float Dock		\$	1,030.00	Nova Fire Equipment
1	Hard Suction Porta-Tank attachment with Jet Siphon		\$	690.00	Nova Fire Equipment
1	Hard Suction Strainer		\$	270.00	Nova Fire Equipment
1	5x5x5 Storz LDH		\$	3,550.00	Cummings
			\$	6,252.32	
	Right # 4 Compartment: \$2474.90				
1	Chain Saw Stihl MS 250		\$	459.95	Griffin's Sales & Service Kentville
1	Roof/Rescue Vent Saw Stihl MS 461 RS		\$	1,999.95	Griffin's Sales & Service Kentville
1	Jug for Mixed Fuel		\$	15.00	Windsor Home Hardware
6	Jugs of Foam			N/A	Rocky Mountain Phoenix
			\$	2,474.90	
	Top of Hose Bed: \$22490.00				
1000	Feet of 5 inch LDH	Higher priced one due to when can get it	\$	13,250.00	Nova Fire Equipment
800	Feet of 2 & 1/2 inch Hose	Mid price due to when can get it and currently running it	\$	6,800.00	Nova Fire Equipment
400	Feet of 1 & 3/4 inch Hose		\$	2,440.00	Nova Fire Equipment
			\$	22,490.00	
	Miscellaneous Items:	Station Inventory		Budget Item Costs	
1	Roll of Fire Tape	"		"	
8	Safety Glasses	"		"	
1	Box of Garbage Bags	"		"	
1	Roll Paper Towel	"		"	
3	Teddy Bears	"		"	
2	Blankets	"		"	
2	Hand Sanitizer	"		"	
1	Package of 9V Batteries	"		"	
1	Box of Medical Gloves (Sm, Md, Lrg)	"		"	
1	Box of Face Masks	"		"	
		TOTAL:	\$	76,256.09	

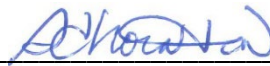


WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by:



Shelleena Thornton, Municipal Operations Supervisor

Date: March 08, 2022

Subject: Quint Fire Apparatus Purchase, Hantsport Fire Dept.

LEGISLATIVE AUTHORITY

MGA Section 65(a) – Authorized Municipal Expenditures

Fire and Emergency Service Policy (WHRM) Section 8 – Financial Matters and Section 9 – Procurement Practices

RECOMMENDATION or DECISION REQUEST

It is recommended that Committee of the Whole recommends to Council that Council approves...

the purchase of the Quint fire apparatus for the West Hants Regional Fire Service Station 6, Hantsport Fire Department, be from Rocky Mountain Phoenix at a cost of \$1,646,131 before applicable taxes, as quoted and obtained through the Canoe Procurement process which is recognized in Nova Scotia as meeting the procurement requirements for this purchase.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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Three independent studies have been conducted with respect to the Hantsport Fire Department operations since 2004. Each study contained recommendations for apparatus requirements and replacements schedules. In all three studies, one common recommendation was the addition of a quint fire apparatus to the Hantsport Fire fleet. Most recently, this was recommended in the 2020 West Hants Regional Fire Study and during the 2021-22 budget

deliberations, it was preapproved for ordering in 2021-22. This was due to anticipated supply chain delays following the procurement process. There was no capital budget or debt servicing amount allocated in the 2021-22 Budget. It was estimated at the time to be a \$1.6 million dollar apparatus, identified in Year 2.

The recommendation is to replace the 2002 e-One engine (11) with this apparatus. As recommended in all three studies, engines/pumpers are replaced at the 20-year mark of service life for the apparatus. After the 20-year mark, these units exceed the ability to meet NFPA and ULC ratings as a front-line fire apparatus.

Manufacturing of fire apparatus takes on average 600 days from time of signing the contract. It is prudent through planning mechanisms that apparatus orders take into consideration this timeline as to not disadvantage the fire service with apparatus that no longer meet the 20-year ULC/NFPA requirements.

DISCUSSION

A committee was formed to review the needs for the Hantsport Fire Department. The committee consisted of three Hantsport Fire members along with a senior officer from both Windsor and Wolfville Fire Departments. This approach provided a comprehensive review of the needs of our area, with the combined knowledge of the current fire apparatus available through the mutual aid system.

The committee reached out to the team who conducted the West Hants Regional Fire Service study to garner a deeper understanding of their recommendation for a quint in Hantsport. The recommendation from this meeting was for the addition of a mid-mount aerial platform that would support the needs of both Hantsport Station 6 along with providing an additional effective option to support the broader region. The mid-mount will provide additional versatility for positioning at emergencies throughout the region and will not duplicate apparatus already in service for the region.

The rationale to recommend a mid-mount platform is as follows:

- Mid-mount platforms have unobstructed driver forward visibility. There is no bucket hanging ahead of the cab blocking the view
- Mid-mount aerials offer lower overall travel height
- The cab can be easily tilted with no obstruction presented by the aerial device
- Mid-mount towers allow for easy bucket entry from the ground at the rear of the apparatus
- Mid-mount aerials offer a compact five (5) section ladder allowing the ladder to be operated in confined space requirements at the fire scene
- Mid-mount aerials are generally easier to spot and position on the fire ground with the turntable positioned behind the cab

- Mid-mount aerials offer superior scrub area coverage on buildings compared to rear mount aerial designs. Scrub area is the part of the platform or tip of the aerial device that can touch the building line especially at lower angles

The selected quote was the lowest of three quotes and reflects the Canoe Procurement pricing. This apparatus will meet all the requirements of the Hantsport Fire Department and this unit will compliment other apparatus in service throughout the Region.

NEXT STEPS

Work with selected vendor to finalize the purchase prior to April 1, 2022.

FINANCIAL IMPLICATIONS

The purchase of this apparatus was pre-approved (for tendering only) with \$0 allocation in 2021/22 budget. This process was due to the understanding that apparatus can take a year or more to arrive once ordered; therefore, allowing the procurement process to begin with the understanding that the actual costs wouldn't occur till the 2022/23 fiscal year budgets.

While completing the procurement process, the quotes received were higher than the original estimate of \$1.60 Million. The total amount for preapproval for the 2022-23 Capital Budget is \$1,716,750.02 including the non-refundable HST portion. This is over the Chief Administrative Officer approval level and requires approval of Council before proceeding with the order.

The apparatus would be financed over 15 years and will add an estimated amount of \$136,119 to the debt servicing in the operating budget in 2022-23. This amount will be used to reduce the final borrowing request once the apparatus is delivered.

This capital purchase will be reviewed by the Municipality of Kings County and presented at their next area rate meeting. If approved, the annual debt servicing costs would be shared based on the 3-year call average percentage. In 2022-23 this would represent 29.5% of the debt servicing costs.

ALTERNATIVES

Other types of quint apparatus are available; however, these devices may not meet the requirements of the Hantsport Fire Department and would result in duplication of existing fire apparatus in service within the region.

ATTACHMENTS

Review and Recommendation for supply of a "Quint" Fire Apparatus Hantsport Fire Department January 2022.

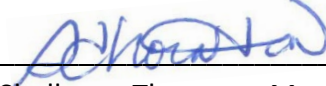
CHIEF ADMINISTRATIVE OFFICER REVIEW

(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: _____
Peter Johnson, Hantsport Fire Chief

Report Prepared by: _____
Paul Maynard, Hantsport Fire, Deputy Chief

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

Report Reviewed by:  _____
Shelleena Thornton, Municipal Operations Supervisor

Report Approved by: _____
Mark Phillips, Chief Administrative Officer



Review and Recommendation for supply of a
“Quint” Fire Apparatus
Hantsport Fire Department
January 2022

History and Overview

Over the course of approximately 20 years, three independent studies were conducted with respect to the Hantsport Fire Department operations. Each study contained recommendations for apparatus requirements and replacements schedules. In all three studies, one common recommendation was the addition of a quint fire apparatus to the Hantsport Fire fleet. Most recently, this was recommended in the **West Hants Regional Fire Study** and identified in the West Hants Regional Municipality 2021/2022 budget.

The National Fire Protection Association outlines the requirements for a piece of apparatus necessary to function as a quint in NFPA Standard 1901, The Standard for Automotive Fire Apparatus. Here is a summary of the quint requirements as detailed in Chapter 9 of the standard:

- Fire pump with a minimum capacity of 1,000 gallons per minute
- Water tank with a minimum capacity of 300 gallons
- Aerial ladder or elevating platform with a permanently installed waterway
- Hose storage area with a minimum of 30 cubic feet of storage area capable of accommodating 2.5 inch or larger fire hose; two hose storage areas, each with a minimum of 3.5 cubic feet or 1.5 inch or pre-connected hose lines.
- Enclosed compartments with a minimum of 40 cubic feet for equipment storage
- Complement of ground ladders containing a minimum of 85 feet of ground ladders, including at least: two extension ladders, one roof ladder and one attic ladder
- Suction hose of a minimum of 15 feet of soft suction hose or 20 feet of hard suction hose for drafting water.

The recommendation is to replace the 2002 e-One engine (11) with this apparatus. As recommended in all 3 studies, engines/pumpers are replaced at the 20-year mark of service life for the apparatus. After the 20-year mark, these units exceed the ability to meet NFPA and ULC ratings as a front-line fire apparatus. Our recommendation would be to dispose of this asset in coordination with the West Hants Municipal Policy on the disposal of capital assets. Any proceeds from the sale of this unit could be placed towards the quint.

Manufacturing of fire apparatus takes on average 500 days from time of signing the contract. It is prudent through planning mechanisms that apparatus orders take into consideration this timeline as to not disadvantage the fire service with apparatus that no longer meet the 20-year ULC/NFPA requirements.

The impact of a fire vehicle not meeting the 20-year status as a front-line apparatus is reflected in the Fire Underwriter's Insurance grading. To help establish appropriate fire insurance rates for residential and commercial properties, insurance companies need reliable, up-to-date information about a community's fire-protection services. Fire Underwriters Survey provides that information through the Public Fire Protection Classification (PFPC) and Dwelling Protection Grades (DPG) insurance grading systems. These grades are based in part on the following:

- Type and number of apparatuses
- The condition and age of fire apparatus and fire suppression equipment
- Pumping capacity

- The type of staffing (i.e., career Firefighters vs. paid-on-call)
- The distribution of companies relative to fire risk
- Response to alarm protocols
- Management of emergency services
- The quality of training programs for the fire fighter including specialized training
- Pre-incident planning

Communities across Canada are assessed and PFPC and DPG grades are calculated by Certified Fire Protection Specialists, Engineering Technologists and Professional Engineers. This information is then published in the online Fire Insurance Grading Index. The information published in the online Fire Insurance Grading Index is used by insurers to determine their underwriting capacities and to help set property insurance rates. Reduction of any of the above conditions could negatively impact both the residential and commercial insurance rates in Hantsport Fire's coverage area.

The quint will provide a well actioned initial response to several types of calls in the West Hants Regional Fire Service. Quints first and foremost provide a stable, safe working structure for firefighting operations at both height and for horizontal rescue/exposure protection operations. The quint will serve as a functional "pumper/engine" with pumps, water, ground ladders to provide initial attack on any fire emergency in our region. The quint will also carry a full compliment of vehicle extrication tools to provide emergency extrication operations on our highways and roadways.

A quint in Hantsport will be a first due fire apparatus for a large percentage (over 60%) of emergencies in our local fire district. It will also serve as a primary backup to other incidents in both West Hants and Kings Counties.

Methods/Needs Assessment

A committee was formed to review the needs for the Hantsport Fire Department. The committee consisted of 3 members of Hantsport Fire along with a senior officer from both Windsor and Wolfville Fire Departments. This approach provided a comprehensive review of the needs of our area, with the combined knowledge of the current fire apparatus available through the mutual aid system. The Hantsport fire district consists of a variety of construction types as follows:

- Fire Resistive – Type I.
- Non-combustible/limited combustible – Type II.
- Ordinary – Type III.
- Heavy timber – Type IV.
- Wood frame – Type V.

Much of the former town of Hantsport and throughout Hants Border, Lockhartville and Mount Densen consist of legacy residential buildings with multiple exposures. Commercial buildings range from heavy wood timber such as the CKF plant and facility warehouses to modern construction such as the ESSO/Tim Horton's at Glooscap Landing. There are several multi-story nursing and respite care homes in Hantsport on Chittick Avenue, Jubilee Court, Main and William Streets, along with a large residential multi-story housing facility in Hants Border. The Hantsport Fire Department also services the Horton First Nation community where there is a mix of residential and commercial buildings. Hantsport, Hants

Border, and Bishopville have a static water supply through municipal hydrants that would support the water volume necessary to sustain aerial operations.

A quint also provides a safe working platform for firefighters conducting operations on homes and businesses that have installed metal roofs and solar panels. In modern construction, the Underwriters Laboratories found that these structures will burn up to 10 times faster than legacy construction. This gives very limited window of opportunity for firefighters to make an aggressive stop on fires in new construction. Lightweight truss design is an extreme hazard in modern construction with the only safe alternative for roof operations at fires to be from an aerial device, which must be put in place during the first initial minutes of an alarm.

A common misunderstanding with respect to quints is that they are only required for multi-storey buildings. A quint can preform all operations of a regular engine with the extra ability to provide a safe and stable platform for firefighters to work from in both single story dwellings and multi-story buildings.

A quint is a diverse piece of apparatus that can be used for the following operations:

- Single story to multi-story residential access to roofs
- Ability to safely work on roofs with solar panels
- Ability to safely work on metal roofs
- Ability to safely work on ice/snow covered roofs
- Rescue and life safety operations
- Elevated direct fire control operations
- Elevated exposure protection fire operations
- Below grade rescue
- Elevated lighting at scenes
- Horizontal operations for exposure protection or direct attack into collapse zones
- Safely investigate commercial or residential systems on or near the roof line (air handling units)

Review of Apparatus

The committee met with 4 vendors that could provide a quint style fire apparatus. These vendors included E-One, Pierce, Rosenbauer and Metalfab.

The committee reviewed multiple options for a quint including the following:

- Various sized mid-mount platforms
- 75', 78', 100' and 125' and above aerials
- Straight stick quints
- Rear mount platform quints
- Single axle and tandem axle units
- Snorkel style apparatus

The committee reviewed aerials that provided extended reach (125' and above). These units are challenging in terms of training and safe operations and would require a great deal of continued and on-going training for firefighters to safely operate this apparatus. These units would also exceed the allotted budget.

Secondly, the committee reviewed 75' to 78' quints. Although, these apparatuses provide excellent maneuverability, the overall size and function of these vehicles are not much different than a 100' quint. As well, the 75-78' quint would fall short of safe operations around some of the larger commercial structures such as CKF where the apparatus should be placed away from any collapse zone during a fire.

Snorkel apparatus are made only to reach 50' and much like the larger quints, they require a comprehensive and ongoing training program to safely operate. The cost of this style apparatus exceeds the budget allotted.

Platforms provide a safe, stable work environment and are often utilized at lengthy, sustained operations. The current aerial platforms in Wolfville and Brooklyn are designed with rear configuration meaning the operation of the aerial is coordinated from the rear of the apparatus. Although very effective, often these apparatuses must be positioned perfectly by backing into a scene to achieve full capability.

The committee reached out to the team who conducted the West Hants Regional Fire Service study to garner a deeper understanding of their recommendation for a quint in Hantsport. The recommendation from this meeting was for the addition of a mid-mount aerial platform that would support the needs of both Hantsport Station 6 along with providing an additional effective option to support the broader region. The mid-mount will provide additional versatility for positioning at emergencies throughout the region and will not duplicate apparatus already in service for the region.

The rationale to recommend a mid-mount platform is as follows:

- Mid-mount platforms have unobstructed driver forward visibility There is no bucket hanging ahead of the cab blocking the view.
- Mid-mount aerials offer lower overall travel height
- The cab can be easily tilted with no obstruction presented by the aerial device
- Mid-mount towers allow for easy bucket entry from the ground at the rear of the apparatus
- Mid-mount aerials offer a compact five (5) section ladder allowing the ladder to be operated in confined space requirements at the fire scene
- Mid-mount aerials are generally easier to spot and position on the fire ground with the turntable positioned behind the cab
- Mid-mount aerials offer superior scrub area coverage on buildings compared to rear mount aerial designs. Scrub area is the part of platform or tip of the aerial device that can touch the building line especially at lower angles

Recommendation

Following the comprehensive review and needs assessment of all available quint style apparatus, the committee is recommending a minimum of 100' quint on a custom chassis, with a mid mount configuration, including a minimum of 300 gals of water and minimum 1500 gpm pump. This quint will meet the requirements of the Hantsport Fire Department and this unit will compliment other apparatus in service throughout the Region.

The committee recommends the procurement of this vehicle be conducted through the assistance of Canoe Procurement (upon approval by Council), recognized in Nova Scotia as meeting the procurement requirements for this purchase.

West Hants Regional Municipal intends to participate in one or more procurements conducted by the Nova Scotia Federation Municipalities (NSFM) -Canoe between July 1, 2021, to March 31, 2022. For further information and access to NSFM-Canoe tender notices, please review the Nova Scotia Procurement website at www.procurement.novascotia.ca or the MERX website at www.merx.com. For further information on the Nova Scotia Federation Municipalities please visit the website at www.nsfm.ca at this time.

On behalf of the Quint Committee.

*Paul Maynard, Deputy Chief Hantsport Fire
Jason States, Captain, Hantsport Fire
Captain Mark Turner, Hantsport
D/O Ron Starratt
Woody Miller, Lieutenant, Hantsport Fire
Jamie Harvey, Deputy Chief, Windsor Fire
Michael Whitman, Deputy Chief, Wolfville Fire*



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☒	Councillor Activity ☐
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To: COTW

Submitted by: Jeff Hartt Councillor/District 4

Date: March 8, 2022

Subject: Start the conversation on separation of storm and sewer water Cunnibal Creek

LEGISLATIVE AUTHORITY

N/A

RECOMMENDATION or DECISION REQUEST

Council to direct staff to prepare a report identifying the volume and cost of treating storm water in the wastewater treatment facility.

BACKGROUND

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

If we can find out how much it is costing the municipality to treat storm water, then we can see what the cost of savings will be.

NEXT STEPS

For staff to identify amounts that is storm water entering the treatment facility.

FINANCIAL IMPLICATIONS

Long term cost savings to the utility.

ALTERNATIVES

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

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

Pending review by CAO, comments will be added at a later date.

Report Prepared by: _____
Jeff Hartt, Councillor, Dist. 4

Report Reviewed by: _____
Deanna Snair, Executive Assistant

Report Approved by: _____
(Name and Title)