

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**
October 11, 2022 - 6:00 p.m.
(also held via virtual via Zoom and Facebook livestreamed)



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 and Unsightly Premises
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2022-09-13 Committee of the Whole Minutes
7. Presentations
 - ~~a) Nova Scotia/Community Inclusion Society – Jamie Patterson~~
 - b) West Hants Historical Society – Jon Hall/Shirley Pineo
 - c) Findings regarding sedimentation in the Avon River from the report “Examination of the Morphodynamics of the Upstream Portion of the Avon River” - Dr Van Proosdij
8. Unfinished Business/Postponed Motions
 - a) Cogmagun Landfill, Future of the Closed Landfill Information Report – Acting Director Gibson
 - b) Fort Edward Municipal Lands, PID # 45059805, 45059797 Information Update – CAO Phillips
 - c) Grants & Contributions Policy Recommendation Report – Director Kehoe
 - d) Municipal Boundary Review Supplementary Information Verbal Update – Supervisor Thornton/ Clerk Snair
 - e) Outdoor Fires Presentation and By-law First Reading Recommendation Report - Municipal Operations Supervisor Thornton
 - f) Sports Complex Sponsorship Information Report – Director Kehoe
9. Reports
 - a) CAO Activity Update – Information Report
 - b) Financial Update – Information Report
10. Correspondence
 - a) Information
 1. Avon Causeway Activity Log
 - a) 2022-10-07 Hon. Kody Blois re Letter to Minister Murray sent October 6-2022

2. Correspondence Received Ledger as of October 6, 2022
3. Fort Edward Municipal Lands Activity Log
4. Storm Wastewater Activity Log
 - a. Requests - None
 - b. Out-going Correspondence Ledger
11. New Business
 - a) Brooklyn Fire Dept – Battery Powered Extrication Tools Over-budget (Request) Recommendation Report - Municipal Operations Supervisor Thornton
 - b) MCCAP Resident Committee Appointments – Clerk Snair
 - c) PAC/HAC Resident Committee Appointments – Clerk Snair
 - d) Police Advisory Board (PAB) Resident Committee Appointments – Clerk Snair
 - e) Brooklyn Fire Dept – Generator Over Budget (Request) – Director Richard
 - f) Windsor Flood Risk Assessment – Formal Update Request – Councillor Ivey
12. Public Participation Period
13. In-Camera
 - ~~a) 2022-09-14 In-Camera Meeting Minutes~~
 - ~~b) MGA 22(2)(a) Legal Matter~~
 - ~~c) MGA 22(2)(a) Personnel Matter~~
 - ~~d) MGA 22(2)(a) Legal Matter~~
14. Next Meeting Date / Adjournment - October 25, 2022

<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	Training workshops continue every two (2) weeks	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 report back.	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
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	September 2022 Committee of the Whole Meeting	CAO
Panuke Rd Event - Event to be arranged by Mayor	2021-03-09	2022	Unknown	Mayor
Noise By-law - Staff revise by-law (Peace and Good Order)	2021-03-23	December 2022	In Progress	Planning/ CAO
WHRM Land Dispute Policy - CAO Office to establish a practice to keep council informed.	2021-04-27	2022-11	Policy review in November 2022	CAO
Glooscap First Nation & WHRM Council Meeting - Send formal invite for a meeting to discuss many topics including reconciliation.	2021-06-22		Met 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
Outdoor Fires By-Law - Staff review existing Fire-related by-laws and have an all encompassing Regional By-Law	2021-09-28	2022-12	Coming to Council in October 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
Panuke Road Booster Station - Provide ongoing updates to Council	2022-02-22	ongoing	Exhaust heater being installed. Estimated completion date is October 21st.	PW
Hantsport Fire Station - Provide ongoing progress updates to Council	2022-02-22	ongoing	As of Sept 28/22 NSP has inspected the building. Awaiting confirmation when building will be connected for power. Due to the hurricane, NSP cannot give a date for power connection. Anticipating end of October.	PW
High School Bursaries - staff to bring back a report advising on policy changes with respects to the bursaries to reflect an equal opportunity for all students within West Hants regardless of the high school of their choosing.	2022-06-14	February 2023	Awaiting Report	CAO
RCOFN-012.00 Grants and Contributions Policy - Staff to prepare a report amending the RCOFN-012.00 Grants and Contributions Policy adding a section for recreational facilities defining yearly capital and operational funding limits.	2022-06-28	November 2022	In progress	CAO/CD
CAO'S Review - Annual review to be completed by Council.	2022-06-28	October 2022	In progress	Council

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
65 Fort Edward Street (Municipal Lands) - the Public Hearing be adjourned until 6:00 pm on October 25 and postpones the Second Reading until October 25th, 2022	2022-06-28	2022-10-25	Awaiting the completion of a Phase 2 Archaeological Resource Impact Assessment and consider the result prior to a decision being made. POSTPONED SECOND READING UNTIL OCTOBER 25, 2022	CAO/Planning
Municipal Boundary Review - Award of project to Stantec to complete 2022 review with the addition of a mailed out paper survey	2022-09-13	2022-09-27	Approved	CAO
Avondale Boat Launch - Award of tender WWHPW2022-03 for the construction contract for the Avondale Boat Launch to Dexter Construction Company for \$347,260 plus 15% contingency and applicable taxes. D	2022-09-27	2022-09-27	Approved as amended	PW
Avondale Boat Launch - Staff secure a cost and quote on the armour rock required for an additional 10-meter extension to the Avondale Boat Launch project and provide a report for Council.	2022-09-27	2022-10-25	Approved as amended	PW
Bog Road - Enter into a cost share agreement with NS Public Works re: services and street renewal of the 200m section of the Bog Road.	2022-09-13	2022-09-27	Defeated	PW
Four Post Vehicle Lift - Award of Contract WWHPW22-04	2022-09-13	2022-09-27	Approved	PW
(HMCC) - Acceptance of Annual Report	2022-09-13	2022-09-27	Approved	Finance
MFC Fall Debenture (2022) - sign the Debenture	2022-09-13	2022-09-27	Approved	CAO/Finance
Municipal Complex - direct the CAO to prepare an RFP that will look at a) 100 King Street, b) 76 Morison Drive or c) a new or alternate location is required to facilitate the needs of the municipality.	2022-09-13	2022-10-25	Approved as amended	CAO
Municipal Specs Manual - Approved the revised municipal specs for the municipality.	2022-09-13	2022-09-27	Approved	PW

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Old Parish Cemetery - Award of tender WWCD22-04 for both wall repairs.	2022-09-13	2022-09-27	Approved	
Future of Cogmagun Landfill - Staff to provide a report on the landfill that includes a summary of annual expenses incurred since the consolidation, an estimate of financial and legal liabilities pertaining to the closed landfill once the Landfill Closure Reserve is exhausted and a financial plan, including the source of funds, should expenditures be necessary beyond the life of the current reserve.	2022-09-13	2022-10-23	Approved	Finance
Invasive Plant Species - prepare a report for future discussion regarding invasive species within the West Hants Region with a view to establishing a policy and plan for addressing invasive species within the Municipality.	2022-09-13	2022-12-13	Approved	PW/CD
Dry Well - Provide a report at the Nov. COTW on what a dry well relief program could look like in WHRM.	2022-09-27	2022-11-08	Council approved, awaiting report	PW/Finance
Electric Signage for the Sports Complex - Staff report on the purchase of an electronic sign for the WH Sports Complex, the cost of the sign, position or area of location, and all relevant information to consider.	2022-09-27	2022-11-23	Council approved, awaiting a report	CD/FIN
Sports Complex Sponsorship - Provide an update at the October COTW on current sponsorship within the West Hants Sports Complex.	2022-09-27	2022-10-13	Council approved, awaiting report	CD

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
<p>Amend Appendix K of the Meeting and Committee Procedural Policy for PAC/HAC - Amend the Committee and Procedural Policy, RCOGE-03.00, Appendix K, Section 3.1 to read ” the committee consist of 10 members as follows: 3 Resident members from the former Municipality of West Hants area (excluding Hantsport) who are not Councillors or Municipal Employees, 2 Resident from the community of Hantsport who are not Councillors or Municipal employees, 2 Resident members from the community of Windsor who are not Councillors or Municipal employees, 3 members of Council</p>			Council approved, Policy amended	
	2022-09-27	2022-09-27		CAO
<p>Garlic Festival - Staff to share the costs associated with hosting the Garlic Festival.</p>	2022-09-27	2022-09-27	Staff will share the information	CD
<p>Pumpkin Regatta - Compose a letter to MTO the Federal Minister of Fisheries, Oceans and the Canadian Coast Guard, the Honourable Joyce Murray to request if special consideration may be had for a temporary lifting of the ministerial order (while in effect) or equivalent allowing for water to refill Lake Piquiquid for a duration deemed appropriate every October to allow for the continuation of the annual Windsor Pumpkin Regatta.</p>	2022-09-27	2022-10-13	Council approved.	CAO
<p>Amend 2022-07-26 Council Minutes to reflect that Councillor S. McLean requested an in-camera inclusion of legal counsel for the legal matter to be discussed.</p>	2022-09-27	2022-09-27	Council approved.	CAO

**PRESENTATION TO THE WEST HANTS REGIONAL MUNICIPAL COUNCIL
BY THE WEST HANTS HISTORICAL SOCIETY – OCTOBER 11, 2022**

Mr. Mayor, Councillors and staff, Ladies and Gentlemen:

I am new to Windsor, having been here just a year and a half. When considering my move, I was told that Windsor was a town that you just drive by; that there was nothing here worth stopping for. But that has not been my experience so far. I am thrilled to be living here and contributing to the life of Windsor. Perhaps I see things in a way that people who have been living here for decades cannot see.

I am sure that as civic leaders, you also have an optimistic view of our community. When you were elected you had a vision and a desire for improvement. We submit that a complement to the potential of Fort Edward falls within that vision.

I complement the council for many things that seem to be done well:

- Road maintenance and in particular snow clearing is excellent;
- Utility services, especially garbage pick up, is better than I am used to;
- And weather! You have done a great job of providing a delightful mix of warmth, cold and sunshine. I think we got the clean end of the stick when Fiona came to lash us.

Thank you for all of that.

But there are still many things that in my opinion you still have to come to terms with:

- I understand that there Housing issues – but I can leave that for another day;
- Tourism is underutilized as a revitalizing force; and
- The objective of the West Hants Historical Society to initiate and promote the great historical resources and heritage of West Hants – especially Fort Edward.

We cannot help with housing, but the West Hants Historical Society is eager to work with you, the Municipal Council, to enhance both our visitor and historical attractions.

In a recent Open House at the museum, we exposed the rich history of Windsor: the Miq'mak who have been here for millennia, the Acadians who settled here centuries ago, the Military installations placed here in 1750 and the agricultural heritage including the oldest agricultural fair in North America. We can weave into that tapestry the Planters, the settlers, the Black Nova Scotians, and now the working-from-home, Internet migrants and the come-from-aways like me.

I understand that the Council is considering the rezoning and sale of this historically significant land beside Fort Edward to build housing. Housing is a need in Windsor, but we believe that this is not the right location for it. We feel strongly that the cultural and historical significance of this site should be taken into account. We have over 400 signed ballots from people who have a vision for the future of that land.

For 50 years the West Hants Historical Society has been preserving the artifacts, the stories and the histories of the people and the families that have made our community the place it is today.

The Objects of the Society established in 1973 are printed in the handout. The 30 or more people who attended our Open House in August talked about the possibilities that come from our historical heritage. We will continue to represent these people.

Let me quote Charles Dickens: “*A very little key will open a very heavy door.*”¹

We want the council to be keyed up - like the 400 people who have voted in our survey. They want to develop a tourism attraction on the Fort site that will explore and celebrate the history and people of Windsor and West Hants. They want it to be a site for reconciliation and celebration. They want it to be the impetus for increased visitations and tourism to other businesses. (*See the results in the brochure.*)

Did you know that over 2000 people visited the Blockhouse this summer? And they came from around the world. That number could be increased with more facilities and exposure at the site.

So, tonight we are offering you a key. The Board of Directors and members of the West Hants Historical Society pledge to work co-operatively with Council to ensure an innovative and signature facility on public land adjacent to Fort Edward that will raise our visibility, serve the community, and increase tourism in the area. We commit to doing three things:

1. Use our community connections to help to raise awareness and money through grants, solicitations and events for the consultation, design, and development of a public facility.
2. Host the consultation with various community groups that should be represented in the facility including the Miq'mak, Acadians, Planters, Settlers, Black Nova Scotians, our ancestors and come-from-aways.
3. Contribute recommendations and findings to the design and development of the facility and ultimately partner in the operation and maintenance of the new landmark facility.

We cannot do this on our own. We feel this should be a Community-centred project through the joint and collaborative efforts of all concerned including this council and your staff. We need to work cooperatively to bring municipal resources to the project. By appearing before you tonight, we have brought you a very small key for a very heavy door. Together, we can push this door open.

Or, as the Indian philosopher and writer, Jiddu Krishnamurti said: “*The door is there and the key is in your hand.*”²

Thank you. My colleagues and I are prepared to respond to any questions you might have.

1. *Hunted Down*, Dickens C., First published January 1, 1859
2. *Jiddu Krishnamurti Quotes*. (n.d.). Retrieved October 6, 2022, from: https://www.brainyquote.com/quotes/jiddu_krishnamurti_132713

Examination of the Morphodynamics of the Upstream Portion of the Avon River



Final Draft Report Submitted to:

Lachlan Riehl
Mi'kmaw Conservation Group, Confederacy of Mainland Mi'kmaq

Prepared by:

Dr. Danika van Proosdij, Greg Baker and Emma Poirier, Saint Mary's University and Tony Bowron, CBWES Inc.

March 27, 2022

Acknowledgements

This work would not have been able to be completed without the assistance of the In_CoaST and MP_SpARC research teams within TransCoastal Adaptations: Centre for Nature-Based Solutions at Saint Mary's University and the CBWES staff. This includes field support from Samantha Lewis, Jocelyn Kickbush, Ross Henteleff, Caden Hebb and Kristen Tymoshuk. We would like to acknowledge and thank Dr. Tim Webster from the Applied Geomatics Research Group at the Center of Geographic Sciences for flying and processing the original 2007 lidar aerial survey. Previous funding from NS Department of Transportation and Infrastructure Renewal, NS Department of Agriculture, Land Protection Section and Natural Resources Canada permitted the historical analysis used within this report. In addition, we acknowledge the Canadian Foundation for Innovation for infrastructure and the Department of Fisheries and Oceans Coastal Restoration Fund for funding of equipment essential for this analysis.

Questions and inquiries can be directed to Dr. Danika van Proosdij, Department of Geography and Environmental Studies, Saint Mary's University 923 Robie St. Halifax, NS B3H 3C3, dvanproo@smu.ca.

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Introduction

The Avon River estuary is a very dynamic system and has a long history of morphodynamic change in response to natural and anthropogenic driving forces such as causeway construction, dredging, dyking and sewage outflow modifications (van Proosdij and Baker, 2007; van Proosdij and Bowron, 2017). It is well known that the construction of causeways across tidal estuaries causes significant, often negative, impacts to the physical and biological conditions of the system (van Proosdij et al., 2009; Gerwing et al., 2016; Gerwing et al., 2020). Salt marshes and mudflat complexes tend to experience the most dramatic and observable effects of the resulting change in the movement of water and sediment. The Avon estuary is a dynamic, coastal system that has a long history of morphodynamic change in response to natural and anthropogenic driving forces. Morphodynamics refers to the change in morphology (form) of coastal features such as salt marshes, tidal creeks and mudflats over time as sediment is re-distributed. The change in morphology then alters the hydrodynamics and sediment transport processes within the coastal system (van Proosdij et al., 2020). Ecomorphodynamics incorporates the interaction and feedback of vegetation establishment on morphodynamic change.

The former tidal river and wetland system upstream of the Avon River Causeway has been highly modified as a result of historical agricultural dyking (wetland loss), changing land use practices, hydroelectric dams and the original causeway construction (i.e., converted to a freshwater lake and river). While the historical downstream impacts of the construction of the causeway and associated ecomorphodynamic adjustments in salt marsh habitat, tidal flats and river channel are relatively well documented (van Proosdij et al., 2006; van Proosdij and Baker, 2007; van Proosdij et al., 2009; van Proosdij and Bowron, 2017; Graham et al., 2018; van Proosdij et al., 2020.), limited data are available, therefore, minimal analyses have been conducted upstream of the causeway structure. Understanding the ecomorphodynamics and evolution of the Avon River system in response to associated changes in human activities has been a core research program for Dr. van Proosdij since 2002. At the time of the 2005 study, Dr. van Proosdij was able to collect all available data for both upstream (for research purposes) and downstream historical surveys however analysis of the upstream section was outside of the scope of the original NSPW (formerly NSTAT) morphodynamic analysis and data upstream remained raw and unprocessed. In order to begin to understand how the river system upstream of the causeway has changed over time, the historical data would need to be processed, analyzed and compared to the current conditions. This project, solicited by the Confederacy of Mainland Mi'kmaw (CMM) provides an opportunity to examine the morphodynamic changes in the Avon River system upstream since completion of the Windsor causeway in 1970. This will serve as a baseline for further manipulations of the gate structure and return of partial or full tidal exchange.

Scope

The scope of this analysis is limited to processing and analysis of available historical data and comparing it to a contemporary survey conducted in 2020 to determine the degree of bed elevation change at cross sectional profiles. This analysis will be able to determine the extent of change and where sediment has been deposited upstream of the causeway.

Limitations

This analysis is limited to changes that have occurred at pre-established cross sections where the historical posts have been able to be accurately re-located and for the time periods in which data are available. The analysis was not able to accurately infer changes between profiles or determine an accurate sediment budget (e.g., input and output of sediment). Nor was this study comparing recorded changes in cross sectional area with frequency of gate openings (tidal inputs), variations in suspended sediment concentrations and freshwater discharge (seasonal precipitation). Those analyses are recommended for future studies.

Study Area and Methods

The study area extends approximately 7.2 km upstream from the existing causeway on the Avon River to Sangster's bridge (Figure 1). Since the causeway was completed in 1970, freshwater discharge on the Avon River has been controlled by hydroelectric and storage dams in its upper reaches and by tide gates located in the Windsor causeway. The Windsor Tide Gate was run on demand from its inception until 1981. This involved manually opening the gates fully on the outgoing tide when the lake level and river were equal. Since 1981, the gates have operated as an automatic system (with manual override) and is designed to maintain Pesiquid Lake at a set elevation. Lake levels would be reduced typically in March to allow for maintenance of gate infrastructure (van Proosdij and Baker, 2007). Gates would also be opened periodically for short periods to accommodate spring movement of gaspereau otherwise known as alewife (NSTIR, 2017). Sediment laden tidal waters would move upstream during these periods as well. Between 2016 (pers. Comm. Graeme Matheson, NSDA Feb. 28, 2022) and March 2021 the frequency of gate openings and tidal waters flowing upstream for short durations increased as a result of ongoing gate manipulations. A Ministerial order was issued by Minister Bernadette Jordan on March 19, 2021 dictating that the gates must be fully open during outgoing tides and for a minimum of 10 min on the incoming tides to allow salt water upstream. Detailed analysis of gate openings, sediment transport and freshwater discharge is outside of the scope of the current study however will be required to fully understand any changes in the morphology of the river system upstream of the current causeway.

Sediment samples (n=49) collected in 2019 to inform CBCL Ltd. modelling of aboiteau design options indicate that bed sediments closest to the causeway were classified as medium to coarse silt and sandy coarse silt and silty fine sand further upstream (van Proosdij et al., 2020).

A combined total of 19 historical and contemporary cross-sectional surveys were found within the available records. Accurate comparison between years requires confidence in the historical and contemporary positions of start and end posts. These were assessed using field logs, historical and contemporary imagery, and historical notes. Twelve of the transects were deemed to be well (or somewhat well) estimated (Figure 1). Coordinates are provided in Table 1.

The earliest surveys available were collected by the Maritime Marshland Rehabilitation Administration (MMRA) in 1970 as the causeway was near completion. One transect (G aka US1) was also measured during construction in July and November 1969, similar to those collected downstream (van Proosdij and Baker, 2007). Surveys were conducted by MMRA survey technicians between two posts set on either side of the river. Bathymetry was recorded using an echosounder on a small open boat guided between posts

at high tide. A detailed record of tide water levels during the survey was maintained to assist in interpretation of water levels. Profiles were extended on land using standard rod and level surveying techniques. These echo sounding profiles were drafted to scale on paper charts by the survey engineers and tied to geodetic datum (CGVD28). These paper charts were digitized at the Maritime Provinces Spatial Analysis Research Centre (MP_SpARC) at Saint Mary's University and brought into ArcGIS. Profiles were transformed into X,Y,Z coordinates using a customized script. Detailed procedures are provided in van Proosdij and Baker (2007). Elevations were converted to CGVD2013 using the National Conversion Model available through Natural Resources Canada, GPS-H¹ which calculates $H_{CGVD2013}$ as $H_{CGVD28} + N_{HTV2.0} - N_{CGG2013a}$ (NRCAN, 2020).

¹ <https://webapp.geod.nrcan.gc.ca/geod/tools-outils/gpsh.php>

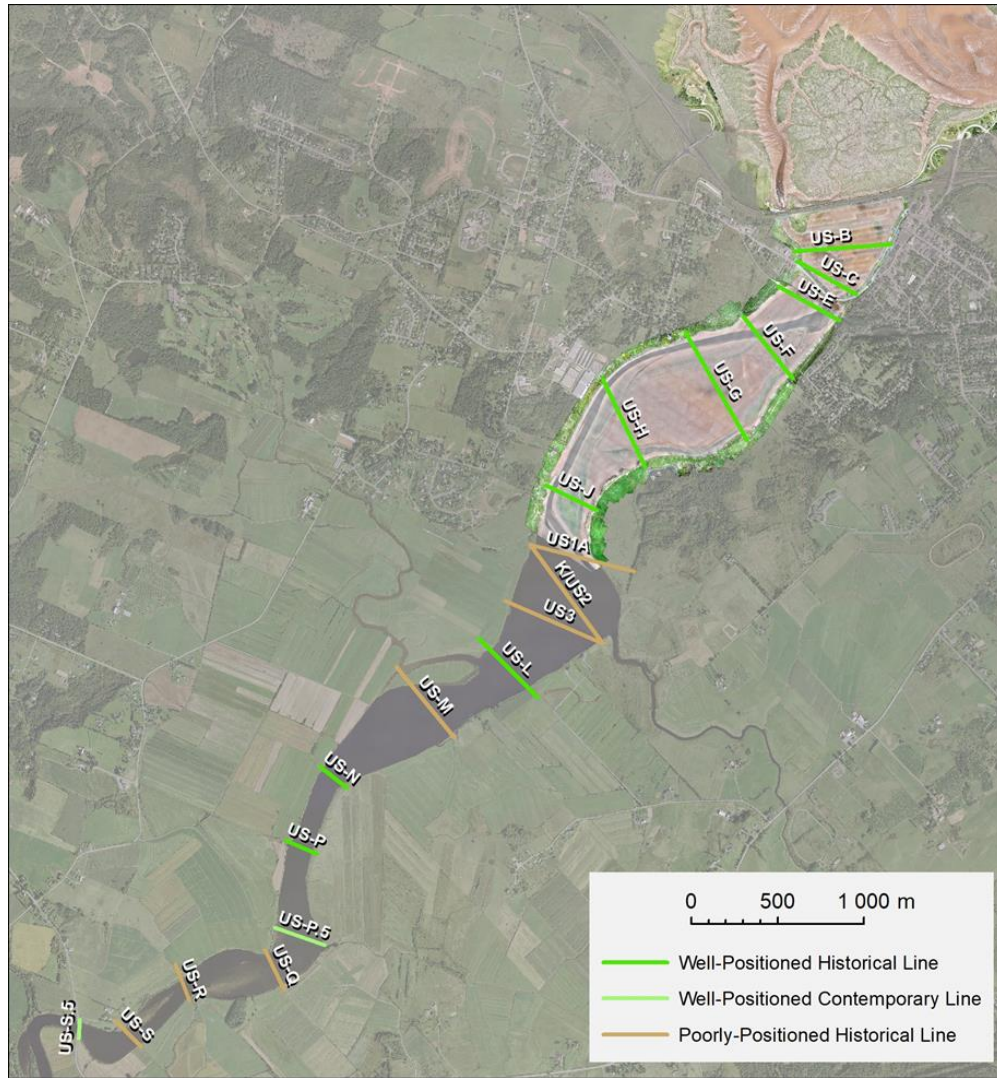


FIGURE 1: HISTORICAL AND CONTEMPORARY CROSS SECTIONS USED FOR UPSTREAM MORPHODYNAMIC ANALYSIS

TABLE 1: COORDINATES OF HISTORICAL AND CONTEMPORARY SURVEY LINES

Line ID	Post A (easting/northing) (m)	Post A' (easting/northing) (m)	Dist. from causeway (m)	MMRA (echo, terrestrial)	NSDA (2005) (terrestrial)	2007 lidar	May 2019 (RPAS/sonar)	Dec 2020 (sonar)
B	409541.27274 E 4982944.9663 N	410101.73131 E 4982986.9383 N	260	1970	-	Y	Y	Y
C	409571.5061 E 4982872.3080 N	409910.2891 E 4982702.4399 N	450	1970	-	Y	Y	Y
E	409450.9714 E 4982741.6234 N	409807.9347 E 4982543.0797 N	630	1970	-	Y	Y	Y
F	409250.1644 E 4982566.4844 N	409533.7101 E 4982210.1208 N	950	1970	-	Y	Y	Y

G (US1)	408908.5362 E 4982476.4008 N	409271.0610 E 4981851.9870 N	1320	1969,1970	-	Y	Y	Y
H	408434.3128 E 4982205.7529 N	408677.4654 E 4981700.9004 N	1900	1970	-	Y	Y	Y
J	408106.3607 E 4981591.5388 N	408401.5868 E 4981446.7646 N	2450	1970	-	Y	Y	Y
L	407717.2805 E 4980705.6517 N	408059.1882 E 4980365.3750 N	3560	1970	Y	Y	Y	Y
N	406799.4023 E 4979961.0117 N	406952.0217 E 4979840.0576 N	4690	1970	Y	Y	Y	Y
P	406599.9813 E 4979534.6547 N	406778.5225 E 4979458.4545 N	5130	1970	Y	Y	Y	Y
P.5	406534.0165 E 4979031.2804 N	406821.8837 E 4978928.6219 N	5660	-	-	Y	-	Y
S.5	405406.9443 E 4978497.2179 N	405399.7344 E 4978390.9742 N	7140	-	Y	Y	Y	Y

A topographic survey was conducted on 4 lines (L,M,P and S.5) at the furthest upstream end of the river in 2005 (Figure 1). The survey was conducted by Darryl Hingley (NSDA) using a differential GPS system. The survey was conducted by foot therefore presumably would have been conducted in early spring when the water levels were typically drawn down for gate maintenance. Additional details are not available. Vertical elevations were originally referenced to CGVD28 and converted in this study to CGVD2013 using GPS-H (NRCAN, 2020).

Lidar data were collected at low tide in May 2007 by the Advanced Geomatics Research Group (AGRG) at the College of Geographical Sciences, as a collaborative initiative with Saint Mary's University (SMU), NS Department of Transportation and Infrastructure Renewal (NSTIR) and NS Department of Agriculture (NSAg). Lidar data were processed by AGRG into a 1m resolution digital elevation model (DEM) with a vertical accuracy of 0.15 m referenced to CGVD28 (Webster et al., 2011). Elevations were converted to CGVD2013 using GPS-H (NRCAN, 2020). Cross sectional profiles were extracted from the DEM as per van Proosdij et al., 2020. All lines were manually edited to remove areas of standing water.

On May 23, 2019, four flights were completed with the DJI Phantom 4 RTK (60 m altitude), and on May 27, 2019, three flights were completed with the WingtraOne PPK (120 m altitude) as part of the bathymetric model grid development for CBCL (van Proosdij et al., 2020). Flights were completed when the water levels were drawn down. Pilots for these flights were Greg Baker and Samantha Lewis, who both hold an RPAS Pilot Certificate – Advanced Operations from Transport Canada. Canadian Aviation Regulations were followed at all times during RPAS operations (Transport Canada, 2019).

All Phantom 4 surveys were completed using the Real-Time Kinetic (RTK) GNSS feature, providing survey-grade GNSS corrections to photo locations during each flight. During the collection, RTK connection was lost several times, but this was noted in the flight software and identified by the aircraft operator. All sections of the flight plans that were affected by the RTK connection loss were re-surveyed to ensure full coverage of the site with survey-grade geolocations for each image.

WingtraOne surveys were completed using the Post-Processed Kinematic (PPK) GNSS feature, providing survey-grade GNSS corrections to photo locations during processing in the lab, post-flight. Three

processing projects were created in Pix4D, one for each RPAS flight day. Default settings were used for processing both the Phantom 4 and WingtraOne datasets. After initial processing, Ground Control Points (GCPs) were added and the “Re-optimize” step was run to georeference the data. A digital surface model (DSM), orthomosaic, and set of las tiles were created for each project.

The Phantom 4 orthomosaic has a 2 cm resolution, is in coordinate system NAD83 (CSRS) UTM Zone 20N, had significant issues with sun glint in areas of water coverage and wet mud, and a lack of photo alignment due to water coverage in the southern portion of the dataset resulted in a data gap (Figure 2). The WingtraOne orthomosaics have a 2.5 cm resolution, in the NAD83 (CSRS) UTM Zone 20N coordinate system. These orthomosaics had no sun glint issues, but some striping is present due to variable light levels during collection, particularly in the orthomosaic created for the upstream section (Figure 3).



FIGURE 2: PHANTOM 4 ORTHOMOSAICS OF UPSTREAM SURVEY



FIGURE 3: WINGTRAONE ORTHOMOSAIC OF UPSTREAM SURVEY

Accuracy assessments for the RPAS DSMs were conducted by comparing DSM elevations to elevations collected with a Leica RTK GNSS antenna across the site. The accuracy assessment for the Phantom 4 DSM for the upstream survey reported a Root Mean Square Error (RMSE) of 0.03 m and a Mean Absolute Error (MAE) of 0.03 m. For the WintraOne DSM of the upstream, the RMSE was 0.09 m and the MAE was 0.08 m. Oblique images were also captured and are reported in van Proosdij et al., 2020.

Bathymetric data were collected on August 8, 2019 using a 16 ft. shallow water fishing boat (Carolina Skiff J16) in portions of the channel that had water, with a Sontek M9. The Sontek M9, which has five acoustic beams recording depth, operated with its HydroSurveyor functionality, and the Hypack software was used to collect that data. The M9 HydroSurveyor was paired with a Leica RTK GNSS for positioning. Portions of the channel that had water generally coincided with -0.5 m CGVD2013 (Figure 4). Cross channel surveys were conducted along each predetermined line, with a forward speed of approximately 7-8 km·hr⁻¹. In regions where RPAS flights resulted in the creation of a DSM, the DSM data was utilized due to the increased accuracy of the DSM model over M9 data.

To create the profiles, a Geographic Information System (GIS) was first used to create a polyline from the western bank to the eastern bank of the river between each historical post. The polyline vertices were densified to ensure a vertex interval of 50 cm along the line. The vertices of the polylines were then converted to a point feature class, and the elevation value of pixels coincident with each vertex were assigned as an attribute to those points. Regions of standing water were manually digitized and used to exclude elevation data from the RPAS DSMs. All profiles were examined individually, and elevation artifacts caused by trees, shrubs or woody debris were removed manually. Where the exclusion of

standing water created a gap in the transect, nearby points from M9 data were added to the dataset to fill the gap. The XYZ coordinate for all lines were then exported from the GIS and entered into a custom spreadsheet designed to convert the XYZ coordinates to MZ coordinates for plotting as a vertical cross-section (van Proosdij and Baker, 2007).

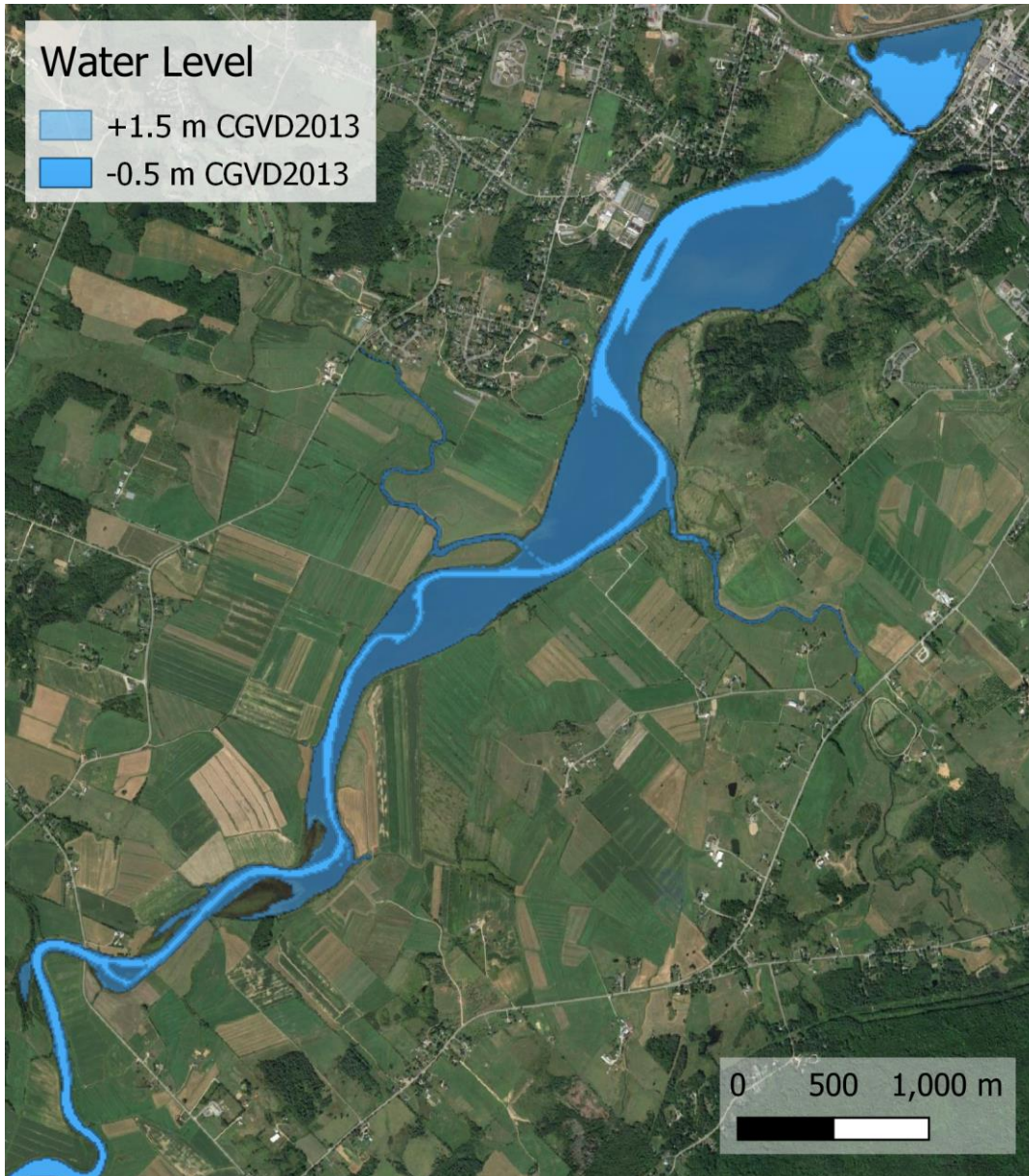


FIGURE 4: DELINEATION OF EXPOSED FLATS AND WATER FILLED MAIN RIVER THALWEG BASED ON RPAS IMAGERY IN MAY 2019.

The 2020 survey was conducted on Dec 11 by CBWES Inc. using a 16 ft. shallow water fishing boat (Carolina skiff J16), and Sontek M9 (Figure 5) at high water levels. Surveys were conducted cross shore along pre-established profile lines using posts and compass bearings for reference. The boat travelled between 7-8 $\text{km}\cdot\text{hr}^{-1}$ with data continuously recording resulting in data points spaced approximately 0.5-1 m apart. M9 elevation files were imported into an Excel spreadsheet template as Easting (x), Northing (y) coordinates

with elevation (z) values and converted to a distance an elevation value suitable for comparison with the historical surveys. An additional distance filter was applied to the data which excluded any point which was more than 120m offline and points were 'snapped' to the established profile line. A resultant straight-line distance and associated elevation value were generated for each vertex. Data were filtered using a 5-sample running mean to smooth the data.



FIGURE 5: SONTEK M9 ON HYDROBOARD FOR BATHYMETRIC SURVEYING, DEC 11, 2020.

Results

Cross-sectional Profiles

Construction of the causeway, and removal of the upstream section of the Avon River from natural estuarine tidal circulation, significantly impacted the morphodynamics of the river system. In all cases, sedimentation and infilling was recorded between 1970 and 2005/2007. The most significant infilling

occurred within the first 630 m upstream of the causeway and affected the entire width of the river, creating extensive flats and decreasing the depth of the main river thalwegs by 3.75 m, 3.9 m and ~ 5 m at lines B, C and E respectively (Figure 6a-c). The natural multi-channel tidal riverbed was reduced to one main river thalweg (Figure 4, Figure 6). Additional infilling of approximately 1 m was recorded between 2019 and 2020 (Figure 4a,b) expanding the flat near the boat club (Figure 9a). By Line F, 950 m upstream, a large central flat has emerged by 2007 with a lateral shift ~ 63 m east in the deepest river thalweg, shallowing by 1.1 m. The original western channel has almost completely infilled by 1.4 m of sediment by 2007 (Figure 6d). It should be noted that the maximum bed elevation of the central flat has not changed since 1970 and no discernable changes in bed elevation were recorded between 2019 and 2020 at Line E and further upstream.

Line G, 1320 m above the causeway (Figure 1, Table 1), provides a rare glimpse into the seasonal fluctuations in bed elevations that would be observed as construction progressed, while still permitting tidal flow upstream. The elevation of the main tidal flat decreased by approximately 0.70 m between July and Nov 1969 yet rebounded to the same elevation of approximately 0.8 m CGVD2013 that remains consistent between Jul 1969, Nov 1970 and all contemporary dates (2007, 2019 and 2020) suggesting some upper equilibrium elevation (Figure 7). The main river thalweg displayed approximately 0.6 m seasonal change in bed elevation between July 1969, Nov 1969 and 1970. However, between 1970 and 2007 the main channel narrowed by 150 m and infilled by 1.8 m and this position has remained consistent over time (Figure 7a).

The pattern of a consistent bed elevation of the main flat since 1970 continues further upstream. At Line H this is approximately 1.2 m CGVD2013 (Figure 7b). The main channel thalweg becomes narrower, but depth remains consistent at -2.3 m CGVD2013 (Figure 7b). At line J, 2450 m upstream, the river eroded laterally by approximately 40 m on the eastern bank and lowers the bed elevation of the main flat by 0.77 m between 1970 and 2007. The main river thalweg narrows significantly by ~ 30 m, remaining 34 m wide post 2007 and a consistent depth of -2.5 CGVD2013 (Figure 7c). Similarly, to Line L, the difference in the starting elevation of the transect may suggest removal of historical dyke infrastructure or errors in transect alignment however this hypothesis has not been thoroughly assessed at this time.

Line N recorded 1.54 m decrease in depth of the main thalweg between 1970 and 2005 and the emergence of a secondary shallow channel, less than 1 m deep along the eastern bank (Figure 8i, Figure 9b). After 2005, the profile remains unchanged. At Line P, the river narrows between 1970 and 2005 with the development of a 40 m wide, 1.05 m high bed deposit along the eastern shore and deepening of the channel by 0.6 m between 1970 and 2005 (Figure 8j). The appearance of a bar on the western shore recorded in 2019 coincides with lateral erosion on the western side and re-establishment of the 2007 position by 2020 suggesting natural shift in intertidal bar features commonly observed in river systems (Figure 8j). This bar feature is also visible in Figure 9d. At the furthest reliable line upstream, approximately 0.15 m of accumulation and slight shift to the east was recorded at Line S.5 (Figure 8i). No 1970 profile was available for comparison at Line P.5. Limited changes were recorded at lines P.5 and S.5 from 2005 onwards (Figure 8k,l).

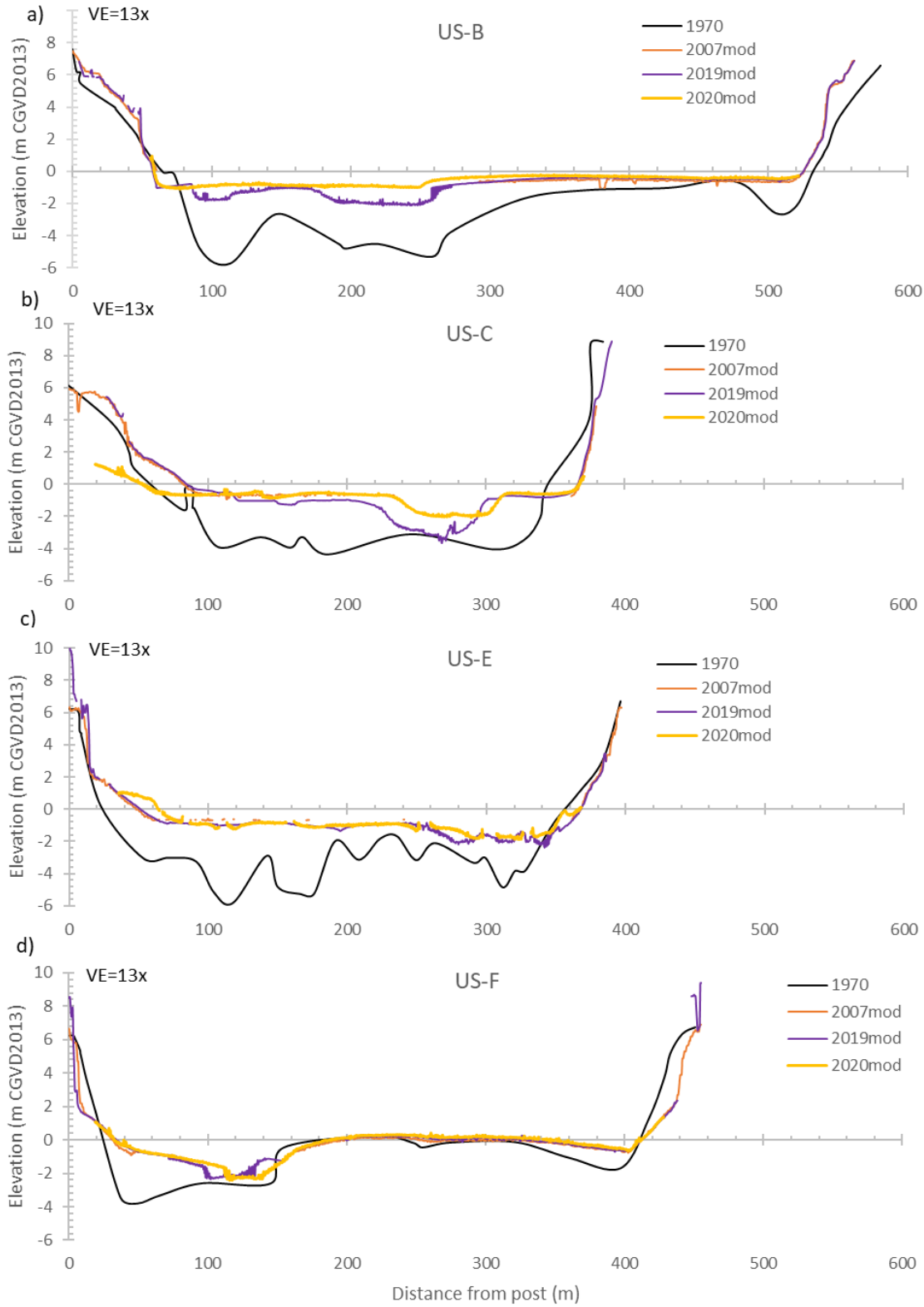


FIGURE 6: CHANGES IN CROSS SECTIONAL PROFILES AT A) LINE E - 260 M FROM CAUSEWAY, B) LINE C- 450M, C) LINE 3 – 630M AND D) LINE F- 950 M FROM CAUSEWAY

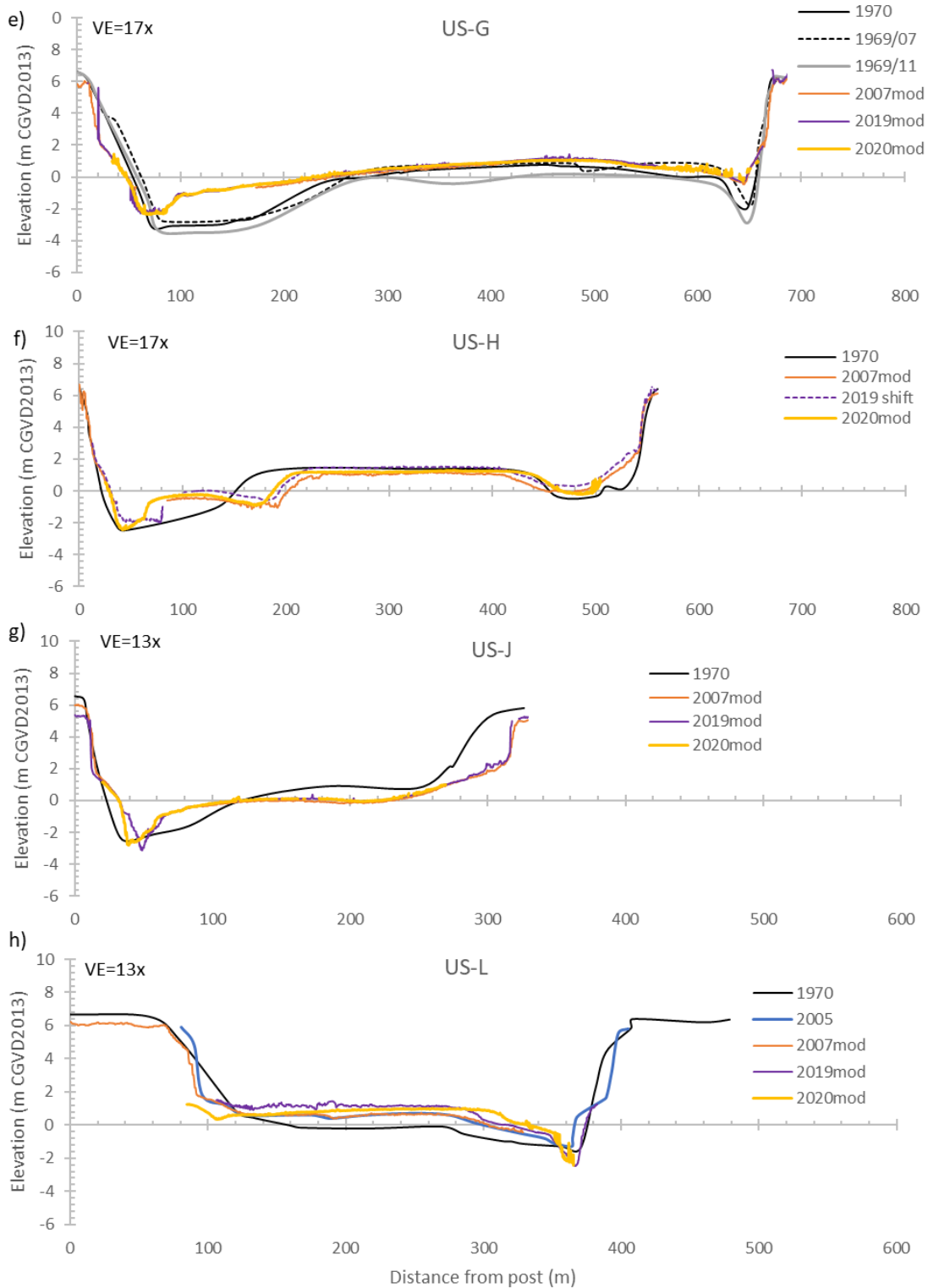


FIGURE 7: CHANGES IN CROSS SECTIONAL PROFILES FOR E) LINE G (ALSO US1) - 1320 M FROM CAUSEWAY, F) LINE H - 1900 M , G) LINE J - 2450 M AND H) LINE L - 3560 M UPSTREAM OF THE CAUSEWAY.

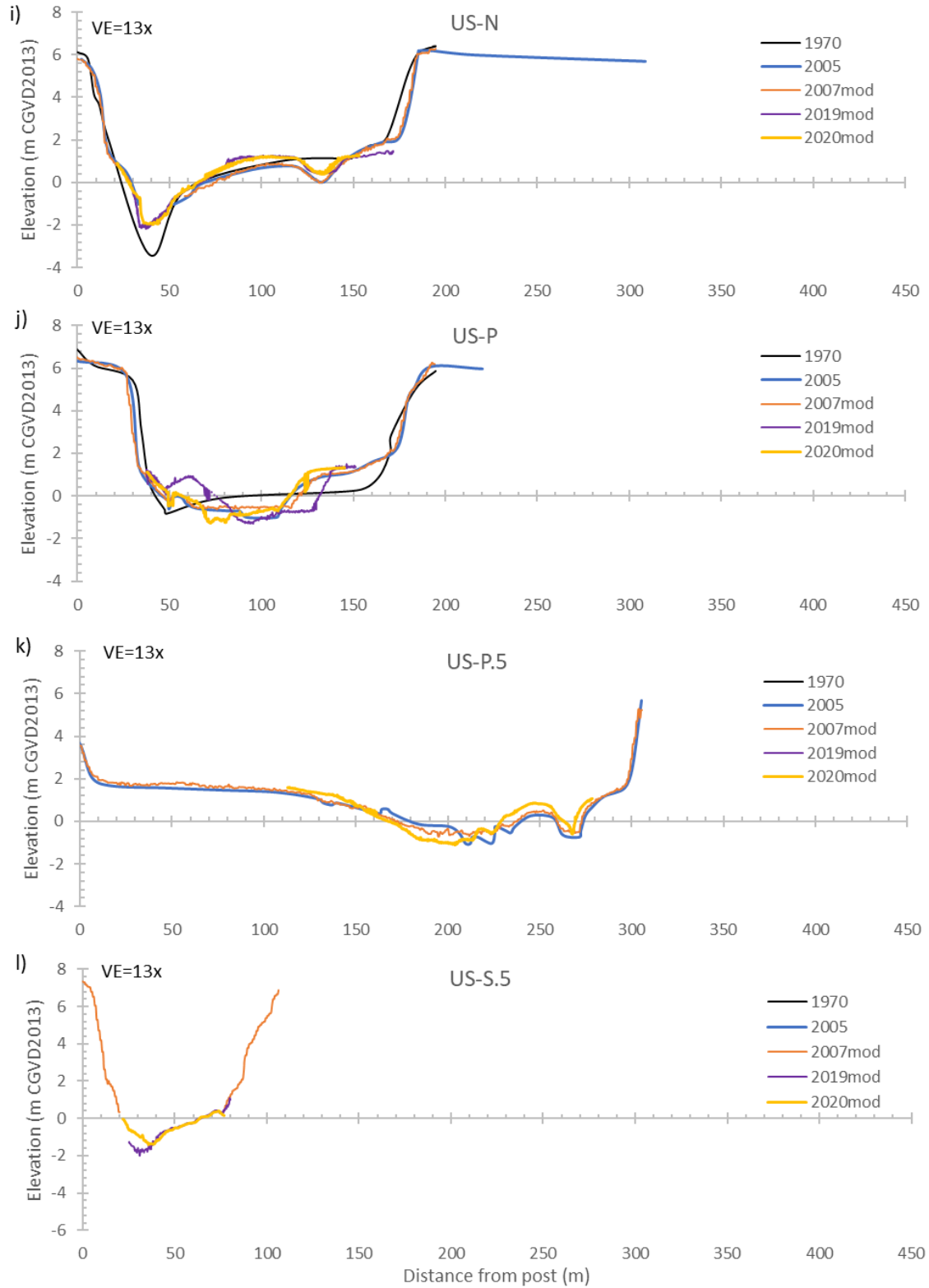


FIGURE 8: CHANGES IN CROSS SECTIONAL PROFILES FOR I) LINE N - 4690 M, J) LINE P - 5130 M, K) LINE P.5 - 5660 M AND L) LINE S.5 – 7140 M ABOVE THE CAUSEWAY.

Field and Satellite Observations

Limited data exist on upstream sediment characteristics prior to samples collected for the CBCL aboiteau modelling study in 2019. Details are provided in van Proosdij et al., 2020 and results are summarized here. Upstream of the causeway, sediment grain sizes range from silty fine sand to coarse silt. In the southern half of the upstream portion of the river, the three sediment samples were categorized as sandy coarse silt. In the middle section of the upstream portion of the river, samples varied from coarse silt to silty fine sand, with the coarse silt generally being closer to the banks and the sandy coarse silt generally being more in the middle of the river. In Lake Pisiquid, closer to the causeway, there were some finer samples, categorized as medium silt, most pronounced close to the Windsor Waterfront area, on the east side of the lake. The mean of all median diameter (d_{50}) values for sediment samples upstream of the causeway was $41 \mu\text{m}$, the finest sample having a d_{50} of $9 \mu\text{m}$ and the coarsest sample having a d_{50} of $266 \mu\text{m}$ (van Proosdij et al., 2020).



FIGURE 9: LOW ALTITUDE OBLIQUE AERIAL IMAGERY TAKEN ON MAY 23, 2019 BY GREG BAKER WITH DJI PHANTOM 4 RTK RPAS, A) CAUSEWAY AND TIDE GATE; B) LOOKING NORTH (DOWNSTREAM) FROM ALLEN BROOK; PHOTOS TAKEN MAY 27, 2019 AT C) LOOKING NORTH FROM HV TRANSMISSION LINES AND D) LOOKING NORTH (DOWNSTREAM FROM SANGSTER'S BRIDGE).

Low altitude aerial imagery collected on May 27, 2019 illustrate the presence of persistent bar features within the upstream river system and infilling adjacent to the causeway (Figure 9). In order to roughly correlate sedimentation and intertidal bar formation associated with gate openings, publicly available

satellite imagery was examined between 2018 and 2021. The Copernicus Sentinel 2 provides high resolution (10 m) images in the visible and infrared wavelengths and is used to monitor soil, vegetation, water cover and coastal areas. Images are generally available every 5 days and images were filtered to select those with less than 10% cloud cover within the EO Browser (apps.sentinel-hub.com).



FIGURE 10: COPERNICUS SENTINEL-2 SATELLITE IMAGERY ILLUSTRATING OPEN GATES AND TIDAL EXCHANGE IN MAY 2020. ARROW INDICATES INTERTIDAL BAR.

The only period captured with less than 10% cloud cover between 2019-2020 where tidal waters are flowing upstream were May 3 and May 23, 2020 (Figure 10). Based on the bathymetric analysis, the intertidal bar indicated by the yellow arrow in Figure 10, has remained at the same elevation relative to datum since 1970. Using the measure tool within the EO Browser, the area of this deposited was estimated

as 0.34 km². Sediment laden waters are visible upstream and deposition in lake Pisiquid is visible on May 23, 2020 which is supported by the profile changes recorded during the bathymetric analysis (Figure 6a,b). In addition, a plume of sediment is observed within the Lake on Oct. 10, 2020 when gates appear to be closed (as evidenced by low tide and exposed saltmarsh downstream of the causeway). This plume is observed further upstream on Oct 15, 2020 (Figure 11).



FIGURE 11: SEDIMENT PLUME IN LAKE PISIQUID ON OCT 10, 2020, AND FURTHER UPSTREAM OCT 15, 2020.

Based on the interpretation of satellite imagery from April to Dec 2021, with re-introduction of partial tidal flow, intertidal flats are clearly being established with one narrow main river thalweg at low tide (Figure 12). A false color composite of the Sentinel-2 imagery using near infrared, red and green bands can be used to assess plant density since plants reflect near infrared and green light while they absorb red. Therefore, areas in red indicate vegetation growth but not the type of vegetation. Figure 13 illustrates the sequence of colonization by vegetation from June to Nov 2021 on many of the flats. The persistent intertidal bar present since 1970 illustrated in Figure 10 remains unvegetated. A rough estimate of the surface area of exposed bar sediments ranged from 0.25 km² June 2, 2021, to 0.32 km² on Oct 10, 2021 (Figure 13). Elevation of the bar cannot be estimated for 2021 without a bathymetric survey. Based on sediment analysis from 2019, these sediments are classified as silty fine sand.



FIGURE 12: EVOLUTION OF TIDAL FLATS AND BEDFORM FEATURES UPSTREAM OF THE CAUSEWAY WITH GATES OPERATING ACCORDING TO MINISTERIAL MANDATE FOR FISH PASSAGE.

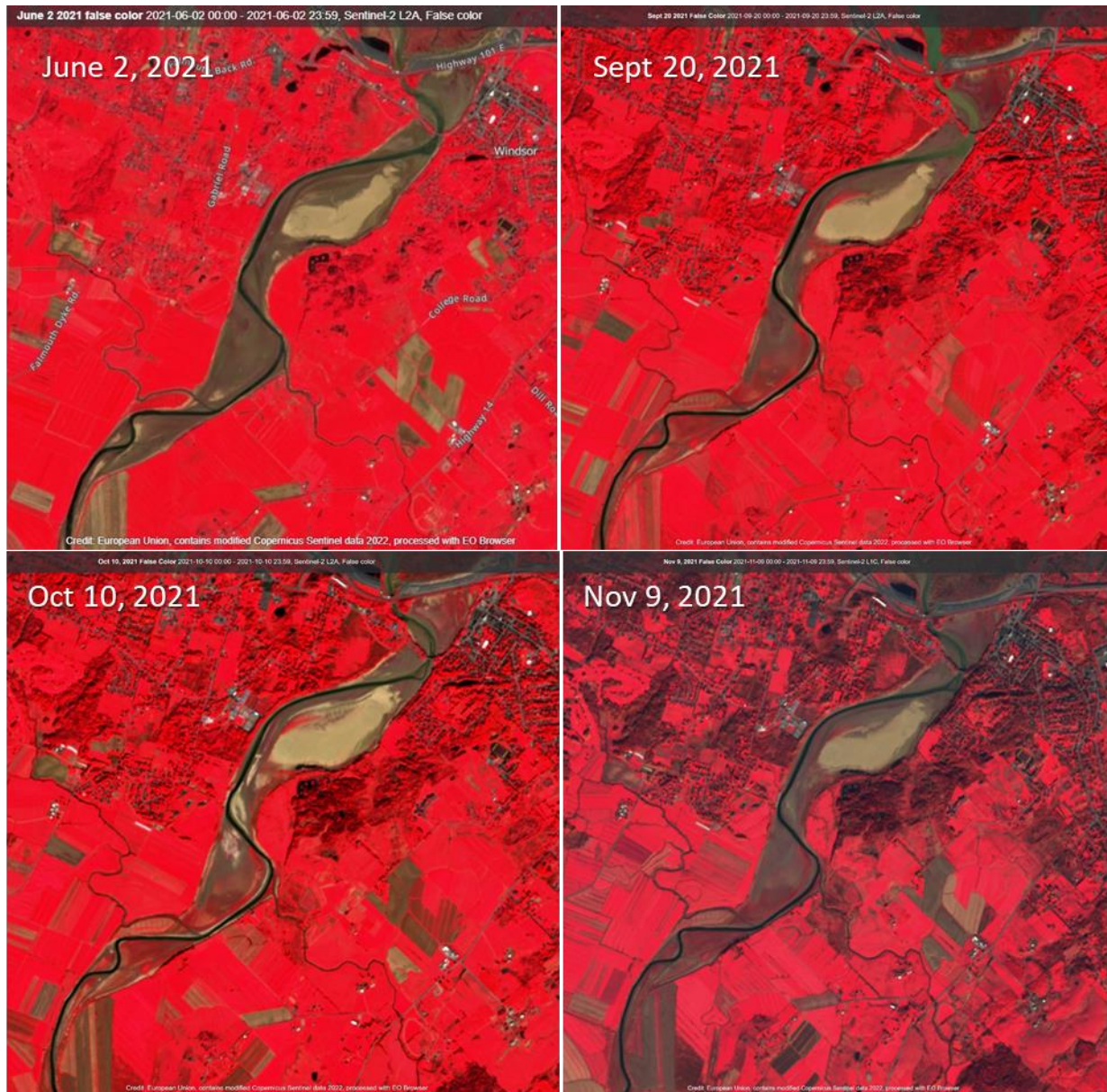


FIGURE 13: COPERNICUS SENTINEL-2 SATELLITE IMAGERY DISPLAYED AS FALSE COLOR BANDS 8,4,3 ILLUSTRATING VEGETATION GROWTH ON INTERTIDAL FLATS UPSTREAM OF CAUSEWAY FROM JUNE 2, 2021 TO NOV 9, 2021

Discussion and Conclusions

The most significant changes to the Avon River were recorded between 1970 and 2005/2007 after the causeway was completed. The river infilled in most areas, however, the greatest changes were recorded along transects within the first 1.3 km upstream of the structure. Between Line G and furthest Line S.5 7.5 km upstream, the main river channel narrows and the bed elevation of the thalweg increases between 0.5 to 1 m (Figure 7, Figure 8). However, the elevation of the large sandy bars relative to datum remained relatively constant from 1970 to 2020 and are clearly visible in satellite imagery. Limited introduction of tidal flow upstream in May 2020 allowed sediments to be deposited upstream as anticipated (van Proosdij

et al., 2020). Based on the comparison of transect profiles between 2019 and 2020, the impact of re-introduction of tides was limited to line B and C, 450 m upstream of the causeway with most sedimentation concentrated within Pisiqid Lake.

In March 2021 the Federal Department of Fisheries and Oceans issued a ministerial order requiring the aboiteau gates to be fully opened on the ebb tide and for a minimum of 10 minutes on the flood tide which was renewed throughout the year. Under the new gate management regime, water levels upstream of the causeway now fluctuate significantly, depending particularly upon how long the gates are open on the flood tide and the amount of tidal water that is allowed to enter the upstream system. The operation of the gates in this manner is intended to allow for the improvement of fish passage. It has also resulted in the restoration of limited tidal influence to the upstream of the causeway portion of the river. Comparison of intertidal flats and position of the main thalweg between May 2020 and Oct 2021 from sentinel satellite imagery does not indicate the formation of new flats, however, the elevation of the flats are likely rising in response to sedimentation with every tide. The upstream extent of this impact is currently unknown without field observations. The grain size composition will likely also be changing and there is evidence of colonization by halophytic vegetation and algae as seen on satellite imagery. The approximately 0.32 km² section of intertidal bar that remains unvegetated has the potential to be a source of airborne sediment when fully dry, however, updated grain size analyses are required to determine aeolian transport thresholds (e.g., strength of wind required to entrain sediment). Cohesive sediments such as silts, if regularly flooded by tides, are unlikely to be a source of concern, particularly as these become increasingly colonized by vegetation. Continued tidal exchange upstream will facilitate the development of tidal wetland habitat upstream of the causeway. Continued monitoring of upstream conditions including salinity, water levels, grain size, suspended sediment concentrations and vegetation establishment is recommended.

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Examination of the Morphodynamics of the Upstream Portion of the Avon River

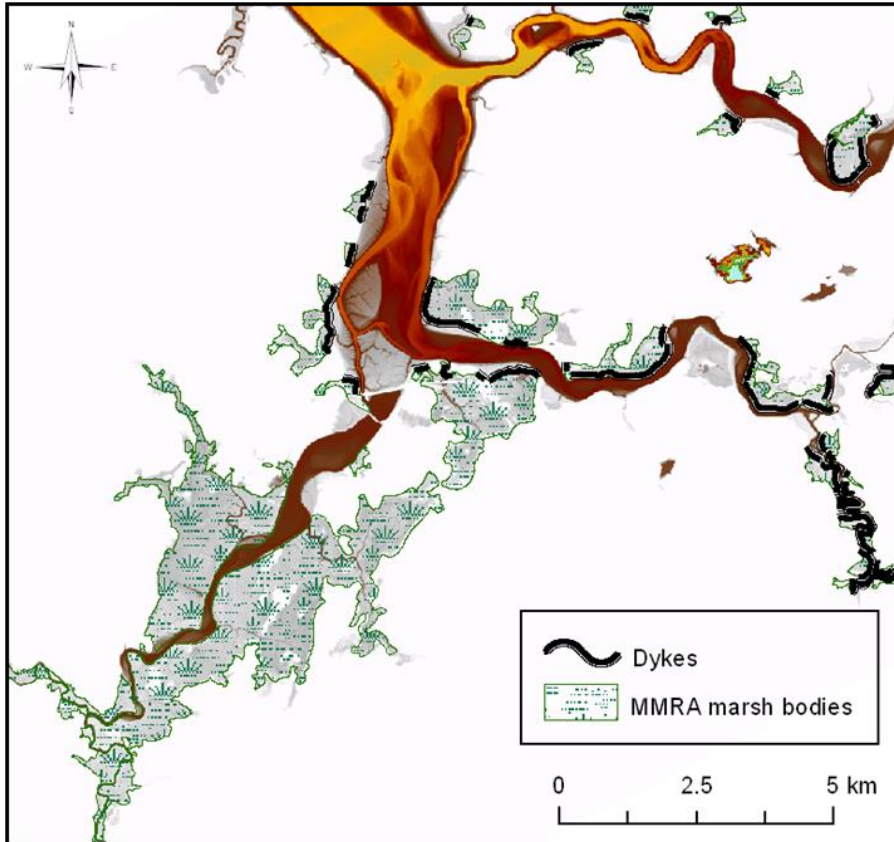


Presented by: Dr. Danika van Proosdij
Dept. of Geography & Environmental Studies

Oblique aerial view upstream and downstream of the Avon River tide gate and causeway. Image taken Sept. 20, 2021 with DJI Phantom 4 TRK RPAS



Geographical Setting



- Formerly tidal wetland – historical dyking
- Causeway construction completed in 1970
- Freshwater discharge controlled by hydroelectric & storage dams



- Very high SSC & fluid mud
- Rapid sedimentation
- Hypertidal
- Complex & rapid changes in mudflats & marshes

Fundamental Considerations



Patterns of sedimentation & erosion impacted by processes:

- Upstream in watershed (land use, dams, discharge)
- Downstream (tides, gate operation, dredging, construction)
- Severe weather events & climate change (heavy rainfall, altered ice movement)

High tide Avon River & Lake Pisiquid - Oblique aerial April 1, 2018 – DJI Phantom 4 – CBWES Inc.

Project Scope

Processing & analysis of available historical data and comparison to contemporary surveys to determine degree of bed elevation change at cross sectional profiles

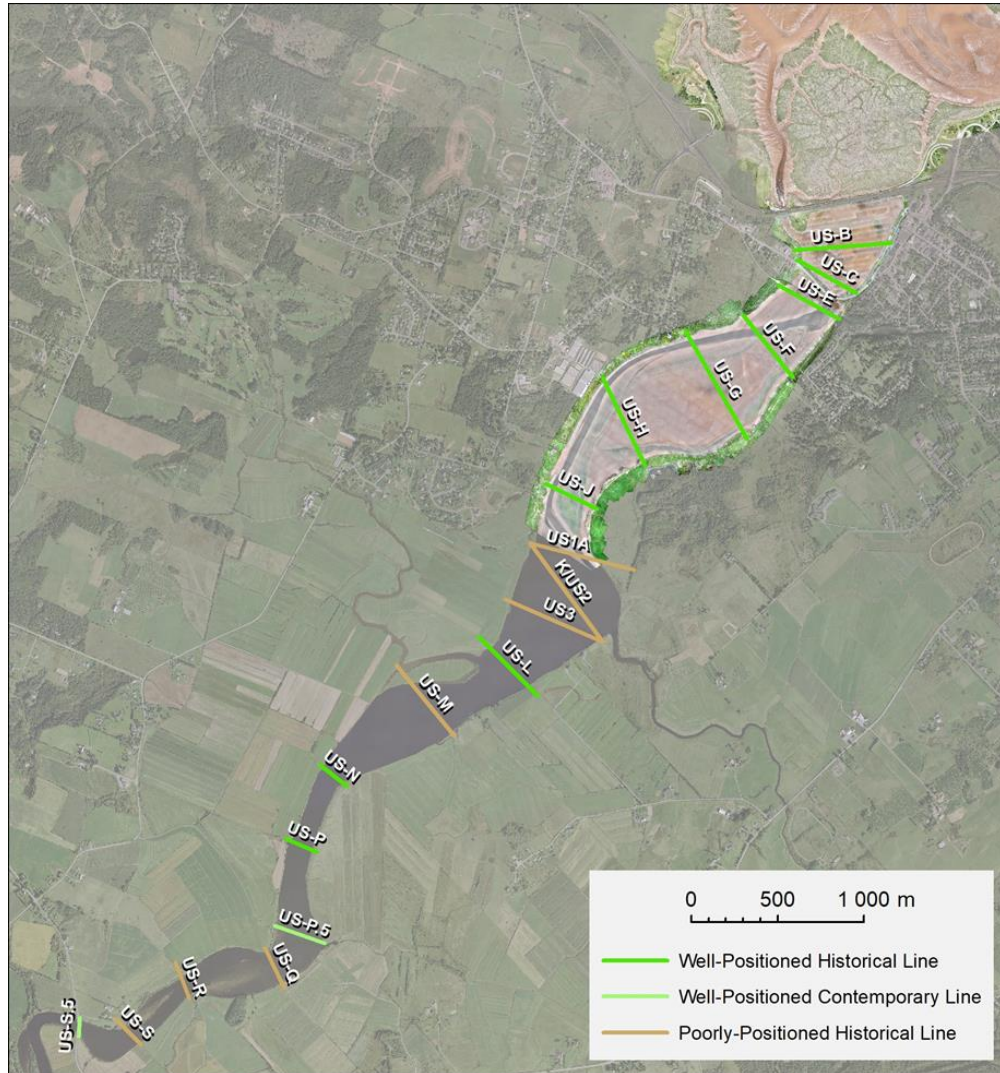
LIMITATIONS:

- Reliability of historical data – survey line position
- Did not calculate sediment budget
- Correlation with gate openings, suspended sediment concentrations & freshwater discharge out of scope



Upstream towards causeway Oblique aerial Sept. 12, 2022 – DJI Phantom 4 – CBWES Inc.

Study Area and Survey Lines



7.2 km upstream – Avon River causeway to Sangster’s bridge

Historical:

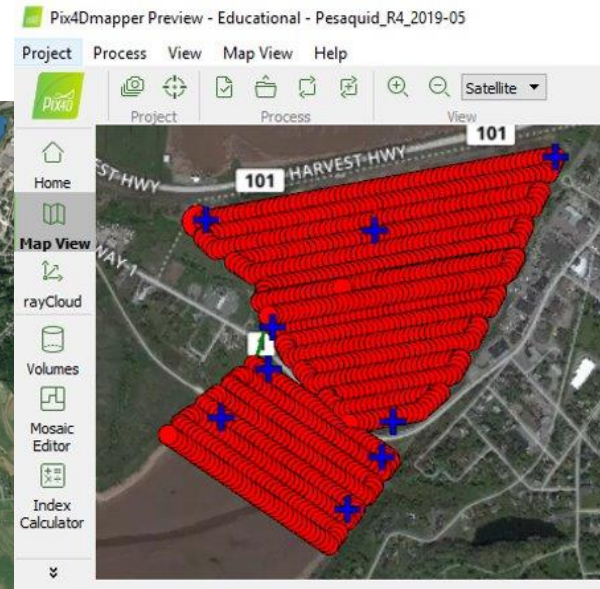
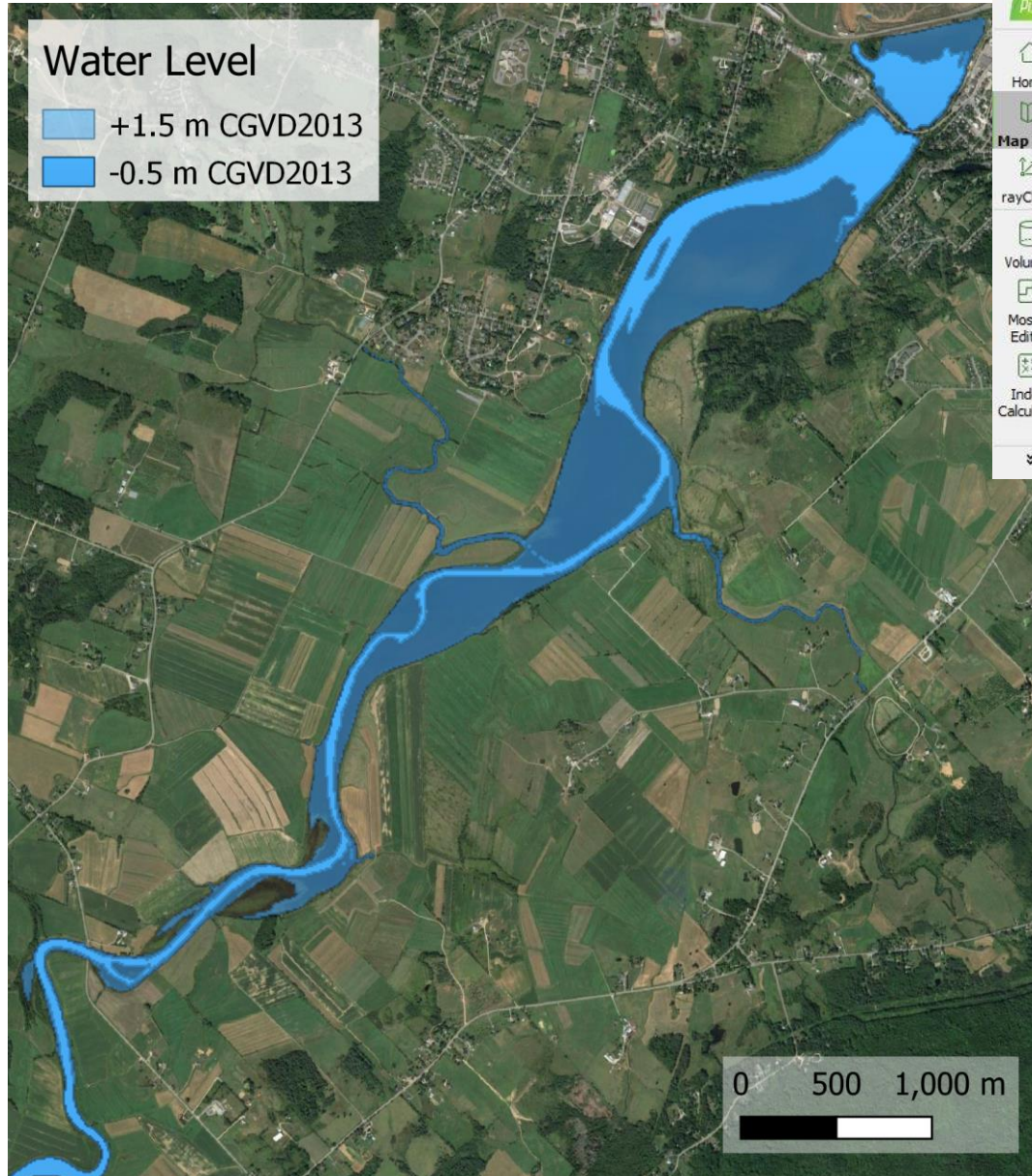
- Maritime Marshland Rehabilitation Administration (MMRA)
- Echosounding surveys – paper charts
- 1970 & selected seasonal 1969

Contemporary:

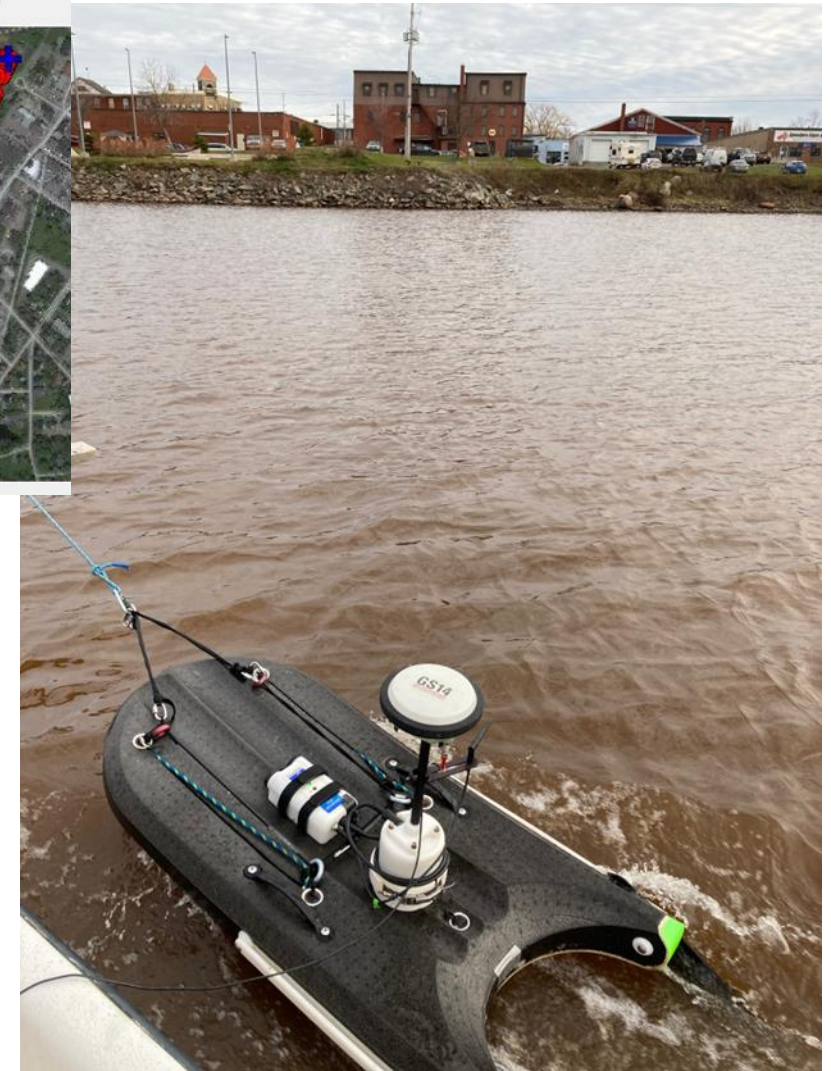
- 2005 – NSDA – differential GPS
- 2007 – Lidar – flown AGRG for NSPW, NSDA, SMU
- 2019 – RPAS – SMU/CBWES
- 2019 – bathymetric survey – SMU
- 2020 – CBWES/SMU

Historical and contemporary cross sections used for upstream morphodynamic analysis

Methods

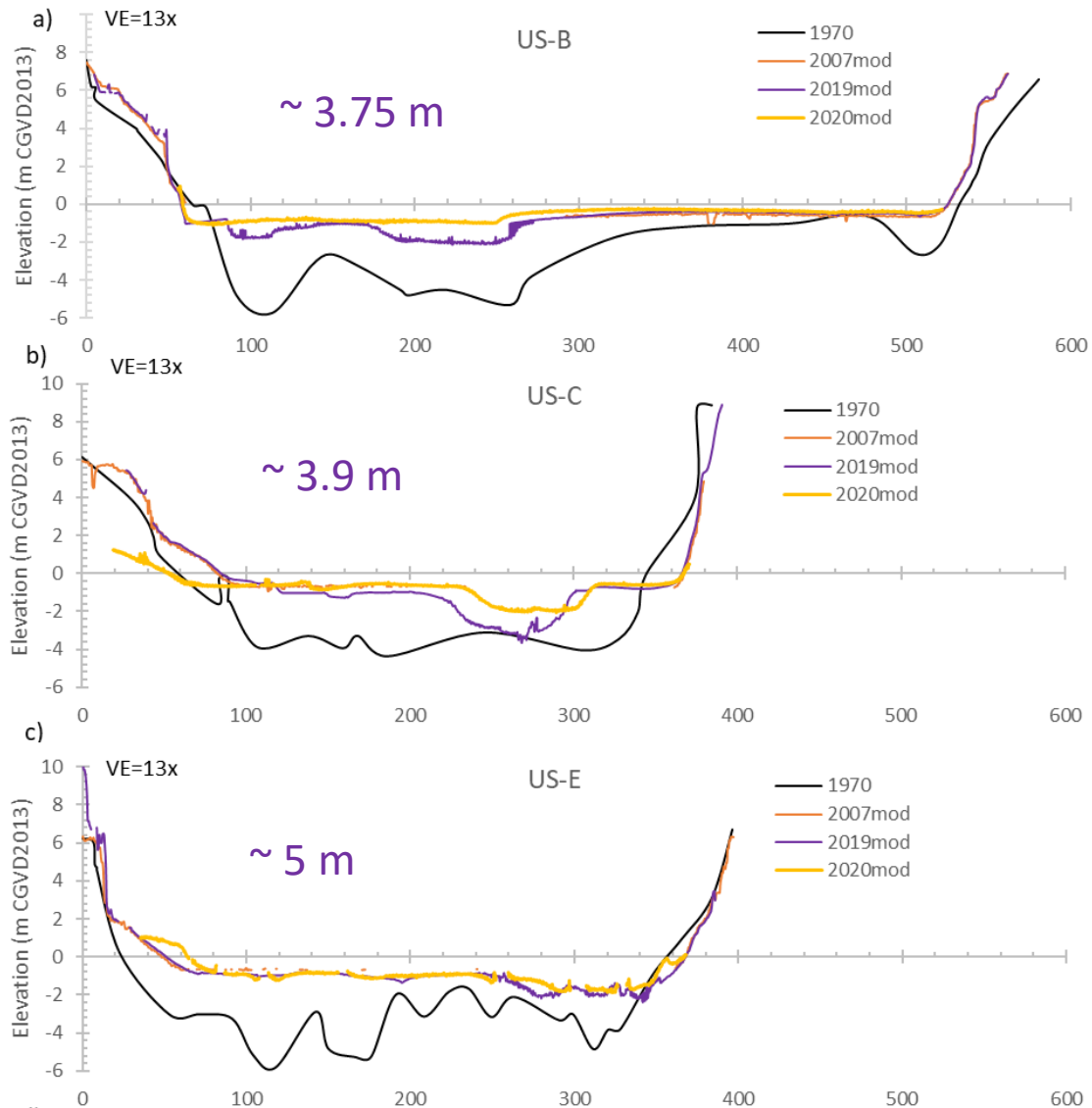


Wingtra One



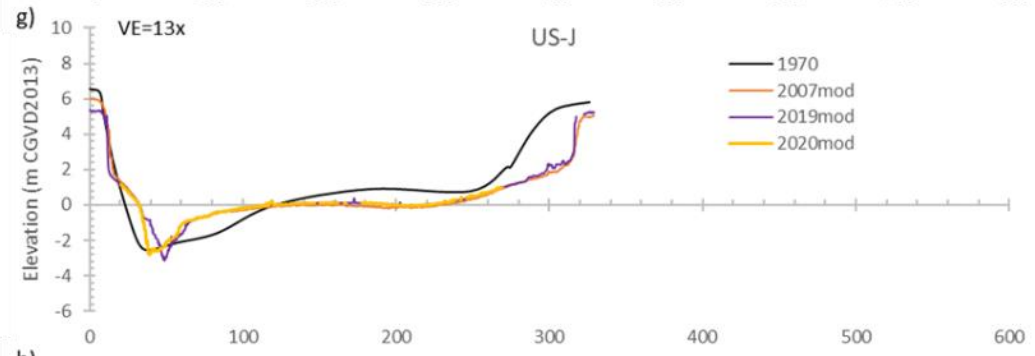
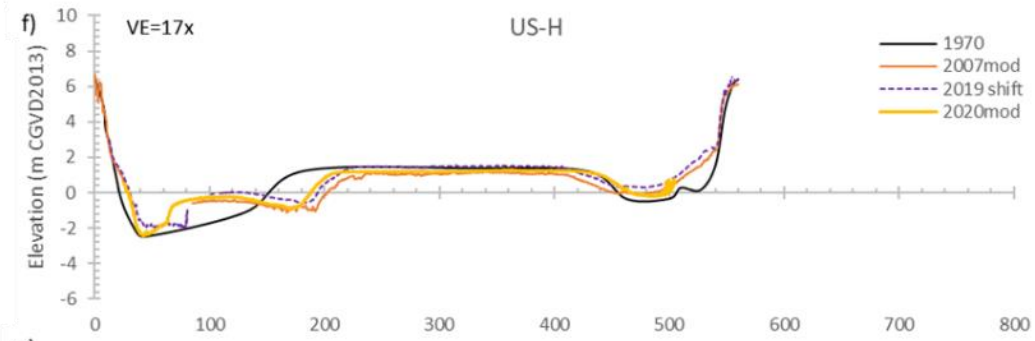
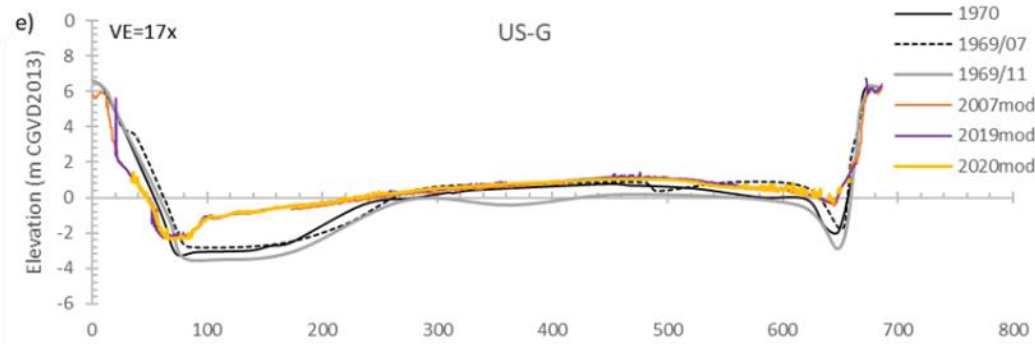
Sontek M9 on hydroboard for bathymetric surveying, Dec 11, 2020.

Results – Lines B-E within 1 km upstream of causeway



- Construction of causeway & removal of upstream from tidal circulation significantly impacted morphodynamics
- Significant sedimentation & infilling 1970 to 2005/2007
- ~ 1m of infilling 2019-2020
- Limited to 500 m from causeway

Results – Lines G-J 1.3 to 2.5 km upstream of causeway



- Most change 1970-2005/2007
- Some seasonal changes
- Elevation of intertidal flat constant
- Very minor changes 2005-2020

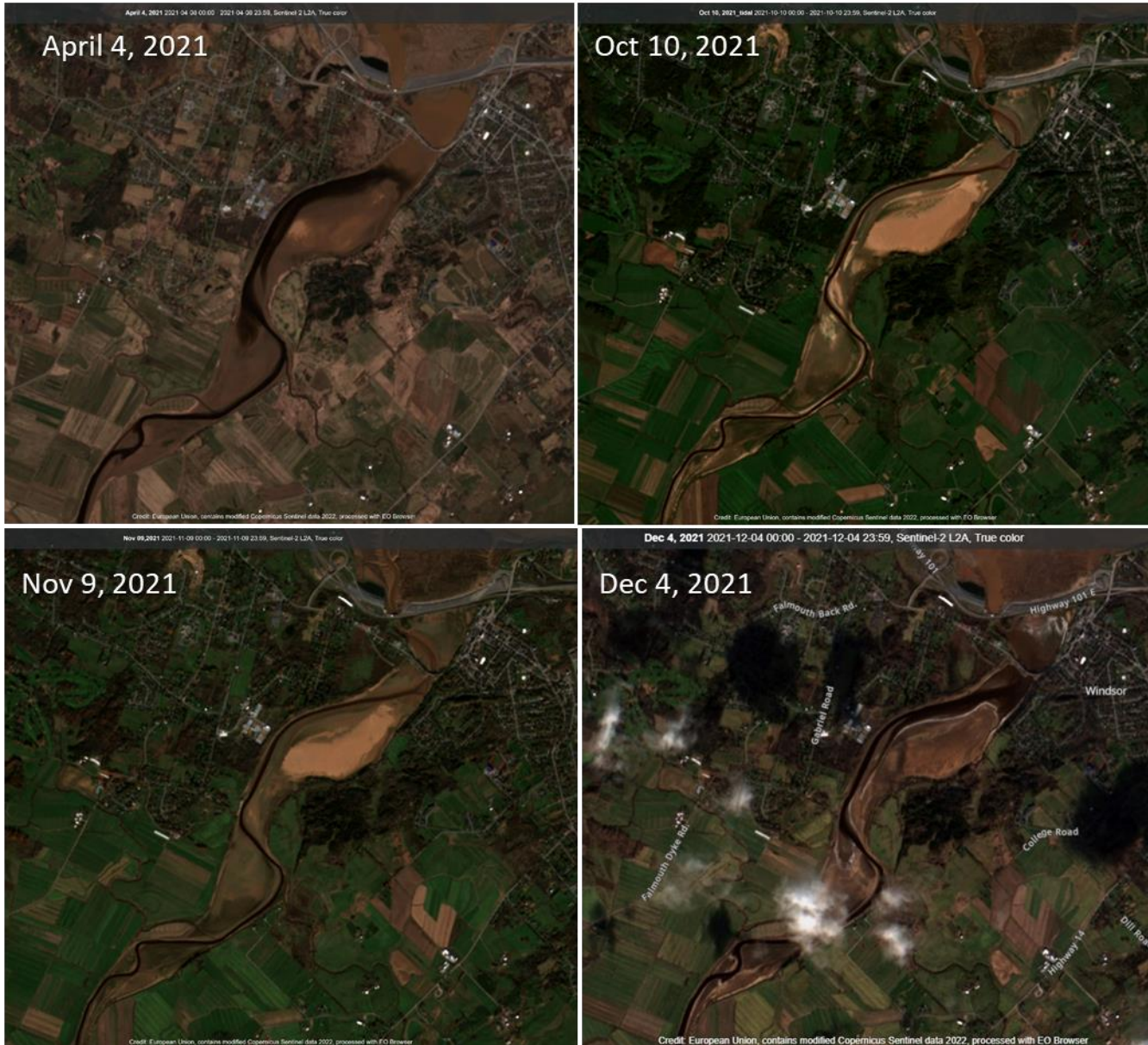


Results – Intertidal bars



LOW ALTITUDE OBLIQUE AERIAL IMAGERY TAKEN ON MAY 23, 2019 BY GREG BAKER WITH DJI PHANTOM 4 RTK RPAS, A) CAUSEWAY AND TIDE GATE; B) LOOKING NORTH (DOWNSTREAM) FROM ALLEN BROOK; PHOTOS TAKEN MAY 27, 2019 AT C) LOOKING NORTH FROM HV TRANSMISSION LINES AND D) LOOKING NORTH (DOWNSTREAM FROM SANGSTER'S BRIDGE).

Results – Implications of partial return of tidal flow (Ministerial order)



- Re-introduction of tidal flow – increase in elevation of existing intertidal bars
- Tidal flushing & sediments suitable for tidal wetland plants to establish

March 2021 the Federal Department of Fisheries and Oceans issued a ministerial order requiring the aboiteau gates to be fully opened on the ebb tide and for a minimum of 10 minutes on the flood tide which was renewed throughout the year.

EVOLUTION OF TIDAL FLATS AND BEDFORM FEATURES UPSTREAM OF THE CAUSEWAY WITH GATES OPERATING ACCORDING TO MINISTERIAL MANDATE FOR FISH PASSAGE.

Morphodynamics and Evolution of Tidal Wetland Habitat



Oblique aerial Sept. 20, 2021 – DJI Phantom 4 – SMU



Oblique aerial Sept. 12, 2022 – DJI Phantom 4 – CBWES Inc.

Main Findings and Conclusions

- Majority of sedimentation post causeway construction – likely impact of landuse activities
- Sedimentation from tidal exchange most impacted within 500 m upstream
- Rapid expansion of tidal wetland vegetation – will stabilize tidal flats & provide additional co-benefits



An aerial photograph showing a town with various buildings and streets, surrounded by greenery. In the foreground, there is a large, undeveloped area with sparse vegetation and a small pond. A road with a median and a car is visible in the lower left. The word "QUESTIONS?" is overlaid in yellow text in the upper right.

QUESTIONS?

Contact: dvanproo@smu.ca



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input checked="" type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Committee of the Whole

Submitted by: _____
Diana Gibson, Acting Director, Financial Services

Date: October 11, 2022

Subject: Closed Cogmagun Landfill

LEGISLATIVE AUTHORITY

- Municipal Government Act
- Public Accounting Standard 3270 – Solid Waste Landfill Closure & Post-Closure Liability

RECOMMENDATION or DECISION REQUEST

N/A

BACKGROUND

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

In 2005, the Province of Nova Scotia mandated that all first generation landfills close by December 31st, 2005. At that time the former Municipality of the District of West Hants, owned and operated its own landfill, near the newer Cogmagun Landfill run by GFL. At that time there were public accounting standards (PS3270) in place that required the Municipality to create a reserve to fund the closure and post-closure costs of the landfill.

Since the date of closure, December 31st, 2005, the former Municipality of the District of West Hants and now West Hants Regional Municipality have a responsibility to maintain and inspect the landfill. These responsibilities could include, purchasing additional land for a buffer zone; treatment and monitoring of leachate; monitoring the ground and surface water; gas monitoring and recovery; and ongoing maintenance of control and drainage systems as well as

the final cover. To cover the cost associated with the ongoing maintenance and inspection, PS3270 required the former Municipality create a reserve during the lifetime of the Landfill to cover the cost for at least twenty (20) years. At this current time, there are three years remaining until the twenty (20) year mark and our reserve balance sits at just over \$150,000 for March 31, 2023.

Below please find the actual expenditures for the closed landfill since Consolidation, showing that each fiscal year costs come in at roughly \$50,000.

**West Hants Regional Municipality
Closed Cogmagun Landfill
2020-22 Actual Expenditures**

REVENUE	2020-21			2021-22			2022-23 (to Aug 31)		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Budget	Actuals	Variance
Transfer from Capital Reserve	\$ 57,969	\$ 50,886.82	(7,082.18)	\$ 75,579	\$ 49,935.55	(25,643.45)	\$ 54,100	\$ -	(54,100.00)
Total Revenue	\$ 57,969	\$ 50,887	(7,082.18)	\$ 75,579	\$ 49,936	(25,643.45)	\$ 54,100	\$ -	(54,100.00)
EXPENSES									
Salary & Benefits	\$ 11,205	\$ 17,078.60	5,873.60	\$ 7,108	\$ 4,809.82	(2,298.18)	\$ 5,300	\$ 2,106.03	(3,193.97)
Mileage & Expenses	\$ 500	\$ 250.22	(249.78)	\$ 500	\$ 168.17	(331.83)	\$ 500	\$ 61.25	(438.75)
Training & Development	\$ -	\$ -	-	\$ 300	\$ 340.45	40.45	\$ 300	\$ 35.34	(264.66)
Telephone	\$ 595	\$ 501.44	(93.56)	\$ 600	\$ -	(600.00)	\$ 600	\$ 398.73	(201.27)
Mandated Communication	\$ 200	\$ 21.56	(178.44)	\$ 200	\$ -	(200.00)	\$ -	\$ -	-
Insurance	\$ 200	\$ -	(200.00)	\$ -	\$ -	-	\$ -	\$ -	-
Monitoring Program Sampling	\$ 35,000	\$ 21,245.62	(13,754.38)	\$ 35,000	\$ 31,783.83	(3,216.17)	\$ 27,500	\$ 9,595.16	(17,904.84)
Site Maintenance	\$ 5,000	\$ 4,102.80	(897.20)	\$ 20,000	\$ 4,081.49	(15,918.51)	\$ 15,000	\$ 500.57	(14,499.43)
PW Cost Distribution	\$ -	\$ 3,086.74	3,086.74	\$ 5,000	\$ 4,198.35	(801.65)	\$ 4,900	\$ 3,002.94	(1,897.06)
<i>Sub Total</i>	<i>\$ 52,700</i>	<i>\$ 46,286.98</i>	<i>(6,413.02)</i>	<i>\$ 68,708</i>	<i>\$ 45,382.11</i>	<i>(23,325.89)</i>	<i>\$ 54,100</i>	<i>\$ 15,700.02</i>	<i>(38,399.98)</i>
Administration Fee	\$ 5,270	\$ 4,599.84	(670.16)	\$ 6,821	\$ 4,553.44	(2,267.56)	\$ 5,410	\$ -	(5,410.00)
Total Expenses	\$ 57,970	\$ 50,886.82	(7,083.18)	\$ 75,529	\$ 49,935.55	(25,593.45)	\$ 59,510	\$ 15,700.02	(43,809.98)

Given the value of our Closed Landfill Reserve, the Municipality will be able to continue funding the required maintenance and inspections through this reserve for an additional three years beyond 2022-23. Once this reserve has been exhausted, the following options are available for funding the ongoing maintenance and inspection:

- The former Municipality of West Hants Operating Reserve.
- The West Hants Regional Municipality Regional Operating Reserve.

One additional option that the Municipality has, comes from the recent purchase of additional land near the current Cogmagun Landfill to accommodate future growth of the current operations. Resulting from the land purchase and an agreement with the operated is a transfer of \$86,000 to the benefit of the Municipality. These funds could be added to the Closed Landfill Reserve to allow the Municipality more time to decide where future funds should come from.

NEXT STEPS

N/A

FINANCIAL IMPLICATIONS

At this time there are no financial implications related to the Closed Cogmagun Landfill, the former Municipality of the District of West Hants, ensured there would be funds available to cover these costs through the Closed Landfill Reserve. Once that reserve has been exhausted

there will be additional financial implications as the Municipality determines where the expenses will be funded from.

ALTERNATIVES

N/A

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

The Acting Director has provided financial background related to the closure of the site and anticipated future expenses. Pending Council’s discussions this matter can be revisited during budget deliberations to ensure municipality’s financial responsibilities are met. Further, she has highlighted the availability of an additional \$86,000 that can be transferred to the existing reserve account.

It is noted that this report speaks primarily to fiscal related points associated with the closed site. A further summary of the maintenance and operational responsibilities carried out by Public Works may be beneficial. Particularly, what the responsibilities are beyond 2025. Again, matters that can be discussed during budget deliberations.

Report Prepared by: _____
Diana Gibson, Acting Director, Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: West Hants Regional Municipality Committee of the Whole

Submitted by: _____
Kathy Kehoe, Director, Community Development

Date: October 5, 2022

Subject: Grants and Contributions Policy RCOFN-012.00

LEGISLATIVE AUTHORITY

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

RECOMMENDATION

Committee of the Whole recommend that Council adopt the amended West Hants Regional Municipality Grants and Contributions Policy RCOFN-012.00.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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At the June 28, 2022, West Hants Regional Council meeting direction was given for staff to prepare a report examining amending the Grants and Contributions Policy RCOFN-012.00 adding a section for recreational facilities defining yearly capital and operational funding limits.

West Hants Regional Municipality wishes to recognize the valuable contributions provided through the volunteer efforts of community organizations and agencies on behalf of its residents. The policy demonstrates and formalizes Councils commitment to assist organizations which provide beneficial programs, services, or projects to the community while, at the same

time, recognizing the financial constraints affecting the Municipality's ability to provide funding to these groups.

The Grants & Contributions Policy objective is to treat all organizations fairly, equitably, and reasonably within the parameters established by Council as follows: Youth Development; Senior Support & Services; Public Safety; Provincial Events and Heritage & Culture. On an annual basis Council determines the amount of funding during the budget process.

In the 2022/23 fiscal budget year Council had a total of \$220,000 that it could disperse to community organizations and stay within the policy set by Council. Included in this value is the totality of all the grants issued by the municipality including the Heritage, Sponsorship/Advertising and Travel grants. This dollar value also includes the amount granted to community organizations and funded through reserves and/or the Canadian Community Building Fund. Within the Community Development departmental budget, Council approves the amount of funds that may be issued to community groups based on the applications received. Any funds approved outside of the operating budget would be required to be funded through a reserve or the Canadian Community Building Fund.

	<u>2022/23 Operating Budget</u>	Recommended by Staff	Approved 28/06/22	Approved 26/07/22	Approved 27/09/22	Total Approved to date
Operating	\$97,500.00	\$44,500.00	\$45,125.00			\$45,125.00
Community Capital Project		\$14,050.00	\$14,050.00			\$14,050.00
Public Safety	\$7,500.00	\$7,500.00	\$7,500.00			\$7,500.00
Community Recreation Program		\$6,000.00	\$6,000.00			\$6,000.00
Community Event		\$2,500.00	\$2,500.00			\$2,500.00
Special Events Operations & Promotions		\$9,195.00	\$11,695.00	\$5,000.00		\$16,695.00
Leadership		\$3,000.00	\$3,000.00			\$3,000.00
Community Trail Fund	\$2,500.00	\$2,500.00	\$2,500.00			\$2,500.00
Major Capital		\$3,500.00	\$3,500.00			\$3,500.00
In-Kind		\$14,745.00	\$14,745.00			\$14,745.00
Canada Community Building Fund		\$5,000.00	\$100,000.00		\$45,000.00	\$145,000.00
5% Reserve Fund		\$15,402.00	\$15,402.00			\$15,402.00
Travel Allowance (approval at staff level)	\$2,500.00		\$2,500.00			\$2,500.00
Sponsorship/Advertising (approval at staff level)	\$4,000.00		\$4,000.00			\$4,000.00
Heritage (approval separate from grants process)	\$5,000.00		\$1,000.00	\$10,000.00		\$11,000.00
	\$119,000.00	\$127,892.00	\$233,517.00	\$15,000.00	\$45,000.00	\$293,517.00
** funding approved at the staff level has been carried forward as if it has been spent as it is a budgeted item that can be applied for at anytime throughout the fiscal year						
<i>Based on 2022-23 Operating Budget</i>						
<i>1% of total budget = \$220,000</i>						
<i>1.5% of total budget = \$330,000</i>						

DISCUSSION

The Grants & Contributions application process is designed to have one application intake per year with the annual application deadline typically being in mid February. This program is primarily designed to assist not-for-profit organizations with their volunteer-led initiatives.

Staff have reviewed the Grants and Contributions Policy and recommend that the existing operating grant request levels remain as originally defined and approved by Council. The operating grant assists not-for-profit organizations with general operating expenses including administrative costs and program related expenses. This includes but is not limited to costs associated with insurance, heating and electricity and phone/internet costs.

Staff have included in the updated policy an opportunity for groups to apply for the Recreation Facility Capital Investment Project Grant with a maximum of up to \$50,000 per qualifying organization per calendar year. This new project grant will give Council the authority within the context of the Grants and Contributions Policy to award grant money to qualifying organizations.

To enable Council to fund organizations in keeping with the policy staff are recommending an increase in the total amounts paid for grants in a fiscal years' operating budget from 1% to 1.5% of the taxes for general municipal purposes levied by the municipality. For example, based on the 2022-23 operating budget, if Council were to approve the increase from 1% to 1.5% of the total amount of taxes levied it would allow Council the ability to fund grants up to \$330,000 and follow the policy. The dollar value annually includes funds budgeted in the operating budget, and funds that may be granted from a reserve or the Canadian Community Building Fund.

NEXT STEPS

If approved as amended, staff will annually implement the Grants and Contributions Policy RCOFN-012.00.

FINANCIAL IMPLICATIONS

All funding considerations will be on an annual basis and presented with the Municipal Operating Budget for the approval of Council.

ALTERNATIVES

1. Committee of the Whole may choose to amend the policy as it is presented prior to recommending Council consider adopting the amended policy.
2. Committee of the Whole may choose to not approve the amended policy.

ATTACHMENTS

RCOFN-012 Grants and Contributions Policy – amended draft


CHIEF ADMINISTRATIVE OFFICER REVIEW

As highlighted by the Director, staff are trying to amend a policy of Council to match the current practice of Council. This is in reference to the amount of funding provided annually to outside organizations and the funding categories in place. I will express the importance of creating a policy that is clear to the applicants as to what the application process entails, what the level of funding is for each category and how frequent a group is eligible. A fair system for all applicants should be a goal that is achieved through the policy. Especially as it relates to timing and deadlines for applications if this is desired by Council.

I look forward to Council's review of these amendments so that the policy fits Council's wishes.

Report Prepared by: _____
Kathy Kehoe, Director, Community Development

Report Reviewed by: _____
Diana Gibson, Acting Director, Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

1.0 PURPOSE

The West Hants Regional Municipality wishes to recognize the valuable contributions provided through the volunteer efforts of community organizations and agencies on behalf of its residents. This policy demonstrates and formalizes Council's commitment to assist organizations which provide beneficial programs, services, or projects to the community while, at the same time, recognizing the financial constraints affecting the Municipality's ability to provide funding to these groups.

This policy will establish eligibility requirements, identify types of funding available, explain how this is established each year, and outline application, monitoring and reporting requirements. Application forms and guidelines will be developed by the Administration in support of the policy intent.

2.0 POLICY OBJECTIVE

The objective of this policy is to treat all organizations fairly, equitably, and reasonably, within the parameters established by Council as follows:

- a) Youth development
- b) Senior support and services
- c) Public safety
- d) Provincial events
- e) Heritage and Culture

On an annual basis Council will determine the amount of funding during the budget process.

3.0 AUTHORITY

Authority is provided under Section 65, Municipal Government Act, as amended. The total of the amounts paid for grants in a fiscal years' operating budget will not normally exceed 1.5% of the taxes for general municipal purposes levied by the municipality.

4.0 ORGANIZATIONAL ELIGIBILITY

Pursuant to Section 65 of the *Municipal Government Act*, grants or contributions may be expended where required by the Municipality to a:

-
- Society within the meaning of the Children and Family Services Act.
 - Mental health clinic in receipt of financial assistance from the province.
 - Exhibition held by an educational institution in the Municipality.
 - Club, association, or exhibition within the meaning of the Agriculture and Marketing Act.
 - Charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting, or social organization within the province.
 - Daycare licensed under the Day Care Act.
 - Registered Canadian charitable organization.
 - Volunteer fire and emergency services providers, as defined in Municipal Government Act, who are registered with the Municipality.

Heritage Property Act

Heritage designated properties within the boundaries of the West Hants Regional Municipality may be eligible for municipal grants and contributions not included within this policy.

5.0 TYPES OF GRANTS OR CONTRIBUTIONS AND MAXIMUM FUNDING ALLOCATION

Grants are generally provided in the form of funds, while contributions may be through in-kind support using municipal resources, both tied to a specific outcome. Both sources of support must be reported annually by the Municipality, as is required by legislation. Council has the authority to fund projects outside of the maximum approved funding allocations stated in this Policy.

5.1 Operating Grants

- Maximum Contribution \$1,500
- Operating funding for not-for-profit community groups to assist with general operating expenses, including administrative or insurance costs and program related expenses.

5.2 Community Capital Project Grants

- Maximum Contribution \$2,500
- To assist in the expansion or improvement of an indoor or outdoor cultural,

GRANTS AND CONTRIBUTIONS POLICY

social, heritage, and recreation facilities and/or equipment for projects under \$2,500. *Funding will not be granted to purchasing recreation equipment that the Municipality can reasonably expect individuals or groups to buy for themselves.*

- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.

5.3 Public Safety Grants

- Maximum Contribution \$7,500, up to the amount set in the fiscal operating budget.
- Grants under this category are for non-profit organizations registered with the Municipality that provided or ensure public or community safety.

5.4 Community Recreation Program Grants

- Maximum Contribution \$1,000
- Recurring community recreation programs which Council has determined provide significant benefit to the broad community and are open to all members of the public.
- Assistance provided to groups interested in the creation, expansion and improvement or recreational opportunities in their communities.

5.5 Community Event Grants

- Maximum Contribution \$1,000
- Community Events that are of a cultural, social, or recreational significance to the community.

5.6 Special Events Operations & Promotion Grants

- Maximum Contribution \$5,000
- To provide assistance for special events operations and promotions that will see participants and spectators attend from outside the West Hants Regional Municipality. This funding will support events that foster good community relations, support culture, develop the local economy and tourism industry and enrich the quality of life for residents and visitors.

5.7 Leadership Grants

- Maximum Contribution \$1,000
- Grants available for recreation groups seeking help to provide supervision and leadership to implement a program.

GRANTS AND CONTRIBUTIONS POLICY

- Wanting to have representatives attend leadership training that will improve the function of the group or the quality of leadership.
- 5.8 Sponsorship Advertising/Donation of Prizes Requests
- Maximum contribution per organization per year \$100. - Grants will only be awarded to the extent the current fiscal budget permits.
 - To provide assistance for advertising to local not-for-profit organizations for projects, events or initiatives that benefit residents and are within the mandate of the Municipality.
- 5.9 Youth Travel Assistance
- Maximum Contribution Limits apply – Grants will only be awarded to the extent that the current fiscal budget permits.
 - The Youth Travel Assistance Grant Program applies to residents of the West Hants Regional Municipality, 22 years of age or under, involved in non-profit minor sports or cultural activities, who have qualified to compete in sport championships/cultural events.
- 5.10 Community Trail Funding Program
- Maximum contribution - \$2,500
 - The trail funding program supports community organizations in the maintenance and development of trails for public use.
- 5.11 Major Capital Project Grants
- To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and recreation facilities and/or equipment for capital projects
 - A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.
 - Depending on the funding source identified by staff, additional requirements may be necessary to maintain eligibility.
 - Canadian Community Building Fund requirements:
 - Agreement to abide by the Municipal agreement with the Province of Nova Scotia, which includes having the ability to pay for the project before reimbursement from the Municipality
 - Community Energy Systems - \$2,500 limit
 - Cultural Infrastructure - \$5,000 limit
 - Tourism Infrastructure - \$5,000 limit
 - Recreational Infrastructure - \$5,000 limit
 - Broadband Connectivity - \$5,000 limit
 - Trails - \$2,500 limit

5.12 Recreation Facility Capital Investment Project Grants

- Maximum Contribution –\$50,000
- To aid with expansion or improvement of indoor or outdoor not-for-profit community recreation facilities.;
- Funding request is defined as a capital project partnered with the West Hants Regional Municipality with no greater than fifty percent (50%) of the funds being contributed by the Regional Municipality.
- In exceptional circumstances, Council may choose to contribute more than fifty percent (50%) of the cost of the project but will only do so when the need is clear and urgent, and all other sources of funding have been investigated.
- Projects must be completed during the fiscal year in which the funds are being requested. No carry-over of funds will be permitted.
- Projects must be for the betterment of the entire community and accessible by all residents and be Parks, Recreation and Culture related.
- Projects must follow the West Hants Regional Municipality Procurement and Tendering Policy RCOFN-003.00 or a procurement process approved by the West Hants Regional Municipality.
- The total amount funded through the Recreation Facility Investment Projects grant program will be determined by West Hants Regional Council on a case-by-case basis.
- Depending on the funding source identified by staff, additional requirements may be necessary to maintain eligibility.
 - Canadian Community Building Fund requirements:
 - Agreement to abide by the Municipal agreement with the Province of Nova Scotia, which includes having the ability to pay for the project before reimbursement from the Municipality.

5.12 In-kind Contributions

- The provision of Municipal property/facilities, materials, or resources to support a service, program, project or event.

6.0 FUNDING ELIGIBILITY

An applicant organization must meet the following criteria in order to be considered for a Grant or Contribution.

- 6.1 There can only be maximum of two applications per organization per fiscal year.

-
- 6.2 Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project, or service. The West Hants Regional Municipality should not be considered as a primary source of funding for the organization. (This Section 6.2 is not applicable to those applicants who provide volunteer services on behalf of the Municipality in lieu of the Municipality providing the services directly, e.g., Volunteer Fire Societies.)
- 6.3 Funding requests can be defined as events/projects/programs which support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, safety and/or health activities for a specific or general demographic or geographic group.
- 6.4 Requests for financial assistance for events of a Municipal, Provincial or National significance which would be expected to bring economic and/or public relations benefit to the Municipality.
- 6.5 The applicant must demonstrate a commitment to all of the following principles:
- a) Accessibility (open to all Municipal residents)
 - b) Effectiveness (funding supports specific Municipal goals or objectives)
 - c) Accountability (through sound management and financial practices)
- 6.6 Requests for financial assistance for the Recreation Facility Capital Investment Project must submit audited financial statements for three consecutive years prior to the application year. Requests for financial assistance under this category must also submit details of all funding sources.

7.0 GENERAL INFORMATION

- 7.1 Municipal Council sets the funding limits and annual budget allotments within this Grants and Contributions Policy.
- 7.2 Applicants will complete the appropriate Municipal application form and supply the requested documentation.
- 7.3 Application deadlines and expiry periods may apply.

GRANTS AND CONTRIBUTIONS POLICY

- 7.4 All applications except for youth travel and sponsorship/donations are approved by Council and applicants will be notified by letter of approval or denial. The letter will state any terms and conditions that apply to the grant approvals.
- 7.5 Applications for youth travel and sponsorship/donations are reviewed and approved by either the Director of Community Development or the Chief Administrative Officer.
- 7.6 Applicants should demonstrate community support, fundraising efforts, and efficient use of resources, sound business practices and development of volunteers.
- 7.7 A financial statement and pertinent documentation must be filed with the Municipality annually.
- 7.8 The Municipality reserves the right to deny any application it deems not within its' mandate.
- 7.9 All proposed work must comply with Municipal, Provincial and Federal regulations.
- 7.10 The following are the evaluation criteria that will be applied when reviewing grant applications:
- a. Project/program fits within the mandate (vision/mission) of the Municipality.
 - b. The organization is a not-for-profit and in good standing with the Registry of Joint Stock Companies.
 - c. The application is for a program, event, facility is for public community purpose. c
 - d. A financial need is demonstrated.
 - e. The organization is sourcing other funding partners.
 - f. The project is economical.
 - g. The project/program brings value to the residents of the Municipality.
 - h. The funding provided by the Municipality will enable the organization to leverage dollars from other funding agencies.
 - i. The facility, program or event provides a good return on investment.

GRANTS AND CONTRIBUTIONS POLICY

- j. The applicant has demonstrated that they will recognize the Municipality's contribution.
- k. The organization has demonstrated long-term sustainability.
- l. The applicant has demonstrated its own commitment to the project (i.e., In-kind donations, financial contribution etc.)

7.11 Individuals are not eligible for funding under the Grants and Contributions Policy except with written authorization through recognized organizations or where legislation allows the Municipality to do so.

7.12 Funding will not be provided to offset accumulated deficits or funding shortfalls. Funding consideration is based only on budgeted revenues and expenditures in the year for which the assistance is requested.

7.13 The applicant organization must spend or allocate grant funding within the current fiscal year for which it has been approved and for the sole purpose under which it has been granted unless approved by the Municipality.

8.0 APPLICATION PROCESS

8.1 Requests for funding under this program must be submitted on or before the deadlines stated by Municipal Administration. Public notification will be provided of the submission dates and requirements for all grant programs.

8.2 All applications must be accompanied by the required documentation to be considered complete when received.

8.3 Incomplete or late applications received after the deadlines set by Administration may not be processed.

8.4 Applicants receiving a grant or contribution under the Grants and Contribution Policy will not be eligible to receive a grant or contribution under any other grant program established by Council in the same fiscal year. This does not apply to organizations exempted under the Property Tax Exemption policy.

9.0 GENERAL TERMS

GRANTS AND CONTRIBUTIONS POLICY

- 9.1 Granting of assistance in any one year or over several years is not a commitment to future funding.
- 9.2 Applications for in-kind support will be forwarded to the respective department for review and a separate report to Council will be prepared for consideration and approval during the approval process.

10.0 THE ROLE OF ADMINISTRATION

- 10.1 The Administration of West Hants Regional Municipality will set application deadlines, receive and process written and complete submissions by applying established parameters, within the budget approved by Council.
- 10.2 Grant applicants determined to be ineligible for funding will be notified, in writing as soon as is practically possible.
- 10.3 The Chief Administrative Officer will provide a written report to Council on the recommended disposition of funds, annually.
- 10.4 Requests for grants, contributions or in-kind support received outside of the established grant application period will only be considered should sufficient funding be available in the current fiscal year.
- 10.5 Successful applicants will be notified with an official letter with instructions and reporting requirements.
- 10.6 Pursuant to the Municipal Government Act, Section (65C), a list of grants approved by West Hants Regional Municipality to community organizations will be published annually on the municipal website. The information will include the name of the applicant, name of the organization and grant funding approved.

11.0 RELATED PROGRAMS & INFORMATION

- 11.1 Youth Travel Assistance Program Guidelines
- 11.2 Community Trail Funding Program Guidelines

11.3 Community Development In-kind Contribution Grant

11.4 Grants to Recognized Fire Services

11.5 Registered Heritage Properties Grant

12.0 REPEAL

12.1 The Grants and Contribution Policy, RCOFN-012.00, dated November 24, 2020, is hereby repealed.

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

 S. Thornton
 Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	<i>Date</i>
<i>Approval:</i>	<i>Date</i>
<i>Description:</i>	

1.0 PURPOSE

The West Hants Regional Municipality wishes to recognize the valuable contributions provided through the volunteer efforts of community organizations and agencies on behalf of its residents. This policy demonstrates and formalizes Council's commitment to assist organizations which provide beneficial programs, services, or projects to the community while, at the same time, recognizing the financial constraints affecting the Municipality's ability to provide funding to these groups.

This policy will establish eligibility requirements, identify types of funding available, explain how this is established each year, and outline application, monitoring and reporting requirements. Application forms and guidelines will be developed by the Administration in support of the policy intent.

2.0 POLICY OBJECTIVE

The objective of this policy is to treat all organizations fairly, equitably, and reasonably, within the parameters established by Council as follows:

- a) Youth development
- b) Senior support and services
- c) Public safety
- d) Provincial events
- e) Heritage and Culture

On an annual basis Council will determine the amount of funding during the budget process.

3.0 AUTHORITY

Authority is provided under Section 65, Municipal Government Act, as amended. The total of the amounts paid for grants in a fiscal years' operating budget will not normally exceed 1.5% of the taxes for general municipal purposes levied by the municipality.

4.0 ORGANIZATIONAL ELIGIBILITY

Pursuant to Section 65 of the *Municipal Government Act*, grants or contributions may be expended where required by the Municipality to a:

-
- Society within the meaning of the Children and Family Services Act.
 - Mental health clinic in receipt of financial assistance from the province.
 - Exhibition held by an educational institution in the Municipality.
 - Club, association, or exhibition within the meaning of the Agriculture and Marketing Act.
 - Charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting, or social organization within the province.
 - Daycare licensed under the Day Care Act.
 - Registered Canadian charitable organization.
 - Volunteer fire and emergency services providers, as defined in Municipal Government Act, who are registered with the Municipality.

Heritage Property Act

Heritage designated properties within the boundaries of the West Hants Regional Municipality may be eligible for municipal grants and contributions not included within this policy.

5.0 TYPES OF GRANTS OR CONTRIBUTIONS AND MAXIMUM FUNDING ALLOCATION

Grants are generally provided in the form of funds, while contributions may be through in-kind support using municipal resources, both tied to a specific outcome. Both sources of support must be reported annually by the Municipality, as is required by legislation. Council has the authority to fund projects outside of the maximum approved funding allocations stated in this Policy.

5.1 Operating Grants

- Maximum Contribution \$1,500
- Operating funding for not-for-profit community groups to assist with general operating expenses, including administrative or insurance costs and program related expenses.

5.2 Community Capital Project Grants

- Maximum Contribution \$2,500
- To assist in the expansion or improvement of an indoor or outdoor cultural,

GRANTS AND CONTRIBUTIONS POLICY

social, heritage, and recreation facilities and/or equipment for projects under \$2,500. *Funding will not be granted to purchasing recreation equipment that the Municipality can reasonably expect individuals or groups to buy for themselves.*

- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.

5.3 Public Safety Grants

- Maximum Contribution \$7,500, up to the amount set in the fiscal operating budget.
- Grants under this category are for non-profit organizations registered with the Municipality that provided or ensure public or community safety.

5.4 Community Recreation Program Grants

- Maximum Contribution \$1,000
- Recurring community recreation programs which Council has determined provide significant benefit to the broad community and are open to all members of the public.
- Assistance provided to groups interested in the creation, expansion and improvement or recreational opportunities in their communities.

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- Maximum Contribution \$1,000
- Community Events that are of a cultural, social, or recreational significance to the community.

5.6 Special Events Operations & Promotion Grants

- Maximum Contribution \$5,000
- To provide assistance for special events operations and promotions that will see participants and spectators attend from outside the West Hants Regional Municipality. This funding will support events that foster good community relations, support culture, develop the local economy and tourism industry and enrich the quality of life for residents and visitors.

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- Maximum Contribution \$1,000
- Grants available for recreation groups seeking help to provide supervision and leadership to implement a program.

GRANTS AND CONTRIBUTIONS POLICY

- Wanting to have representatives attend leadership training that will improve the function of the group or the quality of leadership.
- 5.8 Sponsorship Advertising/Donation of Prizes Requests
- Maximum contribution per organization per year \$100. - Grants will only be awarded to the extent the current fiscal budget permits.
 - To provide assistance for advertising to local not-for-profit organizations for projects, events or initiatives that benefit residents and are within the mandate of the Municipality.
- 5.9 Youth Travel Assistance
- Maximum Contribution Limits apply – Grants will only be awarded to the extent that the current fiscal budget permits.
 - The Youth Travel Assistance Grant Program applies to residents of the West Hants Regional Municipality, 22 years of age or under, involved in non-profit minor sports or cultural activities, who have qualified to compete in sport championships/cultural events.
- 5.10 Community Trail Funding Program
- Maximum contribution - \$2,500
 - The trail funding program supports community organizations in the maintenance and development of trails for public use.
- 5.11 Major Capital Project Grants
- To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and recreation facilities and/or equipment for capital projects
 - A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.
 - Depending on the funding source identified by staff, additional requirements may be necessary to maintain eligibility.
 - Canadian Community Building Fund requirements:
 - Agreement to abide by the Municipal agreement with the Province of Nova Scotia, which includes having the ability to pay for the project before reimbursement from the Municipality
 - Community Energy Systems - \$2,500 limit
 - Cultural Infrastructure - \$5,000 limit
 - Tourism Infrastructure - \$5,000 limit
 - Recreational Infrastructure - \$5,000 limit
 - Broadband Connectivity - \$5,000 limit
 - Trails - \$2,500 limit

5.12 Recreation Facility Capital Investment Project Grants

- Maximum Contribution –\$50,000
- To aid with expansion or improvement of indoor or outdoor not-for-profit community recreation facilities.;
- Funding request is defined as a capital project partnered with the West Hants Regional Municipality with no greater than fifty percent (50%) of the funds being contributed by the Regional Municipality.
- In exceptional circumstances, Council may choose to contribute more than fifty percent (50%) of the cost of the project but will only do so when the need is clear and urgent, and all other sources of funding have been investigated.
- Projects must be completed during the fiscal year in which the funds are being requested. No carry-over of funds will be permitted.
- Projects must be for the betterment of the entire community and accessible by all residents and be Parks, Recreation and Culture related.
- Projects must follow the West Hants Regional Municipality Procurement and Tendering Policy RCOFN-003.00 or a procurement process approved by the West Hants Regional Municipality.
- The total amount funded through the Recreation Facility Investment Projects grant program will be determined by West Hants Regional Council on a case-by-case basis.
- Depending on the funding source identified by staff, additional requirements may be necessary to maintain eligibility.
 - Canadian Community Building Fund requirements:
 - Agreement to abide by the Municipal agreement with the Province of Nova Scotia, which includes having the ability to pay for the project before reimbursement from the Municipality.

5.12 In-kind Contributions

- The provision of Municipal property/facilities, materials, or resources to support a service, program, project or event.

6.0 FUNDING ELIGIBILITY

An applicant organization must meet the following criteria in order to be considered for a Grant or Contribution.

- 6.1 There can only be maximum of two applications per organization per fiscal year.

-
- 6.2 Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project, or service. The West Hants Regional Municipality should not be considered as a primary source of funding for the organization. (This Section 6.2 is not applicable to those applicants who provide volunteer services on behalf of the Municipality in lieu of the Municipality providing the services directly, e.g., Volunteer Fire Societies.)
- 6.3 Funding requests can be defined as events/projects/programs which support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, safety and/or health activities for a specific or general demographic or geographic group.
- 6.4 Requests for financial assistance for events of a Municipal, Provincial or National significance which would be expected to bring economic and/or public relations benefit to the Municipality.
- 6.5 The applicant must demonstrate a commitment to all of the following principles:
- a) Accessibility (open to all Municipal residents)
 - b) Effectiveness (funding supports specific Municipal goals or objectives)
 - c) Accountability (through sound management and financial practices)
- 6.6 Requests for financial assistance for the Recreation Facility Capital Investment Project must submit audited financial statements for three consecutive years prior to the application year. Requests for financial assistance under this category must also submit details of all funding sources.

7.0 GENERAL INFORMATION

- 7.1 Municipal Council sets the funding limits and annual budget allotments within this Grants and Contributions Policy.
- 7.2 Applicants will complete the appropriate Municipal application form and supply the requested documentation.
- 7.3 Application deadlines and expiry periods may apply.

GRANTS AND CONTRIBUTIONS POLICY

- 7.4 All applications except for youth travel and sponsorship/donations are approved by Council and applicants will be notified by letter of approval or denial. The letter will state any terms and conditions that apply to the grant approvals.
- 7.5 Applications for youth travel and sponsorship/donations are reviewed and approved by either the Director of Community Development or the Chief Administrative Officer.
- 7.6 Applicants should demonstrate community support, fundraising efforts, and efficient use of resources, sound business practices and development of volunteers.
- 7.7 A financial statement and pertinent documentation must be filed with the Municipality annually.
- 7.8 The Municipality reserves the right to deny any application it deems not within its' mandate.
- 7.9 All proposed work must comply with Municipal, Provincial and Federal regulations.
- 7.10 The following are the evaluation criteria that will be applied when reviewing grant applications:
- a. Project/program fits within the mandate (vision/mission) of the Municipality.
 - b. The organization is a not-for-profit and in good standing with the Registry of Joint Stock Companies.
 - c. The application is for a program, event, facility is for public community purpose. c
 - d. A financial need is demonstrated.
 - e. The organization is sourcing other funding partners.
 - f. The project is economical.
 - g. The project/program brings value to the residents of the Municipality.
 - h. The funding provided by the Municipality will enable the organization to leverage dollars from other funding agencies.
 - i. The facility, program or event provides a good return on investment.

GRANTS AND CONTRIBUTIONS POLICY

- j. The applicant has demonstrated that they will recognize the Municipality's contribution.
- k. The organization has demonstrated long-term sustainability.
- l. The applicant has demonstrated its own commitment to the project (i.e., In-kind donations, financial contribution etc.)

7.11 Individuals are not eligible for funding under the Grants and Contributions Policy except with written authorization through recognized organizations or where legislation allows the Municipality to do so.

7.12 Funding will not be provided to offset accumulated deficits or funding shortfalls. Funding consideration is based only on budgeted revenues and expenditures in the year for which the assistance is requested.

7.13 The applicant organization must spend or allocate grant funding within the current fiscal year for which it has been approved and for the sole purpose under which it has been granted unless approved by the Municipality.

8.0 APPLICATION PROCESS

8.1 Requests for funding under this program must be submitted on or before the deadlines stated by Municipal Administration. Public notification will be provided of the submission dates and requirements for all grant programs.

8.2 All applications must be accompanied by the required documentation to be considered complete when received.

8.3 Incomplete or late applications received after the deadlines set by Administration may not be processed.

8.4 Applicants receiving a grant or contribution under the Grants and Contribution Policy will not be eligible to receive a grant or contribution under any other grant program established by Council in the same fiscal year. This does not apply to organizations exempted under the Property Tax Exemption policy.

9.0 GENERAL TERMS

GRANTS AND CONTRIBUTIONS POLICY

- 9.1 Granting of assistance in any one year or over several years is not a commitment to future funding.
- 9.2 Applications for in-kind support will be forwarded to the respective department for review and a separate report to Council will be prepared for consideration and approval during the approval process.

10.0 THE ROLE OF ADMINISTRATION

- 10.1 The Administration of West Hants Regional Municipality will set application deadlines, receive and process written and complete submissions by applying established parameters, within the budget approved by Council.
- 10.2 Grant applicants determined to be ineligible for funding will be notified, in writing as soon as is practically possible.
- 10.3 The Chief Administrative Officer will provide a written report to Council on the recommended disposition of funds, annually.
- 10.4 Requests for grants, contributions or in-kind support received outside of the established grant application period will only be considered should sufficient funding be available in the current fiscal year.
- 10.5 Successful applicants will be notified with an official letter with instructions and reporting requirements.
- 10.6 Pursuant to the Municipal Government Act, Section (65C), a list of grants approved by West Hants Regional Municipality to community organizations will be published annually on the municipal website. The information will include the name of the applicant, name of the organization and grant funding approved.

11.0 RELATED PROGRAMS & INFORMATION

- 11.1 Youth Travel Assistance Program Guidelines
- 11.2 Community Trail Funding Program Guidelines

11.3 Community Development In-kind Contribution Grant

11.4 Grants to Recognized Fire Services

11.5 Registered Heritage Properties Grant

12.0 REPEAL

12.1 The Grants and Contribution Policy, RCOFN-012.00, dated November 24, 2020, is hereby repealed.

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

 S. Thornton
 Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	<i>Date</i>
<i>Approval:</i>	<i>Date</i>
<i>Description:</i>	

Outdoor Fires By-law

Committee of the Whole
October 11th, 2022

something inspiring awaits



Background

- At the November 10th, 2020 Committee of the Whole meeting, Council directed staff to review the three current fire-related by-laws (former Town of Hantsport, former Town of Windsor, and former Municipality of the District of West Hants), and establish one Regional by-law.
- Municipal staff, an RCMP member, Fire Chiefs, and By-law Enforcement met to review and establish a Regional by-law.
- A draft regional Outdoor Fires By-law was brought to the September 14, 2021 Committee of the Whole meeting. Council directed staff to postpone it so as to seek public input.



Background

- Sought public input. Staff advertised in the:
 - December 2021 'Inspired' Newsletter,
 - Municipal social media pages (Facebook and Twitter)
- The following was received:
 - Phone call – One (1)
 - Email/letters – Four (4)



Public Input

- Definition of urban doesn't include areas that have agricultural uses
 - Solution: the definition of urban was redefined to exclude areas serviced with municipal water/sewer with existing agricultural or resource designation
- Provide clear definitions of what can be burned and in what type of appliance. Also identify what the penalty(ies) are for non-compliance.
 - Solution: Definitions have been provided. Defining 'what' can be burned is clearer and a much shorter list than what 'cannot' be burned. Enforcement and penalty information is provided within the proposed by-law



something inspiring awaits



Public Input Continued

- Chiminea and Fire-pit were used interchangeably
 - Solution: Chiminea is defined and fire-pit removed from the by-law
- Spelling of 'chiminea' needs consistency
 - Solution: Spelling was corrected
- Does proposed by-law follow Provincial laws
 - Solution: Municipal by-laws must comply at minimum with Provincial and Federal regulations and legislation



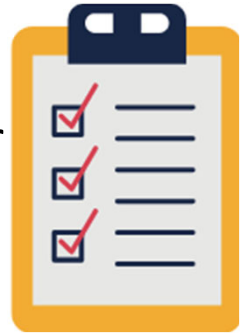
Public Input Continued

- If someone cannot burn to reduce tick infestation within the region, would the Municipality provide a solution to rid of ticks
 - Solution: Not addressed in the proposed by-law as tick infestation is a separate issue
- Concerned with noise from fans and odours/fumes from restaurants
 - Solution: Not addressed in the proposed by-law as noise, odours and fumes related to a restaurant business is not associated with outdoor fires (although there is a request of council for staff to consider a Peace and Good Order By-law (that may address these))



Other Key Points Addressed

- Aligning with the Province in that ‘permits’ are not required
- Is not based on ‘community boundaries’ as most are not familiar with where those are. This proposed regional by-law defines urban and rural and reflects distances to particular structures, dwellings, woods, etc. for consistency
- Defines what can be burned (smaller list) versus what cannot (much-longer complex list)
- Complies with Provincial/Federal legislation. Links to legislation and the “Check Before You Burn” website are provided within the proposed by-law for quick and easy reference



Other Key Points Addressed Continued

- Outdoor Furnaces – permitted while adhering to other legislation and manufacturer’s installation instructions (which would be required for property insurance as well)
 - Smoke from outdoor furnaces used as a heat source for a home will not be enforced
- Campfires – permittable as defined



Other Key Points Addressed Continued

- This proposed by-law would repeal the following by-laws:
 - Former Town of Hantsport – By-law 1-93 Fire and Burning of Materials
 - Former Town of Windsor – By-law #39 Outdoor Fires By-law
 - Former Municipality of the District of West Hants – Fire Protection By-law dated September 14, 2004



Education

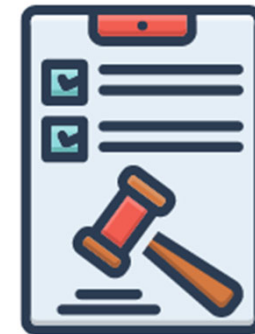
Education is vital and will be a key component when an Outdoor Fires By-law is approved.

- Infographics
 - Campfires
 - Acceptable burning material
 - Distances
 - Etc.,
- Municipal website and social media sites
- Municipal quarterly “Inspired” newsletter
- Local newspaper should Second Reading be given



Enforcement

- Wind velocity and smoke
 - May be challenging to enforce due to fluctuation
- Neighbour disputes
 - Often a civil matter rather than an enforcement matter.
Calling 911 for this is NOT permissible.



Enforcement

- Non-Emergency
 - Complainant - Contact Municipal By-law Enforcement at bylawenforcement@westhants.ca or at 902-798-8391 Ext. 7.
OR the local RCMP Detachment's non-emergency # at 902-798-2207
 - Responder (By-law Enforcement or the RCMP) - Contact the local Fire Department to put the fire out IF required
 - The Fire Department is **NOT** the initial point of contact unless the fire is or is getting out of control
- Emergency (fire is or is getting out-of-control)
 - 911



Enforcement

As per the Province of Nova Scotia – 911

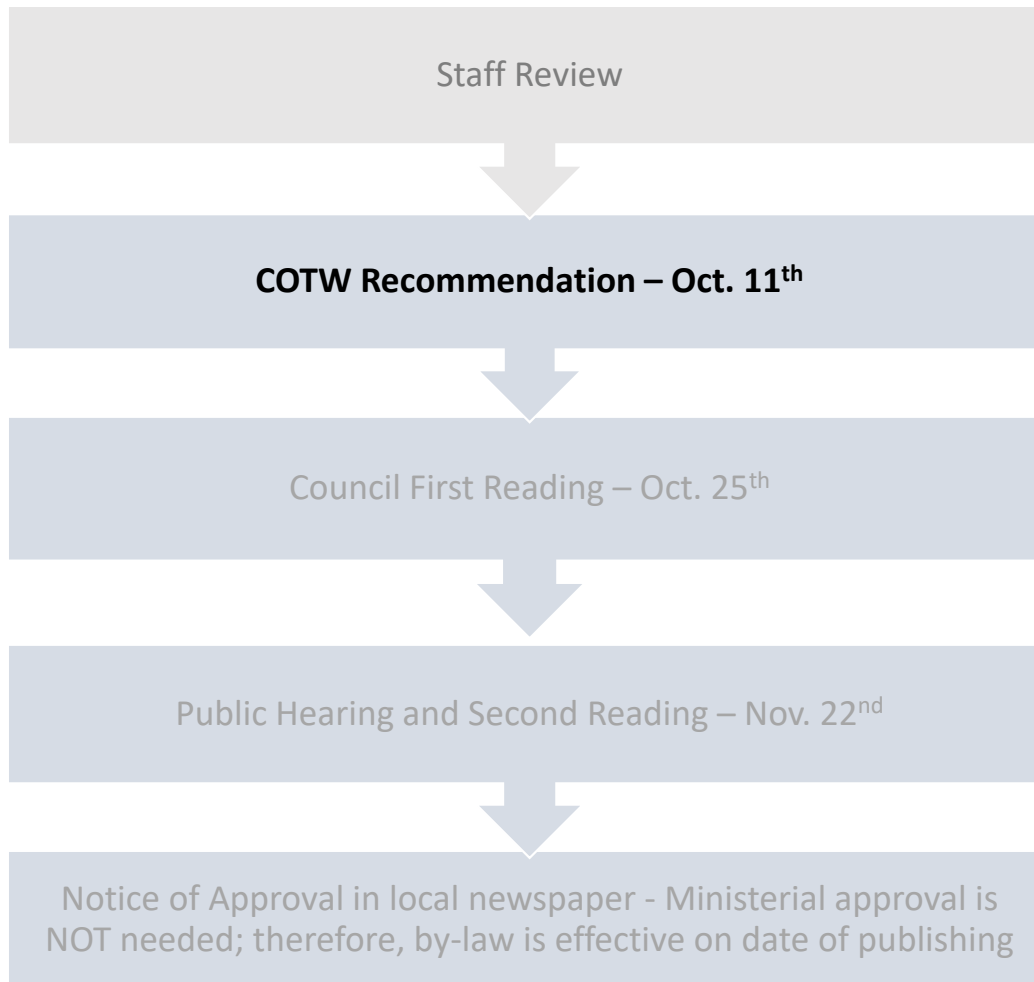
<https://beta.novascotia.ca/911-emergency-when-call>



- **DO call 911**
 - If your health, safety or property is threatened and you need help right away. The 911 call taker (operator) will notify emergency responders, like fire, police or ambulance.
- **DO NOT call 911**
 - If your issue is not an emergency. Call takers (operators) need to be available to answer emergency calls.

something inspiring awaits





Process Overview

- Council direction for one regional by-law
- Public input was sought December 2021 into January 2022
- Proposed by-law included input from Fire Chiefs, RCMP, By-law Enforcement, CAO's Office, public
- Further public input during public hearing stage
- Council decision

something inspiring awaits



Outdoor Fires By-law Recommendation

- ...that Council give First Reading and proceed to a Public Hearing and Second Reading for the Outdoor Fires By-law RO-001, which would include the repeal of the Outdoor Fires By-Law #39 for the former Town of Windsor dated December 2, 2010; the Fire and Burning Materials By-Law 1-93 for the former Town of Hantsport dated October 29, 1993; and the Fire Protection By- Law for the former Municipality of West Hants dated May 12, 1994, as presented to Committee of the Whole on October 11, 2022.






WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Committee of the Whole

Submitted by: 
Shelleena Thornton, Municipal Operations Supervisor

Date: October 11, 2022

Subject: Outdoor Fires By-law RO-001

LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c. 18:

- 172 (1) A council may make by-laws, for municipal purposes, respecting
- (a) the health, wellbeing, safety, and protection of persons;
 - (b) the safety and protection of property;
 - (c) persons, activities and things in, on or near a public place or place that is open to the public;
 - (d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations...

Fire and Emergency Services

Powers where fire

- 297 (1) When any fire, rescue or emergency occurs, the fire chief or other officer in charge, and any person under the direction of that officer, shall endeavour to extinguish the fire and prevent it from spreading, conduct the rescue or deal with the emergency and, for that purpose, may
- (a) command the assistance of persons present and any inhabitant of the municipality;
 - (b) remove property from buildings on fire or in danger of fire;
 - (c) take charge of property;

- (d) enter, break into or tear down any building;
 - (e) exclude and remove persons and vehicles from the building or vicinity; and
 - (f) generally, do all things necessary to respond to the emergency.
- (2) It is an offence to disobey any lawful order or command of the officer in charge.

RECOMMENDATION or DECISION REQUEST

...that Council give First Reading and proceed to a Public Hearing and Second Reading for the Outdoor Fires By-law RO-001, which would include the repeal of the Outdoor Fires By-Law #39 for the former Town of Windsor dated December 2, 2010; the Fire and Burning Materials By-Law 1-93 for the former Town of Hantsport dated October 29, 1993; and the Fire Protection By-Law for the former Municipality of West Hants dated May 12, 1994, as presented to Committee of the Whole on October 11, 2022.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Prior to consolidation, each entity (the former Town of Windsor, former Town of Hantsport, and the former West Hants Municipality) had their own By-Laws regarding Outdoor Fires, Burning of materials and Fire protection. None of which uniformly address the needs of the entire region once consolidation occurred.

At the November 10, 2020, Committee of the Whole meeting, staff was directed to review current fire-related by-laws and create a regional one. A Regional by-law will encompass the entire West Hants Regional Municipality to ensure consistency, cohesiveness, and clarity for all within the Region.

With this directive, staff reviewed each former entity’s by-laws and consulted with fire service experts, By-law Enforcement, and the RCMP, which lead to the establishment of a proposed regional by-law, where all communities within the region uniformly follow the same practices. This proposed by-law was presented at the September 14, 2021 Committee of the Whole meeting at which time, council had questions and staff was directed to postpone it so as to get public input prior to it going to First Reading.

DISCUSSION

Staff met to review the questions of council and advertised on the Municipal website, social media pages, and within the quarterly “Inspired” newsletter in Dec 2021/Jan 2022, seeking public input.

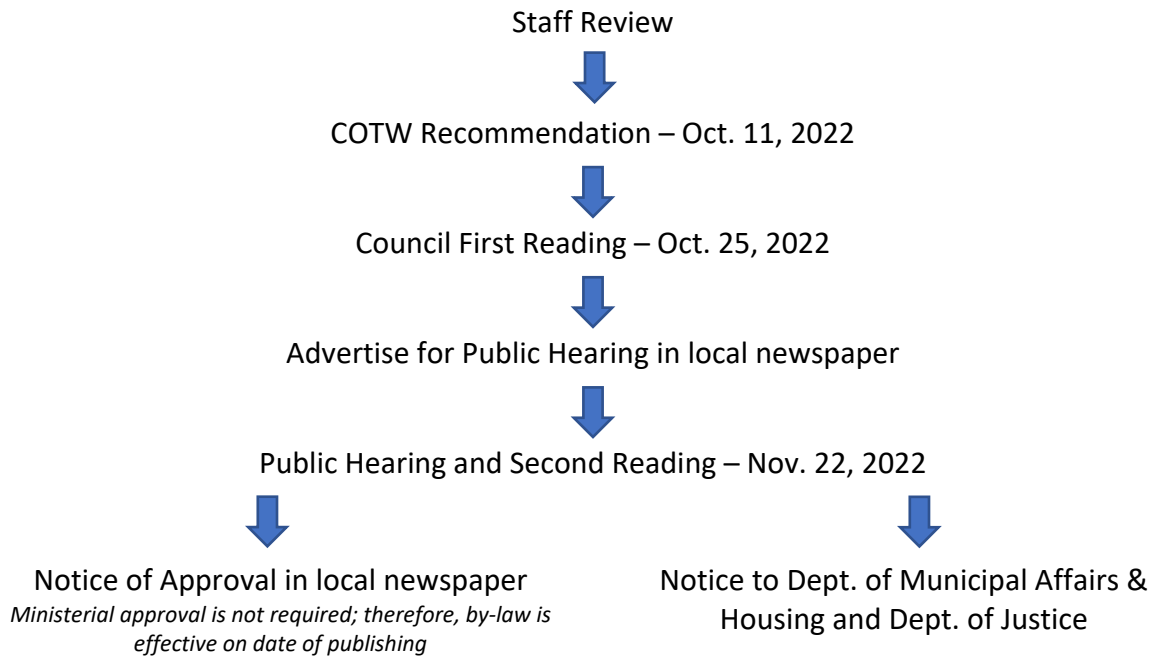
Key points:

- Definition of urban doesn't include areas that have agricultural uses.
Solution: the definition of urban was redefined to exclude areas serviced with municipal water/sewer with existing agricultural or resource designation.
- Provide clear definitions of what can be burned and in what type of appliance. Also identify what the penalty(ies) are for non-compliance.
Solution: Definitions have been provided. Defining 'what' can be burned is clearer and a much shorter list than what 'cannot' be burned. Enforcement and penalty information is provided within the proposed by-law.
- Chiminea and Fire-pit were used interchangeably.
Solution: Chiminea is defined, and fire-pit removed from the by-law.
- Spelling of 'chiminea' needs consistency.
Solution: Spelling was corrected.
- Does proposed by-law follow Provincial laws.
Solution: Municipal by-laws must comply at minimum with Provincial and Federal regulations and legislation.
- If someone cannot burn to reduce tick infestation within the region, would the Municipality provide a solution to rid of ticks.
Solution: Not addressed in the proposed by-law as tick infestation is a separate issue.
- Concerned with noise from fans and odours/fumes from restaurants.
Solution: Not addressed in the proposed by-law as noise, odours and fumes related to a restaurant business is not associated with outdoor fires (although there is a request of council for staff to consider a Peace and Good Order By-law (that may address these).
- Outdoor furnaces are permitted while adhering to other legislation and manufacturer's installation instructions (which would be required for property insurance as well). Smoke from outdoor furnaces used as a heat source for a home will not be enforced.
- Campfires are permitted as defined.
- Permits are not required.
- Defines what can be burned (smaller list) versus what cannot (much longer and complex).
- Not based on geographical boundaries but rather based on definitions of urban/rural and reflects distances to structures, dwellings, woods, etc. for consistency throughout the region.

- There will be neighbourly disputes and is often a civil matter rather than enforcement matter. If there is a by-law infraction, it will be addressed; however, may be challenging. For example, wind velocity and smoke may be challenging to prove due to fluctuations.

The proposed by-law has also been vetted through the Solicitor.

NEXT STEPS



FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality. Advertising costs have been approved in the 2022/23 operating budget.

ALTERNATIVES

Council may decide to:

- hold First Reading and authorize a Public Hearing to approve the proposed Outdoor Fires By-law as drafted or as specifically revised by direction of Council;
- provide alternative direction.


ATTACHMENTS

- Proposed Outdoor Fires By-law RO-001
- September 14, 2021 Excerpt and Recommendation Report

CHIEF ADMINISTRATIVE OFFICER REVIEW

The bylaw has been thoroughly reviewed by the various departments within the municipality.

I support the recommendation.

Report Prepared by:  _____
Shelleena Thornton, Municipal Operations Supervisor

Report Reviewed by: _____
Jamie Juteau, Ryan Richard, Chris Spencer, and Peter Johnston
Fire Chiefs

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

Report Approved by:  _____
Mark Phillips, CAO

Enabling Legislation

Municipal Government Act, R.S.N.S. 1998, c. 18:

- 172 (1) A council may make by-laws, for municipal purposes, respecting
- (a) the health, well being, safety, and protection of persons;
 - (b) the safety and protection of property;
 - (c) persons, activities and things in, on or near a public place or place that is open to the public;
 - (d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations...

Fire and Emergency Services

Powers where fire

- 297 (1) When any fire, rescue or emergency occurs, the fire chief or other officer in charge, and any person under the direction of that officer, shall endeavour to extinguish the fire and prevent it from spreading, conduct the rescue or deal with the emergency and, for that purpose, may
- (a) command the assistance of persons present and any inhabitant of the municipality;
 - (b) remove property from buildings on fire or in danger of fire;
 - (c) take charge of property;
 - (d) enter, break into or tear down any building;
 - (e) exclude and remove persons and vehicles from the building or vicinity; and
 - (f) generally do all things necessary to respond to the emergency.
- (2) It is an offence to disobey any lawful order or command of the officer in charge.



Title

1. This By-Law is entitled the “Outdoor Fires By-Law”.

Definitions

2. In this By-Law:

- (1) “acceptable appliance” means an outdoor receptacle which is constructed from bricks, concrete blocks, heavy gauge metal, stone or other suitable non-combustible components, has a spark arrestor or metal mesh screen, is positioned on a fire-proof surface, and does not exceed one (1) meter (3.3 feet) in width or in diameter when measured between the widest point or outside edges;
- (2) “campfire” means a fire not exceeding sixty (60) centimeters in width at the largest point, and not piled higher than forty-five (45) centimeters in height, located at least five (5) meters (16.4 feet) from other combustible materials, started and maintained with the permission of the owner of the property where the fire is located;
- (3) “chiminea” means a chiminea or other small, commercially manufactured burning appliance constructed from a suitable fire resistant material and intended to burn small quantities of wood or charcoal;
- (4) “Fire Chief” means a fire chief, fire captain or chief officer of a fire department, or other person designated by such person in and for the applicable fire protection district or area;
- (5) “fire-proof pad” means a pad made of non-combustible material(s), such as cement or concrete, that is resistant to heat;
- (6) “Municipal and/or Municipality” means West Hants Regional Municipality;
- (7) “nuisance” means the causing of any smoke or other emissions from any fire permitted under this By-law or otherwise, that adversely affects the reasonable



WEST HANTS REGIONAL MUNICIPALITY
OUTDOOR FIRES BY-LAW

RO-001

enjoyment by other persons on their property as determined by a Fire Chief, Special Constable, Fire Inspector, and/or RCMP. Smoke from seasoned firewood does not constitute a nuisance under this by-law.

- (8) “open air” means anywhere that is not fully enclosed by a building or structure;
- (9) “owner” has the same meaning as in the Municipal Government Act;
 - (a) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building,
 - (b) in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building,
 - (c) a person who occupies shores, beaches or shoals, and
 - (d) in the absence of proof to the contrary, the person assessed for the property.
- (10) “solid waste” means solid waste as defined in the former Municipality of West Hants Solid Waste Management By-law and former Town of Windsor Solid Waste By-law;
- (11) “special constable” means a person(s) appointed by the Municipality to enforce Municipal by-laws;
- (12) “rural area” means that part of West Hants Regional Municipality which is not an urban area as defined herein;
- (13) “urban area” means those areas within West Hants Regional Municipality which are serviced by Municipal water and sewer but excludes properties with existing agricultural or resource designation.



Prohibition on Open Air Fires

3. Subject to the provisions of Provincial legislation regarding fires, no person shall light, ignite, start, allow or cause to be lighted, ignited or started, or add fuel to, or otherwise permit or encourage to burn, a fire of any kind whatsoever in the open air except as permitted under section 4.

Permitted Open Air Fires

4. Except as may be otherwise prohibited by law, an open air fire is permitted:
- (1) for cooking food with propane, natural gas, charcoal or wood within a portable or fixed barbeque in which the fire is contained on its underside and on at least three sides;
 - (2) in an acceptable appliance or chiminea, provided that:
 - (a) a spark arrestor or mesh screen is used to contain any sparks or blowing debris;
 - (b) only clean, seasoned firewood or charcoal is burned;
 - (c) in the case of an acceptable appliance, it is located at least five (5) meters (16.4 feet) from any building, flammable structure, combustible material or property line;
 - (d) in the case of a chiminea:
 - (i) the chiminea is positioned on a fire-proof pad that extends at least fifty (50) centimeters (19.7 inches) outward from where the door of the chiminea is located and twenty (20) centimeters on all other sides;
 - (ii) the chiminea is at least five (5) meters (16.4 feet) from all buildings and at least one (1) meter (3.3 feet) from any wooden surface that



WEST HANTS REGIONAL MUNICIPALITY
OUTDOOR FIRES BY-LAW

RO-001

-
- is not appropriately screened with a CSA approved fire-proof material;
- (iii) if the operating instructions that come with the chiminea are stricter than the standards in this By-Law, the position and operation of the chiminea must comply with those operating instructions;
 - (e) a responsible adult who is equipped with tools or equipment to contain an outdoor fire (which may include brooms, rakes, back tanks, shovels, hoses and an adequate water supply), is present on the property and supervising while the fire is burning and until the fire is fully extinguished;
 - (f) a fire extinguisher is available on the property and within a reasonable distance from where the fire is located; and
 - (g) the fire does not create a nuisance.
- (3) for training purposes, or as a preventative measure intended to reduce the risk or spreading of a more serious fire, if the burning is carried out or supervised by a fire department, brigade or service which is registered pursuant to the Fire and Emergency Service Policy, COGE-007.00 or by any person responding reasonably to an emergency;
 - (4) for organized competitions where lighting fires is a component, such as the water boil in a woodsmen's competition;
 - (5) by a person lost or in distress in a wooded area, if reasonable precautions are taken against the spreading of the fire;
 - (6) for a campfire in a rural area;
 - (7) in a rural area between March 15th to October 15th as per the [NS Forest Act \(as amended\)](#) and as permitted on the [NS Check Before You Burn](#) website provided that:



WEST HANTS REGIONAL MUNICIPALITY
OUTDOOR FIRES BY-LAW

RO-001

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- (a) the fire is initiated by, or authorized by the owner of the property where the fire is situated;
 - (b) the fire is for the purpose of:
 - (i) weed control or other agricultural or forestry purposes, including the elimination of infestations of insects or disease;
 - (ii) brush removal or land clearing;
 - (iii) the burning of grass or other vegetation; or
 - (c) the fire is not within one hundred (100) meters (328 feet) of a dwelling located on other property;
 - (d) the fire is not within twenty (20) meters (66 feet) of any structure;
 - (e) the fire is not within twenty (20) meters (66 feet) of another property, except with the express written consent of the owner and occupant of such other property;
 - (f) the fire is not within three hundred five (305) meters (1,000 feet) of woods as per the Nova Scotia Forest Act;
 - (g) the fire is not started or permitted to continue when the wind is blowing of sufficient velocity to jeopardize the ability to control the fire;
 - (h) the fire is not left unattended by the owner of the property or an adult authorized and designated by the owner to be responsible for the fire;
 - (i) the owner or adult responsible for the fire is suitably equipped with appropriate tools such as rakes, shovels, and water tanks or other suitable water source, or, for substantial burning, mechanical equipment that may be used to suppress a fire, such as a bulldozer, and any other equipment that is necessary or prudent to control or extinguish the fire;
 - (j) the fire is not fueled by, or allowed to burn anything, except wood, brush, and vegetation or byproducts thereof; and



WEST HANTS REGIONAL MUNICIPALITY
OUTDOOR FIRES BY-LAW

RO-001

-
- (k) any smoldering embers from the fire are completely extinguished after the burning is completed.
- (8) between the dates of October 15 to March 15 (in alignment with the [NS Forest Act \(as amended\)](#) and as permitted on the [NS Check Before You Burn](#) website), provided that:
- (a) the owner or person responsible for the fire have received any necessary approvals from the Province with respect to the fire;
 - (b) the fire is not within twenty (20) meters (66 feet) of any structure;
 - (c) the fire is not within twenty (20) meters (66 feet) of another property, except with the express written consent of the owner and occupant of such other property;
 - (d) the fire is not started or permitted to continue when the wind is blowing of sufficient velocity to jeopardize the ability to control the fire;
 - (e) the fire is not left unattended by the owner of the property or an adult authorized and designated by the owner to be responsible for the fire;
 - (f) the owner or adult responsible for the fire is suitably equipped with appropriate tools such as rakes, shovels, and water tanks or other suitable water source, or, for substantial burning, mechanical equipment that may be used to suppress a fire, such as a bulldozer, and any other equipment that is necessary or prudent to control or extinguish the fire;
 - (g) the fire is not fueled by, or allowed to burn anything, except wood, brush, and vegetation or byproducts thereof; and
 - (h) and any smoldering embers from the fire are completely extinguished after the burning is completed.

Outdoor Furnaces

5. Wood burning furnaces or appliances which are located outside a building intended to receive heat or hot water from such furnace or appliance may not be installed or used
- (1) in an urban area unless:
 - (a) it has a chimney that extends to a height of at least four (4) meters above the grade of the surrounding soil; and
 - (b) the furnace or appliance, its chimney, and any support structure for the chimney, complies with any applicable requirements pursuant to the *Building Code Act, Fire Safety Act*, and the Municipality's Building Code Act By-Law RB-001; and
 - (c) the furnace or appliance is constructed, installed and operated in compliance with the same requirements as are set out in subsection (2) for such furnaces or appliances in rural areas;
 - (2) in a rural area unless:
 - (a) the manufacturer's installation instructions are followed;
 - (b) the furnace or appliance is not placed on a wooden deck or other combustible platform;
 - (c) clearance of five (5) meters is observed in all directions from other combustible materials, including any dwelling; and

Immediate Notification of Fire Department

6. In the case of any fire, the person who lit or otherwise started the fire, or allowed the fire to start, must notify the fire department in and for the applicable fire protection district if the fire is or appears to be unable to be controlled.



WEST HANTS REGIONAL MUNICIPALITY
OUTDOOR FIRES BY-LAW

RO-001

Authority

7. (1) The Fire Chief, Special Constable, Fire Inspector, and/or RCMP shall have control over the prevention and suppression of fires governed by this By-Law, and shall have the authority to extinguish or order extinguished any fire which:
- (a) poses a health or safety hazard to persons or property;
 - (b) in the opinion of the Authorities is causing a nuisance; or
 - (c) does not meet the provisions of this By-law.
- (2) The Fire Chief, Special Constable, Fire Inspector, and/or RCMP may enter upon any land, at any reasonably necessary time, for the purpose of performing their duties and functions pursuant to this By-Law.

Penalty

8. (1) Any person who contravenes any provision of this By-Law is guilty of an offence punishable on summary conviction by a fine of not less than two hundred fifty dollars (\$250.00) and not more than five thousand dollars (\$5,000).
- (a) In addition to any fine or imprisonment imposed, the Court may order the person convicted to pay all expenses incurred in correcting the contravention of the by-law or any damages associated with such contravention.
 - (b) Where any person is in contravention of any provision of this By-law, the Authority(ies) may direct in writing, that the contravention be remedied in the manner and within the time specified.
 - (c) Upon the failure of the person to comply with such notice, the Authority(ies) may order the remedy, and recover the cost of such work from the property owner.
 - (d) The Municipality's cost to remedy the contravention pursuant to any provision of the by-law shall constitute a lien against the property owner



WEST HANTS REGIONAL MUNICIPALITY
OUTDOOR FIRES BY-LAW

RO-001

which shall be applied and enforced in the same manner as for rates and taxes.

- (2) In lieu of prosecution under this By-law, a Special Constable, Fire Inspector and/or RCMP may, in their sole and absolute discretion, issue to any person they believe, upon reasonable grounds, has committed an offence under this By-law, a Notice of Violation, which Notice shall require the person to whom it is directed, to pay to the Municipality with fourteen (14) days of the issuance of the Notice, the sum of \$100.00 (one hundred dollars), for an offence outside that of Provincial legislation. Where a Notice of Violation is issued and if that sum is paid as required therein, no prosecution shall ensue in respect to the matter or matters referred to in the Notice. For greater certainty, nothing in this by-law requires the Municipality to issue a Notice of Violation before initiating a prosecution.

Repeal

9. (1) The former Town of Hantsport - By-Law 1-93 Fires and Burning of Materials By-law approved by the Minister on the 29th day of October, 1993; and
The former Town of Windsor Windsor Outdoor Fires Bylaw - #39 approved December 02, 2010; and
The former Municipality of the District of West Hants Fire Protection By-law dated September 14, 2004 are all 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)



WEST HANTS REGIONAL MUNICIPALITY
OUTDOOR FIRES BY-LAW

RO-001

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



Committee of the Whole Excerpts
September 14, 2021

OUTDOOR FIRE BY-LAW

At the November COTW meeting, Council gave direction to staff to review the current By-Laws in place prior to consolidation.

The recommended motion was...

... TO POSTPONE THE MOTION UNTIL JANUARY TO ALLOW FOR PUBLIC ENGAGEMENT AND INPUT.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Committee of the Whole

Submitted by: _____
Shelleena Thornton, Municipal Operations Supervisor

Date: September 14, 2021

Subject: Outdoor Fires By-Law RO-001

LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c. 18:

- 172 (1) A council may make by-laws, for municipal purposes, respecting
- (a) the health, well being, safety, and protection of persons;
 - (b) the safety and protection of property;
 - (c) persons, activities and things in, on or near a public place or place that is open to the public;
 - (d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations...

Fire and Emergency Services

Powers where fire

- 297 (1) When any fire, rescue or emergency occurs, the fire chief or other officer in charge, and any person under the direction of that officer, shall endeavour to extinguish the fire and prevent it from spreading, conduct the rescue or deal with the emergency and, for that purpose, may
- (a) command the assistance of persons present and any inhabitant of the municipality;
 - (b) remove property from buildings on fire or in danger of fire;
 - (c) take charge of property;
 - (d) enter, break into or tear down any building;

- (e) exclude and remove persons and vehicles from the building or vicinity; and
 - (f) generally, do all things necessary to respond to the emergency.
- (2) It is an offence to disobey any lawful order or command of the officer in charge.

DECISION REQUEST

...that Committee of the Whole recommends that Council give First Reading and proceed to a Public Hearing and Second Reading for the Outdoor Fires By-law RO-001, XXX, which includes the repeal of the Outdoor Fires By-Law #39 for the former Town of Windsor dated December 2, 2010; the Fire and Burning Materials By-Law 1-93 for the former Town of Hantsport dated October 29, 1993; and the Fire Protection By- Law for the former Municipality of West Hants dated May 12, 1994, as presented to Committee of the Whole on September 14, 2021.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input checked="" type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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With the creation of the West Hants Regional Municipality (WHRM) on April 1, 2021, it was necessary that a new Regional Outdoor Fire By-Law be created to clarify and consistently meet the needs for the entire region.

On July 1, 2015, the former Town of Hantsport dissolved into the West Hants Municipality and on April 1, 2020, the former Town of Windsor and West Hants Regional Municipality consolidated.

Prior to consolidation, each entity (the former Town of Windsor, former Town of Hantsport, and the former West Hants Municipality) had their own By-Laws regarding Outdoor Fires, Burning of materials and Fire protection. None of which uniformly addressed the needs of the entire region once consolidation occurred.

A Regional By-Law will encompass the entire West Hants Regional Municipality to ensure consistency, cohesiveness, and clarity for all citizens within the Region.

At the November 10, 2020, Committee of the Whole meeting, staff was directed to review existing fire-related By-Laws.

With this directive, staff reviewed each entity's By-Law, consulted with Fire service experts, By-law Enforcement, the RCMP, and a new Regional By-Law where all communities within the Region uniformly agree to follow the same practices. The proposed by-law has also been vetted through the Solicitor.

DISCUSSION

The former Town of Hantsport Fire Burning Materials By-Law, number 1-93 only pertains to fires that are intended for the purpose of food preparation. Any other type of fire requires a special burn permit from the Fire Chief and is subject to financial penalties for violations.

The former Town of Windsor By-Law #39 does expand on areas of permitted outdoor fires that allows for fires outside of food preparation so long as the burning appliances installation instructions are followed, a mesh screen or spark arrestor are present, the burning appliance is more than 15 feet from any building, flammable/combustible material, or property line and it cannot be placed on a wooden deck or a combustible platform. This By Law also requires a special burn permit to burn trees, shrubs, brushes, wood, or other vegetation and is also subject to financial penalties up to but not exceeding \$5,000.00 for violations.

The former West Hants Municipality Fire Protection By-Law allowed for open burning of materials that are defined as combustible under the By Law between the months of October 15th - April 15th without a permit. Outside of this time frame a permit issued by the Department of Natural Resources is required to have open fires so long as it is not within 100 feet of another property owners building. This By Law is also subject to financial penalties up to but not exceeding \$10,000.00 for violators and imprisonment if payment is defaulted.

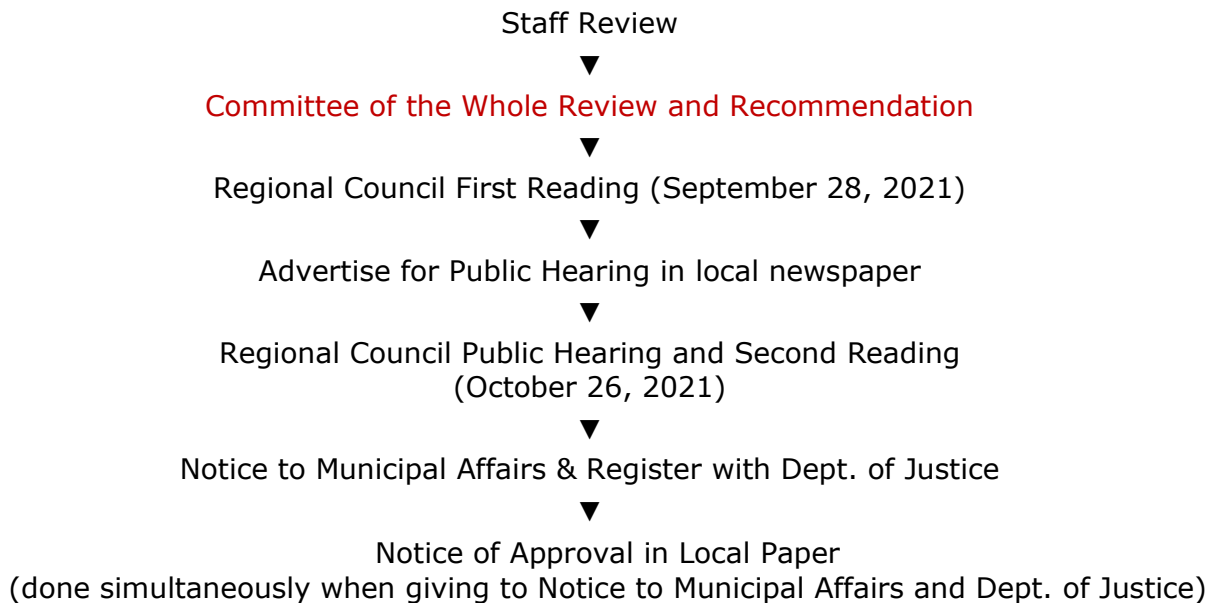
All three By-Laws outline varying definitions regarding terms of reference, definitions surrounding prohibited and permitted open air fires and safe, acceptable distances from combustible materials as well as varied financial penalties for violations. This causes confusion when interpreting the By-Law depending on location and which former By-Law is in effect for that area.

Upon direction from Council, staff reviewed all three former By-Laws, consulted the Municipal Government Act, and referenced Fire and Emergency Services to formulate a By-Law that encompasses a vast amount of the former regulations while expanding on definitions in areas to allow for chimineas, outdoor furnaces and such. A revised By-Law will expand to all communities within the West Hants Regional Municipality to ensure cohesiveness. Within this By-Law, a fire permit is no longer required so long as the individual complies with the NS Forest Act and meets all criteria outlined in the draft By-Law.

NEXT STEPS

Should COTW support this recommendation, Council will give first reading at its September 28, 2021 Council meeting and hold a public hearing and second reading at the October 26, 2021 Council meeting. Should second reading be approved, all former by-laws would be repealed. Notice of a public hearing will be placed in the newspaper, on the website and on social media.

The proposed steps for approval of the Outdoor Fires By-law RO-001 are:



This by-law does not require Ministerial approval and would be effective when the Notice of Approval is in the local newspaper.

It is important to further note, that until registered with the Dept. of Justice and the Summary Offence Ticket booklet is updated, any penalty enforcement would need to be done by long-form rather than summary offence ticket.

FINANCIAL IMPLICATIONS

There are no financial implications.

ALTERNATIVES

1. Committee of the Whole could choose to not recommend that Council give first reading of the draft, Council may choose not to support the new revised By-Law which would not repeal the current By-Laws in place. This is not the recommendation to Council.
2. Council may choose to provide alternative direction, such as requesting further information which may include a revised By-Law.

ATTACHMENTS

- Proposed West Hants Regional Municipality Outdoor Fire By-law RO-001
- Former Town of Windsor #39 Outdoor Fires Bylaw
- Former Town of Hantsport By-Law 1-93, Fires and Burning of Materials By-Law
- Former Municipality of the District of West Hants Fire Protection By-Law

CHIEF ADMINISTRATIVE OFFICER REVIEW

The draft by-law is in keeping with the discussions and review by operations over the past year. It is further a reflection of feedback from the fire services in relation to the administration and enforcement of the by-law.

I support the recommendation and the draft by-law but make note that revisions can be made pending feedback from the public hearing process. Should revisions be substantial, the by-law adoption process would need to start over.

Report Prepared by: _____

Report Reviewed by: _____

Shelleena Thornton,
Municipal Operations Supervisor

Report Approved by:  _____
Mark Phillips, CAO

OUTDOOR FIRES BY-LAW

Enabling Legislation

Municipal Government Act, R.S.N.S. 1998, c. 18:

- 172 (1) A council may make by-laws, for municipal purposes, respecting
- (a) the health, well being, safety, and protection of persons;
 - (b) the safety and protection of property;
 - (c) persons, activities and things in, on or near a public place or place that is open to the public;
 - (d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations...

Fire and Emergency Services**Powers where fire**

- 297 (1) When any fire, rescue or emergency occurs, the fire chief or other officer in charge, and any person under the direction of that officer, shall endeavour to extinguish the fire and prevent it from spreading, conduct the rescue or deal with the emergency and, for that purpose, may
- (a) command the assistance of persons present and any inhabitant of the municipality;
 - (b) remove property from buildings on fire or in danger of fire;
 - (c) take charge of property;
 - (d) enter, break into or tear down any building;
 - (e) exclude and remove persons and vehicles from the building or vicinity; and
 - (f) generally do all things necessary to respond to the emergency.
- (2) It is an offence to disobey any lawful order or command of the officer in charge.

Title

1. This By-Law is entitled the "Outdoor Fires By-Law".

OUTDOOR FIRES BY-LAW

Definitions

2. In this By-Law:

- (1) "acceptable appliance" means an outdoor receptacle which is constructed from bricks, concrete blocks, heavy gauge metal, stone or other suitable non-combustible components, has a spark arrestor or metal mesh screen, is positioned on a fire-proof surface, and does not exceed one (1) meter (3.3 feet) in width or in diameter when measured between the widest point or outside edges;
- (2) "camp fire" means a fire not exceeding sixty (60) centimeters in width at the largest point, and not piled higher than forty-five (45) centimeters in height, located at least five (5) meters (16.5 feet) from other combustible materials, started and maintained with the permission of the owner of the property where the fire is located;
- (3) "chimenea" means a chimenea or other small, commercially manufactured burning appliance constructed from a suitable fire resistant material and intended to burn small quantities of wood or charcoal;
- (4) "Fire Chief" means a fire chief, fire captain or chief officer of a fire department, , or other person designated by such person in and for the applicable fire protection district or area;
- (5) "fire-proof pad" means a pad made of non-combustible material(s), such as cement or concrete, that is resistant to heat;
- (6) "Municipal and/or Municipality" means West Hants Regional Municipality;
- (7) "nuisance" means interference with a neighbouring property owner's enjoyment of his or her property;
- (8) "open air" means anywhere that is not fully enclosed by a building or structure;
- (9) "owner" has the same meaning as in the Municipal Government Act;
 - (a) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building,
 - (b) in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building,

OUTDOOR FIRES BY-LAW

- (c) a person who occupies shores, beaches or shoals, and
- (10) (d) in the absence of proof to the contrary, the person assessed for the property. "solid waste" means solid waste as defined in the former Municipality of West Hants Solid Waste Management By-law and former Town of Windsor Solid Waste By-law;
- (11) "special constable" means a person(s) appointed by the Municipality to enforce Municipal by-laws;
- (12) "rural area" means that part of West Hants Regional Municipality which is not an urban area as defined herein;
- (13) "urban area" means those areas within West Hants Regional Municipality **which are serviced by Municipal water and sewer.**

Prohibition on Open Air Fires

- 3. Subject to the provisions of Provincial legislation regarding fires, no person shall light, ignite, start, allow or cause to be lighted, ignited or started, or add fuel to, or otherwise permit or encourage to burn, a fire of any kind whatsoever in the open air except as permitted under section 4.

Permitted Open Air Fires

- 4. Except as may be otherwise prohibited by law, an open air fire is permitted:
 - (1) for cooking food with propane, natural gas, charcoal or wood within a portable or fixed barbeque in which the fire is contained on its underside and on at least three sides;
 - (2) in an acceptable fire pit or chiminea, provided that:
 - (a) a spark arrestor or mesh screen is used to contain any sparks or blowing debris;
 - (b) only clean, dry wood or charcoal is burned;
 - (c) in the case of an acceptable fire pit, the fire pit is located at least five (5) meters (16.4 feet) from any building, flammable structure, combustible material or property line;
 - (d) in the case of a chimenea:

OUTDOOR FIRES BY-LAW

- (i) the chiminea is positioned on a fire-proof pad that extends at least fifty (50) centimeters (19.7 inches) outward from where the door of the chiminea is located and twenty (20) centimeters on all other sides;
 - (ii) the chiminea is at least five (5) meters (16.5 feet) from all buildings and at least one (1) meter (3.3 feet) from any wooden surface that is not appropriately screened with a CSA approved fire-proof material;
 - (iii) if the operating instructions that come with the chiminea are stricter than the standards in this By-Law, the position and operation of the chiminea must comply with those operating instructions;
- (e) a responsible adult who is equipped with tools or equipment to contain an outdoor fire (which may include brooms, rakes, back tanks, shovels, hoses and an adequate water supply), is present on the property and supervising while the fire is burning and until the fire is fully extinguished;
- (f) a fire extinguisher is available on the property and within a reasonable distance from where the fire is located; and
- (g) the fire does not create a nuisance.
- (3) for training purposes, or as a preventative measure intended to reduce the risk or spreading of a more serious fire, if the burning is carried out or supervised by a fire department, brigade or service which is registered pursuant to the Fire and Emergency Service Policy, COGE-007.00 or by any person responding reasonably to an emergency;
- (4) for organized competitions where lighting fires is a component, such as the water boil in a woodsmen's competition;
- (5) by a person lost or in distress in a wooded area, if reasonable precautions are taken against the spreading of the fire;
- (6) for a campfire in a rural area;
- (7) for a fire in a rural area between March 15th to October 15th as per the NS Forest Act provided that:

OUTDOOR FIRES BY-LAW

- (a) the fire is initiated by or authorized by the owner of the property where the fire is situated;
 - (b) the fire is for the purpose of:
 - (i) weed control or other agricultural or forestry purposes, including the elimination of infestations of insects or disease;
 - (ii) brush removal or land clearing;
 - (iii) the burning of grass or other vegetation; or
 - (iv) the demolition of wooden structures or of wooden construction materials or other combustible waste which is not acceptable for composting under the Municipality's Solid Waste By-Laws.
 - (c) the fire is not within one hundred (100) meters (328 feet) of a dwelling located on other property;
 - (d) the fire is not within twenty (20) meters (66 feet) of any structure;
 - (e) the fire is not within twenty (20) meters (66 feet) of another property, except with the express written consent of the owner and occupant of such other property;
 - (f) the fire is not within three hundred five (305) meters (1,000 feet) of woods as per the Nova Scotia Forest Act;
 - (g) the fire is not started or permitted to continue when the wind is blowing of sufficient velocity to jeopardize the ability to control the fire;
 - (h) the fire is not left unattended by the owner of the property or an adult authorized and designated by the owner to be responsible for the fire;
 - (i) the owner or adult responsible for the fire is suitably equipped with appropriate tools such as rakes, shovels, and water tanks or other suitable water source, or, for substantial burning, mechanical equipment that may be used to suppress a fire, such as a bulldozer, and any other equipment that is necessary or prudent to control or extinguish the fire;
 - (j) the fire is not fueled by, or allowed to burn anything, except wood, brush, and vegetation or byproducts thereof; and
 - (k) any smoldering embers from the fire are completely extinguished after the burning is completed.
- (8) between the dates of October 15 to March 15, provided that:

OUTDOOR FIRES BY-LAW

- (a) the owner or person responsible for the fire have received any necessary approvals from the Province with respect to the fire;
- (b) the fire is not within twenty (20) meters (66 feet) of any structure;
- (c) the fire is not within twenty (20) meters (66 feet) of another property, except with the express written consent of the owner and occupant of such other property;
- (d) the fire is not started or permitted to continue when the wind is blowing of sufficient velocity to jeopardize the ability to control the fire;
- (e) the fire is not left unattended by the owner of the property or an adult authorized and designated by the owner to be responsible for the fire;
- (f) the owner or adult responsible for the fire is suitably equipped with appropriate tools such as rakes, shovels, and water tanks or other suitable water source, or, for substantial burning, mechanical equipment that may be used to suppress a fire, such as a bulldozer, and any other equipment that is necessary or prudent to control or extinguish the fire;
- (g) the fire is not fueled by, or allowed to burn anything, except wood, brush, and vegetation or byproducts thereof; and
- (h) and any smoldering embers from the fire are completely extinguished after the burning is completed.

Outdoor Furnaces

5. Wood burning furnaces or appliances which are located outside a building intended to receive heat or hot water from such furnace or appliance may not be installed or used
- (1) in an urban area unless:
 - (a) it has a chimney that extends to a height of at least four (4) meters above the grade of the surrounding soil; and
 - (b) the furnace or appliance, its chimney, and any support structure for the chimney, complies with any applicable requirements pursuant to the *Building Code Act, Fire Safety Act*, and the Municipality's Building Code Act By-Law RB-001; and

OUTDOOR FIRES BY-LAW

- (c) the furnace or appliance is constructed, installed and operated in compliance with the same requirements as are set out in subsection (2) for such furnaces or appliances in rural areas;
- (2) in a rural area unless:
 - (a) the manufacturer's installation instructions are followed;
 - (b) the furnace or appliance is not placed on a wooden deck or other combustible platform;
 - (c) clearance of five (5) meters is observed in all directions from other combustible materials, including any dwelling; and

Immediate Notification of Fire Department

6. In the case of any fire, the person who lit or otherwise started the fire, or allowed the fire to start, must notify the fire department in and for the applicable fire protection district if the fire is or appears to be unable to be controlled.

Authority of Fire Chief

7. (1) The Fire Chief shall have control over the prevention and suppression of fires governed by this By-Law, and shall have the authority to extinguish or order extinguished any fire which:
- (a) poses a health or safety hazard to persons or property;
 - (b) in the opinion of the Fire Chief is causing a nuisance; or
 - (c) does not meet the provisions of this By-law.
- (2) The Fire Chief, Special Constable, and/or RCMP may enter upon any land, at any reasonably necessary time, for the purpose of performing their duties and functions pursuant to this By-Law.

Penalty

8. (1) Any person who contravenes any provision of this By-Law is guilty of an offence punishable on summary conviction by a fine of not less than two hundred fifty dollars (\$250.00) and not more than five thousand dollars (\$5,000).
- (a) In addition to any fine or imprisonment imposed, the Court or Judge may order the person convicted to pay all expenses incurred in correcting the

OUTDOOR FIRES BY-LAW

contravention of the by-law or any damages associated with such contravention.

- (b) Where any person is in contravention of any provision of this By-law, the Fire Chief may direct in writing, that the contravention be remedied in the manner and within the time specified.
- (c) Upon the failure of the person to comply with such notice, the Fire Chief may order the remedy, and recover the cost of such work from the property owner.
- (d) The Municipality's cost to remedy the contravention pursuant to any provision of the by-law shall constitute a lien against the property owner which shall be applied and enforced in the same manner as for rates and taxes.

- (2) In lieu of prosecution under this By-law, Special Constable may, in their sole and absolute discretion, issue to any person they believe, upon reasonable grounds, has committed an offence under this By-law, a Notice of Violation, which Notice shall require the person to whom it is directed, to pay to the Municipality with fourteen (14) days of the issuance of the Notice, the sum of \$100.00 (one hundred dollars), for an offence outside that of Provincial legislation. Where a Notice of Violation is issued and if that sum is paid as required therein, no prosecution shall ensue in respect to the matter or matters referred to in the Notice. For greater certainty, nothing in this by-law requires the Municipality to issue a Notice of Violation before initiating a prosecution.

Repeal

9. (1) The former Town of Hantsport - By-Law 1-93 Fires and Burning of Materials By-law approved by the Minister on the 29th day of October, 1993; and
The former Town of Windsor Windsor Outdoor Fires Bylaw - #39 approved December 02, 2010; and
The former Municipality of the District of West Hants Fire Protection By-law dated September 14, 2004 are all hereby repealed.

OUTDOOR FIRES BY-LAW

I, (Municipal Clerk Name), Municipal Clerk of the West Hants Regional Municipality, in 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:	Date
Notice Published:	Date
Second Reading & Approval:	Date
Final Publication:	Date
Notice to Municipal Affairs:	Date
Description:	



**TOWN OF WINDSOR
BYLAW#39
Respecting**

Outdoor Fires Bylaw

AUTHORITY

39.01

Sections 172 (a), (b), and (d) of the Municipal Government Act provides municipalities with the power to make bylaws respecting the health, well-being, safety and protection of persons, the safety and protection of property, and activities that may cause nuisances including burning, odours and fumes.

INTERPRETATION

39.02

In this bylaw:

- (1) "Acceptable Outdoor wood burning appliance" means an outdoor receptacle which is constructed from bricks, concrete blocks, heavy gauge metal, stone or other suitable non-combustible components, and has a spark arrestor or metal mesh screen, and, does not include outdoor wood furnaces;
- (2) "Council" means the Council for the Municipality of the Town of Windsor;
- (3) "Fire Chief" means the Fire Chief of the Windsor Fire Department or his / her designate.
- (4) "Garden and Yard Waste" means any shrubbery, tree prunings, leaves, brush, weeds, grass, roots, tree stumps, turf and similar vegetation;
- (5) "General Waste" means any rubbish, garbage, non-wooden material, packaging, containers, bottles, cans, rags, clothing, petroleum products, manure or sewer;
- (6) "Hazard" means a risk of damage or nuisance which may be caused by the burning of any general waste, and which may adversely affect property and/or persons;
- (7) "Non-designated Material" means tires, waste dangerous goods as defined in the Dangerous Goods Management Regulations pursuant to the *Environment Act*, Stats. N.S., 1994-1995,c.1 and amendments

thereto; used oil as defined in the used oil regulations pursuant to the ***Environment Act***, supra; railway ties or other wood treated with wood preservative; material containing rubber or plastic; painted wood; garbage, food products, organics such as animal remains;

- (8) "Nuisance" means the causing of any smoke or other emission from any fire permitted under this bylaw, or otherwise, that adversely affects the reasonable enjoyment by other persons of their property;
- (9) "Outdoor Wood Furnace" means an outdoor wood-burning appliance, or a solid fuel burning appliance, used for the space heating of buildings, the heating of water or other similar purposes;
- (10) "Portable Barbecuing Appliance" means any appliance used for the purpose of cooking food outdoors, normally fuelled by liquefied petroleum gas, natural gas, compressed briquettes or charcoal;
- (11) "Town" means the Town of Windsor.

OUTDOOR FIRES PROHIBITED

- 39.03**
- (1) No person shall be permitted to operate an open fire pit within the Town;
 - (2) No person shall be permitted to have an outdoor fire within the Town, on any land owned or occupied by such person, or on any public lands owned by the Town, unless contained in an acceptable outdoor wood burning appliance;
 - (3) No person shall be permitted to burn non-designated material, general waste, or garden and yard waste on any lands owned or occupied by such person, or on any other lands within the Town.

OUTDOOR FIRES PERMITTED

- 39.04**
- (1) Persons shall be permitted to cook food using a portable barbecue, other food preparation appliances (designed for outdoor use) or outdoor wood burning appliances;
 - (2) Persons using outdoor gas or wood burning appliances in the Town of Windsor shall be permitted to do so but the following provisions shall apply:
 - (a) The manufacturer's installation instructions must be followed;
 - (b) only dry seasoned firewood shall be used as it burns with little or no smoke by-product;
 - (c) a spark arrestor or mesh screen is used to contain any sparks or blowing debris;
 - (d) the acceptable outdoor wood burning appliance shall be located in excess of 15 feet from any building, flammable structure, combustible material or property line;

- (e) notwithstanding Section 39.04 (2) (d), the acceptable outdoor wood burning appliance must not be placed on wooden decks or combustible platforms;
- (f) the fire does not create a nuisance;
- (g) a responsible adult is present on the property while the fire is burning and until the fire is extinguished;
- (h) a fire extinguisher, or other means of extinguishing a fire, acceptable to the Fire Chief/or designate, is within reasonable distance from where the fire is located.

SPECIAL BURN PERMITS

39.05 Special burn permits are required for the following activities:

Open air burning of trees, wood, shrubs, bushes or other vegetation:

- (a) special permission from the Fire Chief of the Windsor Fire Department;
- (b) a burning permit; and
- (c) compliance with the provisions of this By-Law

PERMITTED CIRCUMSTANCE

39.06 Nothing in this Bylaw shall apply to the Windsor Fire Department while engaged in training sessions or other related activities if authorized by the Fire Chief or his designate.

PERMIT APPLICATION

- 39.07**
- (1) Where a permit is required under this By-law, an application shall be made to the Fire Chief;
 - (2) Where the Fire Chief determines that the proposed burning would be a hazard to safety or where there is a failure to meet the requirements of the By-Law, the Fire Chief shall refuse to issue a permit;
 - (3) In making a determination under Section 39.09 (2) the Fire Chief may take into consideration any number of factors which may include but are not necessarily be limited to the following:
 - (a) the number of permits issued on a particular day;
 - (b) the velocity of the wind;
 - (c) the general weather conditions prevalent;
 - (d) whether or not the applicant is suitably equipped to ensure the fire is maintained under control;
 - (e) the proposed manner and method of burning;
 - (f) whether the applicant owns or is the occupant of the land upon which the burning is intended to occur, or has the written consent,

produced prior to the issuance of the permit, of the owner of the land which the burning will occur;

- (g) whether the applicant is 19 years of age or older and ensures that at least one other person, of 19 years of age or older, suitably equipped to control the fire, will be present while the fire is burning or smoldering;
 - (h) any other matter the Fire Chief determines relevant to safety.
- (4) A permit issued under the authority of this By-Law may be revoked by the Fire Chief at any time where it is determined that the proposed burning will pose a hazard to persons or property or where the conditions of the permit have not been met;
 - (5) The Fire Chief may specify on the permit the hours of the day and the number of days during which the permit shall be valid, and in so doing, may distinguish between permits issued for commercial or other uses, but no permit shall be issued for a period exceeding fourteen (14) days;
 - (6) The Fire Chief may designate the location where and the hours during which applications for permits shall be received.

FEES

39.08 Where application is made for a permit, a non-refundable \$ 50.00 (fifty dollars) **Application Fee** must be paid before application is processed.

Upon successful application, a \$ 50.00 (fifty dollar) **Permit Fee** must be paid in full before permit is issued.

OFFENCES AND PENALTIES

- 39.09**
- (1) Any person who contravenes or fails to comply with any of the provisions of this bylaw shall be liable to a penalty no less than \$250 and not exceeding \$5,000 for each offence, as per Schedule A attached.
 - (2) In addition to any penalty imposed as a result of a guilty plea, the Town may levy a fee for reimbursement of all expenses incurred or damages associated with the offence.

REPEAL

39.10 **Bylaw #18** of the Town Bylaws entitled Prevention of Fires Bylaw and any amendments thereto, shall be hereby repealed.

EFFECTIVE DATE

39.11 This Bylaw shall be effective upon publication.

CAO/Clerk's Annotation (Office Use Only)

Date of first reading:	September 28, 2010
Dates of advertisement of Notice of Intent to Consider:	Oct. 21 & Nov. 4, 2010
Date of second reading:	November 23, 2010
*Date of advertisement of Passage of Bylaw:	December 02, 2010
Date of mailing to Minister a certified copy of Bylaw:	December 03, 2010

I certify that this Outdoor Fires Bylaw was adopted by Council and published as indicated above.



Louis Coutinho, CAO
Town of Windsor

Schedule "A"

Offence	Penalty
First Offence	\$ 250.00
Second Offence	\$ 1,000.00
Third Offence	\$ 5,000.00



**Town of Hantsport
By-law #1-93**

Fires and Burning of Materials By-law

1. This By-law shall be known as the Fires and Burning of Materials By-law, number 1-93.
2. No person shall ignite, set fire to or burn any materials, articles or substances whatsoever, out of doors, within the limits of the Town of Hantsport, except as provided by this By-law.
3. This By-law shall not apply to the setting of fire or burning of charcoal or other flammable materials commonly used for the purpose of a barbeque or similar outdoor cooking, when intended for the purpose of food preparation.
4. The Fire Chief may, from time to time, issue a special burning permit to an applicant and may prescribe within the permit:
 - a) The number of people required to supervise the burning.
 - b) The conditions under which the fire may be set.
 - c) The types of materials that will be permitted to be burned.
 - d) The hours and day on which the burning shall take place.
 - e) The location at which the fire may be set.
5. The penalties for violation of the provision of this By-law are as provided by the Town's Act, R.S.N.S. 1989, c. 472, and amendments thereto.
6. This By-law shall not apply to the persons acting directly under the authority of the Fire Chief of the Hantsport Fire Department in the performance of his duties.
7. All Fires and Burning of Materials By-laws of the Town now in force are hereby repealed and this By-law substituted therefore.

Passed by the Town Council of the Town of Hantsport on the 5th day of October, 1993.

Approved by the Minister of Municipal Affairs on the 29th day of October, 1993.

BE IT RESOLVED THAT THE FOLLOWING BE AND THE SAME IS HEREBY ADOPTED AND ENACTED AS A BY-LAW OF THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS

FIRE PROTECTION BY-LAW

1. The Fire Protection By-law passed by the Council of the Municipality of the District of West Rants on the 11th day of May, A.D., 1994 and approved by the Minister of Municipal Affairs on the 12th day of May, A.D., 1994 be and is hereby repealed and the following is substituted therefor.
2. In this By-law,
 - (a) "Controlled Combustion Unit" means an incinerator, furnace, barrel, drum, tank or container;
 - (b) "Designated Material" means:
 - (i) tires;
 - (ii) waste dangerous goods as defined in the Dangerous Goods Management Regulations pursuant to the *Environment Act*, Stats. N.S., 1994-1995, C. 1 and amendments thereto;
 - (iii) used oil as defined in the used oil regulations pursuant to the *Environment Act*, supra;
 - (iv) a railway tie or other wood treated with wood preservative;
 - (v) a material containing rubber or plastic;
 - (vi) painted wood;
 - (vii) garbage, food products, organics such as animal and human remains but does not include dry leaves and dry grass.
 - (c) "Furnace" means any equipment, apparatus, device or structure designed to burn solid, liquid or gaseous fuel for the purpose of heating, drying, generating power or processing steam or any combinations thereof;
 - (d) "Incinerator" means any equipment, apparatus, devise or structure designed to incinerate waste which is capable of controlling the combustion temperature,

the degree of gaseous mixing and the length of time that the combustion gases reside in the incinerator;

- (e) "Material" means combustible material other than designated material;
 - (f) "Municipality" means the Municipality of the District of West Hants;
 - (g) "Open Burning" means burning of material not carried out in a controlled combustion unit.
3. (a) No person shall carry out, cause, permit or be responsible for the open burning of designated material.
- (b) Subsection (a) does not apply to open burning conducted by a person or organization that is authorized by the Province to conduct courses to train fire fighting personnel.
- (c) Subsection (a) does not apply to a Municipality that conducts open burning in accordance with the provisions of the Municipal Waste Incinerator Regulations.
4. (a) Subject to Section 5(a)(ii) and 5(a)(iii), the burning of material shall be permitted at all times within a controlled combustion unit.
- (b) Subject to Section 5(a)(i), open burning of materials shall be permitted except between the 15th day of April and the 15th day of October in each year without a permit.
- (c) Subject to Section 5(a)(i), between the 15th day of April and the 15th day of October in each year, no person shall carry out, cause, permit or be responsible for the open burning of material without a permit issued by the Department of Natural Resources.
5. (a) No person shall carry out, cause, permit or be responsible for:
- (i) the open burning of material;
 - (ii) burning of material in a barrel, drum, tank or other container;
 - (iii) burning within a furnace that is used for heating purposes which is

external to the building being heated;

within 30.48 meters or 100 feet of another property owner's building.

- (b) Subsection (a) shall not apply to the burning of charcoal or propane within a barbecue for cooking purposes.
6. (a) Any person who carries out, causes, permits or is responsible for the burning of a fire which goes out of control is guilty of an offence.
- (b) The Court may, in addition to any penalty imposed for this offence order the accused to pay the cost of putting out such fire and the cost shall be charged at the Department of Natural Resources (Nova Scotia) rates, and the sum so ordered by the Court shall constitute a first lien on the property of the accused and shall bear interest at the same rate as taxes and may be collected in the same manner as provided for ordinary rates and taxes under the *Municipal Government Act*, Stats. N.S., 1998 Chapter 18.
7. Any person who carries out, causes, permits or is responsible for the burning of a fire shall abide by the provisions of the *Environment Act*, Stats. N.S., 1994-1995, C. 1 and the regulations thereunder.
8. In any prosecution for an offence under this By-law, it is sufficient proof of the offence to establish that it was committed by an employee or agent of the accused, whether or not the employee or agent is identified or has been prosecuted for the offence, unless the accused establishes that the offence was committed without the knowledge or consent of the accused.
9. Where a corporation commits an offence under this By-law, any officer or director of the corporation who directed, authorized, assented to, acquiesce in or participated in the violation of this By-law is guilty of the offence and is liable to the punishment provided for the offence, whether or not the corporation has been prosecuted.
10. Where an offence under this By-law is committed or continued on more than one day, each day shall constitute a separate offence.
11. Anyone who violates the provisions of this By-law shall be liable to a minimum penalty of not less than Two Hundred Dollars (\$200.00) and not exceeding Ten Thousand Dollars (\$10,000.00) and in default in payment thereof to imprisonment for not more than one year or both, including the imposition of a minimum fine.

I, Dwight M. Bennett, C.A.O. and Municipal Clerk-Treasurer of the Municipality of the District of West Rants, do hereby certify that the foregoing is a true copy of the Fire Protection By-law duly passed at a duly called meeting of the Municipal Council of the Municipality of the District of West Rants duly convened and held on the 12 day of May, A.D., 2004 and published in the Rants Herald, a newspaper circulating in the Municipality on the 020? day of Em/cu, A.D., 2004.

GIVEN under the hand of the Municipal Clerk and under the Corporate seal of the said Municipality this 22 day of May, A.D., 2004.

First Reading: 1 do'

Second Reading: 4 Y 1/0'

DWIGHT M. BENNETT, C.A.O.
MUNICIPAL CLERK-TREASURER



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input checked="" type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Council Committee of the whole

Submitted by: _____
Kevin Bennett, Manager, Parks & Recreation Facilities

Date: Oct 5,2022

Subject: Advertising – West Hants Sports Complex

LEGISLATIVE AUTHORITY

N/A

RECOMMENDATION or DECISION REQUEST

N/A

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Council requested at the West Hants Regional Council meeting held September 27, 2022, that staff prepare an information report regarding advertising and corporate sponsorship within the West Hants Sports Complex.

DISCUSSION

As indicated in the attached document, staff have re-connected and completed 90% of all pre-committed advertising allocations from local businesses. Staff have also started to engage additional businesses looking for advertising opportunities within the Sports Complex. Staff recognize that communicating and securing advertising opportunities within the facility is ever evolving and will continue to work with businesses and organizations and in the best interest of the West Hants Regional Municipality.

To date we have committed the following sponsorships:

Track Sponsorship = \$8,000 / yr for 4 years

Zamboni Sponsorship = \$2500 / yr for 3 years

Total: \$10,500.00

To date we have finalized \$21,500 in advertising with ongoing conversations.

As per the Building Architect's recommendation staff are working with the suggested "advertising areas" first before we explore options above and beyond the suggested spaces (as per advertising document).

Staff are currently in the process of designing a "Donor Wall" in the front entrance area recognizing those that contributed financially in the past and to provide space for future contributions. (e.g. major sponsors, chair sponsors etc.). This wall is expected to be in place before March 31st 2023.

NEXT STEPS

Staff will continue to explore new innovative ways to advertise and promote within the building including LED screens and software throughout the building.

FINANCIAL IMPLICATIONS

Included in the 2022/23 operating budget was revenue for advertising within the West Hants Sports Complex in the amount of \$22,000. To date staff have generated \$32,000 (tax incl) in advertising revenue.

ALTERNATIVES

N/A

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: _____

Kevin Bennett, Manager Parks & Recreation Facilities

Report Reviewed by: _____
Kathy Kehoe, Director Community Development

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

West Hants Regional Municipality
October 11, 2022
Chief Administrative Officer Report



The following report captures activities and events between the September COTW and the date of this report.

Governance

- A Strategy Planning Session for Council is being scheduled pending the confirmation from a session coordinator. I am awaiting quotes from a second vendor. This session will be held in-person.
- NSFM Fall Conference – The Mayor has reminded Council of the conference scheduled for November 1 to 4 in Halifax. Those wishing to attend should reach out to Deanna.

Administration

- Meetings and Events
 - Nova Scotia Association of Municipal Administrators Conference
 - September COTW and Council Meetings
 - CUPE Labour Management Meeting
 - Martock Freshwater Project Meeting
- NSAMA Conference – I attended the annual conference in Sydney, NS from September 20 to 23.
 - Key Note – #1 Success In Business and In Life and #2 Fear, Lies and Disappointment- The Roots of our Most Acute Social and Political Anxieties
 - Sessions – (Fridays’ Sessions were cut short due to weather / Fiona)
 - Working in Municipal Government – Attracting and Retaining Employees
 - The Strength in Partnerships – Utilizing Outdoor Recreational Spaces
 - NS Government Update
 - The Success of Your Municipality is in the Relationships you Cultivate
 - Education and Economic Development
 - Networking AND Trade Show
- Martock Fresh Water Project – The primary components of the project are now completed with the second riffle in place. Settling of rocks associated with the two riffles continue to be monitored to ensure adequate water flows and fish passage.
- CUPE Labour Management – Management and CUPE members continue to meet on a regular basis to discuss operations. The current collective agreement will expire in March of 2023. Language reviews will take place leading up to the bargaining process as well as the need for Council to review remuneration components.

Finance

- Meetings and Events
 - PVSC Service Delivery Meeting (Jim McAlpine)
- Operating Budget Projections – Acting Director Gibson will provide monthly forecast for the current fiscal year and still forecasting a small surplus. A reminder that we have a mix of cost centers that are seasonal resulting in a low level of forecasting accuracy at this time of the year. As we approach the end of the calendar year fiscal forecasting will be come more accurate.

Community Development

- Meetings and Events
 - VREN STAR Tourism Report
 - Sports Complex Projects and Operations
 - WHRM Volunteer Banquet
 - Victoria Park / Home Hardware Tree Planting Ceremony
 - Truth and Reconciliation Day Flag Raising Ceremony
 - Hants County Exhibition September 16-17 and 23 - 25
 - Garlic Festival – September 17th
 - Windsor Township Community Art / Mural Festival – September and October

Planning and Development

- Meetings and Events
 - MCCAP Meeting
 - Nova Scotia Housing Municipal Engagement Session
 - Municipal Surplus Lands (Internal Staff Meeting)
 - Fences and Arbitration Committee
 - Brison Development Growth Meetings
- Municipal Lands on Fort Edward Street – The process of carrying out the Phase 2 assessment continues. The report will not be available in October. It is expected late in the year or early 2023.
- Surplus Municipal Lands in Hantsport / Holmes Hill – Four of the five parcels have been sold. It is expected that Council will have offer (s) at the end of October for the fifth lot.
- Other Municipal Surplus Lands – Having survey plans, properties migrated, and other potential conditions associated with the lands is critical prior to the sale process.
- PACE Program Funding – Staff continue to explore funding models for MCCAP's consideration as they will advise Council of the desired size and scale of the program. Grants will be applied for, for the program but it is more likely the program will need to be funded by internal sources or through borrowing.

Economic Development

- Meetings and Events
 - WTBA Meeting
- Business Improvement Districts – The WTBA will be making a request of Council for additional funding to support an executive director to help support the activities of the BID. The same position could support ongoing development of a BID in Hantsport and other growth centers. The WTBA will be making a presentation to Council in advance of budget deliberations.

Public Works and Infrastructure

- Meetings and Events
- Hantsport Fire Station – Staff and Project Consultants Harvey Architects continue to push Avondale Construction for the completion of the HFD Station. Finishes and fixtures are now being carried out.
- CLC Meeting - 101 Twinning Project –The July meeting was recorded and available for viewing at the following extension: <https://www.youtube.com/watch?v=j3yEwO6s6q8>

Protective Services

- Hurricane Fiona – A thank you to all staff for their departmental preparation in advance and execution during the storm. A special thanks to Operations Supervisor / EMO Coordinator Shelleena Thornton and the Public Works staff for working during the storm monitoring activities and trouble shooting during the storm to minimize the impact on municipal infrastructure. It was a relative non-event in WH due to their efforts and the passing of the storm. All costs associated with the storm are being tracked and submitted to the Province for claim purposes.
- Police Advisory Board Meeting - The Committee met on September 26th and welcomed Jane Davis as the new Provincial Appointment. Retroactive pay associated with RCMP collective bargaining has not yet been billed to the municipality.
- Fire Chiefs Meetings - Monthly meetings of the Fire Chiefs continue with the support of Operations Supervisor and EMO Coordinator Thornton. Efforts continue with standardizing, apparatus, equipment, and training standards.

Sincerely,

Mark Phillips

Mark Phillips
Chief Administrative Officer
West Hants Regional Municipality

**2022-23 WEST HANTS REGIONAL OPERATING BUDGET UPDATE
FIFTH MONTH ENDING AUGUST 31, 2022**

REVENUE	2022-23 BUDGET	% OF THE BUDGET	FORECAST MARCH 31, 2023	VARIANCE % (BASED ON FORECAST)	VARIANCE (BASED ON FORECAST)	ACTUALS August 31, 2022	VARIANCE % (BASED ON ACTUALS)
TAXES	\$ 20,647,877	72%	\$ 20,218,352	-2.1%	\$ (429,525.00)	\$ 20,218,352	2.1%
SEWER	\$ 2,206,532	8%	\$ 2,206,532	0.0%	\$ -	\$ 565,442	74.4%
BUSINESS PROPERTY / DEED TRANSFER TAX	\$ 2,214,540	8%	\$ 2,251,256	1.7%	\$ 36,716.00	\$ 1,490,922	32.7%
GRANTS	\$ 90,085	0%	\$ 90,085	0.0%	\$ -	-\$ 6,318	100.0%
SERVICES PROVIDED TO OTHER GOVERNMENTS ¹	\$ 1,093,713	4%	\$ 1,066,575	-2.5%	\$ (27,137.60)	\$ 301,078	72.5%
SALES OF SERVICES	\$ 920,058	3%	\$ 742,665	-19.3%	\$ (177,392.80)	\$ 236,878	74.3%
OTHER REVENUE ²	\$ 624,247	2%	\$ 697,452	11.7%	\$ 73,205.00	\$ 306,806	50.9%
UNCONDITIONAL TRANSFERS	\$ 662,151	2%	\$ 662,224	0.0%	\$ 73.00	\$ 240,193	63.7%
TRANSFERS FROM FED OR PROV GOVT.	\$ 147,008	1%	\$ 147,008	0.0%	\$ -	\$ 73,002	50.3%
TRANSFERS FROM OTHER LOCAL GOVERNMENTS	\$ 164,256	1%	\$ 164,256	0.0%	\$ -	\$ 6,485	96.1%
TOTAL	\$ 28,770,426	100%	\$ 28,246,406	-1.8%	\$ (524,061.40)	\$ 23,432,840	18.6%
EXPENSES							
GENERAL GOVERNMENT SERVICES ³	\$ 3,570,877	12%	\$ 3,330,665	-6.7%	\$ (240,211.80)	\$ 1,698,379	52.4%
PROTECTIVE SERVICES ⁴	\$ 8,260,732	28%	\$ 8,065,714	-2.4%	\$ (195,018.00)	\$ 1,817,132	78.0%
TRANSPORTATION	\$ 1,581,716	5%	\$ 1,603,759	1.4%	\$ 22,043.20	\$ 668,233	57.8%
ENVIRONMENTAL HEALTH SERVICES ⁵	\$ 3,976,348	14%	\$ 3,785,662	-4.8%	\$ (190,685.60)	\$ 1,265,735	68.2%
PUBLIC HEALTH SERVICES ⁶	\$ 276,825	1%	\$ 293,887	6.2%	\$ 17,062.00	\$ 212,062	23.4%
PLANNING	\$ 1,002,094	3%	\$ 777,049	-22.5%	\$ (225,045.20)	\$ 322,057	67.9%
RECREATION	\$ 2,790,004	10%	\$ 2,778,397	-0.4%	\$ (11,606.80)	\$ 1,147,126	58.9%
EDUCATION	\$ 4,680,803	16%	\$ 4,680,803	0.0%	\$ -	\$ 1,926,270	58.8%
PRINCIPAL INSTALLMENTS	\$ 2,666,411	9%	\$ 2,666,411	0.0%	\$ -	\$ 1,032,447	61.3%
NET TRANSFERS	\$ 203,893	1%	\$ 203,893	0.0%	\$ -	\$ -	100.0%
TOTAL	\$ 29,009,703	100%	\$ 28,186,241	-2.8%	\$ (823,462.20)	\$ 10,089,441	65.2%
SURPLUS / DEFICIT	\$ (239,277)		\$ 60,165			\$ 13,343,399	

Please note that if revenue and expenditures were incurred evenly over the year approximately 41.6% of the budget would be used. This percentage provides a guideline when reviewing the above. 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 \$60,165. These remaining funds will be moved to the Operating Reserve as per the Reserves policy.

Keynotes:

- The 2022-23 budget column shows an unbalanced budget due to the budgeted deficits for both Windsor and West Hants Sewer.
- Current savings in expenses come from the following:
 - Planning continues to see employee changes and the need to seek employees to fill vacant positions, resulting in continuing salary savings at this time.
 - General Government Services is seeing a savings due to the change in the Financial Services term Accountant position from a 10-month term to a 6-month term, as well as lower than expected Other Legislative expenses at this time.
 - Environmental Health Services continues to see delayed billing from our primary vendor, resulting in a lower than expected expense at this time.

LEGEND:

- SERVICES PROVIDED TO OTHER GOVERNMENTS INCLUDES: RECYCLING/ENFORCEMENT, HOST COMMUNITY FEES, ADMINISTRATION FEES, COURTHOUSE
- OTHER REVENUE INCLUDES: INTEREST & PENALTIES, RETURN ON INVESTMENTS, ADMINISTRATIVE RENTALS AND LEASES, FINES, LICENSES & PERMITS
- GENERAL GOVERNMENT SERVICE INCLUDES: LEGISLATIVE, ADMINISTRATION, FINANCIAL SERVICES, FACILITIES, LIBRARIES
- PROTECTIVE SERVICES INCLUDES: RCMP, FIRE, REMO, BY-LAW, COURTHOUSE, BUILDING INSPECTION
- ENVIRONMENTAL HEALTH SERVICES INCLUDES: SEWER, WASTE COLLECTION, WASTE DIVERSION, LANDFILL
- PUBLIC HEALTH SERVICES INCLUDES: CEMENTERIES, PUBLIC HOUSINGA2:J48A38A1:J48A1:J48

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

First Name	Last Name	Correspondence Date	Meeting / logged
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)

First Name	Last Name	Correspondence Date	Meeting / logged
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)	Miniou (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)

First Name	Last Name	Correspondence Date	Meeting / logged
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)

First Name	Last Name	Correspondence Date	Meeting / logged
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)

First Name	Last Name	Correspondence Date	Meeting / logged
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



KODY BLOIS, M.P.
KINGS-HANTS

Hon. Joyce Murray
Minister of Fisheries, Oceans and the Canadian Coast Guard
200 Kent Street, Station 15N100
Ottawa, ON K1A 0E6

October 6, 2022

Dear Minister Murray,

I write to you in relation to the ongoing situation at the Avon River in Windsor, Nova Scotia located in my riding of Kings-Hants. I have written and spoken to you on this issue previously, along with your predecessor Minister Jordan.

This has been a frustrating issue, in-part, because it has been difficult to ascertain information, timelines, and a policy rationale as to why our approach to date cannot be amended to meet the concerns of the local community.

Ultimately, I would like to see the completion of the Highway 101 twinning project to improve public safety, improve fish passage at the Windsor Causeway, while also ensuring the outcome of the project can achieve these objectives while also reconciling the broader community interest. The community interest is to return water to Lake Pisiquid, adjacent to downtown Windsor, while also maintaining freshwater levels on the upper Avon River for the benefit of multiple community stakeholders.

There are two issues at play. The first issue is the ongoing Ministerial Order which was introduced by DFO in March of 2020. Since March of 2021, the order has remained in effect without any change despite significant feedback in the community asking for an amendment in consultation with Kwilmu'kw Maw-Klusuaqn ("KMK") and Indigenous communities.

The second issue is the approval of the new gate structure that the Province of Nova Scotia is seeking to finish the twinning of Highway 101 - an undertaking that includes significant federal funding.

I appreciate that the onus is on the Province of Nova Scotia, as the proponent, to deliver a project that meets the requirements under the *Fisheries Act*. In multiple conversations with both provincial civil servants and elected officials with knowledge of the application, there is a strong belief that the project - as submitted - meets the criteria to be approved. However, that



KODY BLOIS, M.P.
KINGS-HANTS

approval has not been forthcoming, and the entire project seems to be locked in an inertia that has delayed the completion date by at least two years and counting.

As you can appreciate Minister, my desire is to resolve this significant issue in my riding and look for solutions between the two levels of government to be able to move forward. I am asking for the opportunity to have a briefing with your Deputy Minister, Chief of Staff, and Parliamentary Secretary Mike Kelloway to better understand our federal perspective. I am also seeking a briefing from the Province of Nova Scotia to better understand their position.

Let me suggest that perhaps bringing together the responsible Ministers and civil servants at both the federal and provincial level may be an important step to resolving this ongoing issue. As always, please reach out to myself if I can be of any further assistance.

Yours Truly,

Kody Blois
Member of Parliament for Kings-Hants

Cc:

Hon. Dominic Leblanc, Minister of Intergovernmental Affairs, Infrastructure and Communities
Hon. Sean Fraser, Minister of Immigration, Refugees, and Citizenship Canada
Hon. Tim Houston, Premier of Nova Scotia
Hon. Greg Morrow, Minister of Agriculture
Melissa Sheehy-Richard, MLA for Hants West
Abraham Zebian, Mayor of the Regional Municipality of West Hants

Correspondence Received

First Name	Last Name	Correspondence Date	Meeting / logged
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	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
Hon. John	Lohr	2022-03-22	2022-04-12 COTW
Andrea	Parker	2022-03-28	2022-04-12 COTW
Bulk Water Haulers		2022-03-30	2022-04-12 COTW
Mark	Wainman	2022-04-04	2022-04-12 COTW
Jeff	Houser	2022-03-23	2022-04-12 COTW
Kathrin	Winkler	2022-04-05	2022-04-12 COTW
Joseph, PVSC	Feeney	2022-04-14	2022-04-26 Council

Correspondence Received

Darren	Porter	2022-04-21	2022-04-26 Council
Daphnee	de Lamirande	2022-04-29	2022-05-10 COTW
Hon. John	Lohr	2022-05-02	2022-05-10 COTW
Ann- Marie	Mathieu, Annapolis Valley Regional Library	2022-05-05	2022-05-10 COTW
2022-05-11 Yves	Arsenault re Information session for Hosting of 44th annual Final des Jeux de l'Acadie for 2025	2022-05-11	2022-05-26 Council
Anna	Allen	2022-05-22	2022-06-14 COTW
Seamus	Marriott, Community Petition re Zwicker lake	2022-05-31	2022-06-14 COTW
Scott	Carson (Presenting letter in person to Council)	2022-06-03	2022-06-14 COTW
Hon. John	Lohr (DMA)	2022-06-10	2022-06-14 COTW
Nancy	Sherwood	2022-06-14	2022-06-28 Council
Bobby	Best	2022-06-16	2022-06-28 Council
Hon. Kim	Masland	2022-06-21	2022-06-28 Council
Sherri	Bulger	2022-06-28	2022-06-28 Council
Hon. John	Lohr	2022-06-30	2022-07-12 COTW
Domenic	Padula	2022-07-07	2022-07-12 COTW
Hon. Joyce	Murray	2022-07-12	2022-07-26 Council
Diana	Gibson re: RCMP & Fort Edward Information	2022-06-29	2022-07-26 Council
Acute Care	Tanya Penney	2022-07-19	2022-07-26 Council
Darren	Porter	2022-07-27	2022-09-13 COTW
PVSC		2022-08-02	2022-09-13 COTW
DMA		2022-08-04	2022-09-13 COTW
Breaking Barriers Together		2022-08-17	2022-09-13 COTW
Bill	Preston	2022-08-18	2022-09-13 COTW
Alix	Munro (POSSE)	2022-09-01	2022-09-13 COTW
County of Annapolis	Letter to Premier Tim Houston and Hon. Tim Halman re Moratorium on Aerial Herbicide Spraying	2022-09-14	2022-09-27 Council
Darren	Porter	2022-09-14	2022-09-27 Council
Darren	Porter	2022-09-16	2022-09-27 Council
Philip Hyam	Hyam	2022-09-17	2022-09-27 Council

Fort Edward Lands Correspondence

First Name	Last Name	Correspondence	Meeting/Logged
Theresa	Newcombe	11/23/2021	2022-03-22 Council
Gary	Nelson	12/17/2021	2022-01-11 COTW
Lisa	Bland	12/17/2021	2022-01-11 COTW
John	Wilson	12/21/2021	2022-01-11 COTW
Gary	Nelson	1/11/2022	2022-01-25 Council
Andrea	Moore	1/21/2022	2022-01-25 Council
Valerie	Newcombe	1/21/2022	2022-03-22 Council
Gary	Nelson	1/26/2022	2022-02-08 COTW
Sara	Brothers	1/19/2022	2022-01-25 Council
Dawn	Allen	1/17/2022	2022-01-25 Council
Marty	Fougarty	2/5/2022	2022-03-22 Council
Dr. Gordon	Haliburton	2/14/2022	2022-03-08 COTW
Theresa	Newcombe	3/11/2022	2022-03-22 Council
Marie	Claude-Roiux	3/9/2022	2022-03-22 Council
Barbara	Gallagher	No Date	2022-03-22 Council
Roland	Newcombe	1/20/2022	2022-01-25 Council
Liz	Galbraith	12/16/2021	2021-12-16 COTW
Mary Lou	Bennet	12/13/2021	2021-12-16 COTW
Jean	Scotney	2/25/2022	2022-03-22 Council
Denise	Forand	3/16/2022	2022-03-22 Council
Jonathan Fowler	Fowler	3/13/2022	2022-03-22 Council
Heather	Pick	3/17/2022	2022-03-22 Council
Wanda	Donelle	2/22/2022	2022-04-12 COTW
Teresa	Newcombe	3/22/2022	2022-04-12 COTW
Patti	Quinn	3/22/2022	2022-4-12 COTW
Martin	Theberge	4/6/2022	2022-04-12 COTW
Rene	Cormier	4/12/2022	2022-04-26 Council
Daphnee	de Lamirande	4/29/2022	2022-05-12 COTW
Carol	Bradley	6/23/2022	2022-06-28 Council
Ruth	Angevine	6/24/2022	2022-06-28 Council
Denise	Forand	6/28/2022	2022-06-26 Council
Marie	Claude-Roiux	6/28/2022	2022-07-12 COTW
Colleen	Rogers	7/24/2022	2022-09-13 COTW
Shirley	Pineo	8/9/2022	2022-09-13 COTW
Pamela	Spence	8/19/2022	2022-09-13 COTW
Councillor Gail	Tupper	8/22/2022	2022-09-13 COTW
Camilla	Noiles	9/3/2022	2022-09-13 COTW

Combined Overflow System Correspondence


First Name	Last Name	Date Received	Meeting/Logged
Katherine	MacLeod	10/27/2021	2022-01-11 COTW
Katherine	MacLeod	10/28/2021	2022-01-11 COTW
Carrilee	Eddy	3/13/2022	2022-03-22 Council
Anna	DeNicola	3/12/2022	2022-03-22 Council
Darren	Porter	3/13/2022	2022-03-22 Council
Ellen	Hart	3/13/2022	2022-03-22 Council
Jennifer	Davidson	3/13/2022	2022-03-22 Council
Felicia	McNeil	3/14/2022	2022-03-22 Council
Darren	Porter	3/15/2022	2022-03-22 Council
Susie	Smith	3/15/2022	2022-03-22 Council
Carol	Bradley	3/17/2022	2022-03-22 Council
Felicia	McNeil	3/21/2022	2022-04-12 COTW
Felicia	McNeil	4/11/2022	2022-04-26 Council



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Committee of the Whole

Submitted by: 
 Shelleena Thornton, Municipal Operations Supervisor

Date: October 11, 2022

Subject: Battery Powered Extrication Tools – Brooklyn Fire Department’s Portion

LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c. 18 - Section 65 – Adoption of Budgets

RECOMMENDATION or DECISION REQUEST

...Committee of the Whole recommends that Council approve the award of tender WHRMAD22-02 for the supply of Battery Powered Extrication Tools to the compliant bidder, Safety Source Fire, for Brooklyn Fire Department’s equipment list, at the over-budget tendered price of \$62,138.65 plus applicable taxes.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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As previously presented and approved in the 2022/23 capital budget, both Windsor Fire Department and Brooklyn Fire Department, Station 1 required the need to purchase extrication tools, batteries, chargers, and other equipment. Their approved budgets were:

- Windsor Fire Dept Budget - \$ 79,810 from Windsor Fire Equipment Reserve
- Brooklyn Fire Dept Budget - \$ 52,314 from Long Term Debt

A worthy note is that prior to budget deliberations, suppliers are reached out to for general information and pricing to help determine budgeting amounts. Timing, specification variations, and quantities are a few variables that may reflect discrepancies when initially requested (from one department to another). Hence the difference reflected in this situation.

DISCUSSION

Pricing was required from qualified vendors to supply all the equipment and delivery of the following:

Windsor Fire Department

- 1 X Electric Cutter, minimum cut rating of A9, B9, C9, D9, E9, F4, cutter opening minimum 8.0"
- 1 x Electric Spreader, minimum 28.5" spread, 82,280ftlb of spreading force, 15,000 ftlbs of pulling force
- 1 x Electric Ram, minimum 50" spread distance (extendable preferred for cross ramming), minimum force 30,000lbs
- 1 x Ram Support Frame (rocker panel support)
- 1 x Ram Extension kit (if available)
- 1 x Set Ram support brackets for cross ramming
- 1 x Pulling Chain kit for spreader tool
- 5 x Batteries
- Wiring and charging units for charging of 3 batteries on tools, with 2 extra battery chargers for stand-alone batteries and any diagnostics.

Brooklyn Fire Department

- 1 X Electric Cutter, minimum cut rating of A9, B9, C9, D9, E9, F4, cutter opening minimum 8.0"
- 1 x Electric Spreader, minimum 28.5" spread, 62,900 ftlb of spreading force, 11,600 ftlbs of pulling force
- 1 x Electric Ram, minimum 50" spread distance (extendable preferred for cross ramming), minimum force 30,000lbs
- 1 x Ram Support Frame (rocker panel support)
- 1 x Ram Extension kit (if available)
- 1 x Set Ram support brackets for cross ramming
- 1 x Pulling Chain kit for spreader tool
- 5 x Batteries
- Wiring and charging units for charging of 3 batteries on tools, with 2 extra battery chargers for stand-alone batteries and any diagnostics.

The equipment supplied and all parts and all replacement parts thereof are to be new only (not remanufactured), never used, and of the latest manufacture.

The public tender closed on September 8, 2022, with one supplier submitting a bid, as follows:

- Safety Source Fire \$ 145,039.84 with taxes

The submission was reviewed, evaluated, and scored on the technical and financial components to ensure compliance with the technical specifications requested in the tender. Staff recommend proceeding with the purchase of the quoted equipment.

Brooklyn Fire Department’s share of the quote equates to \$ 62,138.65 before taxes, putting it over-budget and requiring additional approval of council.

FINANCIAL IMPLICATIONS

2022/23 Capital Budget – Battery Powered Extrication Tools

	Windsor Fire Department	Brooklyn Fire Department
Quoted Received	\$63,982.95	\$62,138.65
Non-Recoverable Tax <small>(4.29%)</small>	<u>\$2,744.87</u>	<u>\$2,665.75</u>
Total	\$66,727.82	\$64,804.40
Budget	\$79,810.00	\$52,314.00
Variance (over budget)	\$13,082.18	(\$12,490.40)

Windsor Fire Department battery powered extrication tools will be purchased from the Windsor Fire Reserve, as their portion of the tender has come in under budget, this will result in a smaller draw from the reserve for 2022-23.

Should council approve the above quoted tender price, Brooklyn Fire Department battery powered extrication tools, will be \$12,490.40 over budget. This purchase is being funded through long-term debt, and there will be financial implications to the debt servicing costs related to the over budget amount. Debt servicing will see an increase of \$2,669 to a yearly total of \$13,849.

NEXT STEPS

Pending approval of Council, staff will award formal contract to Safety Source Fire to proceed with the supply of the equipment in accordance with their proposal.

ALTERNATIVES

Council may choose to either defer this, or not proceed with this purchase. This is not the recommendation to council.

ATTACHMENTS

No attachments.

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: 
Shelleena Thornton, Municipal Operations Supervisor

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

Report Reviewed by: _____
Diana Gibson, Acting Director of Financial Services

Report Approved by: 
Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and members of Committee of the Whole

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: October 11, 2022

Subject: Appointments to the Municipal Climate Change Action Plan (MCCAP) Committee

LEGISLATIVE AUTHORITY

Part 1 Section 24 of the Municipal Government Act

RECOMMENDATION or DECISION REQUEST

...that Committee of the Whole recommends that Council appoint Mark Williamson and Peter Moore as resident representatives on the Municipal Climate Change Action Plan Committee until October 31, 2024.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input checked="" type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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The current MCCAP Committee resident appointments expire on October 31, 2022. Staff placed an advertisement of the positions in the local paper and on social media and received two (2) expressions of interest.

DISCUSSION

The MCCAP terms of reference outlines that the Committee consists of eleven (11) members, with the composition as follows:

- three (3) Councillors;
- two (2) resident members, who are not members of Council
- Chief Administrative Officer or designate;
- Director of Public Works or designate;
- Director of Planning and Development or designate;
- Director of Community Development or designate;
- Director of Finance or designate;
- Protective Services Manager or designate.

Public advertisement for MCCAP resident member openings was placed in the local paper, on the Municipal website and Facebook page on September 20th, 2022. Applications were accepted until 4:30 p.m. September 30, 2022. Due to a technical issue, the deadline for applications was extended to midnight October 2, 2022. There were two (2) applications received.

NEXT STEPS

Once approved by Council on October 25, 2022, all resident representative applicants will be contacted to notify them of the appointment made and any additional information needed by those appointed.

FINANCIAL IMPLICATIONS

Resident members appointed to a Committee of Council will receive remuneration in accordance with the Council Remuneration Policy, which is identified in the annual Operating Budget

ALTERNATIVES

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

ATTACHMENTS

MCCAP Terms of Reference

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: _____
Deanna Snair, Municipal Clerk

Report Reviewed by: _____
(Name and Title)

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



1. Official Name

The official name of this committee is the Municipal Climate Change Action Plan Committee. It may be referred to as MCCAP.

2. Members/Composition

The Committee consists of a eleven (11)members:

- three (3) Councillors;
- two (2) resident members, who are not members of Council
- Chief Administrative Officer or designate;
- Director of Public Works or designate;
- Director of Planning and Development or designate;
- Director of Community Development or designate;
- Director of Finance or designate;
- Protective Services Manager or designate.

All members of the Committee are appointed by resolution of Council, and each member appointed serves the Committee for a two year term Members are eligible for reappointment.

Resident members are chosen through an evaluation process and recommendation to Council.

All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the specified term is over.

In the case of an unexpected vacancy, previous applications on file may be considered by the Chair and staff, or the option to re-advertise may be applicable. A recommendation will be made to Council for appointment. That new person's appointment will serve the remainder of the term of the person replaced or as deemed appropriate.

The Chair and the Vice-Chair are elected by a majority of the members and hold office for a two-year term. The Chair acts as the liaison with Council.

MCCAP may recommend to Council that a Committee member who fails to attend three (3) consecutive meetings of MCCAP, without good reason accepted by the MCCAP Chair be dismissed from the Committee.

3. Goals

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

The Committee will strive to reflect the best interests of the Region in any recommendation.

4. Deliverables

The Committee will:

- develop an annual Work Plan of actions based on the MCCAP. This work plan will include the estimated timeline and cost for the action, anticipated partners and recommendations for funding sources such as the Gas Tax Agreement or other provincial and federal funding programs. The annual Work Plan will summarize actions completed in the previous year;
- submit the Work Plan annually to Council to be placed on file;
- keep Council fully informed on the progress of MCCAP implementation;
- undertake, as it determines appropriate, pilot projects that carry out actions outlined in the MCCAP, funded in part or in whole through the Committee’s approved annual budget;

5. Jurisdiction

MCCAP was formed pursuant to the Meeting and Committee Procedural Policy dated March 23, 2020.

The Committee's duration is indefinite, based on:

- Council's continued support of the above Goals and Deliverables.

6. Resources/Budget

Following their appointment new Committee members will be given an introductory workshop organized by staff to assist them in their duties.

MCCAP resident members are remunerated in accordance with the Councillor Remuneration Policy.

Municipal planning staff will provide ongoing support to the Committee. Staff will:

- arrange meeting times and venues and take Committee minutes;
- circulate meeting agendas and minutes;
- provide reports or status updates on identified projects or applications; and
- make public presentations on behalf of the Committee as required.

7. Governance

MCCAP meetings will generally take place the morning of the second Wednesday of the month in February, April, September and November but additional meetings may be called by the Chair on an as-needed basis or as directed by Council. Members will be informed of all meetings and supplied with an agenda prior to each scheduled meeting date.

A quorum is a majority of the number of appointed members at the time of the meeting.

Orders and rules of conduct for debate for MCCAP meetings are the same as those for Council in the Meeting and Committee Procedural Policy.

8. Communications



MCCAP members and staff will communicate with each other at meetings (in person or electronic), by telephone or by email.

Draft minutes of MCCAP meetings are available to the public and will be approved at the next meeting.

All MCCAP meetings are open to the public, except as specified Section 203 of the MGA.

MCCAP agendas may set aside a period of time during the meeting for public comment or presentation.

9. Related Policies, Procedures and Legislation

West Hants MCCAP
Hantsport MCCAP
Windsor MCCAP
West Hants ICSP
Hantsport ICSP
Windsor ICSP
Meeting and Committee Procedural Policy
Council Remuneration Policy

Approved by: _____
Committee Chair

Adoption	
Notice to Council:	Not Applicable
Initial Approval:	Sept. 9, 2020
Amendment #1	February 9, 2022
Description: MCCAP Committee Terms of Reference	



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by:

Deanna Snair, Clerk

Date: October 11, 2022

Subject: 2022 Resident Appointments to Planning and Heritage Advisory Committee

LEGISLATIVE AUTHORITY

Municipal Government Act – Section 24 Standing, Special and Advisory Committees

RECOMMENDATION

... that Committee of the Whole recommends that Council appoint the following resident members to the Planning and Heritage Advisory Committee for the 2022-2024 term:

- Lisa Bland
- Tasha Rogers
- Jennifer Nicholls
- Bill Preston
- Jane Davis
- Stefan Palios
- Paul Beazley

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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At the June 2022 Council meeting, Council determined the makeup of PAC/HAC as follows: *“Seven (7) resident members from the Region of West Hants who are not Council members or municipal employees or immediate family members (defined as children, brother, sister, spouse, mother, father) of either Council or municipal employees and three (3) members of Council and further that this will take effect at the November PAC/HAC meeting.”*

At the June Council meeting, Council also determined that *“resident members may be reappointed for a maximum of three (3) terms”*. Lisa Bland, Tasha Rogers, Jennifer Nicholls, Bill Preston and Jane Davis were each appointed when this PAC/HAC was established in April 2021, and have completed one (1) term on PAC/HAC, so each is eligible for re-appointment.

Appointments are for a two-year term for residents.

DISCUSSION

Members appointed in 2021 were notified several times of the approaching end of their term, and were encouraged to apply for the upcoming term. Two(2) resident members did not indicate a wish to remain on PAC/HAC.

Public advertisement for resident members was placed in the Valley Journal Advertiser during the weeks of September 13th and 20th. The ad was also placed on the Municipal website and Facebook page for the same time period. Applications to be a resident member of PAC/HAC were accepted until noon September 29, 2022. Ten (10) applications or indications of interest were received.

NEXT STEPS

Once approved by Council on October 25, 2022, all applicants will be contacted to notify them of whether or not they were appointed. Required additional information will be sent to new members and the Planning and Development Department will host an information session for new members.

At the Council meeting on October 25, 2022, Council will also need to appoint three (3) members of Council to PAC/HAC.

FINANCIAL IMPLICATIONS

Resident members appointed to a Committee of Council will receive remuneration in accordance with the Council Remuneration Policy, which is identified in the annual Operating Budget.

ALTERNATIVES

Committee of the Whole could choose to go in-camera to review the applications in detail and select alternative resident representatives.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: _____
Deanna Snair, Clerk

Report Reviewed by: _____

Madelyn LeMay, Director, Planning and Development

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Committee of the Whole

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: October 11, 2022

Subject: Police Advisory Board Resident Member Appointment

LEGISLATIVE AUTHORITY

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

Police Act of NS – Section 57 - Establishment and composition of Police Advisory Boards, and Section 68(1) – Function of Advisory Board

Police Regulations of NS – Part 3

RECOMMENDATION or DECISION REQUEST

That Committee of the Whole recommends

... that Council approves Guido Guide Furlani be appointed to the Police Advisory Board as a resident committee member for the term November 01, 2022 to October 31, 2024, pending completion of a satisfactory criminal records check.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Police Regulations, Part 3 outlines Board member qualifications, selection process, Code of Conduct of Board members, and the role of the Chair. The Police Act of NS outlines the composition and functions of the Police Advisory Board.

The Meeting and Committees Procedural Policy RCOGE-003.00 (as amended) was approved by Council at the October 27, 2020 Council meeting and outlines procedures while conducting Committees of Council meetings.

DISCUSSION

Police Advisory Board (as per Sections 57 and 68(1) of the Police Act of NS)The function of the advisory board is to provide advice to the council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality, but the advisory board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

A five-member advisory board consists of:

- (a) two members of council appointed by resolution of the council;
- (b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
- (c) one member appointed by the Minister.

The vacancy was advertised until midnight, October 2, 2022, in which one application was received. Staff reviewed the application and sent copies to the Chair of the Police Advisory Board. The recommended resident appointment would fulfil the resident-member requirement and comply with the Police Act of NS. Should the recommendation be supported, all committee appointments would be fulfilled including the that of the Ministerial appointed member.

NEXT STEPS

Once approved by Council on October 25, 2022, all applicants will be contacted to notify them of whether or not they were appointed. Required additional information will be sent to new members.

FINANCIAL IMPLICATIONS

Resident members appointed to a Committee of Council will receive remuneration in accordance with the Council Remuneration Policy, which is identified in the annual Operating Budget.

ALTERNATIVES

- Council may choose not to accept the recommendation and direct the clerk to re-advertise for committee member appointments.

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: _____
Deanna Snair, Clerk

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ✓	Recommendation ✓	Decision Request <input type="checkbox"/>	Councillor Activity ✓
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To: Committee of the Whole, West Hants Regional Municipality

Submitted by: Jim Ivey, Councillor, Windsor South, District 11

Date: October 11, 2022

Subject: Windsor Flood Risk Assessment – Formal Update Request

LEGISLATIVE AUTHORITY

N/A

RECOMMENDATION or DECISION REQUEST

Committee of the Whole directs staff to provide an update on the Flood Risk Assessment project to be presented by CBCL to Council at its October Council meeting with a summary of the work and findings completed to date, the work still required to be completed and the estimated timeframe for the completion of the work and the anticipated final report delivery.

BACKGROUND

Property ✓	Public Opinion ✓	Environment ✓	Social <input type="checkbox"/>	Economic ✓	Councillor Activity <input type="checkbox"/>
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Windsor experienced a significant flood event on July 27, 2021 and subsequent floods with overflow events on September 2, September 10. Additional flooding events (though less severe) occurred at least 3 or 4 more times between September 2021 March / April 2022.

The flood locations (between July and September) bounded by Stannus, Victoria, Gray and Albert Streets as well as the Tremaine and Trecothic Marsh area were significantly impacted. Homes were flooded with combined overflows into the lake basin and a walking bridge with trails were washed out during one occasion at the Trecothic Marsh.

Following the July and September floods, with concern and urgency for action, a high-pressure mobile pump was secured on a short-term basis to cover-off during the time to secure the purchase of a permanent pump. Its intent was to provide relief at Pump Station 1 should an additional major flood occur.

Additionally, a Windsor Flood Study was commissioned through an RFP and awarded to identify

storm water management issues and solutions for the community of Windsor including Wentworth Creek.

Both of the initiatives (pump and flood study) were and are important to all stakeholders and particularly the residents impacted with flooded basements, insurance claims and personal expenses incurred.

DISCUSSION

At the West Hants Council meeting September 27, 2022 an informal inquiry sought to understand when the study might be concluded as it was 3 months past its original estimated date of June 2022 (early summer). Additionally, an inquiry was made with regards to when stakeholder community engagement was going to take place.

In response to the question of timing, Council was advised that we might see a draft report at the end of this year or the start of next. This would be 6 or 7 months past the estimated date for a final report on a significant project in the Windsor area and within the Municipality's capital budget.

In response to inquiry on stakeholder / community engagement, Council was advised that community engagement was not part of the scope of the project. If stakeholder engagement was wanted, it would be additional to the contracted scope. This is not the way I understood the report or its presentation in November.

Given the importance of the report, I feel it is necessary for Council to clearly understand where this project stands for current work completed and expected timing of work to be completed.

Additionally, we need to understand the apparent misunderstanding of the stakeholder / community engagement which is an expectation within the community and was identified by the CAO as a key point of the study when Council was approving the staff recommendation.

In summary, the flood study included many deliverables however discussion from this report is primarily focused on the timeline and several of the project management tasks which included: ("*>* italics" for emphasis):

Project Management Tasks (from the report)

>• The consultant will work closely with the West Hants MCCAP Committee and Public Works staff;

>• The consultant will provide a work plan that describes how the consultant will keep Public Works staff abreast of progress on this study's objectives, including what is being done and why, assumptions and findings;

>• The consultant must prepare and present findings to the MCCAP Committee and/or West Hants Committee of the Whole when it comes time to review this body of work, and be available to Council for questions during the process;

- The consultant will review the West Hants MCCAP and other related research, such as the ACAS, Lot Grading By-Law staff report and the May 24, 2018 report "Stormwater Management: Utilizing Low Impact Development", which the MCCAP Committee will make available to the consultant;

- The consultant shall be responsible for all mapping requirements of the project and all resulting GIS ArcMap .shp files and map products shall become the property of the Municipality at the conclusion of the project. The Municipality will provide topographic layers, as well as other data as needed by the consultant for the project, from the Municipality's GIS; and

>• *The consultant will make recommendations to the Public Works staff on appropriate stakeholder involvement, if necessary, at relevant stages of the project.*

Questions from the preceding include:

Has the consultant ...

1. *Worked with West Hants MCCAP at this point in time?*
2. *Worked with Public Works staff in a measurable manner?*
3. *Provided a work plan that describes how the consultant will keep Public Works staff abreast of progress on this study's objectives, including what is being done and why, assumptions and findings?*
4. *Identified when they might expect to prepare and present draft or final findings to the MCCAP Committee and/or West Hants Committee of the Whole when it comes time to review this body of work?*
5. *Identified when they might be available to Council for questions during the process?*
6. *Identified when it will make recommendations to the Public Works staff on appropriate stakeholder involvement, if necessary, at relevant stages of the project?*

From the other deliverables identified in the report as part of the current assessment in Windsor; the consultant has also been engaged to undertake the following:

1. *Assessing the limitations in our major drainage systems for existing developments as well as flows that are expected from future developments*
2. *Reviewing current developments within study the area and anticipated changes to development within the study area*
3. *Assessing peak flows and available storage capacity in current drainage systems and*
4. *Identifying all existing 'bottlenecks' and limiting sections*

As a final question, given the specific nature of the work the consultant has been engaged to undertake and the work that appears would have been done at this point in time; why did we engage another firm altogether to provide an assessment of the stormwater capacity that exists within the Trecothic Marsh area with the existing and future developments that council is currently reviewing for approvals?

NEXT STEPS

TBD based on Council's discussion

FINANCIAL IMPLICATIONS

Potential time of the consultant to update Council, although it appears to already be included in the scope of work from the recommendation by staff as approved at the November 23 2021 Council meeting.

ALTERNATIVES

Council may choose to do nothing or suggest option of their own.

ATTACHMENTS

Windsor Flood Assessment report

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: Jim Ivey, Councillor Windsor South, District 11

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)




West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Committee of the Whole

Submitted by: 
Todd Richard

Date: November 9, 2021

Subject: Windsor Flood Risk Assessment Study Recommendation

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

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

Council approve the award of tender WWHPW21-18 for Flood Risk Assessment Study to the low compliant bidder, CBCL, for the tendered price of \$79,550, plus applicable taxes, with \$43,854 coming from Canada Community Building Fund reserve.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity
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	□				□
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West Hants Regional Municipality is seeking a qualified consultant for the preparation of a Flood Risk Assessment Study for the community of Windsor, NS.

Windsor’s geography and historical settlement pattern contribute to its vulnerability to stormwater flooding. The municipality determined flooding, both inland and from storm surge, to be a priority area of concern in the context of climate trends and projections. In addition, the Regional Emergency Management Office, have determined flooding as one of the most significant risks to the community.

It is critical to the Municipality to identify the limitations in water drainage, to plan and design infrastructure improvements these areas to a standard that not only better addresses today’s flooding issues, but takes the projected increase of short, higher intensity rainfalls caused by climate change into account.

DISCUSSION

The intent of this study is to identify storm water management issues and solutions for the community of Windsor (former Town of Windsor boundaries) and shall include Wentworth Creek. There have been previous Flood Risk Assessment studies performed for Three Mile Plains¹, Falmouth² and Hantsport³. This study should take these previous studies into consideration, to ensure that flood risks are reviewed up to the boundaries of these former reports.

- Managing stormwater runoff in the most cost-effective and ecologically appropriate manner, including maximizing the use of natural features to slow and control storm water;
- Protecting citizens from the dangers of flash flooding;
- Mitigating damage to infrastructure and private property;
- Protecting the quantity and quality of groundwater resources;
- Protecting and enhancing the quality of surface water in the community and the municipality’s natural features; and
- Providing stormwater information for future development in the community.

The Windsor Flood Risk Assessment Study & Stormwater Management Plan will be the primary document that contains the framework and standards to:

Describe the Current Circumstances

- Delineate stormwater sheds in Windsor, and provide a GIS layer illustrating these sheds;

¹ Three Mile Plains Flood Risk Assessment Study, Dillon Consulting (2019)
² Falmouth Stormwater Management Plan, CBCL Limited (2016)
³ Hantsport Flood Risk Assessment Study, Dillon Consulting (2018)

- Meet with the Municipality to review changes which should be made to drainage systems within the study area; and
- Inventory and describe existing drainage conditions, creating GIS ArcMap .shp data points as appropriate;

Define Requirements for Development

- Describe how to apply LID BMP's within the Municipality to achieve the study's objectives, considering both current and intended land uses identified in the Municipal Planning Strategy and Land Use By-law. This will require meeting with Planning staff to review current development within study area and anticipated changes to development within the study area;
- Assess limitations in major drainage systems for existing development as well as flows that are expected from future development using recommended BMPs; and
- Identify opportunities and estimate associated costs of addressing under-capacity issues in the current infrastructure.

Hydrologic and Hydraulic Modeling

- Input drainage information based on consultant's inventory and available topographic data;
- Assess peak flows and available storage capacity in current drainage system;
- Identify all existing 'bottlenecks' and limiting sections;
- Select a computer model (e.g., USEPA SWMM5, or Stormnet) and explain to the Committee why this model is most appropriate for achieving the objectives of the study;
- Prepare a range of Design Rainfall events to be used in the model to simulate predicted increases in peak flows and assess hydraulic conditions in the Windsor drainage system. These Design Rainfall events must reflect climate trends and projections for changes in precipitation as discussed in the West Hants Municipal Climate Change Action Plan (MCCAP); and
- Assess limiting sections of the drainage system using a range of flow control scenarios for all design rainfalls;

Resolution of Limitations

- List upgrades to drainage systems components to accommodate projected future peak flows for a range of control scenarios;
- Evaluate the potential for integrating additional stormwater storage in the drainage system to offset the need for capacity (infrastructure) upgrades and/or increases;

- Recommend an optimum combination of drainage system capacity upgrades and storage for the Windsor area. This proposed ‘drainage plan’ should include any technical specifications, such as general location and size of retention, treatment and/or infiltration components;
- Provide recommended policy and typical specifications to accompany the acceptable BMPs; and
- Recommend the priority of each potential upgrade or action based on both the impact on the drainage system and financial costs.

Project Management Tasks

- The consultant will work closely with the West Hants MCCAP Committee and Public Works staff;
- The consultant will provide a work plan that describes how the consultant will keep Public Works staff abreast of progress on this study’s objectives, including what is being done and why, assumptions and findings;
- The consultant must prepare and present findings to the MCCAP Committee and/or West Hants Committee of the Whole when it comes time to review this body of work, and be available to Council for questions during the process;
- The consultant will review the West Hants MCCAP and other related research, such as the ACAS, Lot Grading By-Law staff report and the May 24, 2018 report “Stormwater Management: Utilizing Low Impact Development”, which the MCCAP Committee will make available to the consultant;
- The consultant shall be responsible for all mapping requirements of the project and all resulting GIS ArcMap .shp files and map products shall become the property of the Municipality at the conclusion of the project. The Municipality will provide topographic layers, as well as other data as needed by the consultant for the project, from the Municipality's GIS; and
- The consultant will make recommendations to the Public Works staff on appropriate stakeholder involvement, if necessary, at relevant stages of the project.

On October 8, staff issued an Invitation for Proposal (RFP) for Engineering Services for this study project to prequalified engineering consultants, closing on October 21. The call for proposals resulted in three proposals being submitted for evaluation. The proposals were evaluated for completeness, technical ability and proposed approach to execute the scope of work.

The three bids received included:

- | | |
|---------------|---------------------------|
| • CBCL | \$ 79,550. ⁰⁰ |
| • EXP | \$ 91,840. ⁰⁰ |
| • DesignPoint | \$ 121,248. ⁵³ |

CBCL Limited was deemed to be the low compliant bidder and has previous experience and qualification with the engineering assessment for similar projects throughout Nova Scotia, including the 2016 Falmouth Stormwater Assessment Study; as such has been recommended to Council for award of this contract.

NEXT STEPS

Pending approval of Council; staff will award formal contract to CBCL to proceed with the study scope of work in accordance with their proposal.

FINANCIAL IMPLICATIONS

On June 8, 2021, Council supported an application to the 2021 Flood Risk Infrastructure Investment Program (FRIIP) to fund 50% of a Windsor Flood Risk Impact Study, with the remaining funds to come from Gas Tax Reserve.

West Hants Regional Municipality has received funding from the Nova Scotia Flood Risk Infrastructure Investment Program (FRIIP) to fund 50% of the cost of a Windsor Flood Water Impact Study up to a maximum contribution of \$39,109.

The total cost with applicable taxes is \$82,963, leaving a balance of \$43,854 to come from Canada Community Building Fund Reserve.

ALTERNATIVES

1. Council may choose to award this project to an alternative proponent.
2. Council may choose to not to proceed with this capital project.


ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and recommendation is in alignment with the recent direction provided by Council and the urgency to review storm water management in the community of Windsor. As noted in the report and RFP there is a public engagement component that will ensure community members can express their concerns and to share their experiences making a more complete assessment of the conditions.

I support the recommendation.

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

Report Reviewed by: 
Todd Richard, Director of Public Works

Report Approved by: 
Mark Phillips, Chief Administrative Officer