

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda AMENDED
December 6, 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 or Unsightly Premises
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2022-04-20 Committee of the Whole (Budget) Minutes
 - b) 2022-11-08 Committee of the Whole Minutes
7. Presentations
 - a) West Hants Uniacke Community Health Board/Community Transportation Committee -
~~Andrea Parker~~ Colleen Rogers and Monica Driscoll
 - b) Hants West Food Action Council Presentation – Vice President Domenic Padula
8. Unfinished Business/Postponed Motions
 - a) Comfort Centres - Information Report – Supervisor Thornton
 - b) High School Bursary Information Report – Clerk Snair
 - c) Updating the 2022-23 Tax Resolution – Director Gibson
9. Reports
 - a) CAO Activity Update – Information Report
 - b) Financial Update Ending October 31, 2022 – Director Gibson
 - c) Municipal Climate Change Action Plan (MCCAP) Committee Work Plan - Information Report – Planner Dunphy
 - d) Dangerous or Unsightly Premises Semi-annual Report – CAO Phillips/ By-Law Officer Parker
10. Correspondence
 - a) Information
 1. Avon Causeway Activity Log as of December 1st, 2022
 2. Correspondence Received Ledger as of December 1st, 2022

- a) 2022-11-16 West Hants Historical Society Re: Old Parish Burying Ground Letter and Request for Submission.
- b) 2022-11-16 Graham Sanford-Escalation to Council Regarding Violations/Inconsistencies at Bog Road, Hants Border.
- c) 2022-11-30 Fidelis House re: Financial Assistance Request

3. Fort Edward Municipal Lands Activity Log as of December 1st, 2022

4. Storm Wastewater Activity Log as of December 1st, 2022

- a. Requests - None
- b. Out-going Correspondence Ledger as of December 1st, 2022

11. New Business

- a) CLC Meeting Summary Information Report – Councillor Ivey
- b) J Class Roads Request for Decision Report – Councillor M. McLean
- c) Letter of Support endorsing correspondence sent by Hon. Kody Blois (2022-10-07) Request for Decision – Councillor Smith
- d) Nova Scotia Sustainable Communities Challenge Fund Application – Coordinator Ogilvie
- e) Formal Notice to amend the Meeting and Committee Procedural Policy RCOGE-003.00 – Clerk Snair
- f) Property Assessed Clean Energy (PACE) Funding Recommendation Report – Coordinator Ogilvie
- g) Valley Regional Enterprise Network (VREN) Information Report – CAO Phillips

12. Public Participation Period

13. In-Camera

- a) MGA 22(2)(a) Personnel Matter
- b) MGA 22(2)(a) Personnel Matter

14. Next Meeting Date / Adjournment – December 13th, 2022 at 6 p.m.

<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
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. PRIME has been engaged to create how the signs will look and are working on gathering suitable photos for Hantsport, Windsor and West Hants.	PW/Comm. Dev
W. B Stephens Building Design Project Management Tender Award (Municipal Office) - Draft an RFP that will look at A) the 100 King Street Building B) The 76 Morison Building and C) or an alternative new location is required to facilitate the needs of the Municipality.	2020-10-27	2022-on going	Staff are meeting to create the RFP	CAO
Panuke Rd Event - Event to be arranged by Mayor	2021-03-09	Spring/Summer 2023	Unknown	Mayor
Noise By-law - Staff revise by-law (Peace and Good Order)	2021-03-23	Jan. 2023	Staff are reviewing the existing By-Laws, gathering information on By-Laws created by other Municipalities.	Planning/ CAO
WHRM Land Dispute Policy - CAO Office to establish a practice to keep council informed.	2021-04-27	2023-01	Policy review in January 2023	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
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

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Outdoor Fires By-Law - Staff review existing Fire-related By-laws and have an all encompassing Regional By-Law	2021-09-28	2022-12	Approved	CAO
Hantsport Fire Station - Provide ongoing progress updates to Council	2022-02-22	ongoing	Planning for substantial completion and handover next week.	PW
High School Bursaries - staff to bring back a report advising on policy changes with respects to bursaries to reflect an equal opportunity for all students within West Hants regardless of the high school students attend.	2022-06-14	February 2023	December COTW meeting	CAO
CAO'S Review - Annual review to be completed by Council.	2022-06-28	October 2022	On-going	Council
65 Fort Edward Street (Municipal Lands) - the Public Hearing and Second Reading be adjourned until October 2023	2022-06-28	2023-10	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, 2023	CAO/Planning
Invasive Plant Species - Prepare a report for a future discussion re: Invasive plant species with a view to establish a policy/plan to address within the municipality.	2022-09-13	2022	Staff are gathering information. A report will be presented to Council.	Plan/CD
Debt Servicing - create a report outlining the total debt for West Hants Regional Municipality, debt financing amounts, and the amounts per category (ie: fire, water/sewer, vehicles, etc.) with percentages.	2022-10-25	2022-11-22	Information was presented	Finance
December Meeting Date - COTW will meet on December 6th and Council will meet on December 13th, 2022	2022-11-08	2022-11-22	Approved	CAO
Falmouth Family Dog Park - staff to meet with Mr. Dunfield to determine the next steps if the municipality was to assume ownership of the park and bring a report to Council.	2022-11-08	2022-11-22	Approved, staff met with Mr. Dunfield and Hall representatives last week.	CD

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Thermal Imaging Cameras (WFD) - purchase two (2) thermal imaging cameras (TICS) for WFD from Cumming's Fire & Safety Equipment Ltd. at a cost of \$27,151.00 plus applicable taxes.	2022-11-08	2022-11-22	Approved and ordered	CAO
Updating the 2022-23 Tax Resolution - approve the updated 2022-2023 taxing resolution as presented at COTW on November 8, 2022.	2022-11-08	2022-11-22	Approved	CAO/Finance
Streetlights within the Crossing - investigate what the costs of streetlights at the Crossing would be and further that staff work with the office on strategic locations for the lights.	2022-11-08	2022-11-22	Approved	PW
Security Cameras - Undertake a review and investigation to bring a report back to Council for further discussion and decision making re: security cameras within the West Hants and that it be in consultation with IT and RCMP on locations.	2022-11-08	2022-11-22	Approved	CAO/PW
REMO Mutual Aid Agreement - Mayor and clerk to sign the REMO-Kings County- West Hants Mutual Aid Agreement.	2022-11-08	2022-11-22	Approved and Signed.	CAO

**West Hants Regional Municipality Dangerous
and Unsightly Premises Dashboard (Action List)
December 1, 2022**

Matter

Textile Building - the owner was contacted to inform them that part of the security fence was down and a section of roofing had come off and was hanging over the edge of the back wall. Arrangements for repairs are being made. **November 8, 2022 COTW**

74 Bowman Road - the file remains open as staff and CAO are not satisfied with the response provided by the vendor. Review continues on a monthly basis. This has been communicated to the property owner. **November 8, 2022 COTW update**



Community Transportation Working Group

December 6, 2022

Working Group Presenting Members:

Colleen Rogers - West Hants Uniacke
Community Health Board

Monica Driscoll – Human Resources
Manager BioVectra

Survey Details

- Launched October 4th and closed October 18th
- From Facebook reached over 6000 people and had 718 Post Engagements
- 542 people responded to the survey fully

Where do you live?

		Response Total	Response Percent
West Hants		331	61%
Glooscap First Nation		4	1%
Mount Uniacke		12	2%
Kings County		106	20%
Annapolis County		30	6%
Other, please specify		59	11%



Survey Results

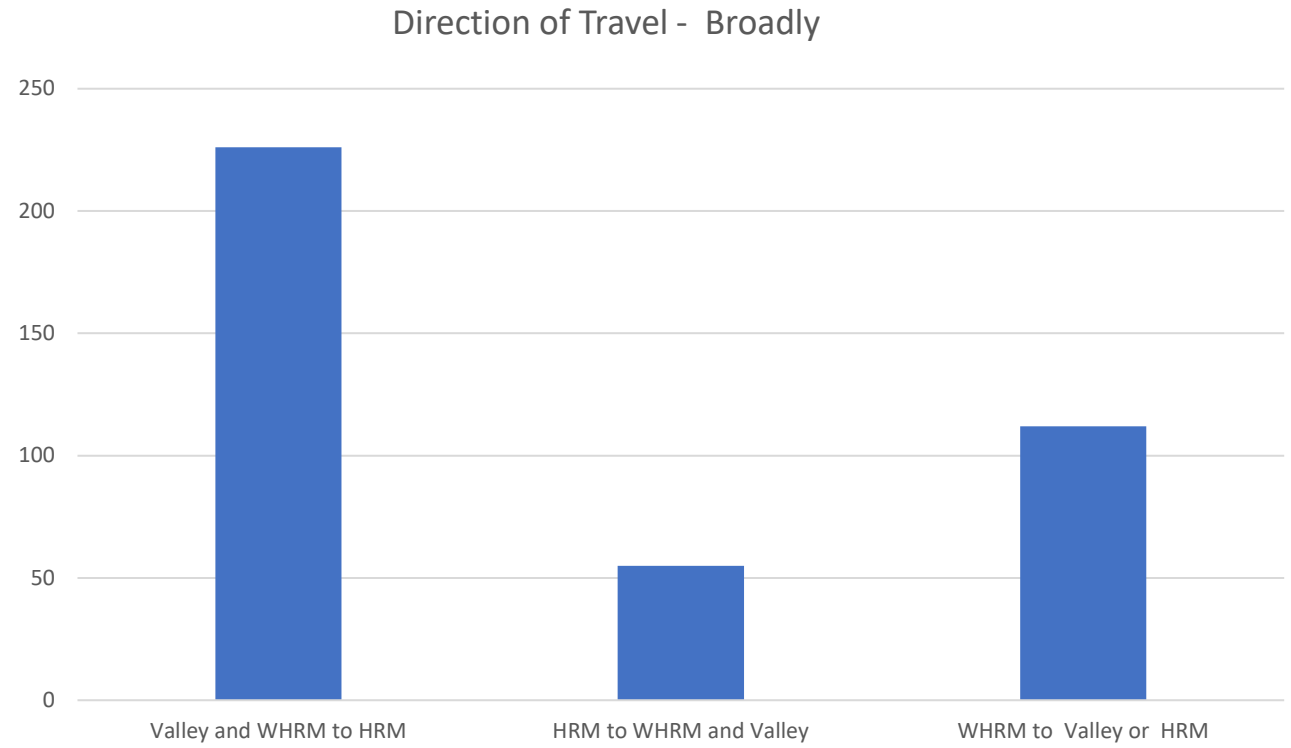
Are you travelling for?

		Response Total	Response Percent
School		87	16%
Work		237	44%
Medical Appts		251	46%
Social		298	55%
Other		195	36%

Which age range do you belong to?

		Response Total	Response Percent
Less than 18		29	5%
18-24		62	11%
25 - 40		150	28%
40-64		225	42%
65+		75	14%

Survey Results



Survey Results

Would you use a bus service?

		Response Total	Response Percent
Monday to Friday		317	58%
Weekends		210	39%
Probably 7 days a week		219	40%

If the bus stops were in Windsor, would you need another way to get to Windsor to catch the bus and get back home?

		Response Total	Response Percent
Yes		296	55%
No		246	45%

Survey Results

Further to this we asked the optional question: “If you need a drive to Windsor to catch the bus, please share what community you live in.”

From the results there are significant number of residents responding from the identified growth centres of Hantsport, Garlands Crossing & Three Mile Plains and Falmouth areas. Bus stops in these communities should be considered.

Partnerships with other local transportation providers to bring people from outlying communities to Windsor to catch the bus would build a strong transportation network in all of WHRM.

Survey Results

Would you require wheelchair accessibility to use the bus?

		Response Total	Response Percent
Yes		25	5%
No		517	95%

Other themes from Survey Responses

- Desire to have Wi-Fi on the bus
- Connection to HRM Transit and Kings Transit
- Consideration for early morning and various shifts and students going to post-secondary
- Parking and location to 100 series highway and many suggestions for pick up/drop off locations
- Price of fuel is high

Employer Feedback

- Need to recruit regionally rather than locally due to the diversity of skills our businesses requires
- Lack of transportation a significant challenge for employers looking to recruit to the area, particularly when paired with housing issues. Also an issue from a retention perspective
- Hantsport Employer: Issues with transport to site for people living in surrounding areas
- Employer growth is significantly challenged by local and provincial labour shortage – public transportation options are a way to make local employers and community attractive and competitive with employers in more urban centers.
- Employer Pilot Shuttle Program January –December 2021

What does the data tell us to action?

- The survey shows a desire from community for a return of bus service connection in WHRM
- The feedback from employers is that lack of transportation options is a barrier to both recruiting and retaining skilled workers
- Public Transportation is an essential component of continued community growth
- Next Steps:
 - Council to support the findings of the survey and it is worthy of moving forward on Public Transportation options for residents of WHRM
 - In principle support a pilot project pending review of a proposal to be presented to council in January 2023 by Kings Transit and the community transportation working group (CTWG)
 - WHRM staff assigned to work with a sub committee from the CTWG and transportation providers on the development and deployment of the pilot



October 2022 Results from Bus Service Survey Connecting West Hants to the Valley and Halifax Regional Municipality

The West Hants Uniacke Community Health Board posted a survey online to determine if a bus service linkage between West Hants and the Valley and HRM would be useful. Below is the report from 542 respondents - we thank every person that took the time to complete the survey and to those that shared the survey online. The response was phenomenal, and we think speaks to the need for a bus link.

Where do you live?

		Response Total	Response Percent
West Hants		331	61%
Glooscap First Nation		4	1%
Mount Uniacke		12	2%
Kings County		106	20%
Annapolis County		30	6%
Other, please specify		59	11%

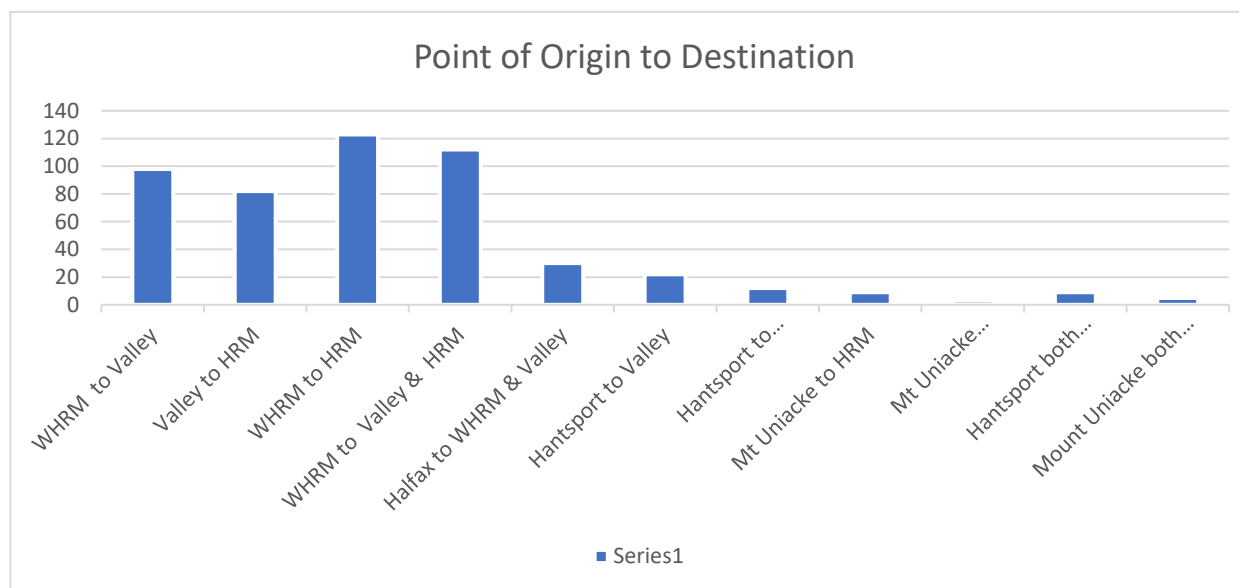
As you can see well over half of the respondents identified as Residents of West Hants with Kings County being the next largest group. Respondents from Halifax Regional Municipality were the next largest group and to identify under other. Other answers that were identified included 4 responses that were inclusive of West Hants communities, 6 that were East Hants, 5 from the Digby/Tri-County areas, 2 from Kentville and 31 from Halifax Regional Municipality. The additional "other" did not specify community/location.

Are you travelling for?

		Response Total	Response Percent
School		87	16%
Work		237	44%
Medical Appts		251	46%
Social		298	55%
Other		195	36%

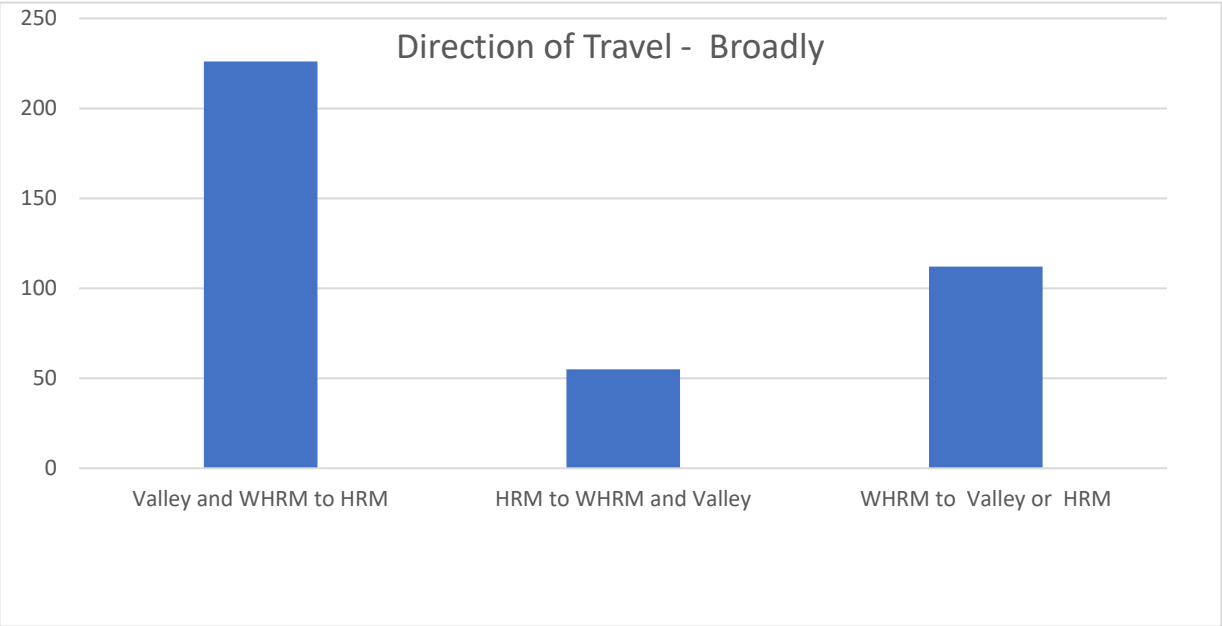
This question allowed you to choose as many answers as applied to your needs for a bus service connection. Socialization was included in over half of the responses followed next by medical appointments and work. Other and other please specify were combined for a total picture that there truly other are other needs beyond what we asked. In hindsight shopping should have been a reason for travelling as it was mentioned frequently if the other was specified with 45 respondents mentioning this. There were not many other needs specified but airport travel, visiting and caring for family, sports, entertainment, and tourism were all mentioned.

Where do you need to travel to and from? i.e., Windsor to Kentville? Mount Uniacke to Burnside connecting via Halifax Transit Bus?



The answers for this question were free text and some very detailed. It was very important for respondents to be able to link to the Metro Transit services – either from Windsor/Mt Uniacke travel to the Lower Sackville Terminal or from Halifax area to work in Windsor or into the Valley. There were several respondents that indicated that

Hantsport was their point of origin travelling both directions and sometimes Windsor specifically being their end destination. Mt Uniacke was not mentioned as much as Hantsport, but it was significant to present in the report. Other West Hants Communities were mentioned as starting points like Falmouth and Brooklyn. To make more meaning of which direction people were looking to travel most frequently this graph was developed:



Which age range do you belong to?

		Response Total	Response Percent
Less than 18		29	5%
18-24		62	11%
25 - 40		150	28%
40-64		225	42%
65+		75	14%

Would you use a bus service?

		Response Total	Response Percent
Monday to Friday		317	58%
Weekends		210	39%
Probably 7 days a week		219	40%

Again, in this question you could pick as many as applied to your situation but Monday to Friday bus service was needed by over half of respondents.

If the bus stops were in Windsor, would you need another way to get to Windsor to catch the bus and get back home?

		Response Total	Response Percent
Yes		296	55%
No		246	45%

Over half respondents indicated they would require transportation to Windsor to access the bus. Alternate bus stops outside of Windsor or transportation to Windsor through other means must be considered. Further to this we asked the optional question: "If you need a drive to Windsor to catch the bus, please share what community you live in." From the results there are significant number of residents responding from Hantsport, Garlands Crossing & Three Mile Plains and Falmouth area. Kentville, New Minas and Wolfville are part of Kings Transit Bus routes so a link in should be explored.

Three Mile Plains /Garlands Crossing- 26	Hantsport - 25	Falmouth -13
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Would you require wheelchair accessibility to use the bus?

		Response Total	Response Percent
Yes		25	5%
No		517	95%

Five percent of respondents indicated they would need wheelchair accessibility. Accessibility would be built into all plans to ensure inclusion of all resident's accessibility needs across the life span.

Let us know anything else that is important to you about restoring bus service to the West Hants area. i.e., Timing of the pickup and drop offs you would need, Wi-Fi on the bus, preferred pick up and drop off locations.

This question was free text, but clear themes were the importance of:

- Desire to have Wi-Fi on the bus
- Connection to HRM Transit and Kings Transit
- Consideration for early morning and 12 hour shifts and students going to post-secondary
- Parking and location to 100 series highway and many suggestions for pick up/drop off locations
- Price of fuel is high



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by:



Shelleena Thornton

Municipal Operations Supervisor and Emergency Management
Coordinator

Date: December 6, 2022

Subject: Comfort Centres

LEGISLATIVE AUTHORITY

Comfort Centres are not legislated.

RECOMMENDATION or DECISION REQUEST

N/A as this is an information report.

BACKGROUND

Property ☐	Public Opinion ☒	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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Comfort centres, as per Emergency Management Office Nova Scotia:

- are in a central location and away from the potential hazard(s)
- are barrier-free inside and out, as defined by the NS Building Code Regulations
- have drinking water from a regulated (municipal) supply. Alternatively, well water must be tested according to provincial regulations and guidelines
- are heated so visitors can warm up during power outages
- have cooling capacity (air conditioning, heat pump, etc)
- have adequate power outlets to allow visitors to charge devices

- have an approved First Aid Kit and an Automated External Defibrillator (AED)
- have enough seating for visitors, staff, and volunteers
- have enough volunteers or staff identified, in advance, to operate the comfort centre(s) safely
- have a generator and/or approved connections for a portable generator
- equipped to provide light refreshments such as coffee, tea, water, and snacks (pre-packaged)

Comfort Centres do not provide for overnight accommodations, nor does NS EMO recommend serving meals (pre-packaged food is preferred).

DISCUSSION

Comfort Centres

West Hants Regional Municipality currently has seven (7) confirmed comfort centres through arrangement/partnerships.

- Brooklyn Civic Centre – 995 Hwy. 215, Brooklyn, NS
- Hants County Branch 9, Royal Canadian Legion – 35 Empire Lane, Windsor, NS
- Southwest Hants Fire Station Hall – 1884 Hwy. 14, Vaughans, NS
- Summerville Fire Station Hall – 59 Summerville Wharf Road, Summerville, NS
- Walton Shore Fire Station – 4281 Walton Woods Road, Walton, NS
- West Hants Ground Search and Rescue – 821 Hwy. 1, Mount Denson, NS
- Windsor Community Centre – 78 Thomas Street, Windsor, NS

Support Centres

West Hants Regional Municipality also utilizes the West Hants Sports Complex as a support centre. It does not have a back-up generator; therefore, only utilized when power is available.

Emergency Shelters

Staff is currently in-discussion with our local Canadian Red Cross representative to have two facilities (re)assessed by conducting a shelter survey:

- Windsor Community Centre - 78 Thomas Street, Windsor, NS (has previously been used; however, needs to be re-assessed)
- Hants County Branch 9, Royal Canadian Legion – 35 Empire Lane, Windsor, NS

Shelters are operated by the Province through an agreement between the Department of Community Services and the Canadian Red Cross (CRC). Shelters usually provide overnight accommodations, shower facilities, meals, location services, and access to social supports including mental health supports. They are typically opened for evacuations or emergencies involving substantial damage and make it unsafe for people to remain in their homes. Shelters follow all provincial public health guidelines, and the CRC trains volunteers that support emergency shelters.

NEXT STEPS

Evaluating the need of both comfort centres and emergency shelters within our region is on-going; however, as indicated, there are many factors to consider, including property ownership.

FINANCIAL IMPLICATIONS

The annual EMO Operating Budget includes a budget for emergency response costs, to be used for items including the activation of a comfort centre.

In the event of some emergencies, which have a greater impact on the Province as a whole, the Federal Government and/or Province of Nova Scotia may advise all Municipalities to track relative expenditures related to that specific emergency, with potential for financial support and/or reimbursement. Most recently, the COVID-19 Pandemic and 2018's Hurricane Dorian.

When a comfort centre is activated by the Municipality, some associated expenditures, such as refreshments, generator fuel, etc., may be billed to the Municipality for reimbursement.

When considering the establishment of comfort centres and/or shelters, assessing property ownership and current abilities in what the facility and volunteer group can provide based on the EMO Nova Scotia guidelines is key. Should a facility require equipment or other resources in order to operate as a comfort centre, those needs would need evaluating and may require additional funding to be able to be used by the Municipality (e.g. generator may require appropriate electrical and panel upgrades; is the facility accessible, etc.).

ALTERNATIVES – N/A

ATTACHMENTS

- Emergency Management Office Nova Scotia – Planning for and operating comfort centres: Guidelines for municipalities, November 13, 2020

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have no further comments.

Report Prepared by: 
Shelleena Thornton, Municipal Operations Supervisor and Emergency
Management Coordinator

Report Reviewed by: _____
Diana Gibson, Acting Director of Finance

Report Approved by: 
Mark Phillips, Chief Administrative Officer



Planning for and operating comfort centres:

Guidelines for municipalities

A note regarding COVID-19:

The guidelines below are intended to inform the general operation of comfort centres. With the continued response to COVID-19, additional steps are required to ensure comfort centre operations comply with Public Health Orders.

For the most up-to-date information, please visit www.novascotia.ca/coronavirus paying attention to direction including:

- No entry for anyone with COVID-19 symptoms or who must self-isolate
- The requirement for wearing masks in all public spaces
- Social distancing of at least 2 meters (6 feet)
- Hand washing / hand sanitizing
- Cleaning of surfaces

Planning for Municipal Comfort Centres

Overview

Comfort centres can provide important services to enhance communities' resiliency to emergencies and to reduce the risk to vulnerable populations. It is important that they be identified and planned for in advance, advertised to the public, and operated within appropriate guidelines to ensure the health and safety of visitors.

The following provincial guidelines are presented to municipalities to encourage them to develop their own operating procedures for comfort centres.

Definition of Comfort Centre

The comfort centres referred to in these guidelines are those identified and operated by municipalities. Municipal comfort centres are intended to allow individuals to charge electronic devices, access internet or phones, receive information from officials, warm up or cool off, and have light refreshments. Comfort centres do not provide overnight accommodations.

Some community organizations choose to offer refreshments, meals, and other services outside of municipal comfort centres. This activity falls outside of NSEMO's mandate. Organizations that open their own community facilities should train volunteers and must follow all public health and safety standards for food handling, safe drinking water, and preventing the spread of communicable diseases.

Definition of Reception Centre

A reception centre (also evacuation centre) is designed to receive evacuees who have been forced from their homes as the result of an emergency or disaster. Evacuees are registered by the Canadian Red Cross (CRC) and overnight accommodations and other supports are arranged through Provincial Emergency Social Services and the CRC.

Definition of Shelter

Shelters are operated by the Province through an agreement between the Department of Community Services and the Canadian Red Cross. Shelters usually provide overnight accommodations, shower facilities, meals, location services and access to social supports including mental health supports. They are typically opened for evacuations or emergencies involving substantial damage that make it unsafe for people to remain in their homes. Shelters follow all provincial public health guidelines, and the CRC trains volunteers that support emergency shelters.

Activating comfort centres

The number and type of comfort centres offered by municipalities varies, as do the triggers used by local officials to determine when a comfort centre should open. All municipalities should include comfort centres in their Emergency Management Plan so processes and decision chains are clear. Municipalities are responsible for the cost of operating comfort centres, and they decide what services they will offer.

If an event causes conditions that put vulnerable populations at risk, such as power outages accompanied by extreme weather temperatures, NSEMO may recommend that municipalities open comfort centres.

Guidelines for Operating Comfort Centres

These guidelines are intended to ensure the safety and comfort of staff, volunteers, and visitors to comfort centres.

NSEMO recommends that comfort centres identified and operated by municipalities:

- ☐ are in a central location, away from potential hazards (e.g.: floods)
- ☐ are barrier-free inside and out, as defined by the NS Building Code Regulations;
- ☐ have drinking water from a regulated (municipal) supply. Alternatively, well water must be tested according to provincial regulations and guidelines;
- ☐ are heated so visitors can warm up during power outages;
- ☐ have cooling capacity (air conditioning, heat pump, etc.);
- ☐ have adequate power outlets to allow visitors to charge devices;
- ☐ have an approved First Aid Kit and an Automated External Defibrillator (AED);
- ☐ have enough seating for visitors, staff, and volunteers;
- ☐ have enough volunteers or staff identified, in advance, to operate the comfort centre(s) safely;
- ☐ have a generator and/or approved connections for a portable generator;
- ☐ are equipped to provide light refreshments such as coffee, tea, water, and snacks; and

- ❑ adhere to all current public health guidance to prevent the spread of communicable diseases. Contact your nearest [Public Health Office](#) for advice. (Note for COVID-19 protocols visit www.novascotia.ca/coronavirus)

NSEMO does not recommend serving meals at comfort centres. If your municipality wishes to serve food that isn't pre-packaged, please ensure all [food protection guidelines](#) are followed.

Planning

Once appropriate locations have been identified, municipalities should take the following planning steps:

- ❑ sign a memorandum of understanding (MOU) with the organization that owns the comfort centre location, if required
- ❑ prepare and share an operations checklist with municipal leaders and identified volunteers or staff
- ❑ prepare a comfort centre kit (see Appendix A) containing supplies for each location
- ❑ notify NSEMO with the following information and ensure the information is regularly updated:
 - Civic address(es) of the comfort centre(s)
 - Planned hours of operation
 - Services that will be provided
 - Capacity
- ❑ notify the public of the comfort centre and the services that will be offered
- ❑ consider options for notifying residents and visitors to the community about comfort centre location(s), such as signage, social media, website, etc.
- ❑ consult [Public Health](#) officials for guidance on required or recommended measures to prevent the spread of communicable diseases
- ❑ consult provincial [Environmental Health](#) for information and training opportunities for preventing the spread of diseases and infections in public spaces
- ❑ incorporate the comfort centre plans into the municipal emergency management plan. NS Emergency Management Planning Officers are available to assist with this step.

For more information on planning for and operating comfort centres, contact your NSEMO Emergency Management Preparedness Officer, call EMO at 902-424-5620 or toll-free at 1-866-424-5620, or email emo@novascotia.ca during regular business hours.

****NOTE: When the Provincial Coordination Centre is activated for an emergency, please send all information regarding comfort centres to EMO at pcc@novascotia.ca or call 1-866-424-5620.****

Appendix A

Recommended Supplies for Comfort Centre Kit

Stationary	Safety	Miscellaneous
☐ Bristol board and paper for signage ☐ Sign-in sheet ☐ Thumb tacks, tape, rubber bands ☐ Lined paper pads, copier paper ☐ Pens, pencils, erasers, sharpeners ☐ Paper clips, envelopes, staplers, staples ☐ Coloured markers ☐ Scissors ☐ Filing box	☐ Approved first-aid kit ☐ Cold packs ☐ Survival blankets ☐ Triangular bandages ☐ AED ☐ Antibacterial hand wipes ☐ Disposable gloves ☐ Flashlights and batteries ☐ AM/FM radio and batteries ☐ Hand soap ☐ Hand sanitizer ☐ Disposable face masks ☐ Infrared instant read thermometers, as required	☐ Toilet paper ☐ Paper towel ☐ Cleaning products (soap, bleach, etc.) ☐ Broom, mop, bucket ☐ All-purpose cleaner ☐ Garbage bags ☐ Beverages, snacks, serving supplies

November 13 , 2020



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: December 6, 2022, Committee of the Whole

Submitted by: _____
Deanna Snair

Date: November 8, 2022

Subject: High School Bursaries

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

INFORMATION REPORT

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐
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At the June 14, 2022, Committee of the Whole meeting, Council gave direction for staff to prepare a report examining policy changes to look at how West Hants Regional Municipality recognizes and distributes scholarships/bursaries to graduating students within the region with the intention to accurately reflect an equal opportunity for all students residing within West Hants regardless of the high school they attend.

The former Town of Windsor and the former Municipality of the District of West Hants have three (3) bursaries/grants for graduating students who meet the criteria identified within each grant/bursary.

1. **Jeanne Bourque Carpe Diem Memorial Bursary** - On October 24, 2017, the former Council of the Municipality of the District of West Hants approved the **Jeanne Bourque Carpe Diem Memorial Bursary** to be awarded to an Avon Valley High School graduating student entering into an NSCC program who has been an active volunteer in his/her home and/or school, community; with first consideration given to students entering an Energy Futures Program or Engineering and Applied Sciences or Natural Resources and Environment Programs (Value: \$500.00).
2. **Fred Fox Memorial Bursary Scholarship** - On June 12, 2012, the former Municipality of the District of West Hants approved the renaming of the existing bursary to the **Fred Fox Memorial Bursary Scholarship** to be awarded annually to an Avon View High School graduating student pursuing a career in the trades industry. (Value: \$500.00)
3. **Dr. Garth Vaughan Memorial Bursary** - On March 26, 2013, the former Town of Windsor Council approved a motion that the **Dr. Garth Vaughan Memorial Bursary** be awarded to a graduating student who was a Windsor Resident enrolled in a post-secondary institution. (Value: \$500.00)

DISCUSSION

West Hants Regional Municipality recognizes the importance of post-secondary education in an individual's professional and career pursuits. Furthermore, the municipality acknowledges the value of a well-trained workforce to the region's continued economic vitality but also recognizes financial barriers to education frequently prevent our talented youth from entering programs following high school.

To that end, former Councils have allocated three (3) bursaries for graduating students (Value: \$500.00 x 3 = \$1,500.00). Historically, the recipients of all three (3) bursaries have been graduating students from Avon View High School. This has resulted in some graduating students unintentionally being excluded from applying for the bursaries due to attending a different high school, despite residing within the West Hants Regional Municipality.

Within the West Hants Regional Municipal boundaries, students can choose from one of four (4) different high schools to attend (Avon View High School, Horton High School, West Hants Adult High School and Windsor Adult High School). With the current Bursary/Grant criteria, three (3) of these schools are missed.

To ensure an opportunity exists for all graduating students who reside within West Hants, staff are recommending that a High School Bursary/Grant Policy be created. The creation of a policy will strive to provide guidance, consistency, accountability, efficiency, and clarity on how bursaries/grants are distributed within the parameters established by Council.

Staff have included three potential options / policies for Council to consider. It is recognized that assigning any of the three previously established bursaries may to schools other than AvonView may break from their original intent to support a student from a previously defined geographic area such as Windsor or for a student from the Avon View High School.

Option 1: Recognizes graduating students from both Avon View High School and Horton High School.

- The Dr. Garth Vaughan and The Fred Fox Memorial Bursary would be awarded to an Avon View High School Graduating student.
- The Jeanne Bourque Carpe Diem Memorial Bursary would be awarded to a graduating Horton High School student.
- Value: $\$500.00 \times 3 = \$1,500.00$

Option 2: Recognizes graduating students from all four (4) schools (Avon View High School , Horton High School, the Windsor Adult High School and The West Hants Adult High School). All (3) three \$500 bursaries would be open to all graduating students who reside within the West Hants Regional Municipality.

- Value: $\$500.00 \times 3 = \$1,500.00$

Option 3: Utilizes the three (3) existing bursaries and creates a fourth bursary (The Inspire West Hants Bursary), recognizing and celebrating our region as one. All four bursaries recognize graduating students from all four (4) schools (Avon View High School, Horton High School, the Windsor Adult High School and The West Hants Adult High School).

- The Dr. Garth Vaughan Memorial Bursary would be awarded to a graduating student attending Avon View High School
- The Jeanne Bourque Carpe Diem Memorial Bursary would be awarded to a graduating student attending Horton High School.
- The Fred Fox Memorial Bursary be awarded to a graduating student attending the Windsor Adult High School or the West Hants Adult High School.
- The Inspire West Hants Bursary would be awarded to a graduating student residing within West Hants that attends Avon View High School, Horton High School or the Windsor Adult High School or the West Hants Adult High School.
- Value: $\$500.00 \times 4 = \$2,000.00$

STUDENTS ATTENDING IDENTIFIED SCHOOLS ARE ABLE TO APPLY	Avon View High School	Horton High School	Windsor Adult High School and West Hants Adult High School
Option 1 – Total of \$1,500 THREE Bursaries in total, TWO (2) open to Avon View and ONE (1) open to Horton Dr. Garth Vaughan Memorial Bursary (\$500) Fred Fox Memorial Bursary (\$500) Jeanne Bourque Carpe Diem Memorial Bursary (\$500)	✓ ✓	✓	
Option 2 - Total of \$1,500 THREE (3) Bursaries in total, open to all FOUR (4) schools Dr. Garth Vaughan Memorial Bursary (\$500) Fred Fox Memorial Bursary (\$500) Jeanne Bourque Carpe Diem (\$500)	✓ or ✓ or ✓ or	✓ or ✓ or ✓ or	✓ ✓ ✓
Municipal staff would allocate the bursaries Option 3 - Total of \$2,000 FOUR (4) Bursaries in total, Each school has an assigned bursary with the fourth bursary available to all FOUR (4) schools Dr. Garth Vaughan Memorial Bursary (\$500) Fred Fox Memorial Bursary (\$500) Jeanne Bourque Carpe Diem (\$500) Inspire West Hants Bursary (\$500)	✓ ✓ or	✓ ✓ ✓ or	✓ ✓
* School committees would select the recipients. Municipal staff would select the recipient of the Inspire West Hants*			

Examples of other municipal units award for bursaries

City or Town	Number of Bursaries	Amount of each Bursary	Total Bursary Allocation
Municipality of the District of Yarmouth	4	\$1,000	\$4,000
Town of Lunenburg	1	\$500	\$500
Town of Kentville	Up to 4 eligible applicants	Dependent on the number of applications received	\$3,000
Barrington Passage	6	From \$1,000- \$3,500	\$11,000
Kings County	6	\$1,000	\$6,000
Victoria County	4	Victoria County Bursary \$500 (One for each school, two in total) \$500 Dr. Roland Genge Scholarship \$500 (One for each school, two in total) Dr. Carlyle Chow Scholarship \$500 (One scholarship for each school)	\$3,000

NEXT STEPS

To be determined by Council.

FINANCIAL IMPLICATIONS

If Policy options 1 or 2 are chosen there are no financial implications with this policy. If Policy option three (3) was chosen or there was a desire to increase the bursary allotment there will be financial implications to the budget.

ALTERNATIVES

Staff await Councils direction.

ATTACHMENTS

- The Dr. Garth Vaughan Memorial Bursary
- The Fred Fox Memorial Bursary
- The Jeanne Bourque Carpe Diem Memorial Bursary
- WHRM Scholarship/Bursary “draft” Policy options 1, 2 and 3

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report is for information purposes only to provide Council information for consideration and review before seeing the report in January.

Recognizing there are multiple options for Councils consideration in the report and potentially more. Staff have provided options that grant bursaries to students residing in WH but may attend different schools. The addition of a fourth bursary provides balance and promotes the new Regional Municipality.

Council may further consider if the historic \$500.00 value per student reflects current day values of education and training costs to prepare our graduating students.

Any suggested changes to the use or application of the pre-existing bursaries should require a consultation with family members associated with the honorees (Fred Fox, Dr. Garth Vaughan and Jeanne Bourque Carpe) to ensure they are in agreement with the proposed changes.

Report Prepared by: _____

Deanna Snair, Municipal Clerk

Report Approved by:  _____

Mark Phillips, Chief Administrative



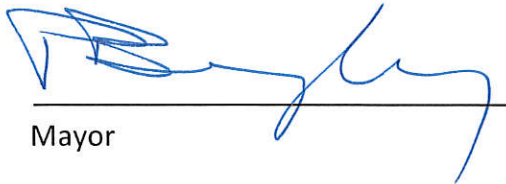
TOWN OF WINDSOR

DR GARTH VAUGHAN MEMORIAL BURSARY CRITERIA POLICY (WINDSOR & AREA EDUCATION FUND AT AVON VIEW HIGH SCHOOL)

MOVED BY BREGANTE / MURLEY THAT COUNCIL APPROVE THE ANNUAL \$500 DR. GARTH VAUGHAN MEMORIAL BURSARY WITH THE FOLLOWING CRITERIA:

- THE GRADUATING STUDENT BE A WINDSOR RESIDENT;
- THE GRADUATING STUDENT BE ENROLLED IN A POST-SECONDARY INSTITUTION;
- THE BURSARY CHEQUE BE MADE PAYABLE TO BOTH THE STUDENT AND POST-SECONDARY INSTITUTION FOR JANUARY 31ST THE YEAR FOLLOWING THEIR GRADE 12 GRADUATION.

MOTION CARRIED



Mayor

March 27, 2013
Date



Chief Administrative Officer

March 26, 2013
Date

Council Jan. 12, 2010

Bursary request (In memory of Fred Fox)

MOVED by Deputy Warden Cochrane and Councillor Matheson that one of the two \$500 bursaries given annually to Avon View High School by the Municipality of West Hants be designated to the Fred Fox Scholarship Fund and provided to a student pursuing a career in the trades industry.

MOTION CARRIED

COTW – May1, 2012

a.Avon View High School Fred Fox Memorial Bursary

C. Chislett advised that there has been some confusion the past two years regarding the bursaries given out at the graduation ceremony. A motion was made by Council on January 12, 2010 indicating that two \$500.00 bursaries would be given annually by the Municipality and that one would be designated to the Fred Fox Scholarship Fund. The confusion has been whether the cheque should be made payable to the Windsor Fire Department as they administer the Fred Fox Scholarship Fund, instead of paying it to Avon View High School.

Avon View High School Fred Fox Memorial Bursary

MOVED by Councillor Matheson and Warden Dauphinee to give notice of rescission of a motion of Council dated January 12, 2012 the Municipality of West Hants be designated to the Fred Fox Scholarship Fund and provided to a student

Motion Carried.

Avon View Bursary (In Memory of Fred Fox)

MOVED by Councillor Pineo and Warden Dauphinee that a recommendation be made to Council that one of the two \$500 bursaries given annually to Avon View High School by the Municipality of West Hants be given in memory of Fire Chief Fred Fox, presented by a member of the Fox family, and provided to a student pursuing a career in the trades industry.

Motion Carried

Council May 8, 2012

8. Reconsideration or Rescission of Resolutions of which Notice has been given on a previous day

Deputy Warden Cochrane gave notice to rescind Council Motion of January 12th, 2010 . (presented at the May 15 Committee of the Whole meeting) that stated "that one of the two bursaries given annually to Avon view High School by the Municipality of West Hants be designated to the Fred Fox Scholarship Fund and provided to a student pursuing a career in the trades industry."

Leah Rissesco addressed Council inquiring why the motion was being rescinded. Warden Dauphinee responded by saying that the bursary would still be provided but the wording of the January 12" 2010 motion was being amended in order to eliminate confusion.

Council June 12, 2012

8. Reconsideration or rescission of Resolutions of which notice has been given on a previous day

MOVED by Deputy Warden Cochrane and Councillor Gaudet to rescind that one of the two bursaries given annual to Avon View High School by the Municipality of West Hants be designated to the Fred Fox Scholarship Fund and provided to a student pursuing a career in the trades industry.

Motion Carried.

MOVED by Deputy Warden Cochrane and Councillor Gaudet to rescind that Dr. Arthur Hines Elementary School be granted \$1500 from the 5% reserve fund.

Motion Carried

COTW July 2, 2013

Avon Animal Feral Cat Prog. \$2,500.00
Avon Sip-Chat-Connect \$1,000.00
Avon River Heritage Society \$4,000.00
Avon View High School (WAEFA) \$500.00
Cheverie Crossway Salt Marsh Society gas tax \$1,500.00
Citizens on Patrol, Ardoise \$300.00
Citizens on Patrol, Burlington \$300.00
Citizens on Patrol, Ellershouse \$300.00
Fred Fox Bursary Fund \$500.00
Hants Comm. Hospital Gala \$500.00
Hants Comm. Hospital Golf Tourn. \$1,000.00
Hants County 4-H Leaders Council \$1,500.00
Hants County Christmas Angels
Hants County Exhibition \$400.00
Hants County Fed of Agriculture \$500.00
Hants County Snowmobilers Symposium \$500.00
NS Junior Achievement Awards \$500.00
Princess Hantsport \$250.00
Princess Windsor \$500.00
Royal Canadian Legion \$175.00
Senior's Expo Wellness Day \$100.00
Senior's Safety Program \$1,000.00
Citizens on Patrol, South West Hants \$300.00
Town Crier Uniform \$0.00
West Hants Crime Stoppers \$300.00
West Hants Trails Committee \$1,000.00
WH Ground Search & Rescue \$7,500.00
Win/WH Pumpkin Festival \$1,500.00
Win/WH Summerfest \$5,000.00
Windsor Hockey Heritage (Staff) \$5,000.00
Kids Help Phone \$250.00
New Boundaries (Realizing the Dream) \$0.00
UNSM Women In Local Government \$500.00
Upper Vaughan Community Hall \$1,500.00
Wineries Promotion
WHCC - Branding - Avon Land of Plenty \$8,000.00

\$47,175



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Council Minutes
December 12, 2017 7:00 p.m.
Sanford Council Chambers

1. Call to Order

Warden Zebian called the meeting to order at 7:00 p.m.

2. Call of Roll

Present:	A. Zebian	Warden
	R. Jannasch	Councillor District 1
	K. Monroe	Councillor District 2
	D. Keith	Councillor District 3
	T. Leopold	Councillor District 4
	D. Francis	Councillor District 5
	R. Hussey	Councillor District 6
	J. Daniels	Councillor District 7
	P. Morton	Deputy Warden
	R. Zwicker	Councillor District 10
	C. Osborne	Chief Administrative Officer
	M. Laycock	Director of Finance
	K. Kehoe	Director of Parks and Recreation
	M. LeMay	Director of Planning and Development
	B. Carrigan	Director of Public Works
	S. Shah	Municipal Planner
	C. McClare	Waste Reduction Coordinator
	R. Brown	Municipal Clerk
	C. Remme	Executive Assistant/Communications Coordinator

There were 6 members of the public in attendance.

3. Announcements

Warden Zebian reviewed the fire evacuation procedures. He extended holiday wishes to everyone.

Councillor Leopold spoke of the food drive taking place at the Municipal office and encouraged Councillors to take part. It was noted that the deadline for submissions was December 13th at 1:00 to allow time for the food to be delivered to local foodbanks.

4. Approval of Agenda, including additions or deletions

MOVED and SECONDED that the agenda be approved as circulated with the following additions:

13.a. Inter-municipal Agreement Hockey heritage center (Councillor Francis)

11.a. ii. Special Committee of the Whole Excerpts December 12, 2017 (Deputy Warden Morton)

Councillor Hussey suggested that agenda items 11.c.i. Supply of Organics Carts and 11.c.iv. Provision of Organic Waste Collection Service be deferred to January. CAO Osborne expressed that hearing the presentations from staff on the items could be helpful to Council, adding that any decisions or motion can be deferred until January.

Motion Carried.

5. Presentation (s)

There were no presentations.

6. Public Hearings

There were no Public Hearings.

7. Approval of the Council Minutes of November 14, 2017, Public Hearing Minutes of November 14, 2017 (Second Reading Land Use By-law Amendment to Add Museums

to the Uses Permitted in the Commercial (C) Zone, Hantsport) and (Text Amendment to Allow Aquaponic Industries in the Hamlet Industrial (M-2) Zone; and Map Amendment to Amend 1989 Wentworth Road, Hamlet of Newport Station (PID45403946) from Rural Residential (R4) Zone to Hamlet Industrial (M-2) Zone)

MOVED and SECONDED that the Council Minutes of November 14, 2017, Public Hearing Minutes of November 14, 2017 (Second Reading Land Use By-law Amendment to Add Museums to the Uses Permitted in the Commercial (C) Zone, Hantsport) and (Text Amendment to Allow Aquaponic Industries in the Hamlet Industrial (M-2) Zone; and Map Amendment to Amend 1989 Wentworth Road, Hamlet of Newport Station (PID45403946) from Rural Residential (R4) Zone to Hamlet Industrial (M-2) Zone) be approved as circulated.

Motion Carried.

8. Business Arising from Minutes and any Related Correspondence
There was no business arising or any related correspondence.

9. Report of the Warden
Warden Zebian read his report. He thanked everyone involved in the Christmas Angels telethon noting that this year was their most successful event raising \$45,495. The Warden advised Council that the Town of Windsor had the Municipality's request for a discussion in open council on the Feasibility Study to assist in the site selection for a hockey heritage museum on their agenda. He added that he had been speaking with representatives from the Province and was hopeful that there would be a positive outcome.

The Warden spoke of the break in the aboiteau in Hantsport noting that staff have been in contact with other governmental departments who are all keeping an eye on the situation as the structure protects a lot of important infrastructure. He noted that, as the aboiteau is privately owned, the repairs would be the responsibility of the property owner.

Warden Zebian concluded his report stating that he has been working on bringing businesses into the area and spoke of a new business coming to West Hants in the new year.

MOVED and SECONDED that the report be received and placed on file.

Motion Carried.

10. Reconsideration or Rescission of Resolutions of Which Notice Has Been Given on a Previous Day
There were no reconsiderations or rescissions of resolutions.

11. Report(s) of the Committee(s) and Officer(s)
a. Committee of the Whole
i. Excerpts November 28, 2017

Live Streaming

MOVED and SECONDED that Council amend the Council Procedural Policy COGE-003.00 by adding section 6.1(h) to allow for live-streaming of meetings and add (h) as an exception in section 6.1 (f) as outlined in the Live Streaming Recommendation Report presented at the Committee of the Whole November 28, 2017.

Motion Carried.

Award of RFP WH17-01-Supply of one (1) new AWD SUV Vehicle

MOVED and SECONDED that Council award RFP WH17-01 to Dartmouth Chrysler Jeep Dodge and accept the proposal in the total amount of \$29,478.61, including net HST.

Deputy Warden Morton noted that there were no local bids.

Motion Carried.

HMCC 2016-2017 Audited Statements

MOVED and SECONDED that Council accepts the audited financial statements provided from HMCC and that any 2016-17 hold backs and eligible 2017-18 area rate payments be made to HMCC for the purposes of providing the services defined in the 2017-18 budget.

Motion Carried.

Rotary Club Sign – New Fire Station

MOVED and SECONDED that Council direct staff to investigate additional information on the request for the Rotary Club Sign for the West Hants Fire Service Brooklyn Station 2.
Motion Carried.

Hockey Heritage Center – Sub Committee

MOVED and SECONDED that Council hold a special Joint Council meeting to discuss moving the Hockey Heritage Center forward.
Motion Carried.

Councillor Zwicker voted nay.

Naming of Avon View High School Bursary – Jeanne Bourque Carpe Diem Memorial Bursary (Oct. 24 Committee of the Whole -omitted in error)

MOVED and SECONDED that Council name the current \$500 bursary designated to an Avon View High School graduate going into a Trades program to the Jeanne Bourque Carpe Diem Memorial Bursary, to be given to a graduating student entering an NSCC program who has been an active volunteer in his/her school and/or home community; with first consideration given to students entering an Energy Futures Program OR Engineering and Applied Sciences OR Natural Resources and Environment Programs.
Motion Carried.

ii. Excerpts December 13, 2017

Strategic Plan

MOVED and SECONDED that Council adopt the Strategic Plan as presented at Committee of the Whole on November 28, 2017.
Motion Carried.

b. Planning Advisory Committee

- i. First Reading - Ted Harvey Application for a Development Agreement to permit a Distillery and Distillery Retail Store at 329 Falmouth Dyke Road, Falmouth, West Hants (PID 45370780) (Recommendation Report)

MOVED and SECONDED that Council approve First Reading and proceed to Public Hearing and Second Reading to consider entering into a development agreement to allow a distillery and retail operations at 329 Falmouth Dyke Road, (PID45370780) which is attached as Appendix A in the Planning Advisory Committee Staff Report dated November 16, 2017 and as amended by direction of PAC to reduce the hours of operation and require the applicant to hire a fire protection engineer.
Motion Carried.

- ii. First Reading – Mr. Mitch Brison, West Hants Land Use By-law: Map Amendment & Text Amendment (Recommendation Report)

MOVED and SECONDED that Council approves First Reading and proceed to Public Hearing and Second Reading to consider amending:

- 1) The map of the West Hants Land Use By-law to amend the zoning of lands within the Underwood Road area from the Two Unit Residential (R-2) Zone to the Multiple Residential (R-3) Zone as attached as Figure 3 to the Planning Staff Report to Council dated December 12, 2017; and
- 2) The text of the West Hants Land Use By-law to limit development in the Underwood Road area; decrease the minimums lot frontage and front and side yards in the Two Unit Residential (R-2) zone and the Residential Multiple (R-3) zone; and add a definition for Community Use/Local Commercial Building as attached as Appendix A to the Planning Staff Report to Council dated December 12, 2017.

Motion Carried.

- iii. Request for Heritage Permit (Dimock House, 744 Highway 236, Scotch Village) (Recommendation Report)

MOVED and SECONDED that Council considers that the removal of the Selkirk chimney, the replacement of the existing rain gutters and down spouts with either vinyl or aluminum versions, including adding gutters and downspouts where needed, and the

removal of one window on the east side of the ell are non-substantial alterations and advise the applicant that no Heritage Permit is required.
Motion Carried.

- iv. Application for Heritage Grant Funding Under the Municipal Heritage Property Conservation Work Grant Guidelines (744 Highway 236, Scotch Village) (Recommendation Report)

MOVED and SECONDED that Council provide a maximum grant of \$5,000.00 to Dawson Shupe and Hailee Kehoe, owners of 744 Highway 236, Scotch Village, in order to facilitate the alterations to the main building located at 744 Highway 236, Scotch Village listed in Appendix A of the report dated November 16, 2017, and that the funding be provided from account # 0126110-21130 only in accordance with the provisions of the Municipal Heritage Property Conservation Work Grant Guidelines.

Motion Carried.

- c. Report of the Chief Administrative Officer
 - i. Supply of Organics Carts (Recommendation Report)

CAO Osborne reviewed the Supply of Organics Carts Recommendation Report. She noted that the recommendation is one piece of the implementation of organics pick up for West Hants and called on the Director of Public Works to speak on the report.

The Director of Public Works advised Council that it was not necessary to decide on the award of the tender immediately but warned that delay in the decision could affect the price of the units as well as an efficient roll out to ensure the product is received by each home prior to the implementation of organics pick up slated for April 2018. He noted that the tenders each had a price guarantee that would expire on January 16, 2018, 60 days after the opening.

Warden Zebian suggested that discussion on the topic continue with item 11.c.iv., Provisions of Organic Waste Collection Services later in the agenda.

- ii. Committee Community Representative Appointments (Recommendation Report)

The Municipal Clerk reviewed the report.

Councillor Monroe spoke of a resident in her riding who was looking to join the Police Advisory Committee and asked where the advertisements were placed for the positions. The Municipal Clerk responded that the ads were on the Municipal Website and Facebook page as well as posted in the Valley Journal Advertiser. She noted that positions for Provincial Representatives are posted by the Province adding that she was unsure when the nominations took place.

MOVED and SECONDED that Council appoints Richard Neily and David Porter to the Falmouth Watershed Committee until November 2019.

Motion Carried.

MOVED and SECONDED that Council appoints a representative for Timberland Holdings 2010 to the Davidson Lake Watershed Committee until November 2019.

Motion Carried.

MOVED and SECONDED that Council appoints Raymond Meehan and George Pineo to the Police Advisory Board until November 2019.

Motion Carried.

- iii. Gas Tax Funding – South West Hants Fire Society (Recommendation Report)

The Director of Finance reviewed the report.

MOVED and SECONDED that Council approve the use of \$5,000 of Gas Tax monies to fund upgrades to the South West Hants Fire Society building heating system.

Motion Carried.

iv. Provision of Organic Waste Collection Service (Recommendation Report)

CAO Osborne advised Council that staff worked to put all options for Council on the provision of organic waste collection services in a simplified form that covered all the variables. She went on to say that it was not necessary for Council to make a decision at the meeting.

The CAO explained that staff first looked at the total costs for the collection including the annual operating costs then looked at options for funding and how each funding option would affect the rate payers. She went on to say that all the information used in the recommendations are included in the appendix of the report.

The Director of Public Works spoke of the inventory costs noting that staff had negotiated a price for taking over the green carts from Waste Management for the community of Hantsport. He went on to say that there is normally a need to buy a cart for 80% of the households in each community, as some are shared in locations such as apartment buildings. He stated that the inventory costs would be \$408,890.

The Director went on to speak of the operating costs. He spoke of the collection costs noting that Council had the option of removing the special collections such as Christmas tree pick up which would be a savings in the cost. The Director spoke of the tipping fee noting that the cost had decreased since the first report to Council, from \$110/tonne to \$95/tonne plus net HST. He noted that depreciation is now included in the operating costs. The Director of Finance pointed out that Hantsport Operational costs are included in the recommendation report as the cost is moving from an area rate to the general tax rate.

The Director of Finance reviewed the four options Council could choose from to fund the collection. He advised that the cost could be covered through the general tax rate or by assessment account number with the idea that the total cost would be divided by the assessment account number. He went on to say that there is the option to fund the service through residential and commercial tax codes or by dwelling units.

The Director reviewed the costs to purchase the inventory to residents for each of the options noting that the figures presented were if the Municipality chose to place the entire cost on the residents. He then reviewed funding options to alleviate some of the costs to the residents. He recommended that Council consider drawing \$200,000 from the Diversion Credit Reserve and the remaining from the Operating Reserve to decrease the cost to residents. He added that there is also the option of borrowing to cover the cost over a ten-year period with a paying back \$49,165 per year.

Councillor Hussey asked how the costs would be determined in areas such as the Crossing where land is leased. The Director of Finance replied that there would be areas where it would have to be determined how to finance the carts adding there would be exceptions to any option.

Councillor Zwicker asked if the figures presented reflected the reduction in tipping fees to which the Director of Finance responded yes. The Councillor asked what was currently being charged to Hantsport residents as an area rate for their organic pick up. The Director responded that the residents are currently paying \$54,000. The Councillor voiced he felt as though the cost for the service should be included in the area rate.

The Director of Finance advised Council that the direct impacts on tax payers would be seen through either an increase in the general tax rate, the addition of an annual flat fee or Council could absorb the increase and cut other municipal services.

The Director spoke of the three options for annual collection services funding. He stated the first option would be to use tax savings from changes to the waste collection services of approximately \$124,542 to lower the impact on the general rate. He went on to say that the second option would be to charge per user and use the tax savings to potentially lower or maintain the general tax rate. The Director advised that the third and recommended option

would be to add green cart service to the general rate and apply savings from the new garbage contract to offset the overall increase.

The Director of Finance noted that the third option would allow for greater flexibility to absorb the cost of the new service over time and would lower the impact on the tax payer. He added that option three reflected how other services are done in the Municipality outside of area rates.

Councillor Monroe asked if there was a protocol in place for those residents who do not want to use the green carts. CAO Osborne spoke of the practices in other municipal units where when a green cart is issued to a household they are then responsible for it. Warden Zebian added that the green bin generally goes with the property.

Councillor Monroe spoke of the option of tying the cost to the assessment number noting that there are many properties, such as wood lots, that would not require a green bin. She went on to say that she felt that the bins should cost the same for all residents. The Councillor went on to say that basing the cost on assessment was placing the cost on those that have higher assessments and subsidizing those with a lower assessment.

Councillor Jannasch spoke of the different types of properties throughout West Hants noting that many farms in the area have many parcels of land. He asked how the costs would be determined in cases such as that. The Director of Finance stated that the situation would be the reality of choosing to fund the service on a per unit basis noting that the general rate would be the most proportionate way to cover the cost. CAO Osborne noted that staff are recommending the method that would affect the most people the least. She added that the average household in West Hants is assessed at \$140,000 and would see an increase of \$42.36/year on their tax bill.

Warden Zebian noted that the cost of the service presented to Council at the time the motion went forward was \$55/year noting that the figure had increased since the vote.

Councillor Jannasch spoke of the impact of using the reserves noting Council struggles to ensure that there is money in the accounts at budget time. He went on to state that he did not feel comfortable using it for a service that half of the residents of West Hants did not want.

Councillor Daniels asked if there would be compost pick up offered in the private developments. The Director of Public Works stated that general practice is to have a few carts placed in the area where waste is currently picked up in those areas. She asked if consideration was given to areas where wildlife, such as bears, regularly get into the garbage. The Director noted that the recommended cart has a bear proof lid.

Councillor Daniels went on to say that she supported funding the service through the general tax rate and spoke of economies of scale. She voiced that services such as green bins attract people to the area and spoke of the economic development portion of the strategic plan. The Councillor asked if businesses would have to pay an additional cost for the service noting that many of them are currently paying for organic pick up. The Director responded that as long as the business fell in line with the residential collection guidelines there would be no additional cost.

Councillor Monroe stated that her biggest concern is that the service is being offered on the backs of those who have a property assessment above the average of \$140,000 voicing that she did not feel as though it was an equitable way to share the cost.

Councillor Leopold expressed that she was in support of offering the service and that the general tax rate was the most appropriate way for it to be funding.

Councillor Leopold spoke of the Supply of Organics Carts recommendation report stating that she was under the understanding that there would be discussions at Council asking why the request for proposal was sent out prior to the discussions. The CAO noted that all vendors who replied to the service tender stated that the supply of carts would be a

negotiated item. She went on to say that the tender was put out by staff to ensure carts would be available at the time that the service was ready to be rolled out to residents.

Councillor Leopold asked if REgroup who had been awarded the contract for waste collection had been asked if they were interested in supplying the carts and if the tender was put out to ensure that the Municipality received the lowest cost. The CAO responded that staff approached vendors to get information for the reports then again in the form of the request for tender.

Councillor Leopold asked what the additional product benefits were which had staff recommending the cart that is not the lowest bid. The Director of Public Works advised that the recommended carts had a round bottom which enables them to be dumped and cleaned easier and where they did not have holes in the bottom they were less likely to attract rodents. He went on to say that the carts are also proven to be more stable which addresses the concern that many residents had regarding pulling the carts to the end of their driveway. Councillor Leopold asked if the producer of the cart was local to which the Director responded the carts are made in New Brunswick. The Councillor asked for the life expectancy of the carts to which the Director of Finance responded twenty years adding that the depreciation is based on 5% of the cost of the carts. The Director of Public Works noted that there is a ten-year warranty on the carts.

Councillor Leopold spoke of the provision fund asking if the \$20,000 being recommended for the fund falls in line with the operating reserve policy. The Director of Finance advised that the contingency fund could be defined as an unexpected event and was important to include. The Councillor asked where the figure came from to which the Director responded that the figure was an estimated figure that he felt was reasonable. The Director went on to say that Council had the option to not include it. He advised that the cost would only be in year one of providing the service.

Councillor Leopold stated that she determined the inventory cost, based on the information in the report, to be \$73 per cart asking if the price included distribution. The Director of Public Works responded yes. She asked why the figure of 7,500 units, which was presented to residents when they voted on having the carts, had changed to 5,600. The Director of Public Works stated that the earlier figures were based on information that was at hand.

The Councillor spoke of the delivery location asking why the choice was made to deliver the organics to the Aylesford location when East Hants had not yet confirmed. The CAO advised that the report was based on information that had been received adding that the vendor stated they would haul the organics to either location at no additional cost.

Councillor Leopold voiced that she understood that there were a number of residents who did not wish to use the green carts expressing that there are many services that are currently covered through the general rate that are not used to the same degree by all residents. She went on to say that the green bins will be delivered to use at the resident's convenience and it would be up to them to use them or not to use them. The Councillor went on to say that she would like to see community education on the use of the bins voicing she is committed to offering the service to residents.

Councillor Francis asked for clarification surrounding REgroup being approached to supply the carts asking if they were simply not interested in the idea. The Director of Public Works noted that there was no submission from REgroup on the request for tender. The CAO added that all the responses received for the master collection of organics stated they would be willing to negotiate the purchase of the carts; noting when approached REgroup was not interested. Waste Coordinator, Christine McClare informed Council that, when approached, REgroup was of the belief that they would not be able to be competitive with the pricing they could offer.

Councillor Hussey questioned why cart supply was not included in the original tender that was seeking those interested in providing the service noting that the cost could have lowered for the carts if that had been done. He went on to say that the residents and Council

were told that the cost would be \$55 per year which included the cost of the carts noting that the price has now doubled.

Councillor Francis voiced that the topic should be revisited to ensure that the residents are getting the best value.

Warden Zebian expressed that he appreciated all the work done by staff then agreed that the cost had increased since it went out to residents.

Council made the decision to defer further discussion to January.

d. REMO Advisory Committee

There was no report of the REMO Advisory Committee.

e. Police Advisory Committee

There was no report of the Police Advisory Committee.

f. MCCAP Committee

There was no report of the MCCAP Committee.

g. Other Committee Reports or Recommendations

There were no other committee reports or recommendations.

12. Correspondence

a. October 24, 2017 – Natural Resources, Office of the Minister re: Concerns Proposed Harvest Plan

b. November 16, 2017 – Municipality of the District of St. Mary's to UNSM re: Rebranding UNSM

MOVED and SECONDED that Council write a letter to the president of the UNSM and echo what the Municipality of St. Mary's state and that they should revisit the rebranding of the name of the organization.

Motion Carried.

c. December 1, 2017 – UNSM Board Report

13. Miscellaneous / New Business

a. Inter-municipal Agreement Hockey Heritage Center (Councillor Francis)

Councillor Francis voiced that she felt as though the project was not moving forward and would like to meet with the Town of Windsor to review the findings of the Feasibility Study done by the Province. The Councillor went on to say that she would like to see both Kings Edgehill School and the Long Pond Hockey Society removed from the Inter-municipal agreement until it was determined what direction the project was going in.

MOVED and SECONDED that Council approach the Town of Windsor to amend the intermunicipal agreement to remove Kings Edgehill School and the Long Pond Hockey Society until a decision is made as to which direction we are moving.

Councillor Monroe agreed noting that she did not want to see Council in a position that something has to be signed without consideration.

Councillor Hussey suggested that a request be put forth to hold a special joint council meeting to have the discussion.

Councillor Leopold pointed out the Agreement also identified Long Pond as the location and suggested that that portion be amended as well.

MOVED and SECONDED to amend the motion to remove Long Pond as the location and Long Pond Hockey Society and Kings Edgehill School as a board member.

Amendment Carried.

Councillors Hussey, Daniels, Zwicker, and Monroe voted nay.

The final wording of the main motion was as follows:

MOVED and SECONDED that Council approach the Town of Windsor to amend the Inter-Municipal Agreement removing Long Pond as the site of the Hockey Heritage Centre and Long Pond Arena Society and Kings Edgehill School as Board members.
Motion Carried.

Councillors Hussey, Daniels, Zwicker and Monroe nay.

14. Date of Next Meeting – January 9, 2018

The next Regular Council meeting will be held January 9, 2018 at 7:00 p.m.

15. Adjournment

MOVED and SECONDED that the meeting be adjourned.
Motion Carried.

The meeting adjourned at 8:58 p.m.

Abraham Zebian, Warden

Rhonda Brown, Municipal Clerk

1. INTRODUCTION

The West Hants Regional Municipality recognizes the pursuit of further education and training is important. The creation of this policy ensures that resources are allocated equally throughout the Region to support and encourage all graduating students who reside within the West Hants Regional Municipality, an opportunity to pursue post secondary education while reducing financial barriers.

2. PURPOSE

To provide financial assistance in a fair manner to graduating students who reside within the West Hants Regional Municipality as it relates to costs associated with post secondary education. *Note: Confirmation of Enrolment to the student's chosen field of study, trade or program is required.

3. AUTHORITY

- 3.1 Nova Scotia Municipal Government Act - Sections 65 and 65 C, Adoption of Budgets, and Grant Disclosure.

4. SCOPE

This Policy is applicable to all graduating students who attend Horton High School and Avon View High School.

5. PROCEDURES

- 5.1 The West Hants Regional Municipality will provide an annual bursary for up to three (3) eligible applicants as per the schedule below:
 - 5.1.1 West Hants Regional Municipality will establish a Special Reserve Fund, called the "Student Bursary Reserve", which will be used exclusively to fund the bursaries.
 - 5.1.2 The total amount paid annually from this Student Bursary Reserve will be \$1,500. Eligible graduating students who attend Avon View High School and Horton High School will receive up to \$500 each.
 - 5.1.3 Bursaries will be paid according to the criteria outlined in each bursary.
 - 5.1.4 Eligible candidates will be selected based on the information received with the application and chosen by the school based on the selection criteria.

6. AWARDS

- 6.1 The Dr. Garth Vaughan Memorial Bursary - \$500.
- 6.2 The Jeanne Bourque Carpe Diem Memorial Bursary - \$500.
- 6.3 The Fred Fox Memorial Bursary - \$500.

7. APPLICATION REQUIREMENTS

- 7.1 Dr. Garth Vaughan Memorial Bursary
The applicant must:
 - a) Be a resident of the West Hants Regional Municipality.
 - b) Be a graduating student from Avon View High School.
 - c) Be enrolled in a Post Secondary Institute.
 - d) The Bursary cheque will be made payable to both the student and the Post Secondary Institution for January 31, the start of the second term of post-secondary.
- 7.2 Jeanne Bourque Carpe Diem Memorial Bursary
The applicant must:
 - a) Be a resident of West Hants Regional Municipality.
 - b) Be a graduating student of Horton High School.
 - c) Entering an Nova Scotia Community College (NSCC) Program, who has been an active volunteer in their school and/or home community, with first consideration given to students entering an Energy Program or Engineering and Applied Sciences or Natural Resources and Environment Programs.
 - d) The Bursary cheque will be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.
- 7.3 Fred Fox Memorial Bursary
The applicant must:
 - a) Be a resident of the West Hants Regional Municipality.
 - b) Be a graduating student of Avon View High School pursuing a career in the trades industry.
 - c) Bursary cheque be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.

8. REPEAL

This policy would repeal the below existing motions and policies of the former Municipalities.

- 8.1 The Dr Garth Vaughan Memorial Bursary (Avon View HS) Policy - Approved at the March 26, 2013 former Town of Windsor Council Meeting.
- 8.2 The Jeanne Bourque Carpe Diem Memorial Bursary motion made at the former Municipality of the District of West Hants December 12, 2017 meeting.
- 8.3 The Fred Fox Memorial Bursary Motion made at the June 12th, 2012 former Municipality of the District of West Hants Council Meeting.

Approved by: _____
Mark Phillips, Chief Administrative Officer

Adoption	
Notice to Council:	
Approval:	
Description: Initial approval of the Regional High School Bursary/Grant Policy	

1. INTRODUCTION

The West Hants Regional Municipality recognizes the pursuit of further education and training is important. The creation of this policy ensures that resources are allocated equally throughout the Region to support and encourage all graduating students who reside within the West Hants Regional Municipality, an opportunity to pursue post secondary education while reducing financial barriers.

2. PURPOSE

To provide financial assistance in a fair manner to graduating students who reside within the West Hants Regional Municipality as it relates to costs associated with post secondary education. *Note: Confirmation of Enrolment to the student's chosen field of study, trade or program is required.

3. AUTHORITY

- 3.1 Nova Scotia Municipal Government Act - Sections 65 and 65 C, Adoption of Budgets, and Grant Disclosure.

4. SCOPE

This Policy is applicable to all graduating students who attend Horton High School, Avon View High School, Windsor Adult High School and the West Hants Adult High School.

5. PROCEDURES

- 5.1 The West Hants Regional Municipality will provide an annual bursary for up to three (3) eligible applicants as per the schedule below:
 - 5.1.1 West Hants Regional Municipality will establish a Special Reserve Fund, called the "Student Bursary Reserve", which will be used exclusively to fund the bursaries.
 - 5.1.2 The total amount paid annually from this Student Bursary Reserve will be \$1,500. Eligible graduating students who attend Avon View High School and Horton High School will receive up to \$500 each.
 - 5.1.3 Bursaries will be paid according to the criteria outlined in each bursary.
 - 5.1.4 Eligible candidates will be selected based on the information received with the application and chosen by the school based on the selection criteria.

6. AWARDS

- 6.1 The Dr. Garth Vaughan Memorial Bursary - \$500.
- 6.2 The Jeanne Bourque Carpe Diem Memorial Bursary - \$500.
- 6.3 The Fred Fox Memorial Bursary - \$500.

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The applicant must:
 - a) Be a resident of the West Hants Regional Municipality.
 - b) Be a graduating student from Avon View High School, Horton High School, Windsor Adult High School or the West Hants Adult High School.
 - c) Be enrolled in a Post Secondary Institute.
 - d) The Bursary cheque will be made payable to both the student and the Post Secondary Institution for January 31, the start of the second term of post-secondary.
- 7.2 Jeanne Bourque Carpe Diem Memorial Bursary
The applicant must:
 - a) Be a resident of West Hants Regional Municipality.
 - b) Be a graduating student of Avon View High School, Horton High School, Windsor Adult High School or West Hants Adult High School.
 - c) Entering an Nova Scotia Community College (NSCC) Program, who has been an active volunteer in their school and/or home community, with first consideration given to students entering an Energy Program or Engineering and Applied Sciences or Natural Resources and Environment Programs.
 - d) The Bursary cheque will be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.
- 7.3 Fred Fox Memorial Bursary
The applicant must:
 - a) Be a resident of the West Hants Regional Municipality.
 - b) Be a graduating student of Avon View High School, Horton High School, Windsor Adult High School or West Hants Adult High School pursuing a career in the

trades industry.

- c) Bursary cheque be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.

8. REPEAL

This policy would repeal the below existing motions and policies of the former Municipalities.

- 8.1 The Dr Garth Vaughan Memorial Bursary (Avon View HS) Policy - Approved at the March 26, 2013 former Town of Windsor Council Meeting.
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- 8.3 The Fred Fox Memorial Bursary Motion made at the June 12th, 2012 former Municipality of the District of West Hants Council Meeting.

Approved by: _____
Mark Phillips, Chief Administrative Officer

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1. INTRODUCTION

The West Hants Regional Municipality recognizes the pursuit of further education and training is important. The creation of this policy ensures that resources are allocated equally throughout the Region to support and encourage all graduating students who reside within the West Hants Regional Municipality, an opportunity to pursue post secondary education while reducing financial barriers.

2. PURPOSE

To provide financial assistance in a fair manner to graduating students who reside within the West Hants Regional Municipality as it relates to costs associated with post secondary education. *Note: Confirmation of Enrolment to the student's chosen field of study, trade or program is required.

There will be four (4) bursary/grants of \$500 awarded to four (4) graduating student from the four (4) High Schools located within the West Hants Regional Municipality:

- Avon View High School
- Horton High School
- Windsor Adult High School
- West Hants Education High School

3. AUTHORITY

- 3.1 Nova Scotia Municipal Government Act - Sections 65 and 65 C, Adoption of Budgets, and Grant Disclosure.

4. SCOPE

This Policy is applicable to all graduating students who attend Horton High School, Avon View High School, Windsor Adult High School and West Hants Adult High School.

5. PROCEDURES

- 5.1 The West Hants Regional Municipality will provide an annual bursary for up to four (4) eligible applicants as per the schedule below:
- 5.1.1 West Hants Regional Municipality will establish a Special Reserve Fund, called the "Student Bursary Reserve", which will be used exclusively to fund the bursaries.

- 5.1.2 The total amount paid annually from this Student Bursary Reserve will be \$2,000. Eligible graduating students who attend Avon View High School and Horton High School will receive up to \$500 each. Eligible graduating students who attend the Windsor Adult High School or the West Hants Adult High School will receive up to \$500.
Eligible graduating students who attend all four (4) schools (Avon View High School, Horton High School, Windsor Adult High School or West Hants Adult High School) will be eligible to apply for the Inspire West Hants Bursary (\$500).
- 5.1.3 Bursaries will be paid according to the criteria outlined in each bursary.
- 5.1.4 Eligible candidates will be selected based on the information received with the application and chosen by the school based on the selection criteria.
The Inspire West Hants Bursary will be chosen by municipal staff based on the selection criteria.

6. AWARDS

- 6.1 The Dr. Garth Vaughan Memorial Bursary - \$500.
- 6.2 The Jeanne Bourque Carpe Diem Memorial Bursary - \$500.
- 6.3 The Fred Fox Memorial Bursary - \$500.
- 6.4 The Inspire West Hants Bursary - \$500.

7. APPLICATION REQUIREMENTS

- 7.1 Dr. Garth Vaughan Memorial Bursary
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 - b) Be a graduating student from Avon View High School.
 - c) Be enrolled in a Post Secondary Institute.
 - d) The Bursary cheque will be made payable to both the student and the Post Secondary Institution for January 31, the start of the second term of post-secondary.
- 7.2 Jeanne Bourque Carpe Diem Memorial Bursary
The applicant must:
- a) Be a resident of West Hants Regional Municipality.
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- c) Entering an Nova Scotia Community College (NSCC) Program, who has been an active volunteer in their school and/or home community, with first consideration given to students entering an Energy Program or Engineering and Applied Sciences or Natural Resources and Environment Programs.
- d) The Bursary cheque will be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.

7.3 Fred Fox Memorial Bursary

The applicant must:

- a) Be a resident of the West Hants Regional Municipality.
- b) Be a graduating student from either the West Hants Adult High School or the Windsor Adult High School pursuing a career in the trades industry.
- c) Bursary cheque be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.

7.4 The Inspire West Hants Bursary

The West Hants "Something Inspiring Awaits" brand celebrates who we are, what we stand for, our life experiences. We are home to creative, innovative and resourceful individuals residing in our rich and diverse small towns and rural communities that make up our region.

The applicant must:

- a) Be a resident of the West Hants Regional Municipality.
- b) Be a graduating student of Avon View High School, Horton High School, the Windsor Adult High School or West Hants Adult High School.
- c) Bursary cheque be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.

8. REPEAL

This policy would repeal the below existing motions and policies of the former Municipalities.

- 8.1 The Dr Garth Vaughan Memorial Bursary (Avon View HS) Policy - Approved at the March 26, 2013 former Town of Windsor Council Meeting.

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Approved by: _____
Mark Phillips, Chief Administrative Officer

Adoption	
Notice to Council:	
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WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: December 6, 2022

Subject: Updated 2022-2023 Taxing Resolution

LEGISLATIVE AUTHORITY

Municipal Government Act, Part VI – Tax Collection

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that Council approve the updated 2022-2023 Taxing Resolution as presented to Committee of the Whole on November 9, 2022.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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On November 22, 2022 Council approved the updated RR-212 2022-2023 Taxing Resolution, with a correction to the area rated tax rate.

DISCUSSION

Upon additional review of the resolution, it has been determined that an error occurred in the entry of the West Hants area rated residential tax rate. In the current approved resolution, the 2021-2022 West Hants tax rate by area was included in this section, when it should have shown the 2022-2023 rate. The following update has occurred in the attached:

Community	Approved Resolution Residential Area Rate	Updated Resolution Residential Area Rate
West Hants	0.5525	0.5553

NEXT STEPS

Should Council approve the updated resolution, it will go to the Municipal Clerk for signing and filing. And will be used to secure grants-in-lieu of taxes from the province.

FINANCIAL IMPLICATIONS

There are no financial implications related to this change, as the overall tax figures remain the same.

ALTERNATIVES

Council could choose not to approve the updating of this resolution, but this is not recommended by staff as grant-in-lieu of taxes will not be secured without a corrected tax resolution.

ATTACHMENTS

- Updated RR-212 2022-2023 Taxing Resolution

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Report Approved by: 
Mark Phillips, Chief Administrative Officer

BE IT RESOLVED that the sums that are required for the lawful purposes of the West Hants Regional Municipality for the year 2022-2023 after crediting the probable revenue from all sources other than the general rates for the year and making the allowance for the abatement and losses that may occur in the collection of taxes and taxes for the current year that may not be collected or collectable is \$16,188,296 and this Council hereby authorizes the levying and collection of a general tax rate of ninety-eighth cents (\$0.98) per one hundred dollars (\$100) of the assessed value of commercial property and the assessed value of residential property and general resource property that will equal four six seven cents (\$0.4670) per one hundred dollars (\$100) of the assessment on residential and general resource property.

BE IT FURTHER RESOLVED that the sums that are required for the lawful purposes of the Community of West Hants for the year 2022-2023 after crediting the probable revenue from all sources other than the area rates for the year and making the allowance for the abatement and losses that may occur in the collection of taxes and taxes for the current year that may not be collected or collectable is \$7,578,413 and this Council hereby authorizes the levying and collection of an area rate tax of eighty cents (\$0.80) per one hundred dollars (\$100) of the assessed value of commercial property and the assessed value of residential property and general resource property that will equal five five five three cents (\$0.5553) per one hundred dollars (\$100) of the assessment on residential and general resource property.

BE IT FURTHER RESOLVED that the sums that are required for the lawful purposes of the Community of Hantsport for the year 2022-2023 after crediting the probable revenue from all sources other than the area rates for the year and making the allowance for the abatement and losses that may occur in the collection of taxes and taxes for the current year that may not be collected or collectable is \$696,429 and this Council hereby authorizes the levying and collection of an area rate tax of two dollars and seventy-seven cents (\$2.77) per one hundred dollars (\$100) of the assessed value of commercial property and the assessed value of residential property and general resource property that will equal one dollar and one eight three zero cents (\$1.1830) per one hundred dollars (\$100) of the assessment on residential and general resource property.

2023-2023 TAXING RESOLUTION

BE IF FURTHER RESOLVED that the sums that are required for the lawful purposes of the Community of Windsor for the year 2022-2023 after crediting the probable revenue from all sources other than the area rates for the year and making the allowance for the abatement and losses that may occur in the collection of taxes and taxes for the current year that may not be collected or collectable is \$4,307,288 and this Council hereby authorizes the levying and collection of an area rates tax of two dollars and eighty-seven cents (\$2.87) per one hundred dollars (\$100) of the assessed value of commercial property and the assessed value of residential property and general resource property that will equal one dollar and four zero three zero cents (\$1.4030) per one hundred dollars (\$100) of the assessment on residential and general resource property.

BE IT FURTHER RESOLVED that the taxpayers in the said Municipality are required to pay the whole of their taxes on or before the 1st day of September, A.D., 2022 provided that if the total amount of taxes owing is not paid in full on or before the 1st day of September, A.D., 2022 the balance of current and prior years' taxes then owing will bear interest at a rate of 15% per annum, such rate to be calculated monthly at the end of each month at a rate of 1.25% until the sums are paid.

TAX DUE DATE – SEPTEMBER 1, 2022

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

Deanna Snair, Executive Assistant

West Hants Regional Municipality
December 6, 2022
Chief Administrative Officer Report



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

Governance

- A Strategic Planning Sessions - Underway with Council and Senior Staff
 - November 21st
 - November 28th
 - December 5th

Strategic Planning Sessions have concluded. Thanks are extended to Council and Department Heads for their participation in the process and outcome. Special Thanks to Kjeld Mizpah (KJ) Conyers-Steede of Catalyst Conversation Strategies for the leadership and facilitation of the process.

- Council Meeting – November 22nd
- Special Council Meeting – November 23rd
- Special Council Meeting RE: Electoral Boundary Review
- Electoral Boundary Review Public Meetings
 - November 9th Summerville (CAO Present)
 - November 10th Windor
 - November 14th Falmouth

The Electoral Boundary review and public consultation through surveys and in-person sessions have concluded. The final report will be discussed by Council at the December 13th meeting of Council.

Administration

- Meetings and Events
 - Accessibility Advisory Committee Meeting – staff preparation meeting
 - Morash UARB Submissions Preparation and Hearing

Finance

- Meetings and Events
 - Audit Committee Meeting scheduled December 9th

Community Development

- Meetings and Events
 - William Hall Rededication Ceremony – November 9, 2022
 - Remembrance Day Ceremonies
 - Hantsport
 - Windsor
 - Bramber (CAO attended this event)
 - Hantsport Festoon – December 1st
- William Hall Rededication Ceremony – a ceremony was held on November 9th to recognize the 75th anniversary and rededication of the William Hall memorial and unveiling of Hall's Cairn in Hantsport. Family and friends, members of the Legion, Federal, Provincial and Municipal representatives, teachers, students and members of the public were all present for the ceremony.
- Hobart's Beach Boat Launch – Work at the Beach is being carried out. Two of the three components are nearing completion (#1 Parking area, #2 Boat Launch and #3 Turning Area). The Turning area will be the final component to be completed this fall. Plans are ongoing to continue to improve the area with additional green spaces features, a washroom solution, signage and beautification.
- Cheverie Land Exchange – Final stages to survey work and land registration are being carried out. Once completed the scheduled land exchange with a neighboring property will be carried out to complement the Cheverie Salt Marsh Restoration Trail and Camera Obscura site.

Planning and Development

- Meetings and Events
 - MCCAP Meeting
 - EV Station Event
 - PACE Funding Meeting
 - PAC /HAC Meeting
 - Bog Rd Meeting RE Rezoning
 - Housing Strategy / Homelessness Workshop – November 29th
 - Fences and Arbitration Committee
 - November 23rd
 - November 28th
 - December 5th
 - Brison Development Growth Meetings
 - PACE Funding Prep Meeting
 - West Hants Housing Coalition Meeting
- Director Madelyn LeMay – Director LeMay will be stepping down as Director effective January 31, 2023. Director LeMay will be missed for her leadership, knowledge and experience and passion for historic and heritage property advocacy. A plan for the recruitment process to replace Director LeMay is being developed and will proceed in the New Year.
- Housing Strategy / Homelessness Workshop, November 29th – A workshop was held with key stakeholders present along with members of the general public. Short, medium and long-term strategies are expected as an outcome once the open survey currently posted on the WHRM

website concludes mid—December. The report will be shared with Council and stakeholders for their review.

Economic Development

- VREN STAR Program Presentation – November 25th
 - Emerging Themes : Bay of Fundy, Heritage Culture Arts, Outdoor Recreation, Culinary, Rural Landscapes Small Towns and Villages.
- Windsor Parade of Lights – November 26th

Public Works and Infrastructure

- Meetings and Events
 - Highway 101 Twinning CLC Meeting – November 30th

Protective Services

- Fire Chiefs Meetings (November 23rd) - 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.
- WFD Quint Arrival – November 26th
- BFD 60th Anniversary Dinner – November 26th

Sincerely,

Mark Phillips

Mark Phillips
Chief Administrative Officer
West Hants Regional Municipality

**2022-23 WEST HANTS REGIONAL OPERATING BUDGET UPDATE
SEVENTH MONTH ENDING OCTOBER 31, 2022**

REVENUE	2022-23 BUDGET	% OF THE BUDGET	FORECAST MARCH 31, 2023	VARIANCE % (BASED ON FORECAST)	VARIANCE (BASED ON FORECAST)	ACTUALS OCTOBER 31, 2022	VARIANCE % (BASED ON ACTUALS)
TAXES	\$ 20,647,877	72%	\$ 20,203,610	-2.2%	\$ (444,267.00)	\$ 20,203,610	2.2%
SEWER	\$ 2,206,532	8%	\$ 2,206,532	0.0%	\$ -	\$ 1,138,651	48.4%
BUSINESS PROPERTY / DEED TRANSFER TAX	\$ 2,214,540	8%	\$ 2,530,671	14.3%	\$ 316,130.86	\$ 2,111,208	4.7%
GRANTS	\$ 90,085	0%	\$ 90,085	0.0%	\$ -	-\$ 6,318	100.0%
SERVICES PROVIDED TO OTHER GOVERNMENTS ¹	\$ 1,093,713	4%	\$ 1,158,472	5.9%	\$ 64,758.57	\$ 582,577	46.7%
SALES OF SERVICES	\$ 920,058	3%	\$ 879,200	-4.4%	\$ (40,857.57)	\$ 439,228	52.3%
OTHER REVENUE ²	\$ 624,247	2%	\$ 901,241	44.4%	\$ 276,993.71	\$ 545,195	12.7%
UNCONDITIONAL TRANSFERS	\$ 662,151	2%	\$ 662,224	0.0%	\$ 73.00	\$ 380,870	42.5%
TRANSFERS FROM FED OR PROV GOVT.	\$ 147,008	1%	\$ 147,008	0.0%	\$ -	\$ 112,315	23.6%
TRANSFERS FROM OTHER LOCAL GOVERNMENTS	\$ 164,256	1%	\$ 164,256	0.0%	\$ -	\$ 110,348	32.8%
TOTAL	\$ 28,770,426	100%	\$ 28,943,299	0.6%	\$ 172,831.57	\$ 25,617,684	11.0%
EXPENSES							
GENERAL GOVERNMENT SERVICES ³	\$ 3,570,877	12%	\$ 3,495,171	-2.1%	\$ (75,705.71)	\$ 2,318,646	35.1%
PROTECTIVE SERVICES ⁴	\$ 8,260,732	28%	\$ 8,185,561	-0.9%	\$ (75,171.14)	\$ 3,011,443	63.5%
TRANSPORTATION	\$ 1,581,716	5%	\$ 1,517,198	-4.1%	\$ (64,518.29)	\$ 885,032	44.0%
ENVIRONMENTAL HEALTH SERVICES ⁵	\$ 3,976,348	14%	\$ 4,060,346	2.1%	\$ 83,997.71	\$ 1,796,774	54.8%
PUBLIC HEALTH SERVICES ⁶	\$ 276,825	1%	\$ 293,887	6.2%	\$ 17,062.00	\$ 212,062	23.4%
PLANNING	\$ 1,002,094	3%	\$ 852,799	-14.9%	\$ (149,294.57)	\$ 472,374	52.9%
RECREATION	\$ 2,790,004	10%	\$ 2,958,305	6.0%	\$ 168,301.00	\$ 1,716,778	38.5%
EDUCATION	\$ 4,680,803	16%	\$ 4,680,803	0.0%	\$ -	\$ 2,731,484	41.6%
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%	\$ 28,914,374	-0.3%	\$ (95,329.00)	\$ 14,177,040	51.1%
SURPLUS / DEFICIT	\$ (239,277)		\$ 28,925			\$ 11,440,644	

Please note that if revenue and expenditures were incurred evenly over the year approximately 58.33% 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 \$28,925. These remaining funds will be moved to the Operating Reserve as per the Reserves policy.

Keynotes:

1. The 2022-23 budget column shows an unbalanced budget due to the budgeted deficits for both Windsor and West Hants Sewer.
2. Current Deed Transfer Tax Actual is at \$1.7 million, year end projection continues to be set at \$2.1 million, up from the \$1.8 million budgeted for the year.
3. Current savings in expenses come from the following:
 - Planning continues to see the greatest savings, as they continue to seek employees for vacant positions.
 - Transportation is currently seeing a savings, as we have had a very mild year so far and snow removal and ice control have not yet been required.
 - General Administration continues to see lower legislative services expenses than expected, resulting in a savings in this area.

LEGEND:

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



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Sara Poirier, Senior Planner

Date: 2022-12-06

Subject: MCCAP 2023 Work Plan

LEGISLATIVE AUTHORITY

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

RECOMMENDATION

Should Committee of the Whole wish to accept the MCCAP 2023 Work Plan and place it on file, the following motion would be in order:

...that Committee of the Whole place on file the MCCAP 2023 Work Plan in a manner substantively the same as Appendix A attached to the planning staff report entitled "MCCAP 2023 Work Plan" dated November 9, 2022.

In order to honour the 1-year term Climate Action Coordinator position to the end of June 2023, the following motion would be in order:

...that Committee of the Whole recommends that Council preapprove \$7,000 of funding in the 2023-24 budget to complete the one-year term for the Climate Action Coordinator.

Should Committee of the Whole wish to recommend that Council approve funding for a permanent full-time Climate Action Coordinator position, the following motion would be in order:

...that Committee of the Whole recommends that Council approve funding for a permanent full-time Climate Action Coordinator position beginning in July 2023 in the

2023-24 budget deliberations.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☒	Social ☐	Economic ☐	Councillor Activity ☐
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Based on the MCCAP Committee Terms of Reference, a work plan needs to be submitted to Committee of the Whole for review on an annual basis.

Hiring a dedicated Climate Action Coordinator position is Action 4.3 of the greenhouse gas (GHG) emissions local action plan. It was also added to the 2022 and 2023 MCCAP workplan. A Climate Action Coordinator was hired on a 1-year term which began on June 27, 2022 with funding partially provided through the ECO Canada Science Horizons Youth Internship program. Following the position being filled, staff were notified that ECO Canada is only providing 80% of the funding for 8.5 months of the position, rather than the 80% for 12-months originally advertised. Therefore, there is a request for Council to preapprove the additional funding for the position to honour the 1-year term. There is also a request for Council's consideration to enable the Climate Action Coordinator position to become a permanent position on staff.

DISCUSSION

Workplan

The work plan was discussed with the MCCAP Committee on September 14, 2022 and presented to the Committee on November 8, 2022 for approval. The Committee approved the work plan at that meeting.

Climate Action Coordinator

The Committee approved the motion to honour the 1-year term Climate Action Coordinator position to the end of June 2023.

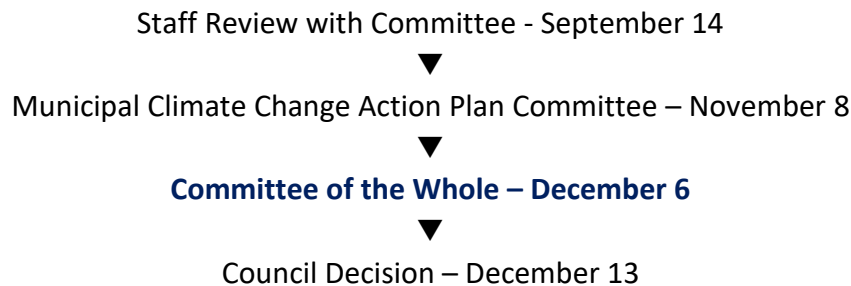
The Committee discussed the full-time permanent position in detail. There was significant discussion on the potential job description and qualifications that were expected of the individual based on the estimated cost of the position. Staff have not prepared a detail job description for this position at this time however it is expected that the full-time permanent Climate Action Coordinator would build on the work that has been accomplished in the past few years. The individual would dedicate their time to work on the Committee's workplan items, action items within the local action plan, and provide support to staff for funding applications which require emissions calculations.

Milestone 4 and 5 of the PCP program are to implement the local action plan and monitor the impact of that plan. These are undoubtedly the largest milestones to accomplish in the PCP program. Creating a full-time permanent Climate Action Coordinator would help reduce burden

on the current staff capacity, ensure the action plan items are implemented in a timely manner and provide the best opportunity for the Municipality to meet its climate action goals.

NEXT STEPS

The process to accept the MCCAP 2023 workplan is as follows:



FINANCIAL IMPLICATIONS

There are future budget implications associated with the 2023 Work Plan, which will be presented during the 2023-24 budget deliberations. External funding, through grants and contributions, will be sought to recover costs for many of these projects.

A request for \$7,000 from the 2022-2023 budget is provided to support the 1-year term Climate Action Coordinator position.

The cost of a full-time permanent Climate Action Coordinator would be fully evaluated including salary and the municipal share of CPP, EI, WCB, Pension, and Medical/Dental benefits to assist with budget deliberations should this direction be provided by Council.

ALTERNATIVES

In response to the report, COTW may:

- request staff revise the MCCAP 2022 Work Plan based on direction from the COTW;
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A 2022-11-09 Staff Report - MCCAP 2023 Work Plan

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and recommendation is aimed to address a short-fall in funding for the current position through to the end of the One year term which carries over into the new fiscal year of

2023/24. With Council's pre-approval of this amount the term will be honored and the work of the MCCAP committee can continue as currently supported.

I support this recommendation as the progress in carry-out the MCCAP Plan is very noticeable with the dedicated staff report.

The second recommendation asking Council to consider a full-time dedication of a coordinator through the 2023/24 budget deliberation process I support as well. Should Council support this, staff will carry-out the proper evaluation of the position , determine the appropriate remuneration and overall cost for Councils discussion.

Report Prepared by: _____
Sara Poirier, Senior Planner

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

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Members of Municipal Climate Change Action Plan (MCCAP) Committee

Submitted by: _____
Sara Poirier, Senior Planner

Date: 2022-11-09

Subject: MCCAP 2023 Work Plan

LEGISLATIVE AUTHORITY

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

RECOMMENDATIONS

Should the MCCAP Committee wish to forward the 2023 Work Plan to Committee of the Whole, the following motion would be in order:

...that the MCCAP 2023 Work Plan be submitted to the Committee of the Whole to be placed on file in a manner substantively the same as Appendix A attached to the planning staff report dated November 9, 2022.

In order to honour the 1-year term Climate Action Coordinator position to the end of June 2023, the following motion would be in order:

...that the MCCAP Committee recommends Committee of the Whole recommend that Council preapprove \$7,000 of funding in the 2023-24 budget to complete the one-year term for which the Climate Action Coordinator, John Ogilvie, was hired.

Should the MCCAP Committee wish to recommend that Council approve funding for a permanent full-time Climate Action Coordinator position, the following motion would be in order:

...that the MCCAP Committee recommends Committee of the Whole recommend that Council approve funding for a permanent full-time Climate Action Coordinator position

beginning in July 2023 in the 2023-24 budget deliberations.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☒	Social ☐	Economic ☐	Councillor Activity ☐
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Based on the MCCAP Committee Terms of Reference, a work plan needs to be submitted to Committee of the Whole for review on an annual basis.

Hiring a dedicated Climate Action Coordinator position is Action 4.3 of the greenhouse gas (GHG) emissions local action plan. It was also added to the 2022 and 2023 MCCAP workplan. A Climate Action Coordinator was hired on a 1-year term which began on June 27, 2022 with funding partially provided through the ECO Canada Science Horizons Youth Internship program. Following the position being filled, staff were notified that ECO Canada is only providing 80% of the funding for 8.5 months of John's position, rather than the 80% for 12-months originally advertised. Therefore, there is a request for Council to preapprove the additional funding for John's position to honour the 1-year term he was hired for. There is also a request to Council to enable the Climate Action Coordinator position to become a permanent position on staff.

DISCUSSION

Workplan

Staff provided the MCCAP Workplan for discussion at the September 14, 2022 MCCAP Committee meeting. The Committee agreed to keep "working on Milestone 4 of the PCP program" and "hiring a dedicated GHG emissions reduction employee" on the "tasks to complete" portion of the workplan as these are two necessary components required to ensure the Municipality can continue to work towards the Municipality's greenhouse gas emissions reduction goals.

Many of the tasks that were added for 2022 have been moved to the "on-going" section. These include:

- explore the potential for a small to medium scale solar energy project;
- implement an electric vehicle charging station; and
- participate in a feasibility study for electric vehicle fleet conversion.

The Committee had no additional items to add to the workplan.

Climate Action Coordinator

Since 2020 the Planning and Development Department has been able to hire summer students on a 15-week term with financial assistance through the Clean Foundation Internship program. These students were Casey Parker, Jessica Pitman and Will Chapple. They have all helped

immensely in being able to accomplish the first three (3) milestones of the Partners for Climate Projection (PCP) program.

On September 8, 2021 the MCCAP Committee recommended approval of a local action plan to meet Milestone 3 of the PCP program and reduce the Municipalities greenhouse gas (GHG) emissions. As part of the local action plan's overall implementation goal to reduce community and corporate emissions by 45% by 2030, Action 4.3 proposes hiring a dedicated GHG reduction employee. Additionally, one of the goals of the 2022 and 2023 MCCAP workplan is to hire a dedicated GHG emissions reduction employee.

In November 2021 the MCCAP Committee recommended, and Council approved, staff to apply for funding to ECO Canada to hire a greenhouse gas emissions reduction coordinator utilizing the remaining MCCAP budget for 2021-22. At the time of application ECO Canada was offering funding opportunities which would cover up to 80% of wages for a 12-month internship. Staff made an application on February 8th, 2022 to the ECO Canada Science Horizons Youth Internship for a 12-month position and were waitlisted pending future funding.

Staff were notified on May 2, 2022 that the ECO Canada application had pre-qualified for funding. At that time, staff requested \$4,500 of additional funding be provided by Council as the MCCAP budget for 2021-2022 had been utilized to hire a summer student on a 15-week term through the Clean Foundation. This request was approved.

A 1-year term Climate Action Coordinator, John Ogilvie, started on June 27, 2022 with financial support from ECO Canada. Following John's hiring staff were notified by ECO Canada that the position was only provided 80% funding for the first 8.5 months. Therefore, there is now a request before the MCCAP Committee to honour the 1-year term that John was hired for and provide the additional \$7,000 of funding towards this position in the 2023-24 budget to carry the term Climate Action Coordinator position to the end of June 2023.

John has been able to dedicate his time to work on the Committee's workplan items, action items within the local action plan, and provide support to staff for funding applications which require emissions calculations. Specifically, he has assisted in gathering information on the condition of Municipal buildings to determine potential energy retrofits including the use of solar power to offset the remaining building demand, has been pivotal in developing completing the steps for Council to consider creating a Property Assessed Clean Energy (PACE) program and has been able to dedicate time to determine external funding sources for action item implementation.

Milestone 4 and 5 of the PCP program are to implement the local action plan and monitor the impact of that plan. These are undoubtedly the largest milestones to accomplish in the PCP program. Creating a full-time permanent Climate Action Coordinator would help reduce burden on the current staff capacity and ensure the action plan items are implemented in a timely manner.

NEXT STEPS

Approval Process

Staff Review and MCCAP Committee Discussion – September 14



MCCAP Committee Recommendation – November 9



Committee of the Whole – December*



Council Decision – December*

*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are future budget implications associated with the 2023 Work Plan, which will be presented during the 2023-24 budget deliberations. External funding, through grants and contributions, will be sought to recover costs for many of these projects.

A request for \$7,000 from the 2022-2023 is provided to support the 1-year term Climate Action Coordinator position.

The full-time permanent Climate Action Coordinator would cost West Hants Regional Municipality approximately \$54,000 per year, which includes salary and the municipal share of CPP, EI, WCB, Pension, and Medical/Dental benefits.

ALTERNATIVES

In response to the report, the MCCAP Committee may:

- request staff revise the MCCAP 2023 Work Plan based on direction from the MCCAP Committee;
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Appendix A MCCAP 2023 Work Plan

Report Prepared by: _____
Sara Poirier, Senior Planner

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

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

Appendix A
MCCAP 2023 Work Plan

Tasks to Complete		Cost of Action	Funding	Partners	Timing
Goal: Reduce Greenhouse Gas Emissions	Work on Milestone 4 of the PCP program by implementing actions from the local action plan developed in Milestone 3	Staff time and project costs	Staff time; Municipal budget will be requested to help leverage external funding; Applications for external funding will be submitted for most action items	Planning / Public Works / Community Development / Office of the CAO	Annual
	Hire a dedicated GHG emissions reduction employee	Approx. \$54,000	Municipal budget	Planning	2023
Ongoing Tasks		Cost of Action	Funding	Partners	Timing
Goal: Reduce Greenhouse Gas Emissions	Hire a dedicated GHG emissions reduction employee	Approx. \$30,000	Municipal budget; Eco Canada funding to cover 50% of the position for the first 12 months	Planning / Eco Canada	1-year term began on June 27, 2022

	Explore the potential for a small to medium scale solar energy project	Staff time and project costs (dependent on location, site conditions, number of solar panels, how much electricity the Municipality wants to offset, etc.)	Staff time; Applications for funding will be submitted when required	Planning / Public Works / Community Development / Office of the CAO	Solar installation by 2023
	Implement an electric vehicle charging station	Staff time and project costs (approx. \$6,000 for a level 2 charger; approx. \$50,000 for a level 3 charger)	Staff time; Applications for funding will be submitted when required	Planning / Public Works / Community Development / Office of the CAO	Anticipated completion by October 2022
	Participate in a feasibility study for electric vehicle fleet conversion	Staff time and project costs (approx. \$1,500 in-kind for study)	Staff time; Applications for funding will be submitted when required	Planning / Clean Foundation	Anticipated completion by December 2022
Goal: Increase awareness of local best practices	Continue the recognition program for businesses and community groups	Staff Time	Staff Time	Planning / Community Development	Began Summer 2021; Annual
Goal: Update Windsor's storm drainage infrastructure to ensure it meets the	Windsor Flood Risk Assessment	Staff Time and Consultant Costs	FRIP 50% Funding (up to \$39,109)	Public Works	Currently reviewing RFP's and recommendation to Council to proceed

future needs of the Town					
Goal: Reduce the impact of anticipated climate change on infrastructure and development	Consider options to restrict zoning in flood-prone areas	Staff Time	Staff Time	Planning	Plan Review
Goal: Develop sustainable solutions to address sea-level risk in Avondale	Work collaboratively with community groups, government organizations, and non-profits to assess sustainable solutions.	Staff Time	Staff Time	Public Works, Planning, Department of Agriculture	Fall 2021
Goal: Implement MCCAP	Annual action items review and update	Staff Time	Staff Time	Planning	Annual
	Annual review and update Terms of Reference	Staff Time	Staff Time	Planning	Annual
Goal: Heighten resident's awareness of flood risk and emergency preparedness	Public education	Staff Time	Staff Time	EMO	On-going
	Develop planning processes, policy and ordinances	Staff Time	Staff Time	EMO	On-going
Goal: Build mapping (GIS) capabilities	Update software as needed	Staff Time	Staff Time	Planning	On-going
Goal: Climate-informed	Annual review and update of All-Hazards Plan	Staff Time	Staff Time	EMO	On-going

Emergency Preparedness Plans					
Goal: Record storm surge impacts	Record storm surge impact details as means of improving emergency preparedness and response planning	Staff Time	Staff Time	EMO	On-going
Goal: Secure local source of aggregate	Identify possible sources of local aggregate in inventory of municipal land	Staff Time	Staff Time	EMO	On-going
Goal: Stormwater management planning	Implement findings from the Hantsport Storm Water Management Study	Staff Time	Staff Time	Public Works and Planning	On-going
	Implement findings from the Three Mile Plains Storm Water Management Study	Staff Time	Staff Time	Public Works, Planning, Department of Infrastructure and Renewal	On-going
Completed		Cost of Action	Funding	Partners	Completed
Goal: Reduce Greenhouse Gas Emissions	Complete Milestone 2 in the PCP program by providing the necessary information for Council to set an emissions reduction	Staff Time	Staff Time	Planning/ Public Works	August 2021

	target for corporate and community emissions				
	Complete Milestone 3 in the PCP program by developing a local action plan	\$5,222.64 for summer student	MCCAP budget (Clean Foundation grant paid 50% of the position)	Planning/ Public Works, Clean Foundation	Submitted September 2021
Goal: Reduce Greenhouse Gas Emissions	Complete an updated GHG emissions inventory for corporate emissions	\$9,000	MCCAP Budget, Co-op Education Incentive	Clean Foundation	Fall 2019
	Complete a GHG emissions inventory for community emissions	\$25,000	MCCAP Budget, Co-op Education Incentive	Clean Foundation	Fall 2019
	Complete a GHG emissions forecasting model	\$36,000	MCCAP Budget	Clean Foundation	Winter 2020
Goal: Reduce the impact of anticipated climate change on municipal infrastructure along the Minas Shore	Complete the National Disaster Mitigation Program Risk Assessment Study	\$80,000	MCCAP Budget and National Disaster Mitigation funding	CBCL Limited Consulting and Government of Canada	Spring 2019
Goal: Stormwater management planning	Complete plan for Falmouth	\$50,000	PW Budget	Public Works	2016
	Complete plan for Hantsport	\$50,000	PW Budget	Public Works	2018

	Complete plan for Three Mile Plains	\$50,000	PW Budget	Public Works	2019
Goal: Build mapping (GIS) capabilities	Hire a GIS Technician	N/A	Planning	Planning	2015



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: Ryan Parker
By-Law Enforcement Officer

Date: November 8, 2022

Subject: Dangerous or Unsightly Premise Report

LEGISLATIVE AUTHORITY

MGA Section 345 (3)

RECOMMENDATION or DECISION REQUEST

Information report.

BACKGROUND

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

This update will cover Dangerous or Unsightly Premises complaints from March 31, 2022, through August 31, 2022. During the reporting period 20 complaints were received in writing. Of the 20 complaints, 12 were remedied by the owner, 7 are in progress and have yet to require an order at this point and an active Order has been issued for 1.

Number of orders issued for property clean up by the Administrator: 3

Status: 2 remedied by the owners.

1 owner attempting to remedy Order.

NEXT STEPS

The next report period will be September 01, 2022-March 31, 2023

FINANCIAL IMPLICATIONS

N/A

ALTERNATIVES

N/A

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: Ryan Parker
By-Law Enforcement Officer

Report Reviewed by: 
Mark Phillips, Chief Administrative Officer

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

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

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

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

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

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

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

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

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

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

Avon River Causeway Correspondence

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

[illegible]

Correspondence Received

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Katherine	Mcleod, P.Eng, Dept. Environment and climate change	2021-10-28 (Received)	2022-01-11 COTW
Hants County Legion		2021-11-25	2021-12-07 COTW
Hon. Melissa	Sheehy-Richard	2021-11-30	2021-12-07 COTW
Hon. John	Lohr	2021-11-30	2021-12-07 COTW
Hon. Kim	Masland	2021-12-01	2021-12-16 Council
NSUARB		2021-12-10	2021-12-16 Council
Bennet	Mary Lou	2021-12-13	2021-12-16 Council
Hon. Kim	Masland	2021-12-17	2022-01-11 COTW
Bland	Lisa	2021-01-17	2022-01-11-COTW
Wilson	John	2021-12-21	2022-01-11 COTW
Pineo	Shirley	2021-12-17	2022-01-11 COTW
Nelson	Gary	2022-01-11	2022-01-25 Council
Hon. Kody	Blois	2022-01-13	2022-01-25 Council
Denise	Forrand	2022-01-19	2022-01-25 Council
Dawn	Allen	2022-01-18	2022-01-25 Council
Sarah	Brothers	2022-01-19	2022-01-25 Council
Roland	Newcombe	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

Correspondence Received

Philip	Hyam	2022-09-17	2022-09-27 Council
Mash Up Lab re: Opportunity for Aspiring Entrepreneurs in West Hants		2022-10-17	2022-10-25 Council
Minister Masland	Re: Potential Mi'kmaq Burial site	2022-10-19	2022-10-25 Council
Heather Hughes,	Executive Director Re: Proposed changes to Weed Control Act	2022-09-13	2022-11-08 COTW
Minister of Finance and Treasury Board	Re: Provincial Non-Resident Deed Transfer Tax	2022-10-21	2022-11-08 COTW
Home Hardware	Re: Security Cameras	2022-10-21	2022-11-08 COTW
Windsor Township	Re: Security Cameras	2022-10-24	2022-11-08 COTW
Dawna MacIvor	Re: November is Crohn's and Colitis Awareness Month	2022-10-28	2022-11-08 COTW
Waye Mason	re Concerns and Information regarding Bill 225 and HRM Noise By-Law	2022-11-02	2022-11-08 COTW
Peter Gregg	Re Information on Bill 212, An Act to Amend Public Utility Act	2022-11-02	2022-11-08 COTW
Andrea Parker	Re Road repair work needed	2022-11-06	2022-11-22 Council
WAEFA Recipient Confirmation - 2022	(Awards sponsored by the West Hants Regional Municipality)	2022-11-07	2022-11-22 Council
CAO Letter	Comfort Centre Designation - Garden of Eden Community Centre	2022-11-10	2022-11-22 Council
David Old,	President Hantsport Seniors and Elders Club re Community Generator Program	2022-11-10	2022-11-22 Council
Juanita Wilcox	re Expression of Thanks	2022-11-12	2022-11-22 Council
Emily McNeil	re Renewal of the Operating Approval for the Avon Hydro System	2022-11-14	2022-11-22 Council
Paul Beazley	re Boundary Review Questions	2022-11-16	2022-11-22 Council
West Hants Historical Society	Re Old Parish Burying Ground Letter	2022-11-16	2022-12-06 COTW
Graham Sanford	Re Road Concerns	2022-11-16	2022-12-06 COTW
Fidelis House	Re financial assistance request	2022-11-30	2022-12-06 COTW



West Hants Historical Society

281 King Street
PO Box 2335

Windsor, NS
B0N 2T0

Tel: 902-798-4706

email: info@westhantshistoricalsociety.ca

President: Shirley Pineo

Secretary: Paul Brison

November 16, 2022

Mark Phillips
CAO , West Hants Regional Municipality
76 Morison Dr.
Windsor, Nova Scotia
B0N 2T0

RE: Attached Submission

Dear Mr. Phillips;

West Hants Historical Society understands that the West Hants Regional Municipality has the responsibility to maintain, restore and preserve the Old Parish Burying Ground, located on King Street in Windsor.

The Society is aware that the Old Parish Burying Ground is in need of attention. The enclosed submission contains more details of the commitment vested in the Town of Windsor (WHRM) that commenced in 1887.

This submission to the council is made in the hope that they will fulfill their continued commitment. It is being put forward at this time so it can be included in the 2023 budgetary process.

We look forward to meeting with representatives of the West Hants Regional Municipality to review this submission. Representatives of the West Hants Historical Society are available to meet with you at your convenience.

Respectfully Submitted,

Shirley Pineo, President
West Hants Historical Society

Submission to the West Hants Regional Municipality
Dated 14 November 2022

MAINTENANCE, RESTORATION AND PRESERVATION
OF THE OLD PARISH BURYING GROUND

Whereas the Old Parish Burying Ground (OPBG) is one of the oldest cemeteries in Nova Scotia and is the final resting place of many of the region's earliest and most prominent citizens, and

- In 1887, the OPBG was deeded to the Town and Citizens of Windsor by an act of the Provincial Legislature, (50 Vic 1887 Chapter 64. An Act to vest the title to the Old Parish Churchyard and Burying Ground, and the Protestant Cemetery in Windsor, in the Town, and to give the Town Council the control and the management thereof.) (See attachment), and
- The last survey and last significant cleanup of the OPBG was undertaken in 1973, and
- The OPBG is designated a Municipal Heritage Property, and
- The OPBG is in a neglected state - overgrown trees, headstones fallen and broken, and uneven terrain.

The West Hants Historical Society requests that the West Hants Regional Municipality fulfill its obligation to the maintenance, restoration and preservation of the OPBG. The West Hants Historical Society is willing to provide historical data from our extensive archives and participate in the establishment of a long-term on-going plan. In doing so, the citizens of West Hants can again take pride in one of its oldest and most significant historic sites.

Respectfully submitted,


Shirley Pineo, President
West Hants Historical Society

attachments:

- Act of the Provincial Legislature, 1887
- Representative photographs

CHAPTER 64

An Act, to vest the title to the Old Parish Churchyard and Burying Ground, and the Protestant Cemetery in Windsor, in the Town, and to give the Town Council the control and management thereof.

(Passed the 3rd day of May, A.D., 1887)

Section	Section
1. Title to churchyard and burying ground vested in town.	6. Money for lots, how applied.
2. Churchyard and burying ground to be closed	7. Burial fees be, how applied.
3. Trustees of Maplewood cemetery may convey to town.	8. Town council may make by laws, etc.
4. Town council may borrow money.	9. Certain persons exempt from operation of Act.
5. Debts to become payable to town.	10. Inconsistent law repealed.
	11. Notice of passage of Act to be given.

Be it enacted by the Governor, Council, and Assembly, as follows:--

Title to churchyard and burying ground vested in town	1. The title to the old parish churchyard and burying ground in the town of Windsor, is hereby vested absolutely in the corporation of said town of Windsor, and the town council of the said town shall have full control thereof, subject, however, to the rights of the church wardens and vestry of the parish of Christ Church, Windsor, in the old parish church standing thereon.
Churchyard and burying ground to be closed	2. The said churchyard and burying ground is hereby closed against further interments, and it shall be unlawful to hereafter inter any person in the same.
Trustees of Maplewood cemetery may convey to town.	3. On payment by the town of Windsor to the trustees of the Protestant cemetery, Maplewood, in the said town, of the amount due by the said trustees to the Commercial Bank of Windsor on account of the said cemetery, the trustees of the said cemetery shall by deed convey the said cemetery to the said town of Windsor, and the title thereto shall thereupon vest absolutely in the said town of Windsor, and the town council thereof shall have the full control and management of the same, and shall have, possess, and exercise all the powers, jurisdiction and authority over and in respect thereof which have heretofore been, had, possessed and exercised by the township of Windsor, or by the trustees appointed by the rate payers of said township at the town meetings, subject, however, to the rights possessed at present by the residents of the township of Windsor

4. The town council of the said town of Windsor is Town hereby authorized to borrow on the credit of the said town a sum not exceeding fourteen hundred dollars, for the purpose of paying off the debt due by the said trustees to the Commercial Bank of Windsor, and for the purpose of improving the said cemetery, and for that purpose are authorize to issue debentures, signed by the warden and two councillors, and by the town clerk, in such form, and for sums, and bearing such rate of interest, as the council shall deem right, or the said council may borrow said sum in such other way as they may deem expedient.

Town council may
borrow money.

5. All the debts and sums of money now due, or to grow due to the said trustees for or on account of lots in the said cemetery sold by the said trustees, shall be and become due and payable to the said town of Windsor, and may be sued for and collected in the name of the said town as a debt due to the said town.

Debts to become
payable to town

6. All sums of money received by the town for or on account of lots hereafter sold, shall be used and applied by town council towards paying off the debt, and interest accruing shall be assessed in four annual instalments by the town council on the property of the Protestant rate payers of the said town, the same to be assessed, levied and collected in the same manner that other taxes are assessed, levied collected in town.

Money for lots,
how applied

7. All sums of money received by the town for or account of lots hereafter to be sold in said cemetery, and also all burial and other fees that may be collected in connection with said cemetery, shall be kept separate and apart, to be used and applied to pay the expenses incurred in the maintenance of the said cemetery ; and in ease there shall not be sufficient money realized from the sale of said lots, burial and other fees, to pay for the maintenance of said cemetery, the balance of the sum required for that purpose shall be assessed by the town council on the Protestant rate payers of the said town, the same to be assessed, levied and collected in the same manner in which other taxes are assessed, levied and collected in the said town.

Burial fees, etc,
how applied

8. The town council shall have power, jurisdiction and authority to make such by-laws, rules and regulations as they shall deem necessary respecting the management, ornamentation, regulation and preservation of the said churchyard and burial ground and cemetery, and for the preventing the desecration thereof, or injury or damage

Town council may
make bylaws, etc

thereto, and also respecting all things necessary for the due and proper carrying out of the intent of this Act, and may attach penalties thereto for the breach thereof . not exceeding twenty dollars or sixty days' imprisonment, which said by-laws, when approved by the Governor-in-Council, shall have all the force of law, and may be acted upon as though enacted with and forming a part of this Act. The production of a copy of any such by-law purporting to be certified under the hands of the warden and town clerk, and the seal of the town of Windsor, shall be sufficient proof thereof in any court of justice on the of any cause, without further proof of the signatures of the said warden and clerk, or of their official capacity.

Certain persons
exempt from
operation of Act

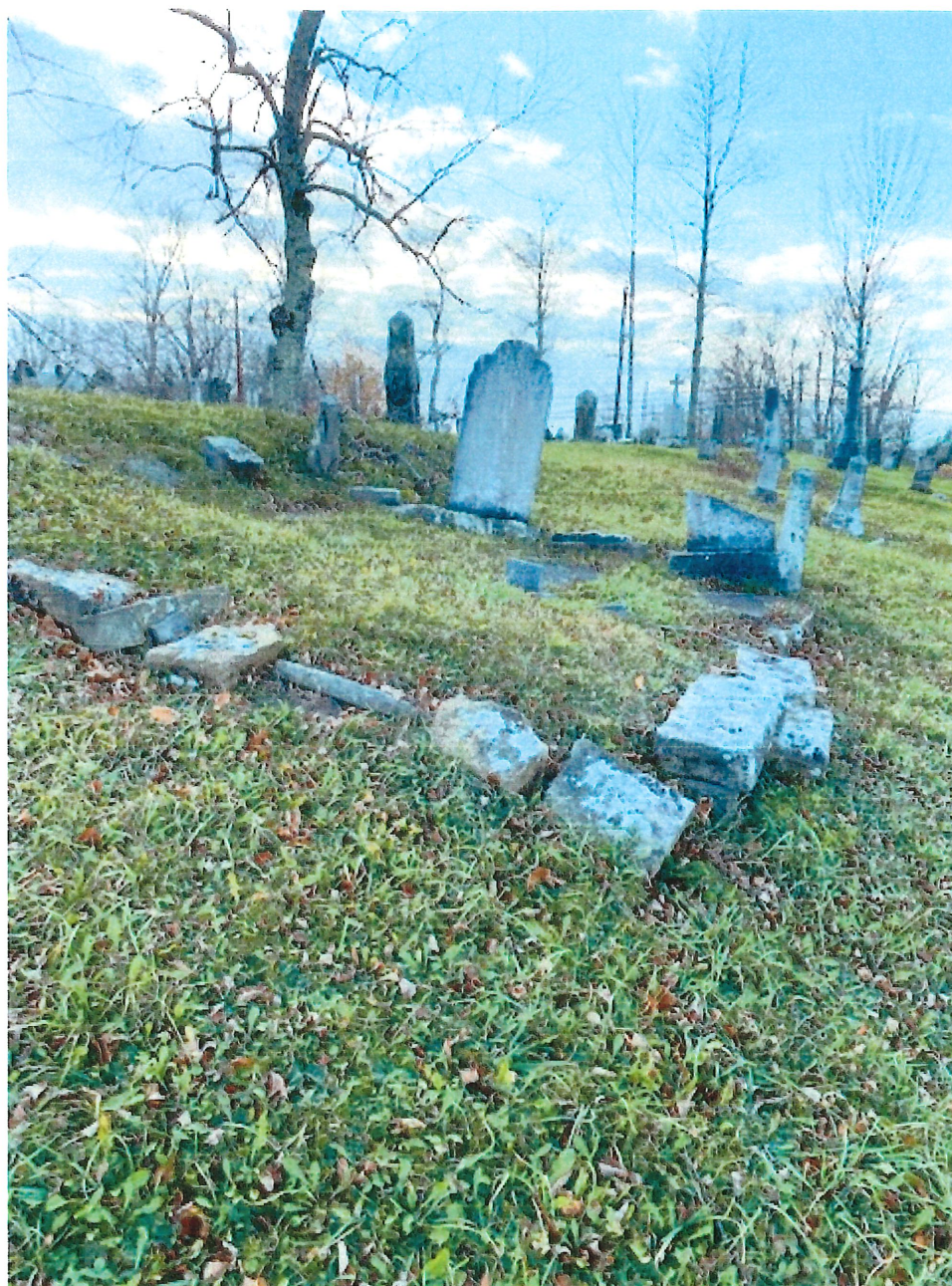
9. Notwithstanding anything in this Act contained the head or heads of families now having family plots enclosed in said churchyard and not filled up, shall alone have the right to be interred in said churchyard, and no other person, provided it is established to the satisfaction of the warden or any duly authorized committee of the town council, that such plot or plots is or are not filled up ; and the parties so entitled to be so buried within said plot shall give notice in writing of their intention so to be buried, to the town council of Windsor, in six months from the passage of this Act, and the same fees shall be charged at the time of their burial as would be charged if the persons had been buried in the new churchyard.

Inconsistent law
repealed

10. So much of chapter 55 of the Acts of 1870, and of chapter 60 of the Acts of 1879, as is inconsistent with this Act, is hereby repealed.

Notice of
passage of Act to
be given

11. Notice of the passage of this Act shall be published in four weekly issues of one or more newspapers published in the county of Hants.











[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Dear West Hants Regional Municipality CAO Mark Phillips:

Thank you for your site visit this morning to the Hantsport end of the Bog Road to see the unresolved concerns, firsthand.

Recap and Requested Actions:

1. Complaint emailed to Development Officer Oct 11/22 regarding activity on PID 45046315.
2. Meeting with you, Development Officer, Director of Planning and Deputy Mayor Oct 17/22. We discussed how 8 Bog Road became zoned R2, and removal of topsoil from the Agricultural Priority 2 part of same. I have an e-mail from the Development Officer that removal of topsoil from Agricultural Priority 2 Land would be a violation.
3. We have seen no action on either issue almost a month later, so for clarity, this is a formal request for documentation supporting how PID 45046315 was zoned R2. To date I have three conflicting answers from the Municipality, and proof from tax documents the land was classified as Farm Exempt in 2013 before amalgamation.

[REDACTED]

-
4. And this is a formal request for documentation supporting what action has been taken for the violation of removing topsoil from Agricultural Priority 2 land.
 5. There is also an active complaint with the Department of Environment and Climate change in Kentville about possible contamination of the water course due to the possible absence of a sediment damn, and a Pit Operation.
 6. Given these serious matters within your purview in items 3 and 4 above, we request you halt the process of the rezoning request of the lots along the bog road. A developer should not be permitted to initiate such a request given the violation on abutting land and the question if a whole section of land followed the appropriate process for re-zoning.
 7. We are looking for an acceptable, transparent response on the unresolved issues in 3 and 4 above, before 5:00 PM Tuesday November 22, 2022.
 8. In good faith, we will be proceeding to Municipal Council if acceptable responses are not received by this date.
 9. As of Tuesday November 15, 2022, information was filed with the Nova Scotia Office of the Ombudsman.
 10. In good faith we will be activating our complaint with the Nova Scotia Office of the Ombudsman if acceptable responses are not received as requested in this letter. We are holding this given we believe as a good citizen and business in West Hants, we need to afford the appropriate opportunities for the Municipality to respond.

In summary, land is a finite resource.

Nova Scotia has a target of 20% local food production by 2030, which we cannot accomplish by building housing on land that is or could be viable farmland, and once that is done it is not reversible.

I hear the municipality speak of looking 20 years out, but I would say you are missing key categories of action to do your job and plan a future that at minimum provides for the basics of affordable housing and food security looking

into the next 20 years, for all your citizens in West Hants. There are other places to build houses in West Hants.

I look forward to your acceptable written reply by 5.00 PM Tuesday November 22, 2022.

Sincerely,

Graham Sanford and

Don't Be The Dirt Advocacy

[REDACTED] Hantsport, N.S. B0P 1P0

[REDACTED]

Copy to:

Mayor Abraham Zebian

Deputy Mayor Paul Morton, Councilor District 8



"Your Home Away From Home"

November 28, 2022

P.O. Box 125 Kentville, Nova Scotia. B4N 3W4 • Phone: 902-679-6567

Mark Phillips
Chief Administrative Officer
West Hants Regional Municipality
76 Morison Drive, PO Box 3000
Windsor, NS B0N 2T0

Dear Mr. Phillips,

Situated on the grounds of the Valley Regional Hospital in Kentville, Fidelis House has been offering a welcoming 'home away from home' for patients and their guests since 1992. We are a small, fairly low-profile organization with a big reach. Staffed around the clock by dedicated volunteers, and funded exclusively through donations, guests are only asked to contribute \$25 a night towards their stay. Our guest population consists primarily of senior citizens and those living in rural areas – and our services help them comfortably access medical care while keeping community connections strong. Last year alone, our guest nights totalled 3,443.

Fidelis House is now embarking on a new role, and with that, needs new support. We are now playing a vital role in keeping medical services accessible in Western Nova Scotia, providing that same 'home-away-from-home' for visiting physicians and medical staff. "Before Covid-19, we were at capacity and often had to put people on a waiting list — in some cases, we could not accommodate them. Since Covid-19, the backlog of patients and the need for rooms for traveling physicians and nurses has made it necessary for us to expand," explains Ralph Comeau, President, Fidelis House Board of Directors. "We'd like to shape our services to help both patients and medical staff."

"All regional hospitals in the province are looking for emergency physician coverage," says Dr. Ahmad Ahmad, Emergency Physician at Valley Regional Hospital and a regular guest at Fidelis House. "Fidelis House makes Valley Regional Hospital the most convenient hospital for me. It provides me with a reliable, accessible place to stay between my shifts." With the increase in demand, Fidelis House needs help to expand. More than 25% of the guests now using Fidelis House are visiting medical staff servicing the Valley Regional Hospital. The twelve rooms currently available are no longer sufficient. The addition of four new rooms, each with a private bathroom and shower, will allow the organization to continue meeting this new need and better service our disabled guests. With the total cost of the addition topping \$600,000, Fidelis House has \$300,000 left to fundraise.

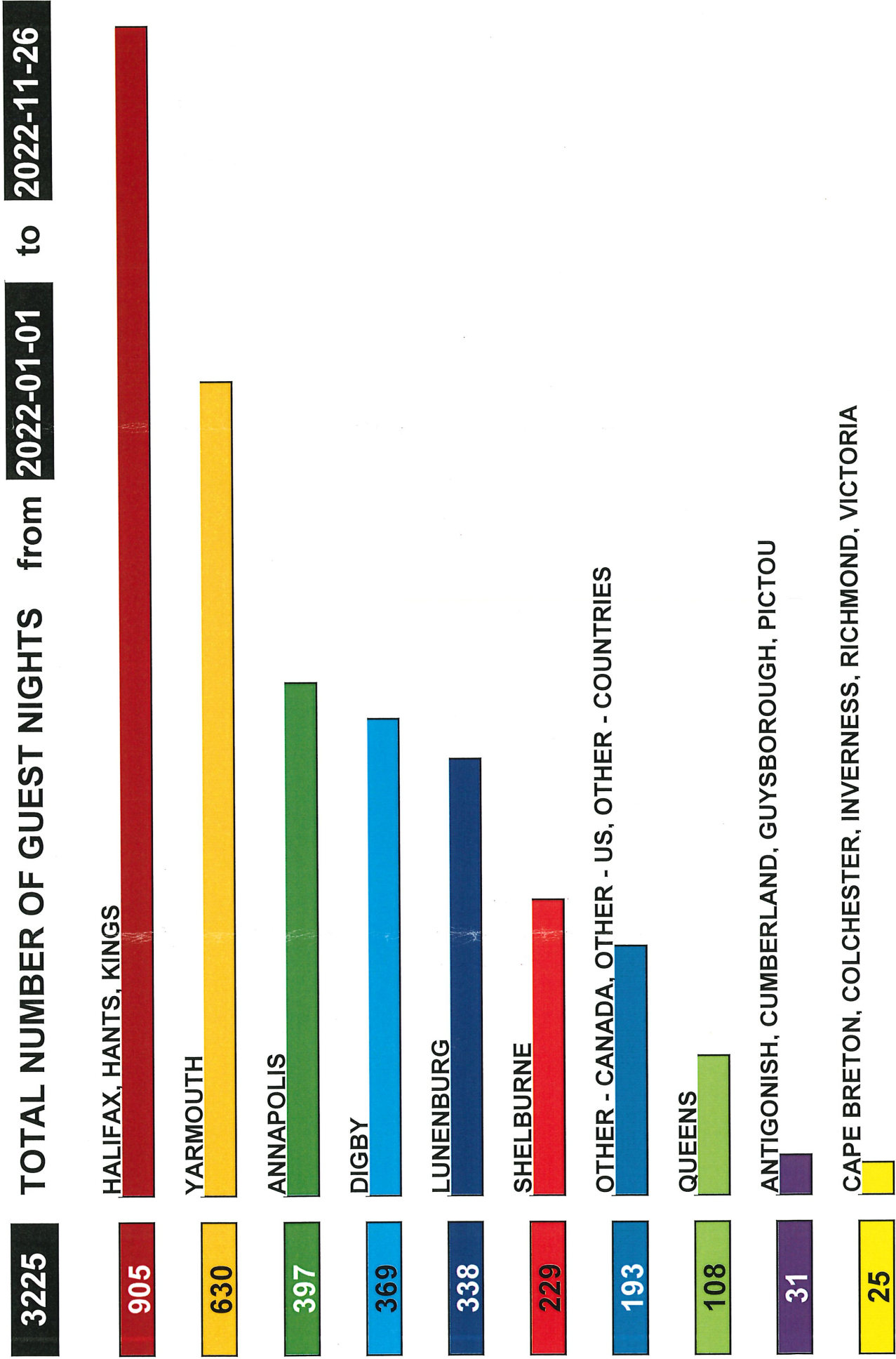
Will you help support us in meeting this new goal? As a registered not-for-profit organization, Fidelis House relies on the generosity of individuals, community groups, and local businesses to provide guests with an affordable place to stay.

Please feel free to get in touch with any questions or to learn more about how you can help us be a part of keeping families and friends close when it matters the most – and keeping medical care in the Annapolis Valley accessible to all. You can read more about the Fidelis House story at our website: www.fidelishouse.ca.

Thank you for all you do to support our community!

Ralph Comeau, Fidelis House Board of Directors

Lodging GUEST-NIGHTS by County



FIDELIS HOUSE provides an ideal solution for family members who want to be near loved ones who are patients at Valley Regional Hospital but who face the prospect of sleeping on cots or paying for expensive hotel rooms.

Fidelis House takes in guests who are receiving treatment as outpatients or whose loved ones are patients in hospital.

Fidelis House is not a treatment facility, but complements Valley Regional Hospital by easing stress for patients or family members.

In addition to comfortable sleeping facilities, it offers a kitchen where guests can make light meals and enjoy a comfortable living room.

Fidelis House provides guests a place of comfort, kindness and support during their stay. It is staffed 24 hours a day by dedicated volunteers.



www.fidelishouse.ca

info@fidelishouse.ca

(902) 679-6567

My gift

Kindly fill out the donation form below and mail it with your donation to:

Fidelis House Society
150 Exhibition Street, Building B
Kentville, NS B4N 3W4

My gift: \$ _____

Name _____

Address _____

Please indicate if this gift is:

- ☐ In memory of
- ☐ In honour of
- ☐ Cheque or Money Order (make cheques payable to Fidelis House Society)

Donations are tax deductible and a receipt will be issued.



Fidelis House

*Your home
away from home...
when you need it
most*

Comfortable, affordable
accommodation for Valley
Regional Hospital patients
and their relatives



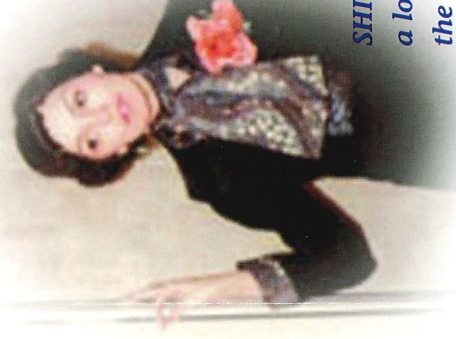
Fidelis House supports families and communities

Part of the healing team

FIDELIS HOUSE is not a treatment facility. It complements Valley Regional Hospital in the healing process, by offering our guests bedrooms, a lounge, and a kitchen to prepare light meals, coffee, tea and some basic foods.

Accommodation is offered at a nominal charge of ~~\$20~~ ^{\$25} per night per bed.

Fidelis House welcomes between 3,500 and 4,000 guests each year, most from Western Nova Scotia.



Realizing Shirley's Dream

SHIRLEY CAMERON was a long-time resident of the Annapolis Valley who suffered from leukemia. Her treatment meant many weeks away from family and friends. When she was able to leave the hospital on a day pass she found there was no place to go.

It was her dream to establish a house where family members, friends and patients could stay at a reasonable cost.

Fidelis House is the realization of Shirley's dream. Since 1992 it has provided accommodation to over 3,500 guests each year.




Fidelis House
"Your Home Away From Home"

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
Sandra Barss	Heritage Trust of Nova Scotia	10/18/2022	2022-10-25 Council

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

Correspondence Sent

[illegible]



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Mark McLean, Councillor, District 3

Date: December 6, 2022

Subject: J Class Roads

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

... that Committee of the Whole recommends that Council refer the J Class Roads topic to budget deliberations in spring 2023 with staff highlighting what a J- Class funding program could look like within the 2023 budget and subsequent years going forward with the intent to address J- Class roads for a large number of residents within West Hants Regional Municipality.

BACKGROUND

Property ☐	Public Opinion ☒	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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In February of 2022 Council entered into discussions pertaining to J Class Roads within the West Hants Regional Municipality. Residents have reached out expressing their concerns related to the condition of the roads, specifically secondary roads in Brooklyn. J Class Roads are provincial roads that also serve to benefit the residents within WHRM. During this meeting, a motion was made to “RECOMMEND THAT COUNCIL DIRECT STAFF TO EXPLORE THE OPTIONS FOR J CLASS

ROAD INITIATIVES FOR THE 2022-2023 BUDGET AND TO COME BACK TO COUNCIL IN TWO WEEKS”.

An information report was presented to Council at the February 22, 2022 meeting on the 2022/23 Cooperative Funding of Provincial J Class Roads. Following this meeting Council defeated three motions made related to J Class Roads resulting in Council not exploring J Class Road cost share agreements with the province.

DISCUSSION

With continued correspondence received from residents’ expressing concerns over the deteriorating conditions of the J Class Roads, there is value in having staff provide information on J Class Roads that would allow Council to make an informed decision related to participating in the cost share agreement with the province. Further information will enable residents and Council to be aware of all the costs associated with a cost share agreement, the financial commitments, including overages,

NEXT STEPS

To be determined by Council.

FINANCIAL IMPLICATIONS

There will be financial implications that will be determined based on the direction of Council.

ALTERNATIVES

Council may choose not to support the recommendation.
Council may choose to provide a different direction.

ATTACHMENTS

2022/23 Cooperative Funding of Provincial J Class Roads
2022-03-29 Correspondence from Andrea Parker
2022-11-06 Correspondence from Andrea Parker Re Road repair work needed

CHIEF ADMINISTRATIVE OFFICER REVIEW

Staff will take direction from Council on this matter. I concur that the matter continues to arise frequently by residents directly through operations as well as through Council members.

Report Reviewed by:



Mark Phillips, Chief Administrative Office



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by:


Todd Richard, Director of Public Works

Date: February 22, 2022

Subject: 2022/23 Cooperative Funding of Provincial J Class Roads

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

Council to determine interest in participating with the Province of Nova Scotia, towards cooperative funding to repave existing paved Provincially owned J-Class roads on an annual basis. This is not currently being presented as a recommendation to Council; it only being presented for preliminary budget discussion purposes.

BACKGROUND

Property ☐	Public Opinion ☒	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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Staff has received notification from Nova Scotia Department of Public Works (NSDPW) of available funding to repave existing paved Provincially owned J-Class roads throughout the province. The department will be dividing funding proportionately based on km of paved J-Class roads per Municipality; and is asking the Municipality if they are interested to cost share 50% towards this repaving program.

NSDPW requires Municipalities to submit a list of paved J-Class roads for the 2022/23 fiscal year and confirm the Municipality has funding approval to participate.

DISCUSSION

Staff has included in this report, a list of the Provincial J-Class Subdivision Roads within West Hants Regional Municipality. The following items have been noted for Council for consideration of this proposed program:

- this cost-share program is offered to the Municipality on an annual basis; this is not a one-time offer
- this repaving program is applicable to J-Class subdivision roads that are owned by the Province, previous to a 1995 Provincial agreement
- all subdivision roads constructed following this 1995 agreement are 100% owned and maintained by each Municipality (where applicable)
- Of roads that are listed; some are sealed (paved) and some are unsealed (gravel); only the paved roads are applicable to this proposed program
- the Municipality currently contributes approximately \$189,000 annually towards the maintenance of these J-Class roads, primarily for snow and ice control activities, this is a general rated expense not an area rated expense that is the current funding model for streets in Windsor and Hantsport.

It should be noted that NSDPW has not performed any roads condition or criticality assessment of these roads; leaving the Municipality the responsibility to determine which roads should be prioritized for this program.

Staff has considered this proposed program using an evidence-based Asset Management criteria model. This has included the following activities:

- staff last performed a condition assessment of the J-Class roads in 2021, rating each road with a condition value of 1 to 5 (1 = good, 5 = poor); this condition assessment is included in the attached list of roads
- staff previously (2019/20) performed an Asset Management evaluation of the Asset Lifecycle Forecast for all of the NSDPW J-Class Subdivision Roads
 - based on a \$200,000 annual contribution moving forward for the next 10 years, 97% of the required road renewal could be performed in a 10-year period using this 50% cost-share program
 - note that this does not mean that every road is renewed over the 10-year period

NEXT STEPS

If Council was to decide to proceed with any proposed Provincial J-Class roads funding, the following items should be considered, with the further understanding that Municipal funding is

also required to be directed towards 100% of Municipal-owned infrastructure (roads, sidewalks, water/sewer, facilities and properties):

- where is the funding to come from?
- what funding model is to be considered?
 - 50% NSDPW, 50% Municipal
 - 50% NSDPW, 25% Municipal, 25% area-based (25% charged back to road residents)
 - 50% NSDPW, 50% area-based (50% charged back to road residents)
- what roads are deemed priority?
 - this should be evidence-based; based on condition, capacity, function, criticality, economic-impact
- is Council committed for long-term funding of this program (10+ years)?

Staff requires the direction of Council, if this program is to be pursued with the Province for this 2022/23 fiscal year.

FINANCIAL IMPLICATIONS

Asset Management modelling indicate that \$200,000 should be directed to a Provincial J-Class road improvement reserve on an annual basis for the next 10 years, to participate in this program.

If Council decided to participate in the J-Class Road funding program direction should be given to staff the expense should be area rated or general rated.

ALTERNATIVES

Council may choose not to participate in this program.

ATTACHMENTS

List of Provincial J-Class Subdivision Roads in West Hants

CHIEF ADMINISTRATIVE OFFICER REVIEW

As noted in the report and through previous discussions by this Council, Council should consider first if they wish to financially participate in maintaining provincial roads. If the answer is yes, then the next consideration for Council is to determine the level of financial support.

I would encourage Council to review the attached J-Class Roads inventory and condition assessment.

Staff looks forward to this discussion at Council and will react to Council's direction.

Report Prepared by: 
Brad Carrigan, Manager Engineering & Capital Projects

Report Reviewed by: 
(Name and Title)

Report Approved by: 
Mark Phillips, Chief Administrative Officer

Section	Road Full Name	From Description	To Description	2020 Rating	2021 Rating	Jurisdiction	Community	Road Surface Type	CL Length	Surface	Approx. Cost/ft	Approx. Cost
37818	Alexander Drive	DENISE (0901)	MEARNS DRIVE (0900)	5	1	Provincial	THREE MILE PLAINS	J Paved asphalt	0.377	6	\$ 280,000	\$ 105,560
37851	Ardoise Lane	TK 1 (0001)	END OF LISTING	N/A	N/A	Provincial	ARDOISE	J Gravel	0.581	1.1	\$	-
37852	Avonview Court	VALLEY VIEW (0927)	END OF LISTING	2	2	Provincial	FALMOUTH	J Paved asphalt	0.165	6	\$ 280,000	\$ 46,200
37827	Beech Brook Road	ROCKWELL (0870)	END OF LISTING			Provincial	ARDOISE	J Chip seal on cold rap	0.871	6.4	\$ 290,000	\$ 252,590
37832	Bent Road	LYNCH (0763)	TURNING CIRCLE			Provincial	NEWPORT CORNER	J Chip seal on cold rap	0.2	6	\$ 280,000	\$ 56,000
39541	Bobbitt Drive West	Sylvia Dr (0882)	west to end of listing			Provincial	ST CROIX	J Chip seal on cold rap	0.215	6.7	\$ 290,000	\$ 62,350
39542	Bobbitt Drive East	Sylvia Dr (0882)	east to end of listing			Provincial	ST CROIX	J Chip seal on cold rap	0.124	6.7	\$ 290,000	\$ 35,960
37823	Burgess Road	TONGE HILL (0727)	END OF LISTING	1	1	Provincial	GRALAND'S CROSSIN	J Chip seal on paved	0.236	6	\$ 280,000	\$ 66,080
37803	Chalet Crescent	RTE 215 (0215)	ELM (0894)	5	5	Provincial	BROOKLYN	J Cold rap	0.601	6	\$ 280,000	\$ 168,280
37858	Chelsea Court	MACDERMID (0925)	END OF LISTING	1	2	Provincial	FALMOUTH	J Paved asphalt	0.09	6	\$ 280,000	\$ 25,200
37811	Chesley Lane	DOUGLAS (0893)	END OF LISTING	1	1	Provincial	BROOKLYN	J Chip seal on cold rap	0.07	6	\$ 280,000	\$ 19,600
37837	Christopher Hartt Road	TK 1 (0001)	END OF LISTING	N/A	N/A	Provincial	ARDOISE	J Gravel	0.411	8.1	\$	-
37795	Church Hill Drive	TK 14 (0014)	ETTER (0764)	3	4	Provincial	BROOKLYN	J Paved asphalt	0.103	6	\$ 280,000	\$ 28,840
37816	Country Club Lane	FALMOUTH BACK (0715)	COUNTRY CLUB (0897)	3	3	Provincial	FALMOUTH	J Paved asphalt	0.716	6	\$ 280,000	\$ 200,480
37805	Davis Road	TK 1 (0001)	END OF LISTING			Provincial	ST CROIX	J Chip seal on cold rap	0.442	6	\$ 280,000	\$ 123,760
37820	Denise Drive	WINDSOR BACK (0718)	MEARNS DRIVE (0900)	1	2	Provincial	THREE MILE PLAINS	J Paved asphalt	0.411	6	\$ 280,000	\$ 115,080
37812	Douglas Avenue	CHALET (0884)	END OF LISTING	2	2	Provincial	BROOKLYN	J Chip seal on cold rap	0.297	6	\$ 280,000	\$ 83,160
37726	Duncanson Road	TOWN (0795)	END OF COLD RAP	1	1	Provincial	FALMOUTH	J Cold rap	0.259	6	\$ 280,000	\$ 72,520
37813	Elm Drive	FLETCHER (0895)	END OF LISTING	3	3	Provincial	BROOKLYN	J Paved asphalt	0.398	6.6	\$ 290,000	\$ 115,420
37971	Elm Court	FLETCHER (0895)	END OF LISTING			Provincial	BROOKLYN	J Chip seal on cold rap	0.083	6.6	\$ 290,000	\$ 24,070
37815	Elpine Drive	RTE 236 (0236)	END OF LISTING @ TURNIN	N/A	N/A	Provincial	SCOTCH VILLAGE	J Gravel	0.501	6	\$	-
37696	Etter Road	TK 14 (0014) W	RTE 215 (0215) E	3	5	Provincial	BROOKLYN	J Cold rap	0.25	6	\$ 280,000	\$ 70,000
37974	Etter Road Extension	ETTER (0764)	END OF LISTING	3	3	Provincial	BROOKLYN	J Cold rap	0.963	7	\$ 320,000	\$ 308,160
37814	Fletcher Lane	ELM (0894)	CHALET (0884)	3	3	Provincial	BROOKLYN	J Chip seal on cold rap	0.24	0.241	\$ 280,000	\$ 67,200
37838	Fletcher Road	TK 1 (0001)	END OF LISTING			Provincial	ARDOISE	J Chip seal on cold rap	0.261	6.1	\$ 280,000	\$ 73,080
37967	Halewood Drive	VALLEY VIEW (0927)	END OF PROVINCIAL JURISDICTION			Provincial	FALMOUTH	J Paved asphalt	0.127	6	\$ 280,000	\$ 35,560
37968	Halewood Drive	BEGINNING OF PROVINCIAL	VALLEY VIEW (0927) AND WILEWOOD (0934)			Provincial	FALMOUTH	J Paved asphalt	0.132	7	\$ 320,000	\$ 42,240
37831	Harvey Road	ROCKWELL (0870)	END OF LISTING			Provincial	ARDOISE	J Chip seal on cold rap	0.201	5.8	\$ 280,000	\$ 56,280
37848	Hazelwood Drive	ETTER (0764)	END OF LISTING	N/A	N/A	Provincial	BROOKLYN	J Gravel	0.4	7	\$	-
37787	Hillcrest Drive	TK 14 (0014)	END OF LISTING	4	4	Provincial	CURRYS CORNER	J Paved asphalt	0.354	6	\$ 280,000	\$ 99,120
37835	Hilltop Avenue	ETTER (0916)	END OF LISTING	3	3	Provincial	BROOKLYN	J Gravel	0.05	6	\$ 280,000	\$ 14,000
37960	Ivey Lane	MORISON (3011)	SANFORD (0938)	3	3	Provincial	WINDSOR	J Paved asphalt	0.422	6	\$ 280,000	\$ 118,160
37855	Juniper Drive	TK 14 (0014)	END OF LISTING	N/A	N/A	Provincial	MARTOCK	J Gravel	0.32	6	\$	-
37793	Kendall Lane	TK 14 (0014)	Katie Ct (P)	3	4	Provincial	CURRYS CORNER	J Chip seal on paved	0.505	7	\$ 320,000	\$ 161,600
39544	Kendall Lane	Katie Crt (P)	end of Cul de Sac	3	4	Provincial	CURRYS CORNER	J Chip seal on paved	0.155	7	\$ 320,000	\$ 49,600
37850	Kimball Drive	DILL (0720)	END OF LISTING	1	2	Provincial	CURRYS CORNER	J Paved asphalt	0.3	6	\$ 280,000	\$ 84,000
37807	Lakewood Drive	RTE 215 (0215)	LAKEWOOD ROAD EXTEN (0891)	4	5	Provincial	BROOKLYN	J Chip seal on cold rap	0.412	6	\$ 280,000	\$ 115,360
37808	Lakewood Drive	LAKEWOOD EXTEN (0891)	END OF LISTING	4	5	Provincial	BROOKLYN	J Chip seal on cold rap	0.41	6	\$ 280,000	\$ 114,800
37810	Lakewood Road Extension	LAKEWOOD (0889)	END OF LISTING	4	5	Provincial	BROOKLYN	J Chip seal on cold rap	0.22	6	\$ 280,000	\$ 61,600
37804	Leighton Drive	RTE 215 (0215)	END OF LISTING	5	5	Provincial	BROOKLYN	J Chip seal on cold rap	0.201	6	\$ 280,000	\$ 56,280
37854	MacLeod Court	PANUKE (0747)	END OF LISTING	N/A	N/A	Provincial	THREE MILE PLAINS	J Gravel	0.235	6	\$	-
37817	Maple Avenue	HARTVILLE (0736)	END OF LISTING			Provincial	ELLERSHOUSE	J Chip seal on cold rap	0.24	6	\$ 280,000	\$ 67,200
37844	McDermid Drive	DUNCANSON (0806)	70 METRES EAST OF CHELS	2	2	Provincial	FALMOUTH	J Paved asphalt	0.107	6	\$ 280,000	\$ 29,960
37845	McDermid Drive	70 METRES EAST OF CHELS	END OF LISTING	2	2	Provincial	FALMOUTH	J Paved asphalt	0.111	6	\$ 280,000	\$ 31,080
37819	Mearns Drive	DENISE (0901)	ALEXANDER (0899)	2	2	Provincial	THREE MILE PLAINS	J Cold rap	0.079	6.2	\$ 280,000	\$ 22,120
37856	Millard Court	QUARRY (0853)	END OF LISTING	N/A	N/A	Provincial	UNION CORNER	J Gravel	0.5	6	\$	-
37959	Morison Drive	Ivey (3012)	Windsor Town Line	3	3	Provincial	WINDSOR	J Paved asphalt	0.427	6	\$ 280,000	\$ 119,560
37961	Nelson Street	IVEY (3012)	SANFORD (0938)	3	3	Provincial	WINDSOR	J Paved asphalt	0.165	7	\$ 320,000	\$ 52,800
37840	Palmer Drive	ALYWARD (0798)	END OF PAVEMENT	1	2	Provincial	FALMOUTH	J Paved asphalt	0.086	6	\$ 280,000	\$ 24,080
37841	Palmer Drive	PATTERSON (0923)	END OF LISTING	1	2	Provincial	FALMOUTH	J Paved asphalt	0.192	6	\$ 280,000	\$ 53,760
37842	Patterson Lane	PALMETER (0922)	END OF LISTING	1	1	Provincial	FALMOUTH	J Cold rap	0.101	6	\$ 280,000	\$ 28,280

37800	Pemberton Avenue	TONGE HILL (0727)	END OF LISTING	N/A	N/A	Provincial	GARLAND'S CROSSIN J	Gravel	0.201	6		\$	-
37836	River Road	SHORE (0704)	END OF LISTING			Provincial	WALTON	J Cold rap	0.301	5.1	\$	280,000	\$ 84,280
37849	Riverview Drive	HAZELWOOD (0928)	END OF LISTING	N/A	N/A	Provincial	BROOKLYN	J Gravel	0.32	6		\$	-
37822	Robert Drive	TK 1 (0001)	END OF LISTING			Provincial	ARDOISE	J Cold rap	0.321	5.9	\$	280,000	\$ 89,880
37833	Robinson Road	COLLIER (0754)	END OF LISTING			Provincial	ARDOISE	J Chip seal on cold rap	0.24	5.3	\$	280,000	\$ 67,200
37834	Salmon Hole Dam Road	TK 1 (0001)	END OF LISTING			Provincial	ST CROIX	J Paved asphalt	0.843	6	\$	280,000	\$ 236,040
37857	Sanford Drive	MORISON (3011)	WENTWORTH (0742)	3	3	Provincial	WINDSOR	J Paved asphalt	0.538	6	\$	280,000	\$ 150,640
37843	Sexton Court	PATTERSON (0923)	END OF LISTING	1	1	Provincial	FALMOUTH	J Cold rap	0.169	6	\$	280,000	\$ 47,320
37786	Soldier Road	TK 1 (0001)	END OF LISTING	N/A	N/A	Provincial	FALMOUTH	J Gravel	0.209	6		\$	-
37828	Stillwater Road	COLLIER (0754)	END OF COLD RAP	N/A	N/A	Provincial	ARDOISE	J Chip seal on cold rap	0.241	4.2		\$	-
37829	Stillwater Road	END OF COLD RAP	END OF MAINTAINED SECT	N/A	N/A	Provincial	ARDOISE	J Gravel	0.17	6		\$	-
37802	Sylvia Drive	BOBBITT (0883)	HARTVILLE (0736)			Provincial	STE CROIX	J Chip seal on cold rap	0.114	6	\$	280,000	\$ 31,920
37655	Underwood Road	JARED CRT (MUNICIPAL)	END OF LISTING AT CIVIC #	3	1	Provincial	GARLAND'S CROSSIN J	Paved asphalt	0.32	6	\$	280,000	\$ 89,600
37846	Valley View Drive	TOWN (0795)	80 METRES SOUTH OF AVO	2	3	Provincial	FALMOUTH	J Paved asphalt	0.369	6.2	\$	280,000	\$ 103,320
37847	Valley View Drive	80 METRES SOUTH OF AVOI	WILEWOOD (0934)	2	3	Provincial	FALMOUTH	J Paved asphalt	0.175	1	\$	280,000	\$ 49,000
37853	Wilewood Drive	VALLEY VIEW (0927) AND H/	E AND W TO END OF LISTIN	2	3	Provincial	FALMOUTH	J Paved asphalt	0.176	6	\$	280,000	\$ 49,280
										Total Kilometers Hants		20.024	\$ 586,320

From: [Mark McLean](#)
To: [WWH Council](#)
Subject: Fwd: Etter Road Extension
Date: Monday, March 28, 2022 9:01:40 AM

Get [Outlook for iOS](#)

From: **Sent:** Monday, March 28, 2022 8:53:14 AM
To: Abraham Zebian; Mark McLean; melissa.mlaoffice
Subject: Etter Road Extension

Caution

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

Good morning,

I wish to start a dialogue about Etter Road Ext in Brooklyn West Hants. We did correspond in 2021 about the status of that road. Melissa you were not yet elected so not part of those conversations. From what I understand Etter Rd Ext is a J Class Road. As such we would not be eligible for provincial paving but a cost share with the province and the municipality. This was recently brought before council and was voted down to my understanding. If that happened what was the reasoning?

We have fabulous service from Dept of Transportation here - our road is cleared well in the winter I feel. They also fill potholes when called and made aware of them. If this is a J class road should it be the municipality assuming these roles?

Was this road always a J-class road? Are there original development agreements that state this? Similar subdivisions in Falmouth (which are paved) and pay the same amount of taxes were they paved by the developer? Are these original documents for our community readily available? Subject to FIPOP? Neighbours do describe when actual pavement was on the road and if you wish I will work with them to produce the old photos of this.

Basically what are our options here to improve the road? If Etter road is provincial can we get on the paving list for that? It is awful at the bottom by BellaRoma and not much better going up from the Bread Gallery. It is a weaving experience on the road to avoid the potholes and many people with caution walk on our road. If council has not agreed to consider a cost share are we really left with no options but to let our road decay? There were monies announced for rural roads - do we qualify for any of that?

I am looking forward to your response on what can be done to improve the driveability and walkability of our road. Please hit reply all with your answers. I will be including everyone in my response.

Thanks,
Andrea Parker

From: The Parker's Epic Family Adventure 2019

Date: November 6, 2022 at 12:24:58 PM AST

To: Abraham Zebian <AZebian@westhants.ca>, Mark McLean
<mmclean@westhants.ca>, MLA Office <melissa.mlaoffice@gmail.com>

Subject: Letter for correspondence

Caution [External Email]

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

Appreciating you bringing this forward at council in the near future.

Hi everyone,

I called transportation today and spoke with a lovely person and expressed the need for repair work on our road. Jeremy lost a spring off his dump trailer this past week and the potholes are near impossible not to hit no matter what side of the road you drive on. Hopefully we see some repairs this week. It is the whole span of the road from Bellaroma straight to the end of the cul-du-sac.

I had every intention of presenting to council in November but I cannot commit to that in the near future. In the meantime how can we move this forward? Surely with the amount of reporting we have already done to transportation, repair work people have taken upon themselves, email conversations and the reports already obtained by the municipality do I really need to present to council on this? It's hard not to see all the repair works that have been done in the past few years in hantsport, falmouth etc and wonder why our road is not "next on a list" for budget 2023-24.

This road is a community of mostly small business owners retired or actively still working that are used to problem solving, and getting things done. We employ and contribute hugely to the economy and betterment of our community. Can the council get behind our community needs and present a cost share to the province that does not involve the residents of our community having to pay extra. Each of the communities in West Hants need equitable use of resources - now is the time for our road.

I hope you take this email in the spirit it is being sent - problem solving and getting ahead with the needed work without a burden to the residents of our road.

Kind Regards,
Andrea Parker



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: John Smith, Councillor District 9

Date: Dec 1, 2022

Subject: Letter from Kody Blois, Member of Parliament for Kings-Hants

LEGISLATIVE AUTHORITY

RECOMMENDATION or DECISION REQUEST

Council instructs staff to send a letter to the Honorable Joyce Murray stating Council fully supports the content of the letter written to her by Kody Blois MP on Oct 6, 2022. Further the letter of support should also be cc to the original recipients.

BACKGROUND

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

NEXT STEPS

FINANCIAL IMPLICATIONS

none

ALTERNATIVES

Not support the letter

ATTACHMENTS

the letter

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have no further comments. The matter is for Council's consideration.

Report Prepared by: _____
(Name and Title)

Report Reviewed by:  _____
Mark Phillips, Chief Administrative Officer



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 Kwiilmu'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



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
John Ogilvie, Climate Action Coordinator

Date: December 6, 2022

Subject: Nova Scotia Sustainable Communities Challenge Fund Application

LEGISLATIVE AUTHORITY

N/A

RECOMMENDATION or DECISION REQUEST

...that Committee of the Whole recommends that Council approve in principle funding 30% as the Municipal contribution of the application to the Sustainable Communities Challenge Fund in the 2023/24 budget to support a solar project, up to a maximum Council contribution of \$150,000.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☒	Social ☐	Economic ☐	Councilor Activity ☐
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The Nova Scotia Sustainable Communities Challenge Fund is funded by the Province and administered by the Nova Scotia Federation of Municipalities (NSFM). The fund provides grants between \$75,000 and \$1 million for projects that support communities in mitigating and adapting to climate change. The Municipal contribution to a project depends on the total project budget, with the Municipality required to contribute;

- a minimum of 20% of project costs for projects under \$250,000,
- a minimum of 30% for projects valued between \$250,000 to \$500,000, and

- a minimum of 40% for projects over \$500,000.

*In-kind contributions such as staff time can contribute up to 10% of the project costs, and other funding sources – such as Federal money – can be stacked.

The pre-screening application had a submission deadline of December 2, 2022. Following pre-approval of a proposed project, the final application is due December 16, 2022. Following approval of projects, funding agreements are signed in February 2023, and final project expenditures are to be completed by December 31, 2024. Staff are expecting another round of submissions to the fund around Spring of 2023, so an unsuccessful submission could be resubmitted, or an entirely different project could be chosen.

Following discussion at the MCCAP Committee meeting on November 9, 2022, the Committee requested I gather more information regarding the fund, and a list of potential projects. I focussed on a solar panel installation to generate clean energy for Municipal operations, as a medium-scale solar installation is in the MCCAP Committee Work Plan, and a solar project may have a quicker completion period than many other projects. A meeting of the MCCAP Committee was held on November 24, 2022, where I presented the Committee with options regarding the funding and requested direction. The Committee voted to recommend to Committee of the Whole to recommend to Council the conditional funding of the Municipal contribution for a solar installation, up to a maximum of \$150,000.

Following review of the motion made by the MCCAP Committee, staff determined a small change was required to preserve the original intent of the motion and the Committee. The word “of” was replaced with the word “as”; the original motion is below, followed by the revised motion which is recommended for the Committee of the Whole:

Original: “...that the MCCAP Committee recommends that Council approve in principle funding 30% of the Municipal contribution of the application to the Sustainable Communities Challenge Fund in the 2023-24 budget to support a solar project, up to a maximum Council contribution of \$150,000.”

Revised to: “...that the MCCAP Committee recommends that Council approve in principle funding 30% as the Municipal contribution of the application to the Sustainable Communities Challenge Fund in the 2023-24 budget to support a solar project, up to a maximum Council contribution of \$150,000.”

DISCUSSION

Municipal operations in the 2018/19 fiscal year produced 3530 tonnes of greenhouse gas (GHG) emissions; Council has a goal to reduce annual corporate emissions by 45% by 2030. Greening of the Nova Scotia Power grid will result in a 44% reduction by 2030, leaving the Municipality to reduce corporate emissions by a further 1% at least. This translates to a reduction of 35.3

tonnes of GHG emissions. The graph displayed in Figure 1 below shows 2018 emissions and the projected emissions in 2030. The red bar shows the emissions for 2018, the yellow bar shows emissions in 2030 based on greening of the Nova Scotia Power grid, and the green bar shows the Municipal goal for emissions in 2030.

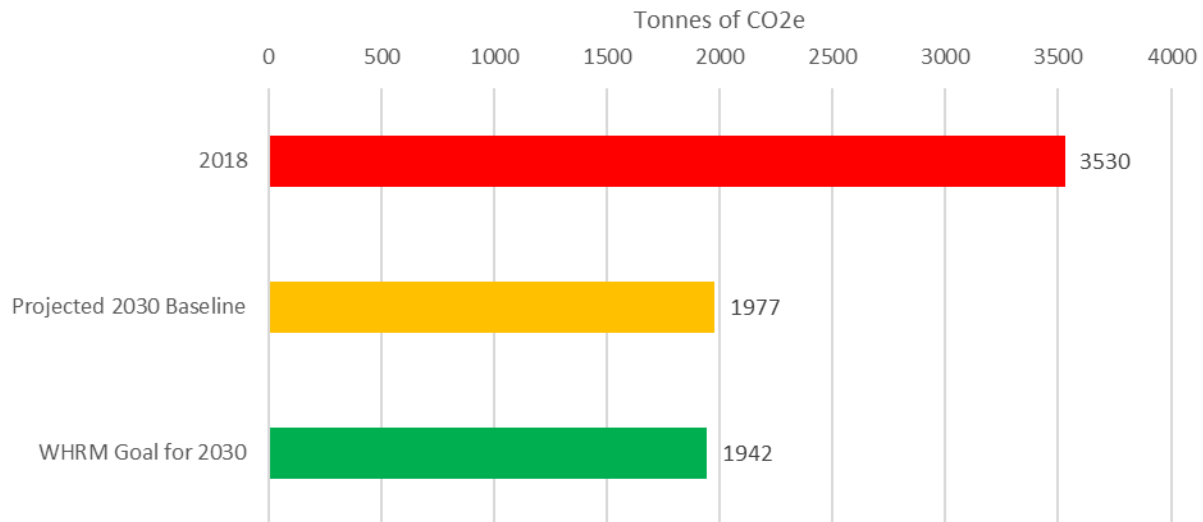


Figure 1: WHRM Corporate Emissions

A solar panel installation could be sized to meet the Municipal goal, which would cost approximately \$440,000. Under this grant program, if WHRM were to receive the maximum amount for a project this size, the Municipal contribution would cost approximately \$130,000. This system could be ground-mounted or roof-mounted with appropriate space; solar installers would be able to help review potential locations for feasibility. A solar system this size would generate enough clean electricity for Municipal operations to reduce emissions by slightly over 1%, and approximately \$17,000 per year in electricity savings. The installation would pay for the Municipal investment within less than 8 years and would continue paying for itself over the 20-25 year lifespan of the solar panels.

Some buildings within the corporate portfolio were selected for analysis of solar feasibility to offset emissions, based on available roof space. This work was completed during the Summer of 2022 by the summer intern Will Chapple and me. These buildings serve as examples of the potential to offset corporate emissions onsite, while additional open spaces can serve to further reduce emissions. Figures 2 and 3 below show the examples of the Windsor Community Center (78 Thomas Street) and the Brooklyn Fire Station and Civic Center (995 Highway 215). As shown, solar panels have the potential to significantly reduce emissions for Municipal facilities.

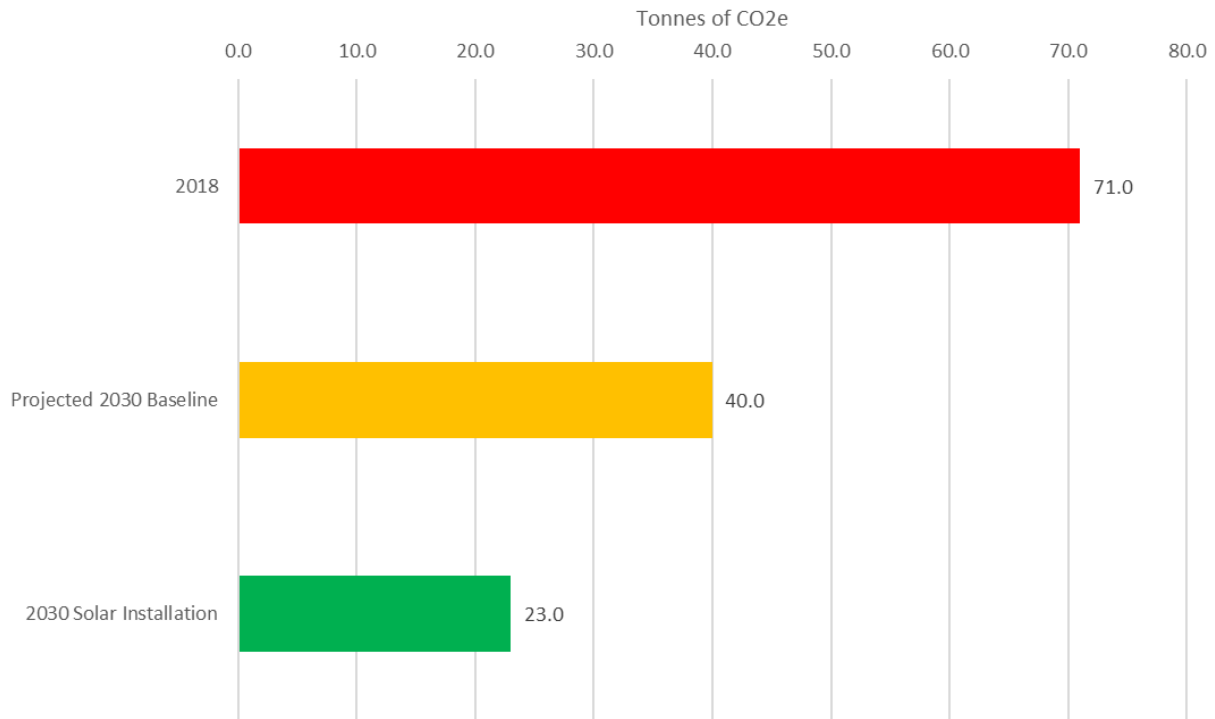


Figure 2: Windsor Community Center

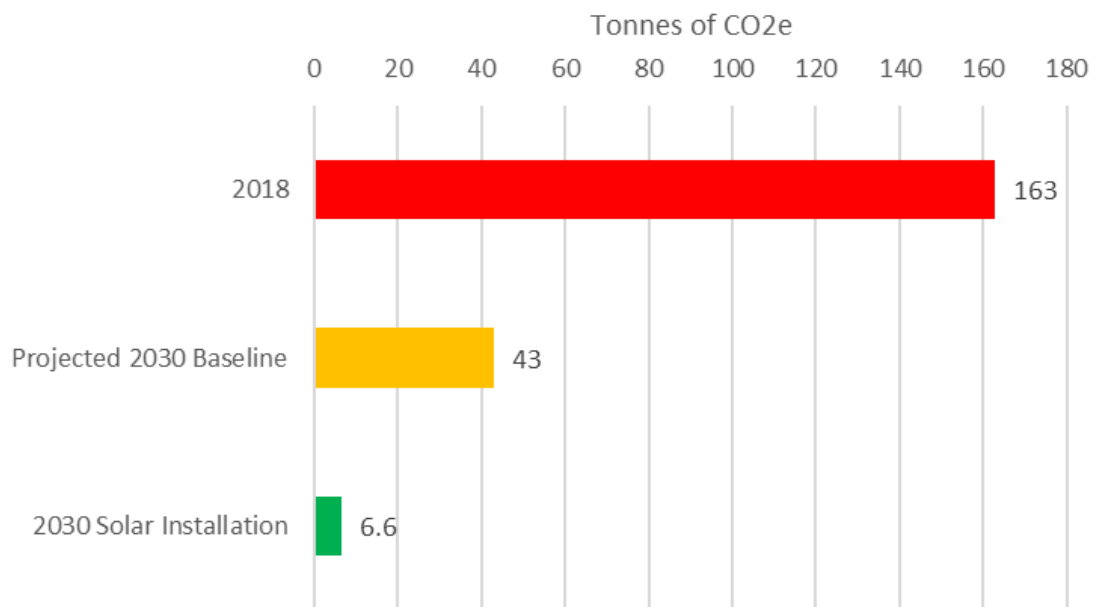


Figure 3: Brooklyn Fire Station and Civic Center

Both Figures 2 and 3 represent scenarios using rooftop solar panels, however a ground-mount system may be more expedient to construct. Rooftop systems also present challenges regarding

structural stability and would likely need engineering assessments of any roof suggested for an installation, which may further delay the process. To achieve a quick turnaround such as is required with the Sustainable Communities Challenge Fund, a ground-mount solar system would be the quickest to implement. Constructing a project such as medium scale solar installation will contribute to the Municipality's emission reductions goals, while showing leadership within the community. The application process for this specific fund places emphasis on community benefits and replication. By constructing a solar panel installation in a visible location, the Municipality can show leadership and encourage residents to install solar panels of their own, which may achieve further emissions cuts in the Region.

NEXT STEPS

1. Council resolution and full application to the fund
2. February 2023 – notification of funding decisions

FINANCIAL IMPLICATIONS

If approved as recommended, and the Municipality is successful in applying for Provincial funding, this capital project may cost WHRM up to \$150,000. Over time, this project would generate significant electricity cost savings for the Municipality of approximately \$17,000 per year for an estimated 25 years.

ALTERNATIVES

Committee of the Whole may:

- a. Proceed with the motion as recommended from the MCCAP Committee or as specifically revised; or
- b. Request further information on a specific topic

ATTACHMENTS

There are no attachments to this report.

CHIEF ADMINISTRATIVE OFFICER REVIEW

The successful completion of a project, such as described in the report, would be a very positive step forward for the Municipality. The level of potential funding to off-set capital costs is very favorable.

There are advantages of both ground and facility mounted systems. However, a ground mounted system located in the right location can provide the benefits noted above plus allow for expansion should that option be explored in the future.

Finally, should Council support the recommendation the project's overall cost savings or net gain could be considered as a general savings or addition revenue stream applied to general operations vs a specific facility or department.

I support the recommendation.

Report Prepared by: _____

John Ogilvie, Climate Action Coordinator

Report Reviewed by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by: _____


Mark Philips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
John Ogilvie, Climate Action Coordinator

Date: December 6, 2022

Subject: Property Assessed Clean Energy (PACE) Funding

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act (MGA), Section 81A

Greenhouse Gas (GHG) Emission Local Action Plan, Action 5.6

Municipal Climate Change Action Plan (MCCAP) Committee 2022 Work Plan

RECOMMENDATION or DECISION REQUEST

...that Committee of the Whole recommends that Council allocate up to \$300,000 from Municipal Operating Reserves to fund a Municipal PACE program, and to use this funding to leverage other sources of non-Municipal funding including either private capital, the Canada Greener Homes Initiative, or the Federation of Canadian Municipalities' Community Efficiency Financing program.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☒	Social ☐	Economic ☒	Councilor Activity ☐
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West Hants Regional Municipality (WHRM) has a goal of reducing both corporate and community annual emissions by 45% by 2030. Investigating PACE programming is Action 5.6 of the GHG emissions Local Action Plan for the Region and could be used to encourage emissions reductions and enhance energy efficiency in the community sector.

On February 22, 2022, Council approved the allocation of \$10,000 in the 2022/23 Operating Budget to support the joint costs to apply to the Federation of Canadian Municipalities' (FCM) Community Efficiency Financing (CEF) Program, for funding to develop and carry out a PACE Program.

On July 26, 2022, Council approved a recommendation to submit a joint application with the Town of Kentville to the FCM's CEF Program to assist with creating a PACE program. PACE Atlantic has prepared and submitted the application on behalf of WHRM and the Town of Kentville for a detailed program study.

On October 25, 2022, Council approved the WHRM PACE By-law, giving the Municipality the ability to create a PACE program.

At the November 9th, 2022, meeting of the MCCAP Committee the Committee approved a motion to Committee of the Whole, to fund a PACE program using \$300,000 from Municipal Operating Reserves. To operate a PACE program, it must be adequately funded to provide loans to applicant homeowners. Council initially funding the program can improve the ability of the Municipality to leverage other sources of funding, while getting the program started.

DISCUSSION

The Municipal goal of a 45% reduction in annual community emissions in 2030 is divided into two parts: the portion that is anticipated to occur due to the greening of the Nova Scotia Power electrical grid (41%), and the portion that the Municipality must compel or encourage within the community (4%). The 4% of community emissions is separate from the Municipality's corporate emissions, which are a direct result of Municipal operations. The Municipal portion of community emissions equates to 11,460 tonnes of GHG emissions; that is the amount the Municipality must attempt to reduce to meet the goal set by Council. A PACE program could help the Municipality get closer to reaching these community emissions reduction targets. High-level calculations related to the emissions reductions are provided in the report titled "Property Assessed Clean Energy (PACE) Funding Options" to the MCCAP Committee, dated November 9, 2022 (Attachment A).

The PACE program for the Region will require an injection of funding to operate. This pool of money will be used to provide loans to applicant homeowners, with Participation Agreements and a PACE Policy to specify project type and payback periods. A PACE program is intended to be revenue neutral, with participants paying back what they borrowed plus the administration fee to PACE Atlantic. This ensures the program does not cost the Municipality or residents who do not participate.

Additionally, the FCM's CEF program offers funding in the form of low-interest loans and grants for PACE programs. Obtaining funding from the FCM's CEF will require WHRM to provide funding of its own, as the CEF program will only provide up to 80% of the project costs. Applying for the project funding from the FCM will require Council to provide the remaining 20%, which will decide total program size and available loans to applicants. Applying for the

funding from the CEF program is a continuation of the process of applying for feasibility studies, which PACE Atlantic has already applied for on behalf of WHRM.

The MCCAP Committee discussed a PACE program for the Region on November 9, 2022. The Committee viewed the program as complementary to the available Federal Greener Homes Initiative, and as an asset to assist the Municipality in working toward a reduction in community GHG emissions. Based on that, and the available money at low interest rates, the Committee recommends that Council allocate money toward a PACE program and use the funding provided by Council as leverage to apply for funding from the FCM's CEF program. If the FCM does not approve WHRM for funding, then a PACE program could be started by PACE Atlantic leveraging private capital or at a reduced scale using only the Municipal funding provided.

Table 1 below outlines the available Operating Reserve funds for WHRM as provided by Acting Director of Financial Services Diana Gibson.

Table 1: Available Operating Reserve Funds for WHRM

Source	WHRM Operating Reserve
Available Funds	\$2,363,035

NEXT STEPS

1. PACE funding allocation
2. Application to FCM's CEF program
3. PACE Policy development

FINANCIAL IMPLICATIONS

If approved by Council, this motion may have significant implications for Municipal finances. If approved as suggested, starting the Municipal PACE program could cost WHRM \$300,000, which will be paid back over time by participant homeowners. This funding allocation may enable the Municipality to leverage significant additional funding for the program.

ALTERNATIVES

The Committee of the Whole may:

- a. Make the recommendation to Council from the MCCAP Committee as written or as specifically revised; or
- b. Request further information on a specific topic.

ATTACHMENTS

Attachment A MCCAP Committee Report – November 9, 2022 “Property Assessed Clean Energy (PACE) Funding Options”

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: _____
John Ogilvie, Climate Action Coordinator

Report Reviewed by: _____
Sara Poirier, Senior Planner

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

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

Report Approved by:  _____
Mark Philips, Chief Administrative Officer



Attachment A

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☒	Councilor Activity ☐
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To: Municipal Climate Change Action Plan (MCCAP) Committee

Submitted by: _____
John Ogilvie, Climate Action Coordinator

Date: November 9, 2022

Subject: Property Assessed Clean Energy (PACE) Funding Options

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act (MGA), Section 81A.

West Hants Regional Municipality (WHRM) MCCAP Committee 2022 Work Plan, Appendix A.

DECISION REQUEST

...that the MCCAP Committee recommend to Committee of the Whole to recommend to Council to proceed with [insert recommended option] to fund a Municipal PACE program, and to use this funding to apply for additional funding through the Federation of Canadian Municipalities' Community Efficiency Financing program.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☒	Social ☐	Economic ☒	Councilor Activity ☐
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On February 22, 2022, Council approved the allocation of \$10,000 in the 2022/23 Operating Budget to support the joint costs to apply to the Federation of Canadian Municipalities' (FCM) Community Efficiency Financing (CEF) Program, for funding to develop and carry out a PACE Program.

On July 26, 2022, Council approved a recommendation to submit a joint application with the Town of Kentville to the FCM's CEF Program to assist with creating a PACE program. PACE Atlantic has prepared and submitted the application on behalf of West Hants Regional Municipality (WHRM) and the Town of Kentville for a detailed program study. Investigating PACE programming is part of the local action plan for the Region, to encourage emissions reductions in the community sector and enhance energy efficiency.

On October 25, 2022, Council approved the WHRM PACE By-law, giving the Municipality the ability to create a PACE program. To operate a PACE program, it must be adequately funded to provide loans to applicant homeowners, in an amount that is acceptable to the MCCAP Committee and Council. Council can initially fund the program up to a set amount, which can improve the ability of the Municipality to leverage other sources of funding, while getting the program started.

DISCUSSION

The PACE program for the Region will require an injection of funding to operate. This pool of money will be used to provide loans to applicant homeowners, with Participation Agreements and a PACE Policy to specify payback periods. With assistance from CAO Mark Philips, Acting Director of Financial Services Diana Gibson, and Senior Planner Sara Poirier, I investigated opportunities for funding the program. Two avenues of Municipal financing are being investigated for feasibility: funding from WHRM reserves and securing a line of credit from a private lender such as Royal Bank of Canada (RBC). Regardless of the funding source(s) selected, a PACE program is intended to be revenue neutral, with participants paying back what they loaned out and the administration fee to PACE Atlantic. This ensures the program does not cost the Municipality or residents who do not participate.

Additionally, the FCM's CEF program offers funding in the form of low-interest loans and grants for PACE programs. Obtaining funding from the FCM's CEF will require WHRM to provide funding of its own through one of the two – or both – previous options, as the FCM's CEF will only provide up to 80% of the project costs. Applying for the project funding from the FCM will require Council to provide the remaining 20%, which will decide total program size and available loans to applicants. Applying for the funding from the FCM's CEF is a continuation of the process of applying for feasibility studies, which PACE Atlantic has already applied for on behalf of WHRM. Based on that, and the available money at low interest rates, I recommend that the MCCAP Committee recommend that Council allocate money toward a PACE program and use the funding provided by Council as leverage with an application for funding from the FCM's CEF program. If the FCM does not approve WHRM for funding, then a PACE program is still able to be started, albeit at a reduced scale. Key notes regarding each funding source are below.

WHRM Reserves:

- Recommended \$300,000
- No interest rate charge for the Municipality or applicants
- Quick process to allocate funding from reserves to PACE programming
- Draws down available reserves
- WHRM has the option of using both former Windsor and West Hants' operating reserves, pulling from the reserve that individual applicants are part of. Because these reserves must be used for their respective historic communities, it would allow the Municipality to fund the PACE program equitably in communities that will benefit.
- Since PACE programming is designed to be repaid, reserve funds taken would be regenerated with time and continue to be used through the life of the program.

RBC Line of Credit:

- Recommended \$300,000
- Interest rate charge – currently around 6% and subject to change over time
- If using a line of credit, WHRM would need to decide on the value of interest rate charges to applicants for consistency, which may be exceedingly difficult in the current market.
- Interest would not be charged until money was used to provide loans to homeowners

FCM Capital Funding:

- Potentially large amount of money
- Goes through an application process in competition with other Municipalities across Canada
- Grant and low-interest loan components
- Some limitations on allowed PACE retrofits
- Requires WHRM to provide at least 20% of funding

Available financial resources are outlined below in Table 1, using projected balances for March 31, 2022:

Table 1: Available Financial Resources for WHRM PACE Programming

Source	Former West Hants Municipality Operating Reserve	Former Town of Windsor Operating Reserve	WHRM Operating Reserve	RBC Line of Credit
Available Funds	\$953,719	\$1,011,946	\$2,363,035	Desired amount to borrow – has been as high as ~\$2 million before
Extra Cost	N/A	N/A	N/A	~6% interest – variable over time

Using high-level preliminary calculations and estimates from PACE Atlantic, along with the baseline Regional emissions inventory, I calculated the required emissions reduction to meet WHRM's goals. This also involves determining the potential amount of money that will achieve these goals. For very conservative calculations, I based them on the assumption that PACE programming was the only tool used to reduce emissions in the Region. In reality, this will not be the case, but at this time it will be the most significant project to reduce emissions in the community sector, and the impacts of other projects are currently unknown. The calculations and results are shown below.

Baseline community emissions = 286,480 tonne;

\$4 million could achieve approximately 1000 tonnes in GHG reductions;

so \$4,000 = 1 tonne GHG reductions

$$4\% \text{ reduction of } 286,480 = 286,480 * 0.04 = 11,460 \text{ tonne}$$

$$\frac{\$4,000}{\text{tonne}} * 11,460 \text{ tonne} = \sim \$44 \text{ million}$$

These high-level calculations show that using PACE programming to achieve all WHRM emissions reductions goals would require a total program throughput of \$44 million. That does not necessarily mean WHRM must use \$44 million, as the money will be recycled into the program as homeowners pay off their loans; this does however represent the enormous scale needed to achieve sizeable emission reductions. Shouldering PACE programming with all emissions reductions in WHRM is unrealistic, but the program will need substantial and sustainable funding.

Program Funding Allocation and Amount of Projects

The MCCAP Committee must decide how large the PACE program should be, to recommend an amount of money for Council to allocate, and where the money should come from. This will help determine the amount of homeowner projects that can be completed in a year, and the potential for emissions reductions from those projects.

I am recommending that the MCCAP Committee recommends \$300,000 be allotted from Municipal reserves for PACE, for the first year. This funding could be used to offer a PACE program as a pilot for the first year to determine community interest. If the MCCAP Committee accepts the recommended individual maximum allotment of \$30,000 (to be finalized in a PACE Policy), this would allow for 10 projects to be completed in the first year of PACE. Taking the money from Municipal reserves will eliminate the need to charge an interest rate, which may spur more uptake in the program and encourage lower-income homeowners to apply.

FCM Funding

Applying for funding from the FCM's CEF program will require Council to allocate Municipal money toward a PACE program as the capital FCM CEF program will provide up to 80% of eligible costs. Once the limit of Municipal financing is decided, which will act as the Municipal 20% share of costs, the MCCAP Committee and Council can then move on to applying for the FCM funding. The MCCAP Committee can then wait to hear back regarding the FCM funding or move forward with a smaller PACE program right away while waiting. I recommend the latter to the MCCAP Committee.

There are 3 essential questions that must be answered to further progress with PACE programming for the Region:

1. How much money is the MCCAP Committee willing to suggest to Council to spend on the program?
2. How many projects does the MCCAP Committee and Council wish for PACE programming to achieve?
3. Do the MCCAP Committee and Council want to allocate money to help apply for PACE funding from the FCM without starting the program, or use the allotment to start the program while applying to the FCM?

Options for Funding

- A. Allocate \$300,000 (or the amount the Committee and Council deems appropriate) for PACE programming from Municipal Operating Reserves (recommended); or
- B. Allocate \$300,000 (or the amount the Committee and Council deems appropriate) for PACE programming by taking a line of credit from RBC

AND

- I. Proceed with creating a PACE program right away with Municipal money while applying for additional funding through the FCM's CEF program (recommended); or
- II. Set aside the Municipal portion of program funding while waiting to hear from the FCM

NEXT STEPS

1. PACE funding allotment
2. PACE Policy development

FINANCIAL IMPLICATIONS

This motion will be recommended to Committee of the Whole, and if approved may have significant implications for Municipal finances. If approved as suggested, the program could cost WHRM \$300,000 to start a PACE program, which will be paid back over time by participant homeowners. This funding allocation may enable the Municipality to leverage significant additional funding for the program.

ALTERNATIVES

The MCCAP Committee may:

- a. Make a recommendation to Committee of the Whole based on the contents of this report and MCCAP Committee discussion; or
- b. Request further information on a specific topic.

ATTACHMENTS

There are no attachments to this report.

Report Prepared by: _____
John Ogilvie, Climate Action Coordinator

Report Reviewed by: _____
Sara Poirier, Senior Planner

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

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



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____

Date: December 6, 2022

Subject: Valley Regional Enterprise Network

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Authorized Municipal Expenditures 65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality;

RECOMMENDATION or DECISION REQUEST

Council to determine the next steps.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐
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The Valley Regional Enterprise Network (VREN) was incorporated in 2014 to help develop regional economic development strategies, co-ordinate economic development efforts within regions, and focus on helping local businesses grow.

Both the former councils for Windsor and West Hants have been involved with the VREN since 2014. With the consolidation in 2020 of the former Town and Windsor and the former District of West Hants to form the West Hants Regional Municipality the relationship with the VREN continued.

At the February 22, 2022, meeting Council made two motions to be forwarded to the Valley Regional Enterprise Network (VREN).

THAT COUNCIL SEND A LETTER TO THE VALLEY REN ADVISING THAT THE WEST HANTS REGIONAL MUNICIPALITY WILL REMAIN A PARTNER OF THE VALLEY REN FOR THE PERIOD OF APRIL 1ST, 2022 TO MARCH 31ST, 2023 IN ORDER TO CONTINUE TO SEE THE INCREASED BENEFITS THE VALLEY REN OFFERS FOR THE REGION OF WEST HANTS. ALSO, THAT WEST HANTS REGIONAL MUNICIPALITY FORMALLY ADVISES THE VALLEY REN THAT IT WILL CEASE TO BE A PARTNER AFTER MARCH 31ST, 2023.

On March 8, 2022, The VREN was advised that the Municipality intended to continue its participation and fulfill its responsibilities over the coming year but was formally advising that it will cease to be a partner after March 31st, 2023.

DISCUSSION

In May of 2022 CAO Phillips advised Council that the Intermunicipal Service Agreement (IMSA) working group had met to discuss progress on agreements; specifically, the VREN agreement. It is expected that the working group and Liaison and Oversight (LOC) of the VREN are going to suggest amendments to the VREN partners agreement requiring 2 to 3 years notice of termination by a participating partner vs the 1- year notice currently within the agreement. At that time Council was advised that this matter would appear before them for consideration once the amendments were drafted.

On October 31, 2022, correspondence was received from Jennifer Boyd to share with Councils pertaining to the memo and “final draft” of the proposed Valley REN’s IMSA as recommended by the IMSA Working Group. Included in this correspondence and attached for reference are the previous two memos to the IMSA working group.

In addition to this change the draft Memorandum also notes a change to the Term, Termination and Withdrawal clause. The VREN is proposing that the IMSA include a three-year term, renew year-over-year and require 36 months’ notice to withdraw.

In advance of the discussions and approvals or non-approvals of the participating Councils the VREN is asking for an advanced notice of intent whether each partner intends to continue with the VREN.

“While preparing the memo and next steps, it was noted that the funding formula was not approve/included in the IMSA. Therefore, at this time, we are asking that current and potential parties make their intentions known by December 31, 2022 whether they wish to remain, join or withdrawal from the Valley REN. After December 31, 2022, we will finalize the

funding formula and add it as a schedule to the IMSA and have the parties approve the new IMSA before April 1, 2022” Jen Boyd, CAO Berwick

NEXT STEPS

Council discusses the next steps and advise staff on the direction they wish to proceed.

FINANCIAL IMPLICATIONS

There will be financial impacts, although they are unclear at this point as the IMSA working group has yet to approve the funding formula.

Presently the municipality’s contributions to the VREN equates to \$34,000 quarterly.

ALTERNATIVES

- Council may choose to ignore the request that current and potential parties make their intentions known by December 31, 2022. Council has previously provided formal notice that it would cease to be a partner after March 31st, 2023.
- Council may choose to provide notice to the VREN by the December 31, 2022, deadline.
- Council may choose to renew its intentions for a three-year term, renew year-over-year and require 36 months’ notice to withdraw.

ATTACHMENTS

- Memo VREN IMSA 2022-05-24
- Memo VREN IMSA 2022-09-21
- Proposed VREN IMSA 2022-10-24
- 2022-03-10 Sandra Snow, VREN Continued Partnership, notice to formally withdrawal and correspondence including the 2021-03-02 Letter to VREN -Notice of withdrawal.

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Approved by: _____



Mark Phillips, Chief Administrative Officer

MEMORANDIUM

TO: Valley REN Board of Directors, Liaison and Oversight Committee and CEO

FROM: Jen Boyd on behalf of the IMSA Working Group

DATE: May 24, 2022

SUBJECT: Draft Valley REN IMSA v1

The Intermunicipal Service Agreement (IMSA) Working Group was established in April 2020 and comprises the Mayors of Annapolis Royal, Berwick, Kentville, Kings, Middleton, and Wolfville, the Warden of Annapolis County and a senior staff member of Glooscap First Nations. The intention of the Working Group is to review the IMSAs which serve as the incorporation documents of several jointly owned entities, the Valley REN being one.

The Working Group has engaged a solicitor to provide legal advice on key provisions of current IMSAs, as well as the development, and subsequent Parties approval, of the Interim IMSA for Valley Waste and Kings Transit Pilot Project and the Kings Regional Emergency Management Organization (REMO) IMSA. Therefore, the CAOs used the common provisions and format of the Interim and Kings REMO IMSAs as a foundation for the first draft of a new Valley Regional Enterprise Network (Valley REN) IMSA.

The review of the Valley REN IMSA started with several facilitated discussions regarding the key areas of an IMSA: mandate, Party and Stakeholder relationships, governance, and funding. Feedback from the IMSA Working Group included:

- The Liaison and Oversight Committee needs to have a more defined, involved role (more than just reviewing applications for Board positions).
- The Board of Directors should comprise members of the business community, but also others with different skill sets.
- The Board of Directors should be a Policy Board as opposed to an Operational Board; Board training should be required.
- Opportunities should be created for other (non-business) organizations in the Valley to be involved (e.g., Acadia, CFB Greenwood).
- There should be tangible benefits for areas within the region.
- Communication with Councils needs to be improved.
- Valley REN staff need to work more closely with Municipal staff.
- A focused approach is important one that resources a core program and introduces special projects through an agreed to process.

The Draft Valley REN IMSA v1 was shared with the IMSA Working Group on May 13, 2022. Except for direction from the Working Group regarding the approval of the annual budget, n substantive feedback has not been reflected in v1. This is to ensure that feedback received from

the Board, LOC, and CEO on the original provisions can be comparable. A summary of the feedback will be provided with version two of the IMSA. The Working Group agreed that the Board should be the body responsible for approving the annual Budget.

Highlights and key changes to the Valley REN IMSA have been noted below and a summary of the Roles and Responsibilities of the different bodies (e.g., Board, LOC, Parties, CEO) has been provided in Table 1.

Draft Valley REN IMSA v1 Highlights and Key Changes

Regional Strategy

The Board and CEO are responsible for establishing and implementing a Regional Economic Development Strategy (Regional Strategy) to guide the Valley REN's annual business planning and to allow the Funders to measure the REN's progress. Funders are the Parties and the provincial government.

The Working Group provided direction that the Regional Strategy should be approved by the Parties to ensure alignment with Party priorities.

Board of Directors (Board)

The roles and responsibilities of the Board remain unchanged except for their role in recruitment and approval of potential Board members. Through discussion with the Working Group, several Mayors noted the Board is in a better position to identify potential Board members and should be involved in the recruitment process. Therefore, it is recommended that the Board be responsible for recruitment.

Further, it is recommended the Liaison and Oversight Committee approve Board members nominated by the Board. This change better aligns with the LOC's oversight role.

The Board shall operate on the CAO model and provide direction on the objectives, policies, and programs of the Valley REN. The intention is that the Board is policy focused and not an operational board.

Liaison and Oversight Committee (LOC)

As mentioned above, the LOC will approve the appointment of Board members. Therefore, the establishment of a Recruitment and Nominating Committee is not included in the IMSA or LOC's role or responsibilities. If a committee is deemed necessary, it can be established through policy and approved by the Board and include members of the LOC. Key work of the LOC will be:

- Ensuring that the LOC and Board have written Terms of Reference and a Code of Conduct Policy; and
- Establishing a communication process for providing and receiving information to/from the Parties.

Administration

As mentioned previously, the Board and CEO shall operate on the CAO model of administration per Part II of the Municipal Government Act.

Communication has been an ongoing concern between the Valley REN and the Parties. In an endeavour to improve communication and reduce duplication of effort, the CEO should provide an update report to the LOC and CAOs/Senior Staff Member of Glooscap or their designates for circulation to respective Councils.

Core Program

One of the challenges identified by the Working Group was that the Valley REN special projects should not detract from core program offerings. This does not mean that when an opportunity presents itself that it is not considered; however, how the opportunity affects current projects and initiatives needs to be considered.

The Regional Strategy sets the direction for the Valley REN. In addition to the programs approved in the Regional Strategy, the Valley REN shall offer the following core activities:

- Development and Implementation of a formal Business Retention and Expansion (BRE) Program per Provincial Guidelines.
- Implement the Strategic Tourism for Areas and Regions (STAR) recommendations.
- Develop, maintain, and publish a land and asset database.

Any changes to the Core Program would require an amendment to the IMSA. Changes to the Core Program may be introduced by the Board or the LOC.

Special Projects

Special Projects are separate from Core Program and allow the flexibility for the Valley REN to react to trends or pressures from industry to address issues that were not identified in the Regional Strategy. However, it is important to make sure that the addition of a Special Project does not detract or reduce resources dedicated to the Core Programs. If the Special Project will impact the Core Program, then it should be clearly defined so an informed decision can be made.

When a Special Project is identified, a brief proposal that outlines the project need, objective, proposed costs and related funding and human resources requirements will be necessary for approval to move forward. The CEO should consult with the Parties through the CAOs and Senior Staff Member of Glooscap to ensure there is no duplication of efforts. This will also ensure the Parties understand any impact the Special Project may have on the Core Program.

Special Projects will be approved and incorporated into the Annual Business Plan and related budget.

Term, Termination and Withdrawal

The uncertainty provided by annual notices to withdraw affects the stability and success of the Valley REN. To ensure continuity, it is proposed that the IMSA include a three-year term, renew year-over-year and require 36 months' notice to withdraw.

Budget

The budget provided to the LOC and Parties is currently limited in information. To assist with improving transparency and accountability, the budget shall be approved by the Board by March 1st of every year. The budget should be balanced and include anticipated operating and

capital costs, the use of the Valley REN operating surplus, contributions from Funders and the recovery of any deficit from a preceding fiscal year.

In addition, the CEO shall meet with the CAOs/Senior Staff Member of Glooscap for the purpose of reviewing and seeking input on a draft of the Annual Business Plan and Budget. This is the practice of other IMSAs and assists with communication to the Parties' Councils.

Party Contributions

The **Parties** may consider an inflationary increase as part of the annual budget approval. This would only apply to the municipal contribution.

Audit Committee

The audit committee details in the provincial template/current IMSA are no longer required because they now exist in the Financial Reporting and Accounting Manual (FRAM). The committee terms of reference would be part of an approved Audit Committee Policy that will be developed by the Board of Directors.

Next steps in the review process have been outlined in Table 2, attached.

Table 1 – Valley REN Roles and Responsibilities

Item	Board of Directors	Valley REN CEO	Liaison and Oversight Committee	Parties
Contribution Agreement	Review Approve Chair Executes	Execute	Approve	
Regional Strategy	Develop Implement	Develop Implement	Monitor	Approve
Annual Business Plan	Approve	Develop Implement	Receive	
Annual Budget	Approve	Develop Implement		
Board Members	Recruit and nominate		Approve	
Core Program	Monitor Introduce changes	Implement	Monitor Introduce changes	Approve amendment(s) to IMSA
Special Projects	Introduce Approve	Introduce Consult with Party staff Develop brief	Introduce Approve	
Audit Report/Financial Statements	Approve	Oversee preparations	Receive	

Table 2 – Valley REN IMSA Review Process

Task	Date	Status	Comments
Discussion and Feedback from IMSA Working Group	October 2021 – May 2022	Completed	
Review of draft Valley REN IMSA V1 by IMSA Working Group	May 13, 2022	Completed	
Review of draft Valley REN IMSA V1* by Board of Directors/CEO	June meeting		Separate meeting with CEO, if required.
Review of draft Valley REN IMSA V1* by Liaison and Oversight Committee	June meeting		
Present Feedback Report and V2 of draft Valley REN IMSA to IMSA Working Group	Early July		Recommend to Parties for approval
Incorporate feedback from IMSA Working Group and share V2 with Board, LOC, and CEO	Late July		
<i>Consult Parties on any outstanding items that cannot be settled at the IMSA Working Group</i>	<i>September 2022</i>		May be required if a significant provision(s) cannot be agreed to by the Working Group.
<i>Receive decisions from Parties and provide direction to recommend draft Valley REN IMSA V3 by Parties.</i>	<i>Late September</i>		
Approval of Valley REN IMSA by participating Parties	October 2022		Initial Parties to new agreement must decide by November 1, 2022.
Execute updated Valley REN IMSA			

*Version 1 of the draft Valley REN IMSA will not include changes proposed by the Working Group unless they appeared to receive consensus from all Parties or were minor edits – i.e., change to the uniform assessment definition.

All comments will be summarized in a Feedback Report accompanying V2 and outstanding items may be addressed at that time or forwarded to each Party for decision as part of the approval process.

MEMORANDIUM

TO: IMSA Working Group

FROM: Jen Boyd, CAO Town of Berwick

DATE: September 2022

SUBJECT: Draft Valley REN IMSA v2

Version 1 (v1) of the draft Valley Regional Enterprise Network (Valley REN) Intermunicipal Services Agreement (IMSA), "Agreement" has been presented to the IMSA Working Group, the Valley REN Board of the Directors, the Valley REN Liaison and Oversight Committee and the Valley REN Chief Executive Officer (CEO).

The following is a summary of the feedback and proposed changes that have been incorporated into v2 of the Agreement.

The CAOs and Senior Staff member of Glooscap are seeking consensus from the IMSA Working Group on the proposed changes for each section.

Regional Strategy

V1 of the Agreement required the LOC and the Parties to approve the Regional Strategy.

Comments:

- Approval by individual Parties would take away control from the Board of Directors. Individual Councils and LOC should have more oversight than control and that the LOC could advocate for changes on behalf of Councils.
- Approval by individual Parties has the potential to take months and what happens if one Party does not approve it or requests a change?
- Parties are/should be part of the Regional Strategy development and this is where alignment should occur.
- The Board should feel supported by the LOC and Parties and not have two or three levels of approvals for all items.

The definition of the Regional Strategy in the Agreement proposes a four-year time period, instead of three. The intention would be for the Regional Strategy development to occur and be approved by the LOC during the second year of a council term. This would allow Council's to complete their own strategic plans and bring new council members up to date.

Considering that Parties have a longer notice period to withdraw, it seems fitting that the strategy align with the strategic direction of the Parties. If the Parties are part of the development of the strategy, which they have been in the past, then the final document should not be a surprise.

No proposed changes to the Regional Strategy.

Board of Directors (Board)

V1 of the Agreement stated that Board would be responsible for recruitment because they are in a better position to identify potential Board members. They will recruit and nominate members to the LOC for approval.

Comments:

- Generally, everyone was in favour of this change in practice.
- There was a cautionary comment that by putting this responsibility on the Board, there is hope that it does not reduce engagement from the LOC and the Parties.

No proposed changes under Board of Directors.

Liaison and Oversight Committee (LOC)

V1 of the Agreement identified key areas of work for the LOC:

- Ensuring that the LOC and Board have written Terms of Reference and a Code of Conduct Policy; and
- Establishing a communication process for providing and receiving information to/from the Parties.

Comments:

- The LOC's role should be more than developing a process for providing and receiving information to/from the Parties. They should also be responsible for ensuring that it works through annual reviews and adjustments as required.

Proposed change to 22.f): add "and review regularly" after establish.

Administration

No proposed changes under Administration.

Core Program

V2 of the Agreement has been amended to provide clarity, as well as flexibility.

Comments:

- Change the wording to match the intention of where the core program is developed – i.e., it is developed within the Regional Strategy.
- Specific reference to BRE should be removed since the Province no longer has provincial guidelines. As well, the BusinessNOW program has been evolving to provide the support the Parties are looking for.
- Change wording specific to the STAR program to not lock the Valley REN into the organization that must implement the plan.
- There was concern that the Agreement would need to be amended regularly to update the core program.

Proposed changes to 33:

Implement the programs approved in the Regional Strategy, the Valley REN shall offer the following core activities:

- a) business support service that provides one-on-one support to business of any size and at any stage of operation by navigating and referring to appropriate and relevant supports.**
- b) support tourism based on the recommendations from the Strategic Tourism for Areas and Regions Project.**
- c) develop, maintain, and publish a land and asset database.**

Special Projects

No proposed changes under Special Projects

Term, Termination and Withdrawal

Comments:

- For the most part, the 36-month (3 year) notice was accepted; however, it was unclear whether it would be accepted by the individual Parties.

No proposed changes under Term, Termination and Withdrawal.

Budget

No proposed changes under Budget.

Party Contributions

No proposed changes under Party Contributions.

Audit Committee

No proposed changes under Audit Committee.

Dispute Resolution

There was a suggestion that the cost of any such arbitration related to the budget shall be borne solely by the Party who disputes the budget. At this time no changes have been made to the Agreement related to this suggestion.

Table 1 – Valley REN Roles and Responsibilities

Item	Board of Directors	Valley REN CEO	Liaison and Oversight Committee	Parties
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Annual Business Plan	Approve	Develop Implement	Receive	
Annual Budget	Approve	Develop Implement		
Board Members	Recruit and nominate		Recruit and nominate Approve	
Core Program	Monitor Introduce changes	Implement	Monitor Introduce changes	Approve amendment(s) to IMSA
Special Projects	Introduce Approve	Introduce Consult with Party staff Develop brief	Introduce Approve	
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All comments will be summarized in a Feedback Report accompanying V2 and outstanding items may be addressed at that time or forwarded to each Party for decision as part of the approval process.



March 08, 2022

Sandra Snow
Chair Liaison Oversight Committee
Valley Regional Enterprise Network
448 Main Street
Kentville, Nova Scotia, B4N 1K8

Delivered electronically to ssnow@kentville.ca

RE: Continued Partnership and Notice of Withdrawal and Termination

Dear Ms. Snow,

The West Hants Regional Municipality would like to thank the Valley Regional Enterprise Network for their attendance and presentation at the February 22, 2022, Committee of the Whole meeting. Council was appreciative of the information presented.

At the February 22, 2022 Council meeting of the West Hants Regional Municipality, Council made the following motion to be forwarded to the Valley Regional Enterprise Network (VREN) in accordance with Section 14 of the Valley Regional Network Inter-Municipal Agreement:

COUNCIL SEND A LETTER TO THE VALLEY REN ADVISING THAT WEST HANTS REGIONAL MUNICIPALITY WILL REMAIN A PARTNER OF THE VALLEY REN FOR THE PERIOD OF APRIL 1ST, 2022 TO MARCH 31ST, 2023 IN ORDER TO CONTINUE TO SEE THE INCREASING BENEFITS THE VALLEY REN OFFERS FOR THE REGION OF WEST HANTS. ALSO, THAT THE WEST HANTS REGIONAL MUNICIPALITY FORMALLY ADVISES THE VALLEY REN THAT IT WILL CEASE TO BE A PARTNER AFTER MARCH 31ST, 2023.

The West Hants Regional Municipality would like to continue its partnership to the VREN for the period of April 1, 2022, to March 31, 2023. Please consider our previous letter sent on March 2, 2021, withdrawn (enclosed for reference); however, we put you on formal notice (enclosed) that the West Hants Regional Municipality will cease to be a partner after March 31st, 2023.

Please refer to the attached letter as formal notice. We trust that this will meet the terms of agreement outlined in Section 14 of the Valley Regional Enterprise Network Inter-Municipal Agreement.

Respectfully,



Abraham Zebian

Mayor

mp/ds

CC: WHRM Council

Mark Philips, Chief Administrative Officer

Shelleena Thornton, Municipal Operations Supervisor

Jennifer Tufts, Valley REN Chief Executive Officer, jt tufts@valleyren.ca

Paul Dixon, Valley REN, Chair, paul@safeguardservices.ca

WEST HANTS REGIONAL MUNICIPALITY

76 Morison Drive, PO Box 3000
Windsor, NS B0N 2T0

Phone # 902-798-8391 Ext. 133

Email Address: mphillips@westhants.ca

www.westhants.ca



March 2, 2021

Sandra Snow, Chair Liaison Oversight Committee
Valley Regional Enterprise Network
354 Main St.
Kentville, NS B4N 1K6
Email: ssnow@kentville.ca

RE: Notice of Withdrawal and Termination

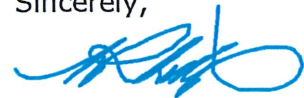

Dear Mayor Snow,

At the February 23, 2021 Council Meeting of the West Hants Regional Municipality, Council made the following motion to be forwarded to the Valley Regional Enterprise Network (VREN) in accordance with Section 14 of the Valley Regional Enterprise Network Inter-Municipal Agreement:

That Council provide direction to the Chief Administrative Officer to provide notice to the Valley Regional Enterprise Network (VREN) of the intention of the West Hants Regional Municipality to leave the VREN effective March 31, 2022.

Please be advised that the Municipality intends to continue its participation and fulfill its responsibilities to the VREN over the coming year. The Municipality also wishes to thank the Valley Regional Enterprise Network, including members of the Liaison and Oversight Committee, Board Members and staff, for their efforts and contributions to the economic landscape in the Annapolis Valley.

Sincerely,



Mark Phillips
Chief Administrative Officer

/rb

Cc: Mayor Zebian and West Hants Regional Municipal Council
Gerard d'Entremont, Valley REN Board of Directors Chair, gerard.dentremont@nsc.ca
Jennifer Tufts, Valley REN Chief Executive Officer, jtufts@valleyren.ca



March 08, 2022

Sandra Snow, Chair Liaison Oversight Committee
Valley Regional Enterprise Network
448 Main St.
Kentville, NS
B4N 1K8

Delivered electronically to ssnow@kentville.ca

RE: Notice of Withdrawal and Termination

Dear Ms. Snow,

At the February 22, 2022 Council Meeting of the West Hants Regional Municipality, Council made the following motion to be forwarded to the Valley Regional Enterprise Network (VREN) in accordance with Section 14 of the Valley Regional Enterprise Network Inter-Municipal Agreement:

That Council send a letter to the Valley REN advising that the West Hants Regional Municipality formally advises the Valley REN that it will cease to be a partner after March 31st, 2023.

Please be advised that the Municipality intends to continue its participation and fulfill its responsibilities to the VREN over the coming year. The Municipality also wishes to thank the Valley Regional Enterprise Network, including members of the Liaison and Oversight Committee, Board Members and staff, for their efforts and contributions to the economic landscape in the Annapolis Valley.

Sincerely,

Abraham Zebian
Mayor

mp/ds

Respectfully,

CC: Mayor Zebian and WHRM Council
Mark Phillips, CAO

Shelleena Thornton, Municipal Operations Supervisor

Gerard d'Entremont, Valley REN Board of Directors Chair, gerard.dentremont@nsc.ca

Jennifer Tufts, Valley REN Chief Executive Officer, jtufts@valleyren.ca

West Hants Regional Municipality

PO Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0

902-798-8391 • www.westhants.ca

THIS INTERMUNICIPAL SERVICE AGREEMENT is made this ____ day of _____, 2022.

BETWEEN:

GLOOSCAP FIRST NATION, a body corporate, pursuant to section 2(1) of the Indian Act;

(hereafter, “Glooscap”)

TOWN OF BERWICK, a municipal body corporate pursuant to Section 8 *Municipal Government Act*, S.N.S., 1998 c.18;

(hereafter, “Berwick”)

-and-

TOWN OF KENTVILLE, a municipal body corporate pursuant to Section 8 *Municipal Government Act*, S.N.S., 1998 c.18;

(hereafter, “Kentville”)

-and-

MUNICIPALITY OF THE COUNTY OF KINGS, a municipal body corporate pursuant to Section 7 *Municipal Government Act*, S.N.S., 1998 c.18:

(hereafter, “Kings”)

-and-

TOWN OF MIDDLETON, a municipal body corporate pursuant to Section 8 *Municipal Government Act*, S.N.S., 1998 c.18;

(hereafter, “Middleton”)

-and-

TOWN OF WOLFVILLE, a municipal body corporate pursuant to Section 8 *Municipal Government Act*, S.N.S., 1998 c.18;

(hereafter, “Wolfville”)

-and-

WEST HANTS REGIONAL MUNICIPALITY, a municipal body corporate pursuant to *West Hants Regional Municipality Act*, S.N.S., 2018 c.26;

(hereafter, “West Hants”)

(collectively, the parties)

WHEREAS the parties, together with various agencies and departments of the Provincial and Federal Governments, are partners in regional economic development; and

WHEREAS the parties wish to develop regional economic development strategies that consider assets, the business community, sector strengths, regional opportunities, and the priorities of the Province and the parties; and

WHEREAS the parties agree that Regional Enterprise Networks (RENs) are best positioned to navigate and guide regional economic development in Nova Scotia, while supporting business growth and retention in communities; and

WHEREAS section 60 of the *Municipal Government Act* (MGA) provides authority for municipalities to enter into agreements with other municipalities, band councils pursuant to the *Indian Act* (Canada), villages, service commissions, the Government of the Province of Nova Scotia or of Canada, to provide or administer municipal services on such terms and conditions as the parties may agree, and to delegate responsibility for the same to a body corporate; and

WHEREAS economic development is a service which municipalities in Nova Scotia are authorized to provide under the MGA; and

WHEREAS the parties established a REN, Valley Regional Enterprise Network (Valley REN) as a body corporate on 17 June 2014 and assigned it with guiding economic development in their region; and

WHEREAS the parties wish to update the terms and conditions for the continuation of the Valley REN, and for certain matters related thereto;

NOW THEREFOR THIS AGREEMENT WITNESSETH that, in consideration of the mutual covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

DEFINITIONS

1. In this Agreement:

- a) Annual Business Plan means the annual operational plan for a forthcoming Fiscal Year that has been developed by the Valley REN Chief Executive Officer (CEO) with input from and being approved by the Board of Directors, with said plan containing Core Program activities and Special Projects that align with the priorities of the parties, the Regional Strategy, and those included within the Provincial Annual Outcome Agreement;
- b) Audit Committee means the audit committee for the Valley REN, as appointed pursuant to provision 51 of this Agreement;
- c) Auditor means a registered municipal auditor pursuant to section 457 MGA who is appointed by the Board of Directors of the Valley REN;
- d) Board of Directors means the governing body charged with the performance and fiduciary responsibilities of the Valley REN;
- e) Capital Costs means the amount expended by the Valley REN for equipping and fixturing of offices, which by general practice would form part of Capital Assets as defined by the Canadian Institute of

Chartered Accountants or the Public Sector Accounting Board, or any successor institutes. For greater certainty, the Valley REN, in the absence of the written agreement of the parties hereto, is not permitted to acquire either Tangible or Intangible Capital Assets which individually have a value in excess of \$25,000;

- f) Contribution Agreement means the funding agreement executed between the Province and the Valley REN with said Agreement containing the Provincial Outcome Agreement as a related Schedule;
- g) Fiscal Year means the 12-month period commencing on April 1 of every year and ending on March 31 of every subsequent year;
- h) FRAM means the Financial Reporting and Accounting Manual as prescribed by the MGA;
- i) Funders means the parties and the Provincial departments contributing to the annual operating requirements of the Valley REN;
- j) GAAP means Canadian Generally Accepted Accounting Principles, as established from time to time by the Canadian Institute of Chartered Accountants or the Public Sector Accounting Board, or any successor institutes, applicable as at the relevant date, and applied consistently;
- k) Liaison and Oversight Committee (herein referred to as the LOC) means a committee established to represent the Funders;
- l) Operating Costs means the costs associated with operating and administering the Valley REN;
- m) Province means His Majesty the King in right of the Province of Nova Scotia;
- n) PSAS means the Public Sector Accounting Standards developed and maintained by the Public Sector Accounting Board of Canada;
- o) Regional Strategy means the Regional Economic Development Strategy formulated by the Valley REN that has been received by the parties to guide the Valley REN annual business planning and to allow the Funders to measure REN progress over a four-year period; and
- p) Uniform Assessment means the same as in the *Municipal Grants Act*, R.S.N.S. 1989, c. 302, for the coming fiscal year.

EFFECT

2. The parties hereto agree that this Agreement is effective as at the date first above written and replaces the 17 June 2014 Valley REN Intermunicipal Service Agreement. This Agreement shall be filed with the Registrar of Joint Stock Companies to confirm the terms upon which the body corporate has been established and governed pursuant to section 60 MGA.
3. The parties agree that the body corporate shall continue to be known as the Valley Regional Enterprise Network (Valley REN).
4. The parties, LOC, and Board of Directors acknowledge that disclosure of documentation, records and information in the possession of the Valley REN shall be subject to the *Freedom of Information and Protection of Privacy Act*, 1993, c.5.

5. Pursuant to section 3(ar) MGA, the Valley REN shall operate as a municipal government as defined, subject to the same legislative rights and obligations, including, without limitation, the *Public Procurement Act*, 2011, c. 12, *Municipal Conflict of Interest Act*, R.S. c. 299, the *Conflict of Interest Act*, 2010, c. 35, and the *Labour Standards Code*, R.S. c. 246.

GOVERNANCE

Parties

6. Any amendments to this Intermunicipal Service Agreement (IMSA) shall be attended in writing and executed by all parties. The parties further agree to conduct a review of this IMSA at minimum every four years from the date of execution.
7. A municipality, village, or band council pursuant to the *Indian Act* (Canada) that is not party to this Agreement may, with the unanimous consent of the parties, join the Valley REN.

Board of Directors

8. The Board of Directors shall be responsible to:
- a. Oversee the development and implementation of the Regional Strategy;
 - b. Establish and approve an Annual Business Plan and Budget that meets the objectives of the Regional Strategy and Core Program activities and any approved Special Project(s) by March 1 of every year;
 - c. Deliver an annual report and annual audited financial statements to the LOC by June 30 each year;
 - d. Conduct an Annual General Meeting of the Valley REN on or before June 30 of each year;
 - e. Steward the financial health of the Valley REN by ensuring strong financial management skills and appropriate internal controls;
 - f. Conduct an annual organizational evaluation to appraise its performance and efficiency;
 - g. Develop and follow a recruitment and nomination process for the Board of Directors composition for consideration by the LOC;
 - h. Meet with the LOC at least twice annually to report on all activities of the Valley REN;
 - i. Create and publish the CEO position description;
 - j. Develop and execute a CEO employment contract that establishes the terms of appointment with said contract including, without limitation, the terms of the CEO performance evaluation;
 - k. Request, review, and approve policies for the Valley REN; and
 - l. Review and approve Contribution Agreements, and direct the Chair of the Board of Directors and the CEO to execute same on behalf of the Valley REN, subject to the approval of the LOC.

9. The Board of Directors shall set the salary range of the CEO that is industry comparable, compliant with the Provincial Contribution Agreement, and is in the long-term interest of the Valley REN.
10. The Board of Directors has the power to remove the CEO subject to employment contract provisions.
11. The Board of Directors shall comprise a minimum of eight and a maximum of 12 business and community leaders.
12. Members of the Board of Directors serving, as at the date of this Agreement, shall remain in office in accordance with their appointment terms.
13. New members of the Board of Directors shall be approved by the LOC in accordance with the Board's Terms of Reference, except when a new member is completing the term of a member who has resigned or whose position is vacated mid-term.
14. The Board of Directors has authority to establish committees, one of which shall be the Audit Committee.
15. The Board of Directors shall, as part of the Valley REN Annual General Meeting, appoint a Chair and Vice-Chair from amongst their members.
16. The Board of Directors shall establish written position descriptions for the Chair and Vice-Chair.
17. The Board of Directors shall convene meetings and conduct itself in accordance with rules of order set out in the MGA and, where the former is silent, then Robert's Rules of Order 12th ed. Each member shall have one vote, including the Chair and Vice-Chair.

Liaison and Oversight Committee (LOC)

18. The LOC shall comprise:
 - I. the Chief or Mayor of each of the parties, or a designate approved by their Councils, and may include a staff member of Glooscap; and
 - II. a staff member(s) appointed as a representative of the Provincial department(s) pursuant to the Contribution Agreement between the Province and the Valley REN.
19. Notwithstanding 19 (I), the Chief Administrative Officer (CAO), or Senior Staff member of Glooscap or their designate, can participate in LOC meetings as a non-voting member.
20. The CEO shall participate in LOC meetings as a non-voting member.
21. The LOC shall be responsible to:
 - a) approve all appointments to the Board of Directors;
 - b) prepare and adopt position descriptions for the LOC Chair and Vice-Chair;
 - c) approve and monitor the implementation of the Regional Strategy;
 - d) ensure that the LOC and the Board of Directors have written terms of reference and code of conduct policy that sets out their roles and responsibilities, with said terms and codes being in accordance with the provisions of this Agreement;

- e) Each member of the LOC shall serve at the pleasure of their Council and, unless otherwise disqualified or removed, shall hold office until a successor is named by the appointing party.
 - f) Notwithstanding provision 21(e), in the event of any vacancy that occurs with respect to a member, the Council appointing such member shall appoint a replacement within eight weeks.
 - g) establish and review regularly a communication process for the parties on the activities of the Valley REN and issues affecting the Valley REN and its stakeholders;
 - h) nominate a CAO or Senior Staff Member of Glooscap to the Audit Committee;
 - i) on an annual basis appoint a Chair and Vice-Chair; and
 - j) meet at minimum twice a year.
22. The LOC shall convene meetings and conduct itself in accordance with rules of order set out in the MGA and, where the former is silent, then Robert's Rules of Order 12th ed. Each member shall have one vote, including the Chair and Vice-Chair.
23. Reasonable expenses of the LOC, as approved within the Valley REN budget, shall be reimbursed by the Valley REN in a timely manner.

ADMINISTRATION

24. The parties acknowledge and agree that the Board of Directors shall operate according to the CAO model of administration per Part II MGA. The CEO shall be the sole employee reporting to the Board of Directors and be responsible for the effective administration of the Valley REN.
25. The CEO shall be responsible to the Board of Directors for the proper administration and management of the Valley REN in accordance with this Agreement, and the directives and policies of the Valley REN as approved from time to time by the Board of Directors, and statutory requirements per provision 5 herein.
26. Neither the LOC nor the Board of Directors shall direct or instruct the employees of the Valley REN. However, the LOC and Board of Directors may communicate directly with the employees of the Valley REN solely to obtain or provide reasonably required information.
27. The Board of Directors shall provide direction on the objectives, policies, and programs of the Valley REN to the CEO.
28. On a quarterly basis, the CEO shall provide an update report to the LOC and the CAOs/Senior Staff Member of Glooscap or their designates for circulation to the respective Councils.
29. Subject to section 22 MGA, all agendas, meeting packages, and minutes of the Board of Directors and of the LOC shall be publicly available on the Valley REN website.

CORE PROGRAM

30. In addition to implementing the programs approved in the Regional Strategy, the Valley REN shall offer the following core activities:

- a) business support service that provides one-on-one support to business of any size and at any stage of operation by navigating and referring to appropriate and relevant supports;
- b) support tourism based on the recommendations from the Strategic Tourism for Areas and Regions Project; and
- c) develop, maintain, and publish a land and asset database.

31. Any changes to the Core Program:

- a) may be introduced by the Board of Directors or the LOC; and
- b) will require an amendment to this Agreement.

SPECIAL PROJECTS

32. Special Projects shall be reported on and accounted for separately from the Core Program activities but shall not, except in exceptional circumstances approved by the Board of Directors and the LOC, deplete resources dedicated to the Core Program.
33. Special Projects shall be part of the Annual Business Plan and related budget and be included within a brief proposal developed by the CEO that outlines the project need, objective, proposed costs and related funding, and human resource requirements.
34. Special Projects shall be subject to:
- a) the CEO consulting with the CAOs and Senior Staff Member of Glooscap to ensure there is no duplication of efforts; and
 - b) approval by the Board of Directors.

TERM AND TERMINATION

35. The term shall commence on 1 April 2023, and continue year-over-year for each Fiscal Year (the "Term") subject to annual reviews and adjustments related to provision 6 and Schedule A of this Agreement.
36. The parties hereto may elect to terminate this Agreement for any reason at any time on agreement of all parties in writing with sixty (60) days' written notice.
37. Upon termination, and subject to contractual obligations, the parties will examine the assets, liabilities, and surplus of the Valley REN and return any net amount remaining pro-rata in accordance with the party's contribution since the effective date of this Agreement.

WITHDRAWAL

38. A party may withdraw from this Agreement at the beginning of any Fiscal Year by providing written notice to the other parties a minimum of thirty-six (36) months in advance of the commencement of the Fiscal Year in which they intend to withdraw.

39. A withdrawing party may make a cash payment in lieu of notice required by provision 38. The payment in lieu of notice shall be based on the amount of funding provided by the withdrawing party in the preceding Fiscal Year multiplied by three.
40. Any party withdrawing from this Agreement remains responsible for its share of any liabilities of the Valley REN incurred to the date of the withdrawal and any severance, penalty or other costs incurred by the Valley REN as a result of the withdrawal.

FINANCE AND AUDIT

Budget

41. In January of every year, the LOC shall review and adjust as necessary the proportionate shares of municipal funding to account for changes in population and Uniform Assessment for the coming Fiscal Year.
42. On or before January 31 each year, the CEO shall meet with the Senior Staff Manager of Glooscap and CAOs or their designates for the purposes of reviewing and seeking input on a draft of the Annual Business Plan and budget.
43. The budget shall be prepared in accordance with GAAP and FRAM, funding contracts, and the Valley REN's own financial policies. For greater certainty, the Valley REN is not permitted to purchase capital assets beyond those defined in this Agreement, and is not permitted to incur long term debt.
44. The budget shall be balanced with revenues matching expenditures, and include the anticipated Operating Costs, Capital Costs, the use of Valley REN operating surplus, contributions from the Funders, and the recovery of any deficit from a preceding Fiscal Year.
45. By March 1 of every year, the Board of Directors shall present to the LOC an approved budget and Annual Business Plan for the Valley REN's coming Fiscal Year for information.

Financial Reporting

46. The Valley REN shall maintain working capital of not less than \$100,000 from its operating surplus
47. By June 30 of each year, the CEO shall deliver the Board of Director's approved audit report and year-end audited financial statements to the LOC and any party required to consolidate the Valley REN financial statements under PSAS.

PARTY CONTRIBUTIONS

48. Annual contributions made by the parties shall be in accordance with Schedule A, which shall form part of this Agreement.
49. Subject to any increases in funding provided through the Provincial Contribution Agreement, the parties may consider an inflationary increase as part of the annual budget approval.

50. Valley REN shall invoice the parties at the start of each quarter of the Fiscal Year. Interest on any outstanding balance shall accrue at an annual rate of 12%.

AUDIT COMMITTEE

51. Pursuant to FRAM, the Board of Directors shall develop and approve an Audit Committee Policy.

DISPUTE RESOLUTION

52. In the event of a budget dispute, it shall be incumbent upon the party disputing the budget to present an alternative budget. In the event the budget is not approved, and notwithstanding any other provision in this Agreement, any dispute that cannot be resolved shall be referred to mediation. Where a dispute remains unresolved by mediation, then any party may refer such dispute to arbitration by provision of written notice to all parties hereto. In the event of arbitration, the arbitrator appointed shall be agreed by the parties within 30 days of submission to arbitration; in default of agreement, the parties will refer the choice of arbitrator to the Supreme Court in accordance with section 12 of the *Commercial Arbitration Act* (Nova Scotia) (CAA). The arbitrator shall agree to conduct the arbitration in accordance with the terms of this Agreement. The appointed arbitrator shall have all the powers given by the CAA. The award and determination of the arbitrator shall be final and binding and each party hereto agrees not to appeal from such award or determination. The costs of any such arbitration shall be borne by the party disputing the budget unless otherwise ordered by the arbitrator.

WAIVER

53. No action by any party to this Agreement shall be construed as a waiver saving express written provision of such waiver, and this Agreement shall not be amended saving express written provision of such amendment by all parties hereto.

NOTICE

54. Any notice under this Agreement, unless otherwise provided, may be given if delivered or mailed, postage prepaid, or by facsimile transmission or electronic transmission to:

Director of Administration
Glooscap First Nation
159 Smith Road
Hantsport, NS B0P 1P0

CAO
Town of Middleton
131 Commercial St
Middleton, NS B0S 1P0

CAO
Town of Berwick
236 Commercial Street
Berwick, NS B0P 1E0

CAO
Town of Wolfville
359 Main Street
Wolfville, NS B4P 1A1

CAO
Town of Kentville
354 Main Street
Kentville, NS B4N 1K6

CAO
West Hants Regional Municipality
76 Morison Dr. PO BOX 3000
Windsor, NS B0N 2T0

CAO
Municipality of the County of Kings
181 Coldbrook Village Drive
Coldbrook, NS B4R 1B9

APPLICABLE LAW

55. The law governing this Agreement and any action, matter or proceeding based upon or relating to this Agreement shall be the law of the Province of Nova Scotia, which shall have exclusive jurisdiction over any action or proceeding based upon or relating to this.

SEVERABILITY

56. The parties covenant and agree that the invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision, and any invalid provision will be severable, or will be deemed to be severable.

RELATIONSHIP OF PARTIES

57. The parties hereto shall not be treated as partners or members of a joint venture for any purpose.

FURTHER ASSURANCES

58. The parties hereto agree to execute and deliver any further documents or assurances or to furnish any further information or perform any other act reasonably necessary to give full effect to the terms herein.

EXECUTION

59. This Agreement may be executed electronically and in counterpart and such execution is effective and binding.

TIME

60. Time shall in all respects be of the essence in this Agreement.

THIS AGREEMENT shall enure to the benefit of and be binding upon the parties hereto, their administrators and assigns.

IN WITNESS WHEREOF the parties have executed this Agreement by their respective officials, duly authorized.

SIGNED and SEALED)
in the presence of:)

GLOOSCAP FIRST NATION

_____)
Witness)

Per: _____

_____)
Witness)

Per: _____

SIGNED and SEALED)
in the presence of:)

TOWN OF BERWICK

_____)
Witness)

Per: _____

_____)
Witness)

Per: _____

SIGNED and SEALED

in the presence of:

TOWN OF KENTVILLE

Per: _____

Witness

Per: _____

Witness

SIGNED and SEALED

in the presence of:

**MUNICIPALITY OF THE COUNTY OF
KINGS**

Per: _____

Witness

Per: _____

Witness

SIGNED and SEALED

in the presence of:

TOWN OF MIDDLETON

Per: _____

Witness

Per: _____

Witness

SIGNED and SEALED

in the presence of:

TOWN OF WOLFVILLE

Per: _____

Witness

Per: _____

Witness

SIGNED and SEALED

in the presence of:

WEST HANTS REGIONAL MUNICIPALITY

Per: _____

Witness

Per: _____

Witness

2021-2024

STRATEGIC PLAN

Prepared by Leading Edge Community
Development Consultants Cooperative





INTRODUCTION

The Valley Regional Enterprise Network (Valley REN) engaged the services of Leading Edge Community Development Consultants Cooperative to prepare a revised and updated strategic plan, beginning in 2021.

This strategic plan includes the following components:

- The strategic foundation includes the vision statement, mission statement and values and beliefs.
- The strategic priorities are a link between the strategic foundation of the organization and the daily work and activities of the REN.
- The operational plan is organized by the strategic priorities. Each priority is supported by a goal and subsequent key progress indicators and measurables. Objectives and actions outline how the daily activities of the REN work to support the strategic foundation. The operational plan is a living document that will be modified and changes as activities are completed or changed.

ENGAGEMENT PROCESS

The plan seen on the following pages was developed through the involvement and engagement of the Valley REN board and staff. Additional input was gathered from partners and the overall community through the following means:

- The Liaison and Oversight Committee participated in a live, online, discussion
- 11 key informant interviews were conducted with those considered to be well-aware of the work of the REN and the needs of the community
- 40+ community, organizational and business representatives and partners participated in live discussions (held online because of COVID-19 restrictions).

STRATEGIC FOUNDATION

VISION STATEMENT

A thriving, regional economy, delivering the highest quality of life in Canada.

Elaboration

We support a thriving regional economy that when combined with our geographic location, natural environment, and diverse population, makes the Annapolis Valley one of the best places to live in rural Canada.

MISSION STATEMENT

The Valley REN is the catalyst for a thriving, sustainable and inclusive regional economy in the Annapolis Valley.

Elaboration

Being the catalyst means we are proactive in evidence-based research, action planning, and being the coordinator of local and provincial resources to maximize our collective impact.

VALUES AND BELIEFS

At the Valley REN, we **value**:

Innovation We value and encourage new ideas that challenge the status quo.

Professionalism We apply the best practices in our work and relationships.

Diversity In people, cultures, strengths, sectors, industries and capitals (human, financial, social, organizational, natural and cultural).

Adaptability We are prepared to adjust our strategies as circumstances require.

This place We are proud to call the Annapolis Valley our home and are committed to seeing it grow and flourish.

At the Valley REN, we **believe in**:

Collaboration Economic Development is a team effort.

Evidence-based Decision Making We make decisions based on data and evidence, as well as business and community input.

Fiscal Stewardship Our trusting relationships with our partners and funders are founded on fiscal responsibility, transparency, and accountability.

Economic Development and Community well-being should be mutually supporting.

STRATEGIC PRIORITIES



Business Development

Provide support for new, emerging and existing businesses, and the enhancement of an entrepreneurial culture



Workforce Development

Attract and retain employees/workers while identifying and helping to fill current and future needs/gaps for local employers



Sector Development

Support the strengthening, diversification and interconnectedness of the economic sectors



Regional Development

Enhance our collective and collaborative environment for greater efficiency and effectiveness, strengthen relationships and leverage opportunities

Operational Plan



Business Development

Rationale

Business development is a key focus of the NS REN network, and includes:

- 1) Support for new, emerging, and existing businesses to improve productivity, competitiveness, and investment readiness, and
- 2) The development of an entrepreneurial culture to stimulate new venture creation.

Business Development Goal

Provide support, tools, and programs for new, emerging, and existing businesses, while working with partners to enhance the region's entrepreneurial culture.

Business Development Objectives At-a-Glance (details in the table below):

- **Supports for Business:** Connect businesses to the resources, tools, supports, and programs they need.
- **Investment Readiness:** Facilitate a regional and business approach to investment readiness by identifying and promoting investment opportunities and leveraging the region's investment efforts with the federal and provincial governments and other organizations.
- **Culture of Entrepreneurship:** Foster a culture of entrepreneurship in the Annapolis Valley.

Key Performance Indicators	Measurables
Business clients supported	- Number of business clients directly supported/served - Number of start-up businesses - Number of existing businesses
Increase in support resources	- Number of and quality of supports (define quality based on strategy) - Number of connections to funding and application assistance - Monetary value of programming
REN programming	- Number of workshops and events for businesses held - Number of investment readiness tools produced
Participation in REN programming	Number of workshop and event attendees
Business start ups	Number of business start ups

SUPPORTS FOR BUSINESS Objective: Connect businesses to the resources, tools, supports, and programs they need.			
Actions	Project Lead	Timeline	Partners/Resources
Deliver the BusinessNOW Service	BusinessNOW Officer	Year 1, 2 and 3	Business Supports Response Team
Conduct a series of business outreach efforts within the region • Open houses • Presentations to community groups • Panel presentations on multiple themes, • Workshops and business expos, • Quarterly municipal EDO meetings • Business to business connections	BusinessNOW and Investment Readiness Officer	Year 1, 2 and 3	Business Supports Response Team
Promote the Virtual Advisor Program to ensure Annapolis Valley businesses access the program	BusinessNOW Officer	Year 1	Business Supports Response Team and NS RENs
Organize and partner to host a second round of Succession Planning Workshops	BusinessNOW Officer	Year 1	AEC, NS RENs, BDC, Business Supports Response Team
Reevaluate the entrepreneurial toolkit to ensure it outlines all business supports available	BusinessNOW Officer	Year 2	Business Supports Response Team
Develop a full catalogue of all business resources to be used as a tool and foundation for BusinessNOW service (in house)	BusinessNOW Officer	Year 1, 2 and 3	Business Supports Response Team
Promote and communicate export-related supports	BusinessNOW Officer	Year 2	NSBI, Business Supports Response Team
Implement a BRE program to collect regional business climate intelligence	BusinessNOW Officer	Year 2	Business Supports Response Team
Work with the Department of Economic Development to inform them of business-related issues	CEO, BusinessNOW Officer	Year 2	All local stakeholders
Promote local procurement opportunities	BusinessNOW Officer and Communications Officer	Year 3	Business Supports Response Team, NSBI, PSPC (Public Services and Procurement Canada)

INVESTMENT READINESS Objective: Facilitate a regional and business approach to investment readiness by identifying and promoting investment opportunities and leveraging the region's investment efforts with the federal and provincial governments and other organizations.

Actions	Project Lead	Timeline	Partners/Resources
Create an improved commercial land database and a functioning tool to assist business and industry in securing the appropriate space within the catchment area	Investment Readiness EDO	Year 1 and 2	Business Supports Response Team, Developers, Realtors
Create one-page documents outlining investment opportunities in the region (high-level overview and statistics)	Investment Readiness EDO	Year 2 and 3	Business Supports Response Team, NSBI
Enhance Valley REN website with information relating to investment readiness	Investment Readiness EDO	Year 1, 2 and 3	Business Supports Response Team, NSBI
Develop lead-handling protocols and processes for the region	Investment Readiness EDO	Year 2	Municipalities, Business Supports Response Team
Conduct investment readiness analysis to assess the current state of investment readiness in the region	Investment Readiness EDO	Year 3	Municipalities, Business Supports Response Team
Work with businesses to ensure they are investment ready and prepared to thrive in the region	Investment Readiness EDO, BusinessNOW Officer	Year 3	Business Supports Response Team

CULTURE OF ENTREPRENEURSHIP Objective: Foster a culture of entrepreneurship in the Annapolis Valley.

Actions	Project Lead	Timeline	Partners/Resources
Provide project facilitation for NS MIT REAP Valley Team	Strategic Initiatives EDO	Year 1	Valley Team Members, ONSIDE, MIT, local stakeholders
Define the entrepreneurial ecosystem – gaps, needs, programs, offerings	BusinessNOW Officer/Strategic Initiatives EDO	Year 1	Business Supports Response Team
Create a map of entrepreneurial programming and training opportunities in the region	BusinessNOW Officer/Strategic Initiatives EDO	Year 2	Business Supports Response Team
Provide programming for young entrepreneurs	BusinessNOW Officer	Year 2 and 3	Business Supports Response Team, Non-profit and social impact entrepreneurial support organizations

Promote programming for marginalized entrepreneurs, including, older adults, Indigenous people, and African Nova Scotians)	Communications Officer	Year 1	
Provide programming for marginalized entrepreneurs, including, older adults, Indigenous people, and African Nova Scotians)	BusinessNOW Officer	Year 2 and 3	Business Supports Response Team, Mentoring Plus, VANSDA, BBI, APTEC, UInooweg
Promote venture creation programming	BusinessNOW Officer/Strategic Initiatives EDO	Year 3	Business Supports Response Team, NS Sandboxes, ONSIDE, Innovacorp, and existing / emerging incubators and accelerators



Workforce Development

Rationale

Business success is built on a strong labour force. The Valley REN will support regional efforts related to the attraction and retention of employees/workers while identifying and helping to fill current and future needs/gaps for local employers. This will include training of current residents while attracting new ones and will also include a focus on our Indigenous and African Nova Scotian communities.

Workforce Development Goal

Attract and retain employees/workers while identifying and helping to fill current and future needs/gaps for local employers.

Workforce Development Objectives At-a-Glance (details in the table below):

- **Workforce Study:** Work with partners to address the challenges related to the Annapolis Valley workforce, to meet the current and future talent, professional, skilled trades and labour needs.
- **Population Readiness:** The availability and quality of healthcare, childcare, recreation, transportation, housing and other foundational community components will influence how attractive the Valley is to potential residents and employees.
- **Promote Annapolis Valley:** Raise the profile of the Annapolis Valley as a place to live, work and start a business. Increase the awareness of the region's value proposition.
- **Welcoming Region:** Work with partners to ensure that the Annapolis Valley is a welcoming region for newcomers with the appropriate settlement services to support a smooth transition.
- **Workforce Diversification:** Target those from Indigenous, African Nova Scotian and other under-represented communities with specific and culturally appropriate programs and supports.

Key Performance Indicators		Measurable	
Decrease in employment vacancies		Workforce participation (employment rates)	
Increase in workforce diversification, including those from Indigenous and African Nova Scotian communities		Number of employs from diverse backgrounds.	
REN programming		Number of workshops and events for businesses held	
Participation in REN programming		Number of workshop and event attendees	
Business participation in REN programming		Number of businesses participating in programming	
Connector Program participation		- Number of Connectees - Number of Connectors - Number of matches made - Number of jobs secured	
Regional Marketing participation		- Number of regional marketing inquiries - Number of people moving here - Number of people moving here within working age - Number of website hits per page	
WORKFORCE STUDY Objective: Work with partners to address the challenges related to the Annapolis Valley workforce, to meet the current and future talent, professional, skilled trades and labour needs.			
Actions	Project Lead	Timeline	Partners/Resources
Complete Regional Workforce Development Strategy and work with partners to implement strategy (insert recommendations from strategy – September 2021)	Strategic Initiatives EDO	Year 1 completion, Year 2 and 3 implementation	Workforce Supports and Business Supports Response Team, Education and training supports
Work with Department of Education and Early Childhood Development and the Annapolis Valley Regional Centre for Education (AVRCE) to showcase opportunities available locally to students.	Strategic Initiatives EDO	Year 2	Workforce Supports Response Team, Department of Education and Early Childhood Development, AVRCE
Work with post-secondary institutions to showcase the opportunities available locally to international and domestic students	Strategic Initiatives EDO	Year 2	Workforce Supports Response Team, NSCC, Acadia
Work with employers to bridge the gap between employer and employee expectations and motivations	Strategic Initiatives EDO	Year 2	Workforce Supports Response Team, LAE, NS Works, Sector Councils and Business Support Organizations

POPULATION READINESS Objective: The availability and quality of healthcare, childcare, recreation, transportation, housing and other foundational community components will influence how attractive the Valley is to potential residents and employees.

Actions	Project Lead	Timeline	Partners/Resources
Conduct a Housing Assessment for the region and develop a strategy for all housing types	Strategic Initiatives EDO, CEO	Year 1, 2 and 3	All local stakeholders
Conduct a Child Care Needs Assessment and develop a strategy with partners and support the implementation of activities	Strategic Initiatives EDO, CEO	Year 2 and 3	All local stakeholders Province of NS
Inform stakeholders of local business requirements regarding broadband internet	Strategic Initiatives EDO, BusinessNOW Officer	Year 2 and 3	All local stakeholders Develop NS
Promote local placemaking initiatives and share partner resources	Investment Readiness EDO	Year 2 and 3	All local stakeholders Develop NS
Work with businesses and organizations to define the transportation needs of employees and clients	Strategic Initiatives EDO, BusinessNOW Officer	Year 3	All local stakeholders Kings Transit

PROMOTE ANNAPOLIS VALLEY Objective: Raise the profile of the Annapolis Valley as a place to live, work and start a business. Increase the awareness of the region's value proposition.

Actions	Project Lead	Timeline	Partners/Resources
Implement the regional marketing initiative including the development of a website, video and targeted marketing for skilled labour (contractors, doctors, etc.)	Communications Officer and CEO	Year 1, 2 and 3	All local stakeholders

WELCOMING REGION Objective: Work with partners to ensure that the Annapolis Valley is a welcoming region for newcomers, with the appropriate settlement services to support a smooth transition.

Actions	Project Lead	Timeline	Partners/Resources
Implement the Connector Program - Launch engagement campaign - Host "Welcome to the Annapolis Valley Expo" - Host #HiremeAnnapolisValley pitch competition	Connector Program Coordinator	Year 1, 2 and 3	Workforce Supports Response Team, Employment NS
Catalogue, and promote, assets available to newcomers.	Connector Program Coordinator	Year 2	Workforce Supports Response Team, NSOI

Secure a Local Immigration Partnership (LIP) for Annapolis Valley and create a Welcome Network: - Connect and support cultural events that celebrate immigrants and newcomers - Connect with realtors to access newcomers and create welcome packages for them	Strategic Initiatives EDO and Connector Program Coordinator	Year 2 and 3	Workforce Supports Response Team, NSOI, IRCC, ISANS, Y-REACH
WORKFORCE DIVERSIFICATION Objective: Target those from Indigenous, African Nova Scotian and other under-represented communities with specific and culturally appropriate programs and supports.			
Actions	Project Lead	Timeline	Partners/Resources
Work with partner organizations to develop a regional Welcoming Workplaces Toolkit	Strategic Initiatives EDO, BusinessNOW Officer	Year 2	Workforce Supports and Business Supports Response Team, LAE, ISANS
Secure an Atlantic Immigration Program Coordinator to work with employers in the region	Strategic Initiatives EDO, BusinessNOW Officer	Year 2	Workforce Supports and Business Supports Response Team, AIP, NSOI
Promote existing programming to retain youth and those from under-represented communities	Strategic Initiatives EDO, BusinessNOW Officer Connector Program Coordinator	Year 2 and 3	Workforce Supports and Business Supports Response Team, Mentoring Plus, VANSDA, BBI, APTEC, UInooweg
Promote programming for employees to raise awareness of the need and value of Diversity, Equity, and Inclusion in the workplace	Strategic Initiatives EDO, BusinessNOW Officer	Year 2 and 3	Workforce Supports and Business Supports Response Team



Sector Development

Rationale

The Annapolis Valley is an integrated community of communities. Our economy is a collection of interdependent sectors that share a common goal of prosperity. The Valley REN will support the strengthening, diversification, and interconnectedness of these economic sectors. There is potential to support sector development by understanding the relative importance of each sector and increasing inter-sectorial economic activity. The REN board must represent the diversity of sectors present in the region.

Sector Development Goal

Support the strengthening, diversification, and interconnectedness of the economic sectors.

Sector Development Objectives At-a-Glance (details in the table below):

- **Traditional and Emerging Sectors:** Identify, prioritize, and strengthen traditional and emerging sectors by addressing barriers and capitalizing on opportunities.
- **Inter-sectoral Collaboration:** Facilitate industry and post-secondary collaboration to enable businesses to generate or adopt new products, services or processes. Promote inter-sectoral trade and joint initiatives.
- **Innovation and Cluster Development:** Lead initiatives to support innovative solutions and develop clusters based on comparative advantages in the region.

Key Performance Indicators	
Increase/Decrease in:	Measurable:
• Clarity in sector identification	• Updated map of sectors
• Articulation of economic contribution of sectors	• Number of firms in each sector • Retention of firms • Sector profiles created and updated
• Inter-sector collaboration	• Number of connections between sectors
• Businesses participating in CI initiative	• Number of businesses participating in CI initiative • Increase in productivity • Business savings
• Increased digital adoption for businesses	• Number of businesses in digital directory with online shopping

TRADITIONAL AND EMERGING SECTORS Objective: Identify, prioritize, and strengthen traditional and emerging sectors by addressing barriers and capitalizing on opportunities.

Actions	Project Lead	Timeline	Partners/Resources
Complete the STAR Program and implement the strategic plan's recommendations - Recovery component - Identify an organization to take on tourism development - Four season tourism opportunities – winter tourism study	CEO, Strategic Initiatives EDO	Year 1, 2 and 3	Tourism Industry, Tourism support organizations, ACOA
Manufacturing Taskforce Initiatives: - Conduct a Supply Chain Analysis (promoting shared resources and attraction of new businesses to strengthen the supply chain) - Complete 2-year Continuous Improvement Initiative - Conduct Contemporary Leadership in Manufacturing Training	Strategic Initiatives EDO	Year 1, 2 and 3	Manufacturing Taskforce, Manufacturing industry, EMC, CME, NSCC, ACOA
Develop a map of the sectors represented in the Valley, and identify connections between sectors.	Investment Readiness EDO, Strategic Initiatives EDO	Year 2	All local stakeholders
Develop an asset map of the region's physical infrastructure assets	Investment Readiness EDO, Strategic Initiatives EDO	Year 2	All local stakeholders
Ensure that board composition represents the diversity of sectors seen within the region	CEO	Year 2 and 3	LOC, Board
Promotion of the sustainable/green economy, including opportunities in agri-tech and clean tech	Investment Readiness EDO, Strategic Initiatives EDO	Year 3	All local stakeholders

INTER-SECTORAL COLLABORATION Objective: Facilitate industry and post-secondary collaboration to enable businesses to generate or adopt new products, services or processes. Promote intersectoral trade and joint initiatives.

Actions	Project Lead	Timeline	Partners/Resources
Benchmark current level of intersectoral collaboration	Investment Readiness EDO, Strategic Initiatives EDO	Year 3	All local stakeholders and Sector Councils

Identify inter-sectoral business opportunities	Investment Readiness EDO, Strategic Initiatives EDO	Year 3	All local stakeholders and Sector Councils
Strengthen and develop partnerships with Sector Councils	Investment Readiness EDO, Strategic Initiatives EDO	Year 3	All local stakeholders and Sector Councils
INNOVATION AND CLUSTER DEVELOPMENT Objective: Lead initiatives to support innovative solutions and develop clusters based on comparative advantages in the region.			
Actions	Project Lead	Timeline	Partners/Resources
Foster digital adoption (business digitization) and create digital directory	Strategic Initiatives EDO, BusinessNOW Officer	Year 1 and 2	Business Supports Response Team
Support implementation of NS MIT REAP Valley Team's must-win battle (innovation driven entrepreneurship focus)	Strategic Initiatives EDO	Year 1, 2 and 3	Valley Team Members, ONSIDE, MIT, local stakeholders
Promote industry and post-secondary collaboration to enable businesses to generate or adopt new products	Strategic Initiatives EDO, BusinessNOW Officer	Year 1, 2 and 3	Business Supports Response Team
Promote energy and resource conservation in local businesses	BusinessNOW Officer	Year 3	Business Supports Response Team



Regional Development

Rationale

Our communities, partners, and businesses do not operate in isolation. The Valley REN will enhance our collective and collaborative environment for greater efficiency and effectiveness, maintain and strengthen relationships, lead the recovery taskforce, and leverage funding while maximizing opportunities. Key to this effort is the strengthening of our own internal capacity to connect with, and support, the plethora of communities, governments, and institutions dedicated to a common cause. It is incumbent on the REN to demonstrate the value of regional collaboration.

Regional Development Goal

Enhance our collective and collaborative environment for greater efficiency and effectiveness, strengthen relationships and leverage regional opportunities.

Regional Development Objectives At-a-Glance (details in the table below):

- **Awareness:** Increase the awareness of the Valley REN by showcasing our values as a resource to local businesses and organizations.
- **Regional Collaboration:** Lead and enable regional collaboration to advance economic development opportunities and assist in addressing environmental, economic and equity challenges to sustainable and inclusive growth.
- **COVID-19 Recovery:** Lead the Regional Economic Recovery Taskforce and implement the recovery plan.
- **Board Governance:** Provide the board with the tools, training and support to ensure efficiency and effectiveness.

Key Performance Indicators	
Increase/Decrease in:	Measurable:
• New Municipal Partnerships	Number of municipal funding partners Number of municipal EDO meetings Number of communications meetings
• Collaborative work with Economic Development Officers (referrals, meetings, joint projects, etc.)	Number of, and results of, collaborative efforts
• Brand Awareness	Number and impact of brand activities
• Increased communications	Number of communications activities
• Inter-agency collaboration	Number and results of collaborative efforts
• Implement Regional Economic Recovery Plan	Number of activities completed
• Articulation of economic contribution of sectors	Annual State of the Region event held
• Increased regional collaboration	Number of regional projects completed Number of partners involved

AWARENESS Objective: Increase the awareness of the Valley REN by showcasing our value as a resource to local businesses and organizations.

Actions	Project Lead	Timeline	Partners/Resources
Develop and implement an annual communications plan: - Establish reliable and multiple communication touch points - Printed newsletter in tax bills highlighting work of the REN + partners	Communications Officer, CEO	Year 1, 2 and 3	All local stakeholders
Provide Council presentations and meet with CAOs quarterly	CEO	Year 1, 2 and 3	Municipalities
Develop and distribute an Annual State of the Region document	Investment Readiness EDO, CEO	Year 2 and 3	All local stakeholders

REGIONAL COLLABORATION Objective: Lead and enable regional collaboration to advance economic development opportunities and assist in addressing environmental, economic and equity challenges to sustainable and inclusive growth.

Actions	Project Lead	Timeline	Partners/Resources
Increase work with, and connect with, municipal economic development staff and planning staff, meet quarterly	All Staff	Year 1, 2 and 3	Municipal Staff and Valley REN Staff
Work with municipal communications staff on joint initiatives, meet quarterly	Communications Officer	Year 2 and 3	Municipal Staff and Valley REN Staff
Find a way to gain access to economic development data gathered by municipalities	CEO	Year 2 and 3	Municipal Staff and Valley REN Staff
Engage with all First Nations in the Annapolis Valley	CEO	Year 2 and 3	First Nations communities
Secure involvement of all Annapolis Valley municipalities and First Nation communities	CEO	Year 2 and 3	Municipalities and First Nations
Demonstrate the value of working together collectively as a region	CEO	Year 3	All local stakeholders
Create and implement a succinct plan for interagency collaboration	CEO	Year 3	All local stakeholders

COVID-19 RECOVERY Objective: Lead the Regional Economic Recovery Taskforce and implement the recovery plan.			
Actions	Project Lead	Timeline	Partners/Resources
Develop and implement regional recovery plan	CEO	Year 1, 2 and 3	Regional Economic Recovery Taskforce, Business Supports and Workforce Supports Response Teams
Continue the Regional Economic Recovery Taskforce model into the future as a tool for regional collaboration	CEO	Year 3	Regional Economic Recovery Taskforce, Business Supports and Workforce Supports Response Teams
BOARD GOVERNANCE Objective: Provide the board with the tools, training, and support to ensure efficiency and effectiveness.			
Actions	Project Lead	Timeline	Partners/Resources
Host annual board governance training workshop	CEO, Board	Year 1, 2 and 3	Board, Province of NS
Review and update board recruitment policy and strategy with LOC recruitment committee	CEO, Board, LOC	Year 2 and 3	LOC

Appendix 1: Acronyms and Definitions

Acronyms and Programs	Description
ACOA	Atlantic Canada Opportunities Agency
AEC	Acadia Entrepreneurship Centre
AIPP	Atlantic Immigration Pilot Program
APTEC	Aboriginal Peoples Training & Employment Commission
AVRCE	Annapolis Valley Regional Centre for Education
BBI	Black Business Initiative
BDC	Business Development Bank of Canada
BRE Program	Business Retention and Expansion Program
BusinessNOW Service	One-on-one supports to business
Business Supports Response Team	Part of the Regional Economic Recovery Taskforce consisting of all business support organizations in the region
CME	Canadian Manufacturers & Exporters
Connector Program	National program designed to match newcomers and recent graduates with business and community leaders based on skill sets and career aspirations to build their professional networks
EMC	Excellence in Manufacturing Consortium
IRCC	Immigration, Refugees and Citizenship Canada
ISANS	Immigrant Services Association of Nova Scotia
LAE	Department of Labour and Advanced Education
LOC	Liaison and Oversight Committee
MIT REAP	Massachusetts Institute for Technology's Regional Entrepreneurship Acceleration Program
Municipal EDO	Municipal Economic Development Officer
NS REN Network	Nova Scotia Regional Enterprise Network (REN) Network
NS Sandboxes	Joint project hosted by universities and Nova Scotia Community Colleges to bring together students, mentors and advisers to develop an entrepreneurial mindset to bring into any work environment
NSBI	Nova Scotia Business Inc.

NSCC	Nova Scotia Community College
NSOI	Nova Scotia Office of Immigration
ONIDE	Organization for Nova Scotia Innovation-Driven Entrepreneurship
PSPC	Public Services and Procurement Canada
Regional Economic Recovery Taskforce	Created as a result of the COVID-19 pandemic to ensure a collaborative approach to recovery for the region
STAR Program	Strategic Tourism for Areas and Regions Program
Valley REN	Valley Regional Enterprise Network
VANSDA	Valley African Nova Scotian Development Association
Workforce Supports Response Team	Part of the Regional Economic Recovery Taskforce consisting of all workforce support organizations in the region
Y-REACH	YMCA Recognizing Enhancing Aligning Community Horizons, an expanded YMCA program that provides information, orientation and settlement support to Immigrants and Temporary Foreign Workers and their families



VALLEY REGIONAL ENTERPRISE NETWORK

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Valley REN Leveraged Funding for Projects in the Annapolis Valley Region – 2019 – Present

Project	Leveraged \$	In Kind	Valley REN
1. Contemporary Leadership in Manufacturing Training To develop and deliver a leadership program focused on the manufacturing environment with NSCC	ACOA - \$18,000	NSCC - \$5,400	\$5,000
2. Continuous Improvement Initiative (2 years) Designed to help companies become more efficient, sustainable and improve their competitiveness by reducing costs and improving the allocation of labour. Consists of five tiers of support designed to drive continuous improvement in processes that will positively impact the business' bottom line.	ACOA - \$52,225 WIPSI - \$79,895	SMEs - \$20,000	\$20,000
3. Connector Program Helps newcomers, international/local graduates gain professional networking experience. A simple process that matches Connectors with job ready Connectees to connect to the local labour market.	LSI - \$90,651		
4. STAR Program – Strategic Tourism for Areas and Regions A regional tourism development program built to support economic growth in large tourism regions by encouraging strategic and collaborative destinations and creating a strategic plan for tourism development.	ACOA - \$117,250		\$50,250
5. Winter Tourism Opportunities Study To support our winter and shoulder season tourism operators, this study will provide supporting data for future infrastructure and development opportunities.	ACOA - \$25,000		\$4,500
6. Supply Chain Analysis To conduct a supply chain analysis and help the region attract businesses that would be mutually beneficial for all manufacturers in our area.	ACOA - \$95,000	Manu - \$7,850	\$18,150
7. MIT REAP – Development of an Agricultural Technology Accelerator This program provides opportunities for communities worldwide to engage with MIT in an evidence-based, practical approach to strengthening innovation-driven entrepreneurial (IDE) ecosystems.	ONside – \$125,000		\$30,000
8. Virtual Advisor Program (All REN initiative) The Valley REN offered this free program that matched qualified Annapolis Valley companies with a seasoned Virtual Advisor to help their business manage and recover from COVID-19.	ACOA - \$45,000		
9. Regional Economic Recovery Taskforce To support the Taskforce's ongoing efforts. It is a coordinated approach to the region's recovery efforts supported by close to 50 organizations that provide various business and workforce supports	ACOA - \$69,250		
10. Immigration Workforce Settlement To conduct outreach and promote all provincial immigration programs to Annapolis Valley employers	ACOA - \$42,500 LSI - \$42,500		\$8,000
11. Immigration Fair – Destination Canada in France and Morocco REN Staff travelled with the Province of NS to attend Destination Canada Immigration Fairs in France and Morocco to promote and attract skilled workers to the region.	LSI - \$8,000		
TOTAL	\$810,271	\$33,250	\$135,900
12. Additional Project: Taking Care of the Valley (Pier Labs) To facilitate a women-led participatory research and design project that brings together stakeholders and caregivers to learn, generate ideas and test small scale prototypes that address systemic barriers for women by integrating caregiving responsibilities and work primarily shouldered by women.	WAGE - \$350,000		
TOTAL	\$1,160,271		

Preliminary Tourism Strategy Update Summary of Presentation Municipal & Partners Session

November 25, 2022

Via Zoom



Atlantic Canada
Opportunities
Agency

Agence de
promotion économique
du Canada atlantique

Canada

- 
- A coastal landscape featuring a wide, dark grey rocky beach that stretches from the foreground into the distance. To the left, a steep, forested cliff rises from the beach. In the foreground, several tall purple lupine flowers are in bloom, surrounded by green grass and foliage. The ocean is visible on the right side of the image, meeting a cloudy sky at the horizon.
- 1. Process Update**
 - 2. Preliminary Observations**
 - 3. Implications**

The **STAR** Process

(Strategic Tourism for Areas and Regions)

- Strategic, collaborative, community-based regional tourism development
- Success comes when everyone* collaborates to identify regional strategies to responsibly enhance the travel economy

* Tourism industry, municipalities, community organizations, residents





BRAIN TRUST

The **STAR** Project

- A partnership:
 - Tourism Atlantic (ACOA)
 - The Valley REN
 - First Nations
 - Municipalities
 - Tourism Nova Scotia
 - Destination Canada
- STAR Working Committee
 - Geographic, biz sectors, public, private, diverse

Poll Question # 1

Currently, how important is tourism to your county, community, First Nation; it is:



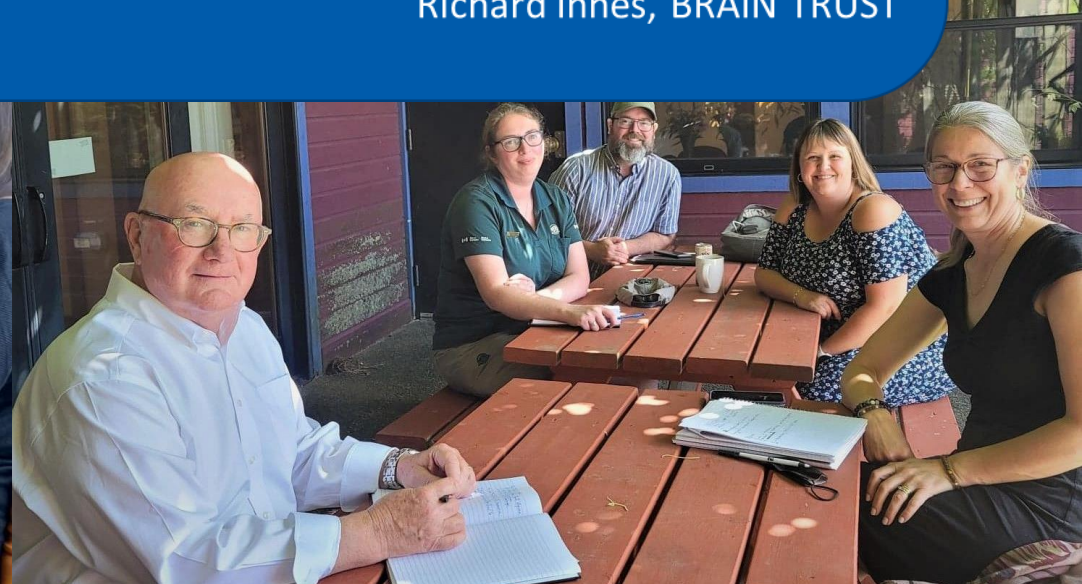
The Planning Context

- Current Tourism Landscape
- Four Imperatives



“From a tourism development perspective, the Annapolis Valley holds the most potential of any region I have ever worked in.”

Richard Innes, BRAIN TRUST





- **Non-Resident Visitors** YTD Aug 2022
 - 1.2M
 - +169% vs 2021
 - 23% vs 2019

Source: Tourism Nova Scotia. YTD May 2022..



- **Roofed Accommodations** YTD July 2022
 - Province, Rm Nights Sold – 1.5M, +110% 2021, +3% 2019
 - No HRM, 661,000, +82% 2021, +9% 2019
- **Sharing Economy**
 - Rm Nights Booked – 292,000, +62% vs 2021, +25% 2019

Source: Tourism Nova Scotia. YTD May 2022..



- **Roofed Occupancy** YTD July 2022
 - Province 52% +22% vs 2021, +2% vs 2019
 - No Halifax, 43%, +13% vs 2021, +5% vs 2019
- **Avg Daily Room Rate (ADR)**
 - Provincial ADR \$152, +49% vs 2021, +1% vs 2019
 - ADR (no HRM,) \$131, +23% vs 2021, +5% vs 2019

Source: Tourism Nova Scotia. YTD May 2022..



Accommodations – West Hants, Kings, Annapolis

YTD July 2022

- 50,015 Room Nights Sold, +54% vs. 2021
- 49.6% Occupancy, 29% in 2021
- **@ ADR of \$131 = \$6.5M revenue through July**

Note – There are fewer reporting properties 2022 to 2021, does not include Sharing Economy Rooms

Source: Tourism Nova Scotia. YTD July 2022..

1. Destination Alignment

- Industry, community and government alignment drives destination brand, responsible visitation, and revenues

2.Connection to Communities

- **Destinations belong to the people who call them home**
- A locals-first approach is destination development with sustainable goals, filtered through a lens of resident quality of life, economic prosperity, sociocultural vibrancy, inclusiveness, and environmental thriving

3.Connection to the Visitor

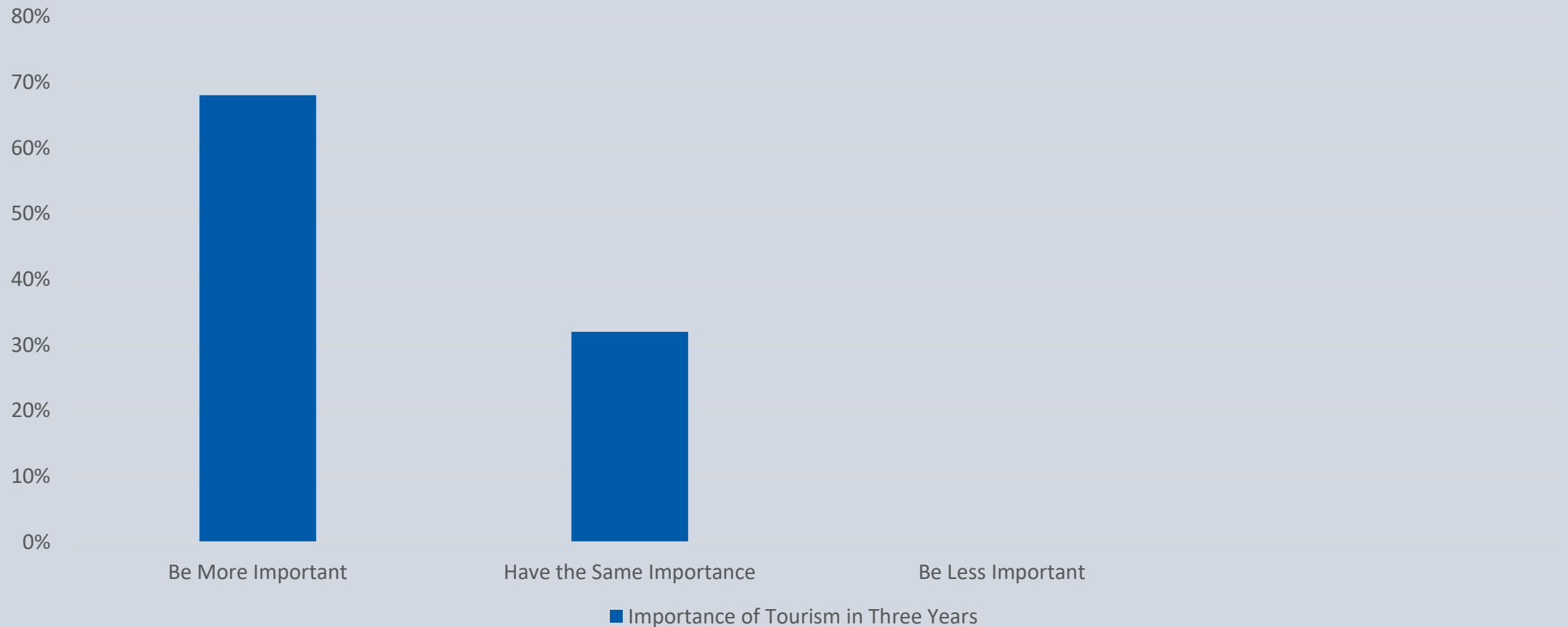
- Being *Visitor Friendly* through the visitor's journey ensures visitors feel welcome and can access information and services that make their visit a positive experience

4. A Bias For Action

- Don't Just Plan, Plan To Do

Poll Question # 2

In the three years will tourism:



Preliminary Findings, Observations

- Overview
- New Realities
- Emerging Themes
- Opportunities

Preliminary Findings, Observations - **OVERVIEW**

- Industry Sessions – Launch: 6 + Virtual, Vision: 12, 130+ people
- One-On-One interviews – 25+
- Site Visit – July 11-15
 - Met elected officials, operators, volunteers
 - Glooscap First Nation, Parks Canada, Landscape of Grand Pres, AR Heritage+++
- Stakeholder Survey – 150 responses
 - Good Resident and Business response, Kings 60%, Annapolis 21%, WH 15%
- Digital Footprint Analysis 
- Ongoing Interaction with Valley REN, ACOA, TNS, Destination Canada

Preliminary Findings, Observations - **OVERVIEW**

Proud and Passionate People
Residents, Operators, Community Leaders, Elected Officials



High Interest in Regional
Community-Driven
Tourism Development

Preliminary Findings, Observations - **OVERVIEW**

A Long List of Developed,
Underdeveloped,
Underperforming
Assets



Bay of Fundy,
Heritage, Culture, Outdoor Recreation, Wine, Culinary
Rural Landscapes, Small Towns and Villages



Preliminary Findings, Observations - **OVERVIEW**

Stakeholder Survey – 150 responses

- Contributing to making the Valley a great place to visit ranking
 1. Bay of Fundy, its tides, geology, and coastal heritage, beauty
 2. History and Cultural Heritage
 3. Wineries, cideries, craft breweries, agri-tourism and culinary experiences
 4. Towns, villages, and rural landscapes
 5. Bikeways and trails

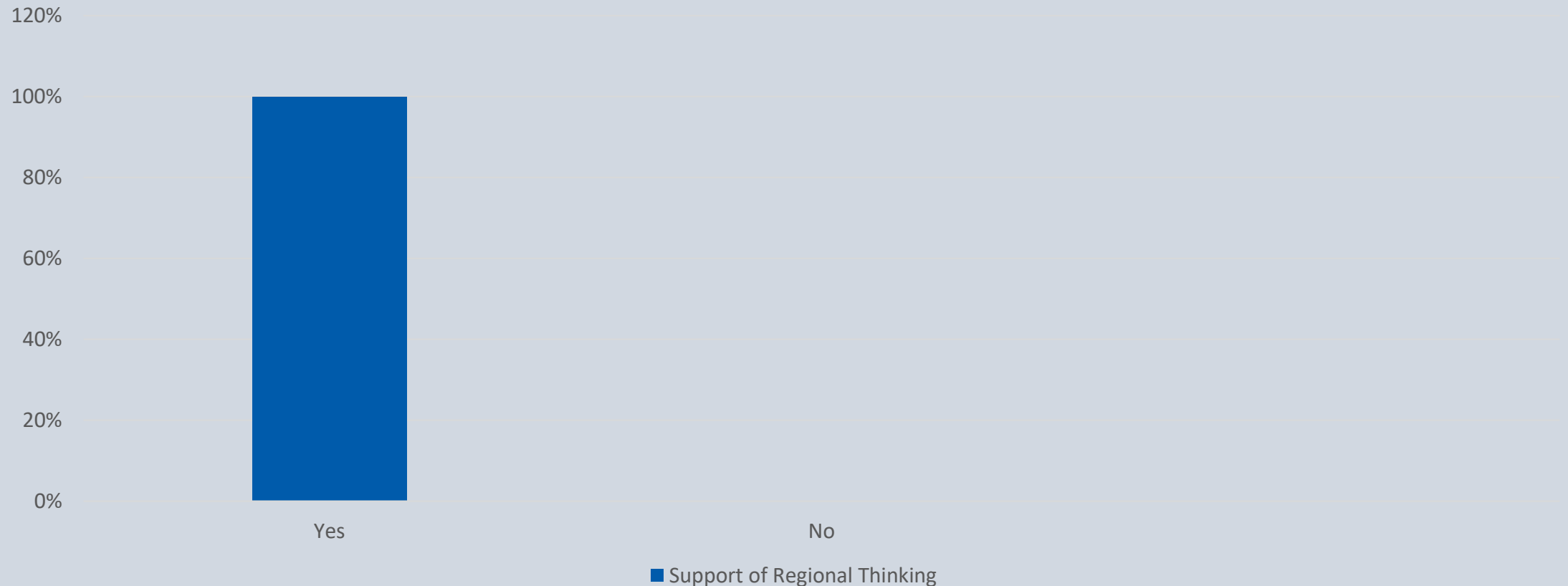
Preliminary Findings, Observations - **OVERVIEW**

Stakeholder Survey

- The one thing most needed to make tourism the best it can be:
 1. Long-term collaborative, unified regional strategy - spread visitors around the region
 2. Leadership; a strong tourism organization
 3. More quality accommodations
 4. Improved infrastructure – washrooms, cycle-friendly roads, EV charging stations, visitor signage and wayfinding
 5. More community-based visitor friendly experiences

Poll Question # 3

The new strategy takes a regional approach to tourism development (municipalities in West Hants, Kings, Annapolis Counties, 3 First Nations), do you support this thinking?



Preliminary Findings, Observations

New Realities

Preliminary Findings, Observations - **NEW REALITIES**

- The hiatus from travel forced **new conversations**
- Supporting the **wellbeing of communities and residents** vs. visitation growth and profits
- Destinations are adopting **regenerative tourism practices**

Preliminary Findings, Observations - **NEW REALITIES**

- **Regenerative tourism** is about guiding and supporting tourism development with an **equal focus on economics** and **the well-being of people and places**
- Energizes strong economic growth, thriving operations, sociocultural vibrancy, healthy people and natural environment for generations to come

Preliminary Findings, Observations - **NEW REALITIES**

“The hosting economy is finally being seen for its power as a **community-builder, a job generator, a path to reconciliation, a protector of natural assets**, and as an enabler of Canada's identity and broader global ambitions.”

Destination Canada. Canada's Tourism Renaissance, Our Strategy for Recovery (Spring 2022)

destinationcanada.com

BRAIN TRUST



Preliminary Findings, Observations - **EMERGING THEMES**



Preliminary Findings, Observations - **EMERGING THEMES**

Bay of Fundy

Visitor Touch Points:

Highest Tides, Provincial Parks, Coastal
Communities, Landscapes, Geology,
Heritage, Lighthouses, Paddling,
Beaches, Angling, Hiking, Wildlife
Undeveloped Experiences

Preliminary Findings, Observations - **EMERGING THEMES**

Heritage, Culture, Arts



Visitor Touch Points
UNESCO, National, Provincial Sites,
First Nations, Acadian, French,
British, Black History
Museums, Theatres, Galleries,
Artisans Studios/Shops, Events

Preliminary Findings, Observations - **EMERGING THEMES**

Outdoor Recreation



Visitor Touch Points
Hiking/Biking/ATV Trails,
Skiing, Paddling, Angling,
Spectator Sports Venues

Preliminary Findings, Observations - **EMERGING THEMES**

Culinary



Visitor Touch Points
Wineries *Tidal Bay*, Breweries,
Cideries, Distilleries, Farmers
Markets, Eateries, Seafood
Taste of NS
Chowder & Lobster Trail, Good Cheer Trail

Preliminary Findings, Observations - **EMERGING THEMES**

Rural Landscapes, Small Towns and Villages

The background of the slide features a collage of three photographs. The top-left photo shows a rustic wooden building with a gabled roof. The bottom-left photo depicts a coastal scene with a green boat and a rocky shore. The right-side photo shows a wooden bench in front of a wooden wall. A large blue triangle is superimposed over the center of the collage, containing the text.

Visitor Touch Points
Coastal / Farm Communities,
Events, Retailers, Restaurants,
Scenic Routes, Lookouts,
On-Farm Experiences

Preliminary Findings, Observations - **EMERGING THEMES**

High Value Guests (HVGs)

- Appreciate Slow Travel
- Learners
- Adventurers
- **Authentic Experiencers**
- **Cultural Explorers**
- **Free Spirits**
- Align with Destination Canada, TNS market segments



Preliminary Findings, Observations - **OPPORTUNITIES**

- To leverage the power of our themes, let's follow Destination Canada's advice:
- Develop and present **Legendary Experiences**

Preliminary Findings, Observations - **OPPORTUNITIES**

Legendary Experiences:

- Exceptional travel experiences which present the essence of the Annapolis Valley through its themes
- Preserve and celebrate our heritage, local cultures and traditions, natural surroundings, and our rural and coastal communities
- Create unforgettable memories for our guests

Preliminary Findings, Observations - **OPPORTUNITIES**

- **Inventory/map** existing theme-aligned products and experiences
- Prioritize those that are **tourism market-ready**
- Implement more experiential tourism and market-ready **training** and **capacity building**
- Build a new tourism **experience providers network** aligned with themes

Preliminary Findings, Observations - **OPPORTUNITIES**

- Replicate Wolfville Market/Earth Rhythms/Naturalists experience development model
- Secure **product/experience development** support from Tourism Nova Scotia and Destination Canada
- **Once products and experiences are identified and market-ready, work with TNS and DC to take them to market**

Preliminary Findings, Observations - **Projects In The Pipeline**

- Identify and **quantify all potential projects**
- **Prioritize** those that engage communities and support regenerative principles
- In many cases, early work has been completed

Preliminary Findings, Observations - **Projects In The Pipeline**

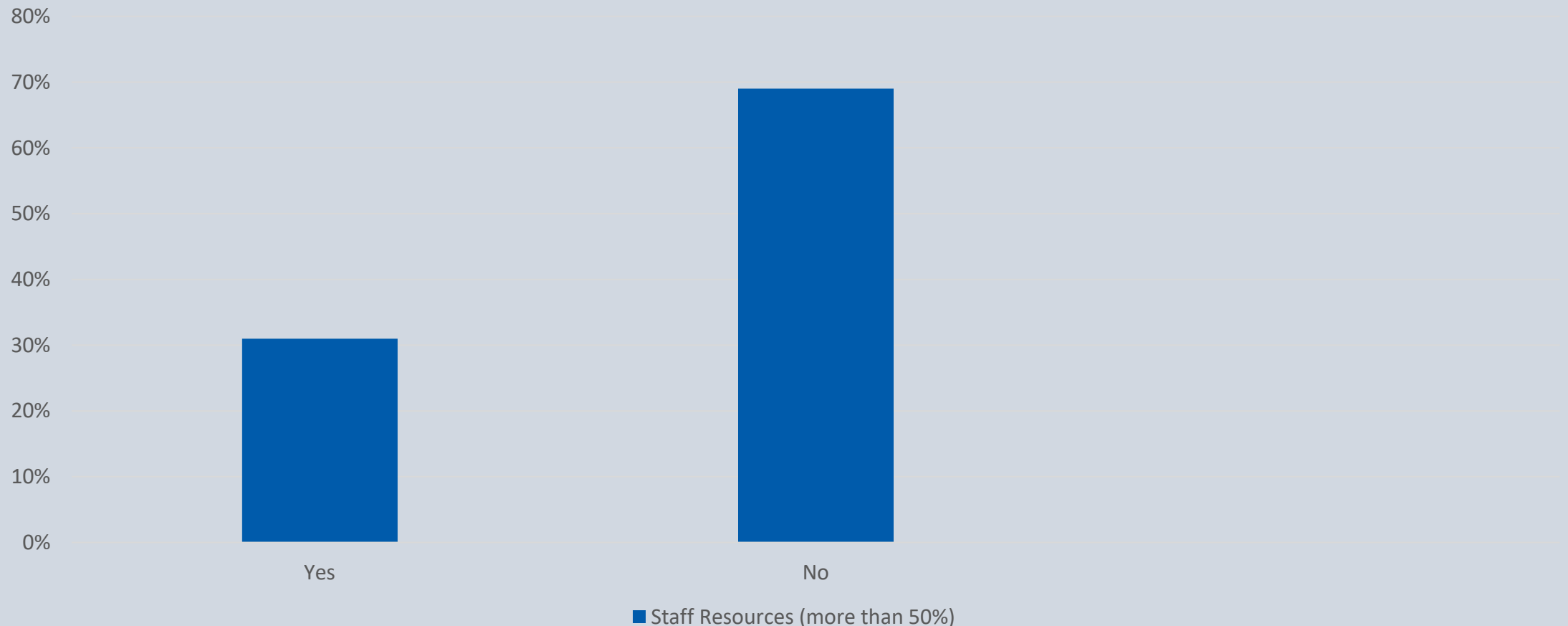
Examples of known initiatives that present **potential** opportunities* that align with underdeveloped assets:

*Not the only initiatives and projects

- UNESCO visitor experience development
- National historical site strategic plan and community heritage plan
- Bay of Fundy waterfront protection and development plans
- Food, Art, Nature Experience Development Project
- River restoration and recreational development (including tidal rivers)
- Glooscap First Nation Culture Centre and Pow Wow Site
- Municipal recreation - new site development and joint initiative planning

Poll Question # 4

In your municipality or First Nation do you have year-round dedicated staff resources (more than 50%) for tourism related activities?



Preliminary Findings, Observations - **IMPLICATIONS**

- Strategy Implementation
- Strategy Funding

Strategy Implementation

Facilitation – 2023

- Activate a **Transitional Strategy Implementation Plan** that:
 - Is overseen by an expanded working group with municipal, First Nation, ACOA, TNS representation
 - Has shared funding to start; municipalities, ACOA, others
 - Gives priority to regenerative tourism development

(cont.)

Strategy Implementation

Facilitation – 2023 (cont.)

- Activate a **Transitional Strategy Implementation Plan** that:
 - Creates and pilots a new regional tourism development enabler/organization model
 - Empowers the Valley REN to serve as facilitator for transition period

Strategy Implementation

Long-Term Funding - 2024 and Beyond

- **Explore** introducing a form of an **Accommodations Levy**
 - **Valley Regenerating Fund** – a holistic approach based on giving back
 - Visitor paid - collected by most businesses a visitor touches
 - Supports regional destination development, community projects, not-for-profits
- **Engage partners and operators** in discovery discussions
- If viable, formalize a **Valley Tourism Development Enabler Model**
- **2023 priority**

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