

WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole - Meeting Agenda **AMENDED**

January 10 , 2023 - 6:00 p.m.

(also held via virtual via Zoom and Facebook livestreamed)



West Hants
something inspiring awaits

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) 2022-12-06 Committee of the Whole Minutes
7. Presentations
 - a) Benjamins Mill Wind Project – Meg Morris and Chiara Ferrero-Wong
 - b) Windsor Township Business Association - Pierre Tabbiner and Kjeld Mizpah Conyers-Steede
 - c) Proposed Traffic Circle Presentation and Request for Direction – Paul Burgess and Adam Sketchley from Design Point
8. Unfinished Business/Postponed Motions
 - a) MP Blois and MLA Sheehy-Richard Discussion with Council
 - b) 2023 Cooperative Funding of Provincial J Class Roads - Information Report– Director Richard
 - c) Subdivision Street Lighting Information Report – Director Richard
 - d) Electronic Sign Recommendation Report - Director Kehoe
 - e) Noise and Community Standards By-Law - Supervisor Thornton
 - f) Regional High School Bursary Decision Request Report - Clerk Snair
 - g) Land Dispute Administrative Policy - Clerk Snair
 - h) Meeting and Committee Procedural Policy RCOGE-003.00 - Information Report - Clerk Snair
 - i) **Boundary Review Map Council Discussion and Direction**
9. Reports
 - a) CAO Activity Update - Information Report
 - b) Financial Update Ending November 30, 2022 -Director Gibson

10. Correspondence
 - a) Information
 1. Avon Causeway Activity Log as of January 5th, 2023
 2. Correspondence Received Ledger as of January 9th, 2023
 - a) 2022-12-14 NSFMR re: Code of Conduct Summary of Contents from Consultations
 - b) 2022-12-15 Hon. Joyce Murray re: Lake Pisiquid and the Pumpkin Regatta
 - c) 2023-01-09 Graham Sanford re: Follow up related to concerns presented on December 13, 2022
 3. Fort Edward Municipal Lands Activity Log as of January 5th, 2023
 4. Storm Wastewater Activity Log as of January 5th, 2023
 - a. Requests - None
 - b. Out-going Correspondence Ledger as of January 5th, 2023
 1. 2022-12-15 Correspondence sent to the VREN re Intermunicipal Service Agreement (IMSA)
 2. 2022-12-20 Correspondence sent to MLA Sheehy-Richard re Invitation to meet with WHRM Council
 3. 2022-12-20 Correspondence sent to MP Kody Blois Invitation to meet with West Hants Regional Municipal Council
11. New Business
 - a) Hotel Study – Councillor Mark McLean
 - b) Region 6 Budget – Acting Director Gibson
 - c) Grants and Contributions Policy RCOFN-003.00 Amendment Recommendation Report – Director Gibson
 - d) BFD Pumper/Tanker 1 Over-budget Equipment List- Supervisor Thornton
 - e) WFD Rescue Engine Tender Award (WHRMAD22-03A) - Recommendation Report- Supervisor Thornton
 - f) West Hants Sports Complex Acoustics Decision Request Report - Director Kehoe
12. Public Participation Period
13. In-Camera
 - a) 2022-11-08 Committee of the Whole In-Camera Meeting Minutes
 - b) 2022-12-06 Committee of the Whole In-Camera Meeting Minutes
 - c) MGA 22 (2)(a) Land Matter

14. Next Meeting Date / Adjournment – January 24th, 2023 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	Being presented at the January COTW meeting	Planning/ CAO
WHRM Land Dispute Policy - CAO Office to establish a practice to keep council informed.	2021-04-27	2023-01	Being presented at the January COTW meeting	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
Hantsport Fire Station - Provide ongoing progress updates to Council	2022-02-22	ongoing	Completed. Page 1 of 4	PW

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
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	Being presented at the January COTW meeting. Request for Decision	CAO
CAO'S Review - Annual review to be completed by Council.	2022-06-28	October 2022	On-going, meeting again in January.	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
Property Assessed Clean Energy (PACE) Funding Request - allocate up to \$300,000 from the Operating Reserves to fund a municipal PACE program, and use this funding to leverage other sources of non-municipal funding.	2022-12-06	2022-12-13	Approved as amended	Plan/CAO
2022 MCCAP Workplan - Place the MCCAP 2023 Work plan on file.	2022-12-06	2022-12-13	Approved	Planning
2022 MCCAP Request (Hiring a dedicated Climate Action Coordinator position is Action 4.3 of the greenhouse gas (GHG) emissions local action plan and was added to the 2022 and 2023 MCCAP workplan) - pre-approve \$7,000 of funding in the 2023-24 budget to complete the 1 yr term for the Climate Action Coordinator.	2022-12-06	2022-12-13	Approved	Planning/Fin

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
2022 MCCAP Request - approve funding for a permanent F/T Climate Action Coordinator position beginning in July 2023 in the 2023/24 budget deliberations.	2022-12-06	2022-12-13	Approved	Planning/Fin
NS Sustainable Communities Challenge Fund Applications - approve in principal 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 contribution of \$150,000.	2022-12-06	2022-12-13	Approved	Planning
J Class Roads - The J Class Road topic be referred to the 2023 budget deliberations and staff provide a report highlighting what a J Class funding program could look like within the 2023 budget & subsequent years moving forward with the intent to address J- Class Roads for residents within WHRM.	2022-12-06	2022-12-13	Motion withdraw at December 13 Council mtg. A report will come to January COTW	PW/Fin
Updating the 2022-23 Tax Resolution - approve the updated 2022-2023 Taxing Resolution as presented at the December 6, 2022 meeting.	2022-12-06	2022-12-13	Approved, Completed December 14, 2022	Fin/CAO
Request to meet with the Federal MP and MLA re: an update with the Highway 101 twinning project - correspondence be sent to the Federal MP and the Provincial MLA to meet with Council in order to receive an update regarding where each of their respective governments are on the project and further to assist in trying to bridge the gap and help our region move forward as a community.	2022-12-06	2022-12-13	Sent December 21, 2022	CAO

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Correspondence regarding the lack of action by the province related to the H. Morash File - staff draft a letter to all the proper individuals within the provincial jurisdictions expressing Councils' disappointment in their lack of action on their order causing the Municipality to incur substantial costs which we would expect to be reimbursed for.	2022-12-06	2022-12-13	Approved	
Planning and Heritage Advisory Committee Member Appointment - Appoint Greg Pace as the Hantsport representative for PAC/HAC	2022-12-13	2022-12-13	Approved	CAO
				CAO/Planning

West Hants Regional Municipality Dangerous or Unsightly Premises Dashboard (Action List)
January 5, 2023

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. **ON-GOING November 8, 2022 COTW update**



Wskijinu'k
Mtmo'taqtuow
Agency Ltd.

Proposed Benjamins Mill Wind Project

January 10, 2023

Meg Morris and Chiara Ferrero-Wong



Project Owners

The Benjamins Mill Wind Limited Partnership is a partnership between Wskijnu'k Mtmo'taquow Agency Ltd (the Agency) and Natural Forces.

Wskijnu'k Mtmo'taquow Agency Ltd (the Agency)

- Corporate body wholly owned by the 13 Mi'kmaw bands in Nova Scotia
- Building capacity and working with experts to participate in opportunities in Mi'kma'ki

Natural Forces

- Private Independent Power Producer (IPP) based in Halifax, NS
- Active in the renewable energy sector since 2001
- Develop, construct, operate and own projects in partnership with First Nations, universities, corporations and CEDCs
- Wind, solar, storage and hydro projects across Canada, New York State, and Ireland



Natural Forces' Projects

- Atlantic Canada (225 MW):
 - 7 community wind projects (NS)
 - 3 wind projects with First Nations (NS/NB)
 - 42 MW wind project under construction (NB)
- Western Canada:
 - Two 15 MW projects with First Nations (BC)
 - 10 MW solar project with First Nations (SK)
- Remote Labrador Communities:
 - 1.8 MW wind/storage project in Nain with Inuit Gov
 - Solar, battery, and hydro project in Mary's Harbour



The Proposed Project

- Approximately 150 MW total currently being contemplated (~28 turbines)
- Development occurring in phases
- Phase 1 has 8 turbines
- 4.2-6.2 MW per turbine
- Private and provincial Crown lands
- Closest residential structure is more than 1 km from proposed turbine locations

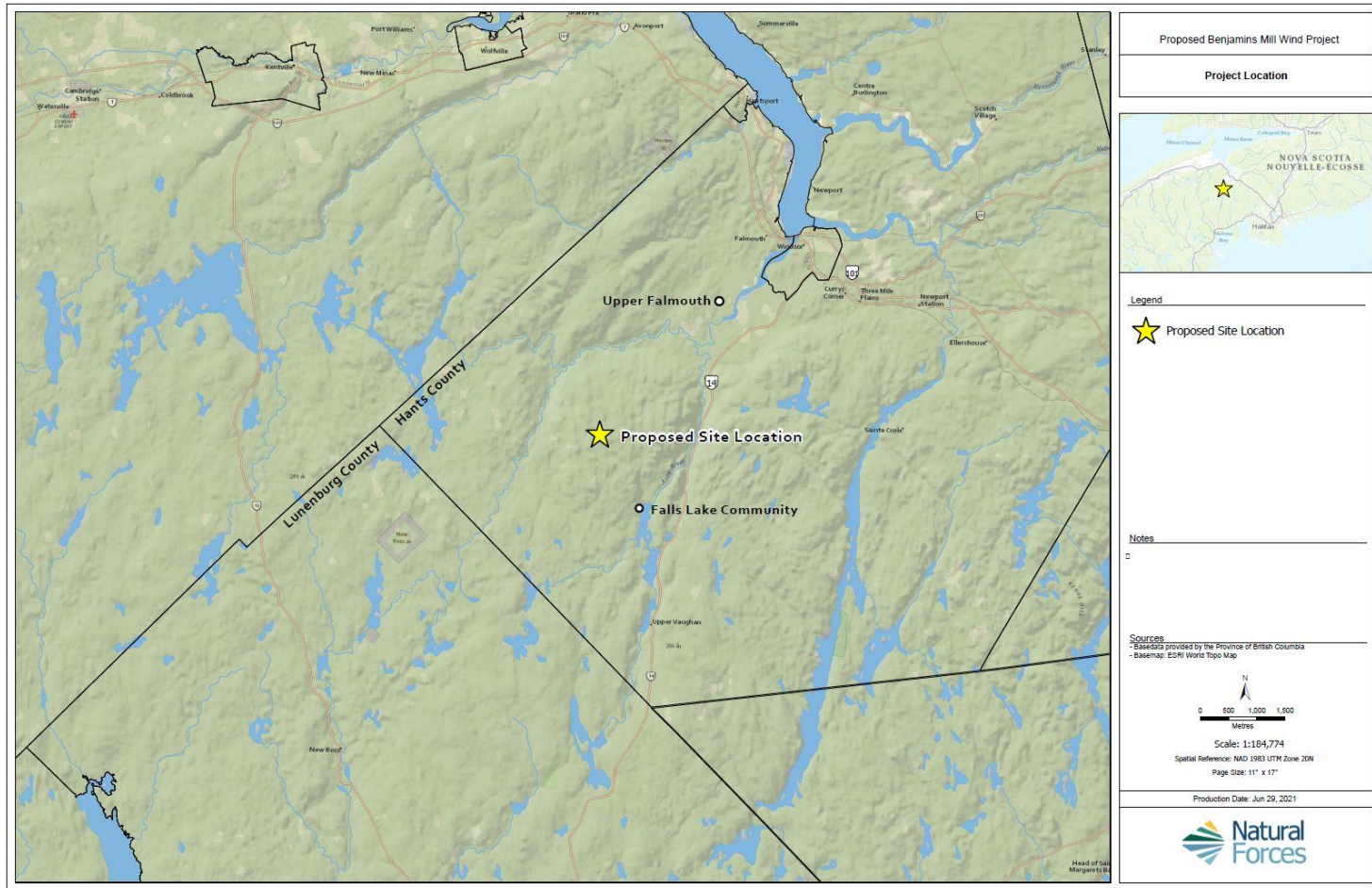


Why here

- Favourable wind resource
- 1+ km setback from residences
- Distance from protected lands
- Favourable local zoning
- Disturbed (forested) land base
- Close to existing electrical infrastructure
- Existing forestry road network
- Within favourable zone as per Nova Scotia Power
- Willing landowner with previous experience



Project Location



Project Layout

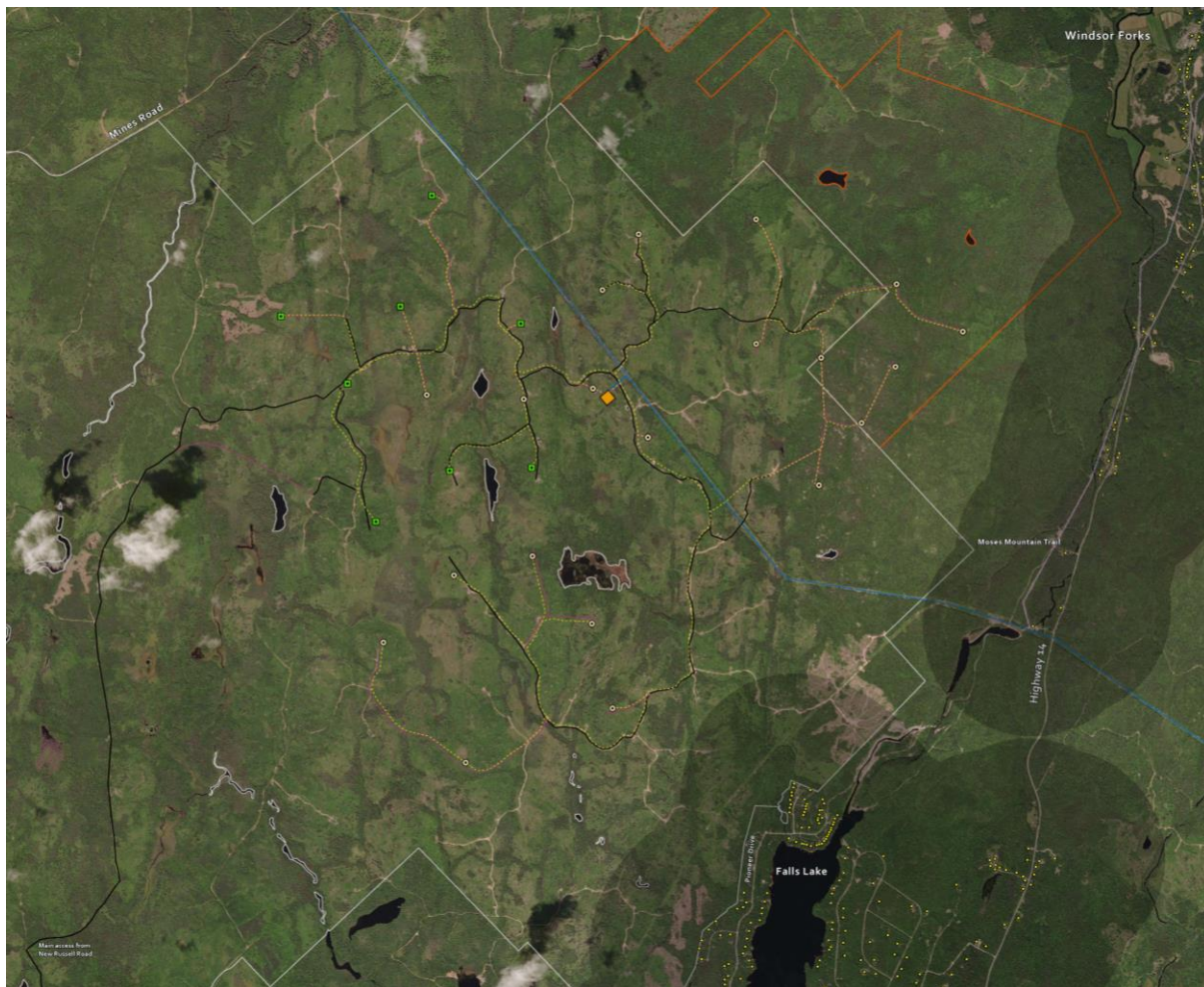
Legend

Proposed Project Infrastructure

- Phase I Turbine Locations
- Future Turbine Locations
- Substation
- New Collector Lines
- Transmission Interconnection
- New Access Roads
- Existing Access Road

Existing Infrastructure

- Residences and Buildings
- 1 km Buffer from Residences
- Existing 138 kV NSPI Transmission Line
- Existing 69 kV NSPI Transmission Line
- Secured Private Lands
- Provincial Crown Lands



Development Progress

- Private land secured and Crown land application ongoing
- Two meteorological masts, LiDAR, and sodar installed on site to measure wind resource
- Wind resource assessment studies completed
- Preliminary turbine manufacturer feasibility studies completed
- NS Power system impact study ongoing for 33.6 MW
- Environmental studies from March 2021 to November 2022
- Environmental assessment registered with the province in January 2022
- The addendum to the previously submitted EA was registered with the province on January 6, 2023
- Power purchase agreement with NS Power secured for Phase 1 through the Rate Base Procurement



Environmental Studies

The following environmental studies were conducted:

- Bird and bat surveys (winter, spring migration, summer breeding, and fall migration)
- Avian migratory radar and acoustic monitoring (spring and fall)
- Vegetation surveys
- Lichen surveys
- Terrestrial habitat surveys
- Sound level impact assessment
- Shadow flicker assessment
- Wetlands and watercourses surveys
- Archaeology desktop and field assessment

As of January 6, 2023, the addendum to the previously submitted EA was registered with the province.



Environmental Assessment Public Comment Period

Public comment period is open until February 5, 2023. The public is invited to submit written comments to:

Environmental Assessment Branch
Nova Scotia Environment
P.O. Box 442, Halifax, NS, B3J 2P8

Or to contact the department at:

902-424-3600 (tel.)

902-424-6925 (fax)

EA@novascotia.ca

Copies of the EA can be found at:

- NS Environment, Kentville Regional Office
- Windsor Regional Library
- West Hants Municipal Office
- <https://novascotia.ca/nse/ea>





Consultation

- Presentations and meetings with:
 - Elected officials
 - Chamber of commerce
 - Valley Regional Enterprise Network
 - Snowmobile Association (SnoDusters)
 - Falls Lake neighbourhood associations
- Public open houses: July 2021, February 2022, October 2022
- Ongoing conversations with local community members and special interest groups

Project Benefits

- Property taxes to municipality – approximately \$7-30M over 25 years
- Employment during construction
- Economic spinoff for local businesses
- More renewable energy onto the provincial grid
- Creation of own-source revenue for the Mi'kmaw bands in NS
- Diversification of energy sources in NS
- Low electricity cost to the provincial utility
- Generation of electricity to power approximately 13,000 to 58,000 NS homes



Next Steps

- Determination for the Environmental Impact Assessment on February 27, 2023
- Re-initiate West Hants Regional Municipality development agreement approval process
 - PAC/HAC meeting
 - Two Council Meetings (1st reading, public hearing, 2nd reading)
 - Appeal period and signing
- Construction for phase 1 in 2023-2024
- Commissioning for phase 1 in 2024
- Operation for 25+ years





Questions

info@naturalforces.ca
902-422-9663

1. THE CURRENT MODEL COULD BE A LOT BETTER.

Imagine clearer & more consistent communication with the Council and municipality, and Hantsport being represented, partnered with, and supported by the WTBA.

Think “no more surprises”, for Council or for WTBA.



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2. WE COULD BE GETTING SO MUCH MORE DONE.

Imagine: in a year, the WTBA will replace vandalized string lights, paint a couple murals, and sponsor a few events. Or, with dedicated leadership, we'll do all that AND help plan an inter-town festival with Hantsport, experiment with reviving the Pumpkin Regatta in a new format, or work together to develop a marketing plan for the region. (for example)

Think more output, less catchup, and a thriving urban centre that benefits the whole region.



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3. IT'S TIME FOR BETTER.

The County of West Hants is on the brink of large-scale growth. New residential plans, Halifax commuters, and fresh new businesses. Now's the time to set ourselves up for success. The WTBA is a volunteer-run operation, but a dedicated staff member will mean being proactive, not reactive—with all of West Hants in mind.

Think 2023 being the year of thriving new businesses that benefit all of our communities.



MERGING PEOPLE, ECONOMICS, AND REGIONAL COHESION THROUGH ECONOMIC DEVELOPMENT

If service centers are the economic cores of a regional municipality, business improvement districts are the glue, innovation, and community lens that ensure economic growth has a human-centred lens. Having a Funded Business Improvement District (through staff) encourages:

- Increased commercial and residential property values;
- Improved sales for small businesses through marketing region; and
- Decreased retail vacancy because of the development of location identity.



ENCOURAGING BUSINESS DEVELOPMENT THROUGH UNDERSTANDING THE NEEDS OF SMALL BUSINESSES

West Hants' businesses need to ensure that it has support navigating the changes in population growth. Traditionally BIDs provide business services such as workforce development, grant funding, and marketing services to ensure that businesses are growing at rates that can meet the municipality's needs. As the municipality grows, our members will need an organization with expertise to leverage potential opportunities.



ALLOWING THE ORGANIZATION TO EXPLORE POTENTIAL FUNDING OPPORTUNITIES TO BENEFIT THE REGION

Service centers with business improvement districts can play a role in the recruitment and retention of residents. As the municipality grows, Windsor Township needs to ensure that it can aid its members in building a liveable service center. Increasing organizational capacity through an employee will aid in the following:

- Aid in the development of experiences that encourage positive population growth;
- Aid in the development of tailoring services and events that encourage community cohesion; and
- Aid in the development of community-centric strategies that encourage sustainable growth.



To the councilmembers of the County of West Hants,

The Windsor Township Business Association is requesting \$60k for an Executive Director/dedicated staff member. But it's not an investment in more of the same—we want to grow. Together. There are loads of reasons why we ask you to consider this, but you're busy folks, and we respect your time; we can simplify our reasoning down to three clear points why we believe there's no better time to talk about it.

1. THE CURRENT MODEL COULD BE A LOT BETTER.

The WTBA has been operating in a sort of vacuum for a long time. Parts of this board are in frequent contact with the Council, yes, but most of us are hardworking business owners just volunteering time. And we could definitely be working smarter, not harder. Imagine clearer & more consistent communication with the Council and municipality, and Hantsport being represented, partnered with, and supported by the WTBA. **Think “no more surprises”, for Council or for WTBA.**

2. WE COULD BE GETTING SO MUCH MORE DONE.

Think of it this way: in the coming year, the WTBA will replace vandalized string lights, paint a couple murals, and sponsor a few events. OR, with dedicated (funded) leadership, we'll replace vandalized string lights, paint a couple murals, sponsor a few events AND help plan an inter-town festival with Hantsport, experiment with reviving the Pumpkin Regatta in a new format, or work together to develop a marketing plan for the region. These are all examples, of course, but the point is simple: dedicated leadership will make the WTBA a priority to itself. **Think more output, less catchup, and a thriving urban centre that benefits the whole region.**

3. IT'S TIME FOR BETTER.

Windsor and the County of West Hants are on the brink of large-scale growth; all the signs are there. New residential plans, Halifax commuters, and fresh new businesses. Now's the time to set ourselves up for success. The WTBA has been operating as a volunteer-run operation so far, and it's worked just fine. But a dedicated staff member will mean being proactive, not reactive—with all of West Hants in mind. **Think thriving new businesses that benefit our community in many ways.**

We know that what we're asking for isn't a snap decision, and we'd love for this to be an ongoing discussion. Please reach out to KJ (kj@catalystconversationstrategies.ca), Pierre (pierre@ptabbiner.com), or Adrienne (drwoodnd@gmail.com) if you have any questions or have anything you'd like to discuss.

Thank you,

The members of the WTBA



COMMUNITY-CENTRIC ECONOMIC DEVELOPMENT (PEOPLE, ECONOMICS, AND REGIONAL COHESION)

If service centers are the economic cores of a regional municipality, business improvement districts are the glue, innovation, and community lens that ensure economic growth has a human-centred lens. Business Improvement Districts provide small businesses within a region with the tools needed to attract, retain, and grow area service centers. Funded Business Improvement District encourages:

- Increased commercial and residential property values;
- Improved sales for small businesses through marketing region; and
- Decreased retail vacancy because of the development of location identity.

Business Improvement Districts also aid in tough economic times. Micheal Bloomberg famously stated, "In these times, we must strengthen business improvement districts and local economic development corporations throughout our City."

Having a staff member working with the Windsor Township also ensures that future development, especially capital improvements, is connected to the shared community vision. A staff member for Windsor Township can be a mechanism to improve economic growth for the service centers within West Hants.

TAILORED BUSINESS DEVELOPMENT (UNDERSTANDING THE NEEDS OF SMALL BUSINESSES WITHIN THE REGIONAL MUNICIPALITY)

As the West Hants Regional Municipality population grows, West Hants' businesses need to ensure that it has support navigating the changes in population growth. Traditionally BIDs provide business services such as workforce development, grant funding, and marketing services to ensure that businesses are growing at rates that can meet the municipality's needs. For example, during the Covid-19 pandemic, business improvement districts across Canada navigated pandemic restrictions and funding opportunities to ensure businesses had the correct information. Halifax's nine BIDs were able to lobby for hundreds of thousands of dollars to ensure that their members could develop business strategies to keep their businesses alive.

BUILDING WINDSOR TOWNSHIP'S ORGANIZATIONAL CAPACITY (ALLOWING THE ORGANIZATION TO EXPLORE POTENTIAL FUNDING OPPORTUNITIES TO BENEFIT THE COMMUNITY OF THE REGION)

To ensure that West Hants Regional Municipality has a strategic foresight approach to its population growth. Service centers with business improvement districts can play a role in the recruitment and retention of residents. As the municipality grows, Windsor Township needs to ensure that it can ensure liveability within one of West Hants' service centers. Increasing organizational capacity through an employee will aid in the following:

- aid in the development of experiences that encourage positive population growth;
- aid in the development of tailoring services and events that encourage community cohesion; and
- aid in the development of community-centric strategies that encourage sustainable growth.



January 3, 2023

Mayor and Council,

It is an exciting time to be a business owner in West Hants. Our community is growing, new businesses are opening across the municipality and there is an energy in West Hants that I have not felt in the thirty years I have operated our family business in Windsor.

As we continue to grow as a community, we must continue to invest in our local businesses. I join the business leaders from across the municipality that are calling for the investment in a full-time Executive Director for the Windsor Township Business Association.

Our community is a destination where people are choosing to live, work and spend their money. Investing in an Executive Director to strategically promote and support our businesses will result in a stronger and more vibrant community. The opportunity to act is now, let's capitalize on the momentum in our community and indicate that West Hants is open for business.

Jeff Redden

Dealer Owner
Windsor Home Hardware
Windsor Home Furniture
store 902.798.3222

www.homehardware.ca
www.windsorhomefurniture.ca

Dear Council,

December 28, 2022

I am writing to support an initiative to create a position for an Executive Director, with a focus on economic development for our region.

The last few years have seen exciting developments and improved conditions for business growth in West Hants. Commerce in our population centres has encouraged new businesses to open, while providing existing businesses opportunities to grow or diversify. It has also highlighted the need for additional commercial space, with growth plans.

The business community, however, remains somewhat fractured, particularly in Hantsport. Windsor's Business Association has been a successful example of cooperation between businesses and local government, but Hantsport lacks structure. Before dissolution, the Hantsport and Area Business Association (HABA), with support from the Town of Hantsport and a volunteer core, worked to grow and promote business. Unfortunately this organization did not survive amalgamation. As a result, our business community lost access to potential grant money, and the legitimacy of an organized and recognized business association. Hantsport is in need of a more structured and organized avenue, in order for its volunteers and local government to best grow our business community. Our volunteers always stand ready to assist the Municipality with all endeavours. For the past few years we have reached out to individuals at the Municipality when help was needed. Municipal staff have gone above and beyond expectations to work with our volunteers on community initiatives, events and promotion. Despite this, our business community is in need of more support. We look forward to partnering with the Municipality in all ways possible, but we seek leadership. We seek plans of action. We seek coordination and consistency. We seek ways to integrate our business communities in cooperative ways, to best benefit the wider community of West Hants.

Thank you for considering this initiative. This is an unprecedented time for growth, cooperation and development. Our new region can only fully benefit with intervention from both our local government and the business owners and volunteers poised to assist. Lead us toward new successes.

Happy New Year to all of you!

Peace, health and happiness.

Tim Carr

Hantsport Resident, co-owner School Street Studio Glass

Payzant Drive – Wentworth Road Roundabout

West Hants Municipality
Committee of the Whole
January 10, 2023



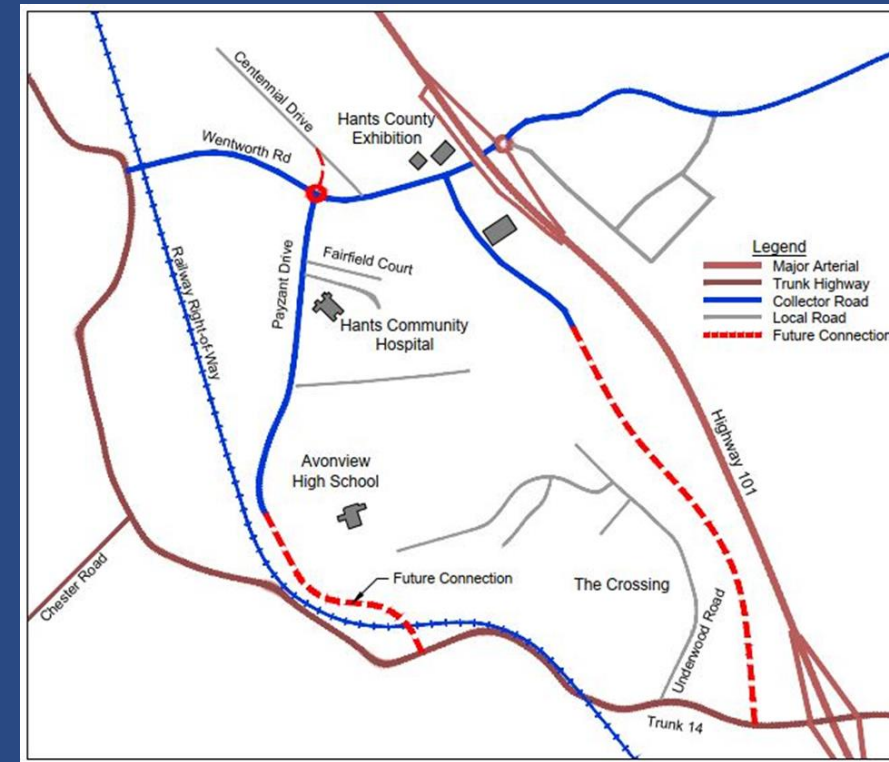
Payzant-Wentworth Roundabout

- Background
- Traffic Review
- Benefits
- Challenges
- Summary



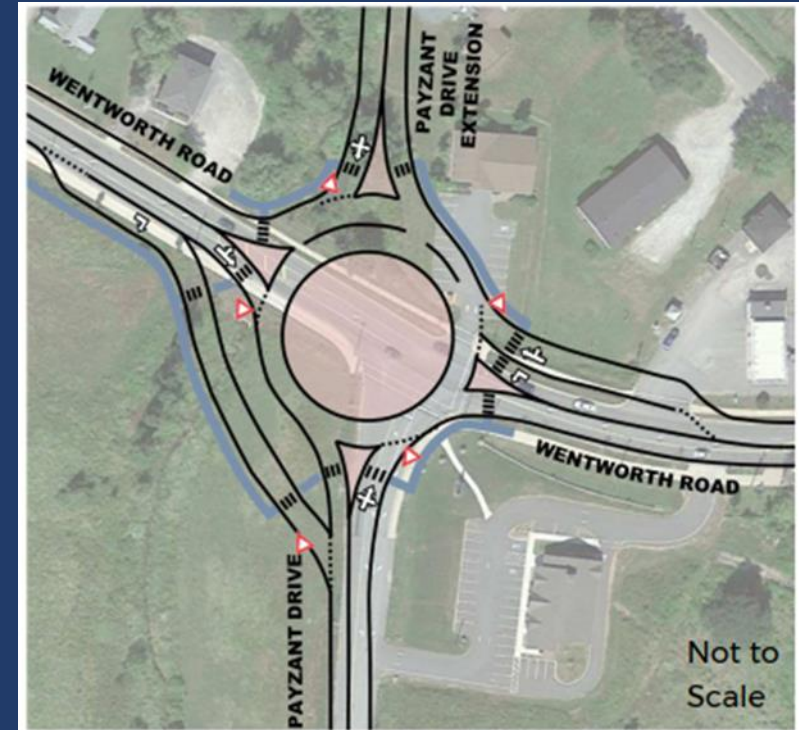
Background

- The Garlands Crossing / Windsor Border Area study (Griffin 2013) provided a long-term transportation strategy to accommodate future growth (1000+ residential units) in the area.
- The study recommended traffic signals, or a roundabout be installed at the Wentworth Road-Payzant Drive intersection.



Background

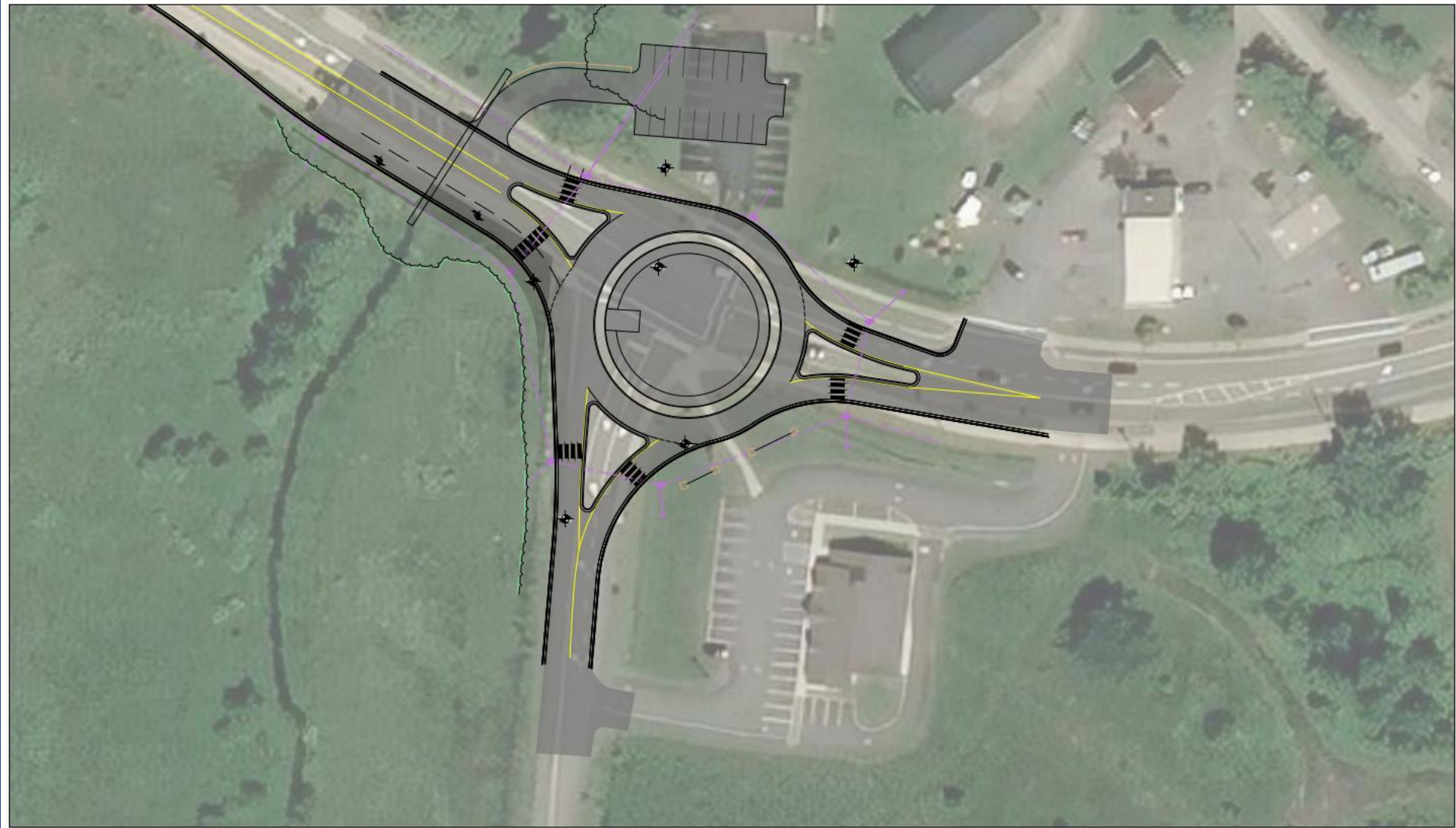
- The Windsor Intersection Infrastructure Needs Assessment study (WSP 2021) confirmed the need for upgrades and recommended that the intersection be upgraded to a roundabout.
- The WSP recommended configuration is shown to the right. It includes an eastbound right turn slip lane, a two-lane westbound approach, and a connection to Centennial Drive.



Traffic Review

- DesignPoint reviewed four traffic studies that have examined the impact growth would have at the Wentworth-Payzant intersection.
- Based on this review, we created 2030 design hour volumes for the AM and PM peak hour periods.
- We believe that a single-lane roundabout with an eastbound right turn lane can accommodate the projected traffic volumes.





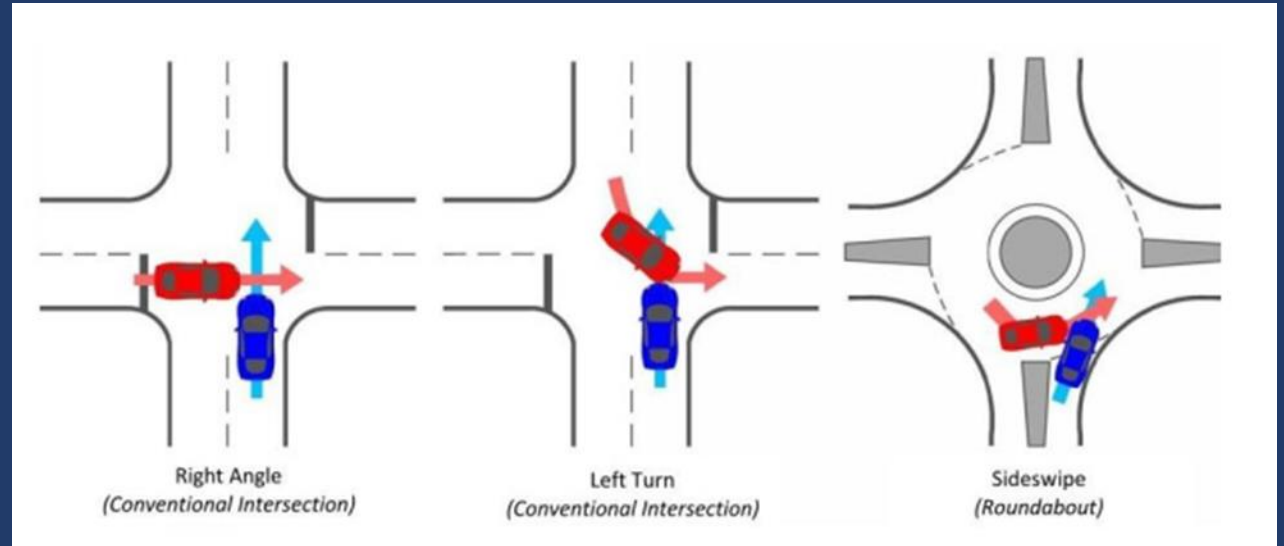
Benefits

- Improved Safety
- Reduced Delay
- Reduced Environmental Impact
- Improved Aesthetics
- Network Considerations



Improved Safety

- Lower Speeds
- Simplified Decision Making
- Reduced Right-Angle, Head-on Collisions
- Fewer Conflict Points



Reduced Delay

Average Intersection Delay – 2030 Payzant-Wentworth Intersection		
	AM Peak	PM Peak
Signals	21s	19s
4 leg - Roundabout	9s	8s
3 leg - Roundabout	8s	7s

Notes:

1. Synchro 11 Model – HCM 6 Method



Reduced Environmental Impact

- Keeping traffic moving at more consistent lower speeds reduces idling, emissions and fuel consumption.

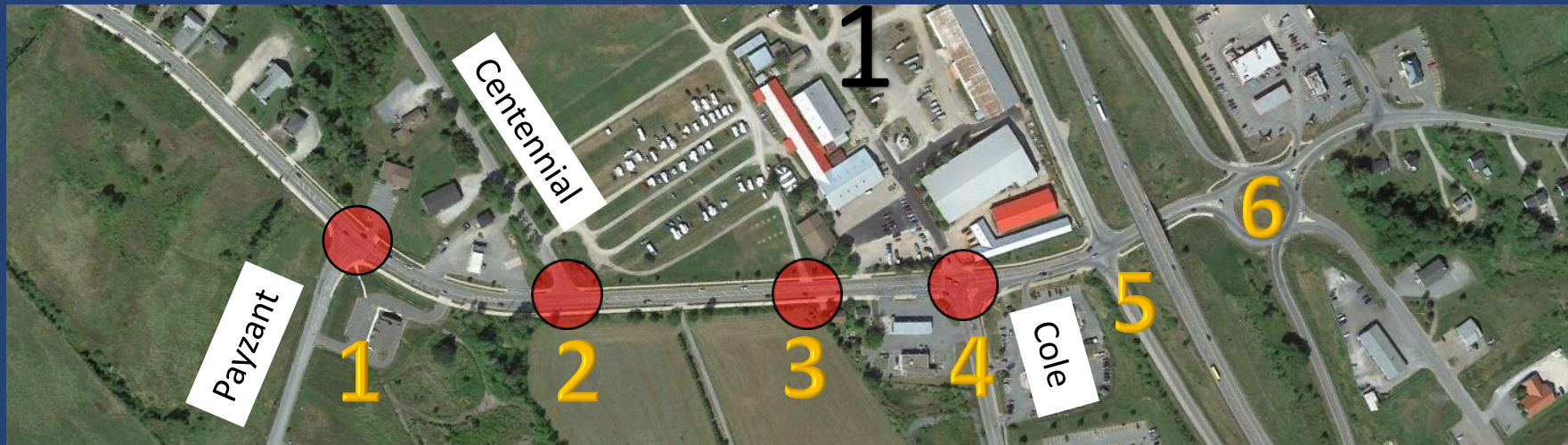


Improved Aesthetics



Network Considerations

- Can be used as part of an access management strategy to facilitate safer and more efficient turning movements at intersections and driveways
- Provide U-Turn opportunities eliminating the need for mid-block left turns and the number of full movement access points along the Wentworth corridor



Challenges

- Costs
- Land
- Utilities
- Access



Estimated Costs		
	Signals	Roundabout
Water and Storm Services	\$230,000	\$230,000
Excavation and Roadway Construction	\$650,000	\$1,000,000
Property Reinstatement	\$50,000	\$300,000
Subtotal (Construction)	\$930,000	\$1,530,000
Engineering (8%)	\$70,000	\$120,000
Total	\$1,000,000	\$1,650,000
Contingency (10%)	\$100,000	\$165,000
Grand Total	\$1,100,000	\$1,815,000

Notes

1. Does not include property acquisition or easement costs
2. Does not include taxes
3. 2022 Dollars



Cost

- Estimated Roundabout Cost= \$1.8 million ⁽¹⁾
- Estimated Traffic Signal Installation= \$1.1 million ⁽²⁾
- Increased Safety = Lower health care costs
- Reduced Delay = Lower GHG costs
- Reduced Travel Time = Lower cost of commuters' time



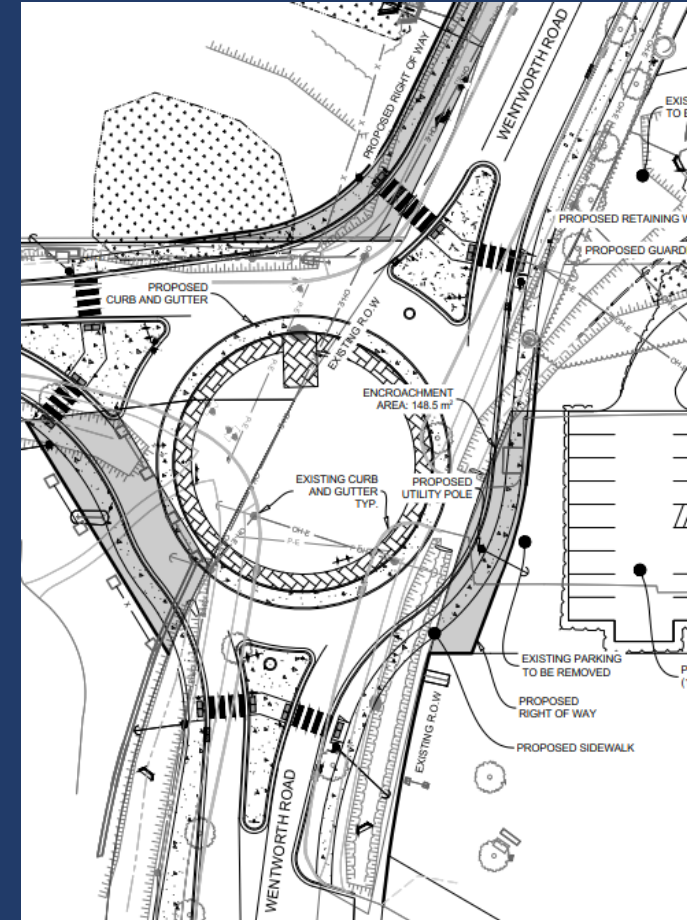
Notes

1. Does not include property, easement costs, or taxes
2. Includes EB right turn lane
3. 2022 Dollars



Land Costs

- Roundabout will require additional right-of-way



Utilities

- Roundabout geometry will require additional poles and street lighting.
- Anchor easements will be required.



Access

- Commercial driveway is the fourth leg to the existing stop-controlled intersection.
- The Canadian Roundabout Design Guidelines (CRDG) discourages allowing access to a driveway unless the driveway meets a balanced flow criteria . The existing commercial property does not meet this criteria.



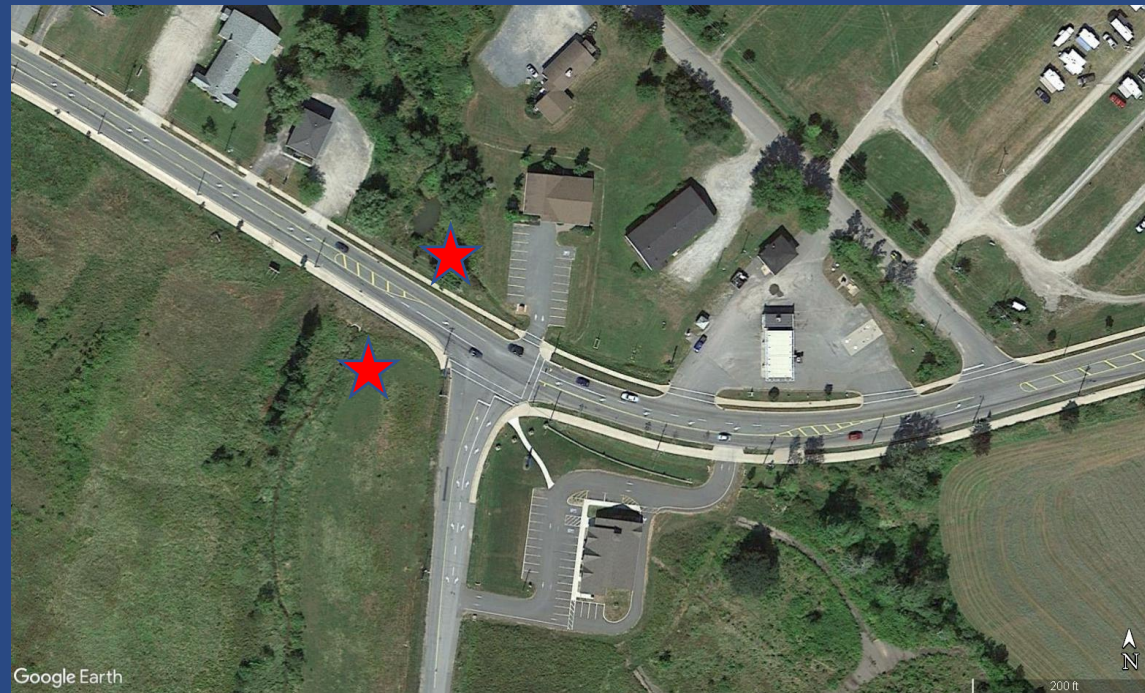
Driveway Access

- Driveway would need to be relocated upstream or downstream of the roundabout circle.
- One alternative would be to relocate the driveway to Centennial Drive.



Unsuitable Material

- Roundabout would require removal of unsuitable material



Summary

- Previous traffic studies have identified the need for a roundabout at the Wentworth Road at Payzant Drive intersection.
- The estimated cost for a roundabout is \$1.8 million compared to \$1.1 million for signals and a turning lane.
- Benefits include improved safety, reduced delay, reduced speeds, and improved access for mid-block intersections.
- Challenges include construction cost, land acquisition, and driveway access.



Questions ?





WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: *T. Richard*
Todd Richard, Director of Public Works

Date: January 10, 2023

Subject: 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

Information report to Council to determine interest in participating with the Province of Nova Scotia, towards cooperative funding to repave existing paved Provincially owned J-Class Subdivision roads on an annual basis. This is not currently being presented as a recommendation to Council; it is being presented as a decision request from council if they would like funding for J-Class roads to be included as a standing item in future budgets beginning in 2023.

Property ☐	Public Opinion ☒	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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Staff have 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 2023/24 fiscal year and confirm the Municipality has funding approval to participate.

DISCUSSION

In large part the report was presented to council on February 22, 2022, some additional information has been added to this report for further clarity.

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
- This cost share policy has been in place since 1995, any upgrades to J-Class roads are required to have 50% funding from municipalities. There appears to be no appetite from the Province to take over the full cost for J-Class roads, however there has been transfer of some J-Class roads to other municipalities giving them full jurisdiction and the requirement to fund and maintain them at full cost. Therefore, taking advantage of 50% funding when available and while this arrangement is in place may be in the best interest of the municipality and residents.
- Of roads that are listed; some are sealed (paved), some are unsealed (gravel) and some are paved or gravel roads that have been previously sealed using a double chip-seal process
- the Municipality currently contributes approximately \$200,000 annually towards the maintenance of these J-Class roads, primarily for snow and ice control activities. This expense is a general rated item on the annual operating budget, under the line-item "Fee to DOT".

It should be noted that NSDPW has not performed any roads condition 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 2022, 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, only those indicating a higher requirement for repair based on the current condition assessment.
- **Based on a \$200,000 annual budget contribution moving forward; 100% of the required J-Class road renewal could be performed in a 5-6 year period using this 50% cost-share program, provided Council considered Double-Chip Seal as the intended means for rehabilitation. Council should note that double-chip seal treatment does not have the same renewal life expectancy as a mill/repave process, however would significantly improve the road surface for the next 10 years.**
 - Based on the road structure, amount and type of traffic load, this type of rehabilitation would be considered a good value for the investment.

NEXT STEPS

If Council was to decide to proceed with any proposed Provincial J-Class roads funding, the following items should be considered. As mentioned in the report maintenance of J-Class roads including snow removal is a general rated municipal expense:

- where is the funding to come from?
- what funding model is to be considered?
 - 50% Provincial, 50% Municipal
- what roads are deemed priority?
 - work should be evidence-based; based on condition, capacity, function, criticality, economic-impact
 - using the double-chip seal rehabilitation process, work should be performed on J-class roads using a geographical based approach to treatment priority, to maximize cost efficiencies of the contractor
- is Council committed for 5-year funding of this program?

Staff requires the direction of Council, if this program is to be pursued with the Province for the upcoming 2023/24 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 5-6 years or beyond, to participate in this program.

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

This matter continues to be presented to Council by residents. This matter has been discussed in the past and not been acted upon by Council with any consistency. Recognizing that the road system is a critical component to people's access to and from their homes as well as the quality of life within their neighborhoods it is anticipated this matter will continue to be a discuss point for Council.

Staff have provided options for Council's consideration should Council elect to move forward with this initiative. It is evident the Province of Nova Scotia is looking for partnerships year after year and that their current practice is not providing a road standard acceptable to residents expressing their concerns.

The matter is before Council for their consideration.

Report Prepared by:



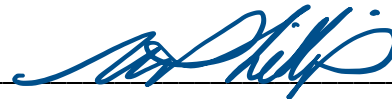
Brad Carrigan, Manager Engineering & Capital Projects

Report Prepared and Reviewed by:



Todd Richard, Director of Public Works

Report Approved by:



Mark Phillips, CAO

Section	Road Full Name	From Description	To Description	Community	Road Surface Type	CL Length	Surface	Approx. Cost/l	Approx. Cost	WH Budget	Treatment	
37818	Alexander Drive	DENISE (0901)	MEARNS DRIVE (0900)	THREE MILE PLAINS	J	Paved asphalt	0.377	6 \$	70,000 \$	26,390 \$	13,195 \$	Repaved 2020
37851	Ardoise Lane	TK 1 (0001)	END OF LISTING	ARDOISE	J	Gravel	0.581	1.1 \$	70,000 \$	40,670 \$	20,335 \$	
37852	Avonview Court	VALLEY VIEW (0927)	END OF LISTING	FALMOUTH	J	Paved asphalt	0.165	6 \$	70,000 \$	11,550 \$	5,775 \$	
37827	Beech Brook Road	ROCKWELL (0870)	END OF LISTING	ARDOISE	J	Chip seal on cold rap	0.871	6.4 \$	70,000 \$	60,970 \$	30,485 \$	
37832	Bent Road	LYNCH (0763)	TURNING CIRCLE	NEWPORT CORNER	J	Chip seal on cold rap	0.2	6 \$	70,000 \$	14,000 \$	7,000 \$	
39541	Bobbitt Drive West	Sylvia Dr (0882)	west to end of listing	ST CROIX	J	Chip seal on cold rap	0.215	6.7 \$	70,000 \$	15,050 \$	7,525 \$	
39542	Bobbitt Drive East	Sylvia Dr (0882)	east to end of listing	ST CROIX	J	Chip seal on cold rap	0.124	6.7 \$	70,000 \$	8,680 \$	4,340 \$	
37823	Burgess Road	TONGE HILL (0727)	END OF LISTING	GARLAND'S CROSSIN	J	Chip seal on paved	0.236	6 \$	70,000 \$	16,520 \$	8,260 \$	
37803	Chalet Crescent	RTE 215 (0215)	ELM (0894)	BROOKLYN	J	Cold rap	0.601	6 \$	70,000 \$	42,070 \$	21,035 \$	
37858	Chelsea Court	MACDERMID (0925)	END OF LISTING	FALMOUTH	J	Paved asphalt	0.09	6 \$	70,000 \$	6,300 \$	3,150 \$	
37811	Chesley Lane	DOUGLAS (0893)	END OF LISTING	BROOKLYN	J	Chip seal on cold rap	0.07	6 \$	70,000 \$	4,900 \$	2,450 \$	
37837	Christopher Hartt Road	TK 1 (0001)	END OF LISTING	ARDOISE	J	Gravel	0.411	8.1 \$	70,000 \$	28,770 \$	14,385 \$	
37795	Church Hill Drive	TK 14 (0014)	ETTER (0764)	BROOKLYN	J	Paved asphalt	0.103	6 \$	70,000 \$	7,210 \$	3,605 \$	
37816	Country Club Lane	FALMOUTH BACK (0715)	COUNTRY CLUB (0897)	FALMOUTH	J	Paved asphalt	0.716	6 \$	70,000 \$	50,120 \$	25,060 \$	
37805	Davis Road	TK 1 (0001)	END OF LISTING	ST CROIX	J	Chip seal on cold rap	0.442	6 \$	70,000 \$	30,940 \$	15,470 \$	
37820	Denise Drive	WINDSOR BACK (0718)	MEARNS DRIVE (0900)	THREE MILE PLAINS	J	Paved asphalt	0.411	6 \$	70,000 \$	28,770 \$	14,385 \$	
37812	Douglas Avenue	CHALET (0884)	END OF LISTING	BROOKLYN	J	Chip seal on cold rap	0.297	6 \$	70,000 \$	20,790 \$	10,395 \$	
37726	Duncanson Road	TOWN (0795)	END OF COLD RAP	FALMOUTH	J	Cold rap	0.259	6 \$	70,000 \$	18,130 \$	9,065 \$	
37813	Elm Drive	FLETCHER (0895)	END OF LISTING	BROOKLYN	J	Paved asphalt	0.398	6.6 \$	70,000 \$	27,860 \$	13,930 \$	
37971	Elm Court	FLETCHER (0895)	END OF LISTING	BROOKLYN	J	Chip seal on cold rap	0.083	6.6 \$	70,000 \$	5,810 \$	2,905 \$	
37815	Elpine Drive	RTE 236 (0236)	END OF LISTING @ TURNIN	SCOTCH VILLAGE	J	Gravel	0.501	6 \$	70,000 \$	35,070 \$	17,535 \$	
37696	Etter Road	TK 14 (0014) W	RTE 215 (0215) E	BROOKLYN	J	Cold rap	0.25	6 \$	70,000 \$	17,500 \$	8,750 \$	
37974	Etter Road Extension	ETTER (0764)	END OF LISTING	BROOKLYN	J	Cold rap	0.963	7 \$	70,000 \$	67,410 \$	33,705 \$	
37814	Fletcher Lane	ELM (0894)	CHALET (0884)	BROOKLYN	J	Chip seal on cold rap	0.24	0.241 \$	70,000 \$	16,800 \$	8,400 \$	
37838	Fletcher Road	TK 1 (0001)	END OF LISTING	ARDOISE	J	Chip seal on cold rap	0.261	6.1 \$	70,000 \$	18,270 \$	9,135 \$	
37967	Halewood Drive	VALLEY VIEW (0927)	END OF PROVINCIAL JURIS	FALMOUTH	J	Paved asphalt	0.127	6 \$	70,000 \$	8,890 \$	4,445 \$	
37968	Halewood Drive	BEGINNING OF PROVINCIAL	VALLEY VIEW (0927) AND V	FALMOUTH	J	Paved asphalt	0.132	7 \$	70,000 \$	9,240 \$	4,620 \$	
37831	Harvey Road	ROCKWELL (0870)	END OF LISTING	ARDOISE	J	Chip seal on cold rap	0.201	5.8 \$	70,000 \$	14,070 \$	7,035 \$	
37848	Hazelwood Drive	ETTER (0764)	END OF LISTING	BROOKLYN	J	Gravel	0.4	7 \$	70,000 \$	28,000 \$	14,000 \$	
37787	Hillcrest Drive	TK 14 (0014)	END OF LISTING	CURRYS CORNER	J	Paved asphalt	0.354	6 \$	70,000 \$	24,780 \$	12,390 \$	
37835	Hilltop Avenue	ETTER (0916)	END OF LISTING	BROOKLYN	J	Gravel	0.05	6 \$	70,000 \$	3,500 \$	1,750 \$	
37960	Ivey Lane	MORISON (3011)	SANFORD (0938)	WINDSOR	J	Paved asphalt	0.422	6 \$	70,000 \$	29,540 \$	14,770 \$	
37855	Juniper Drive	TK 14 (0014)	END OF LISTING	MARTOCK	J	Gravel	0.32	6 \$	70,000 \$	22,400 \$	11,200 \$	
37793	Kendall Lane	TK 14 (0014)	Katie Ct (P)	CURRYS CORNER	J	Chip seal on paved	0.505	7 \$	70,000 \$	35,350 \$	17,675 \$	
39544	Kendall Lane	Katie Crt (P)	end of Cul de Sac	CURRYS CORNER	J	Chip seal on paved	0.155	7 \$	70,000 \$	10,850 \$	5,425 \$	
37850	Kimball Drive	DILL (0720)	END OF LISTING	CURRYS CORNER	J	Paved asphalt	0.3	6 \$	70,000 \$	21,000 \$	10,500 \$	
37807	Lakewood Drive	RTE 215 (0215)	LAKEWOOD ROAD EXTEN (	BROOKLYN	J	Chip seal on cold rap	0.412	6 \$	70,000 \$	28,840 \$	14,420 \$	
37808	Lakewood Drive	LAKEWOOD EXTEN (0891)	END OF LISTING	BROOKLYN	J	Chip seal on cold rap	0.41	6 \$	70,000 \$	28,700 \$	14,350 \$	
37810	Lakewood Road Extension	LAKEWOOD (0889)	END OF LISTING	BROOKLYN	J	Chip seal on cold rap	0.22	6 \$	70,000 \$	15,400 \$	7,700 \$	
37804	Leighton Drive	RTE 215 (0215)	END OF LISTING	BROOKLYN	J	Chip seal on cold rap	0.201	6 \$	70,000 \$	14,070 \$	7,035 \$	
37854	MacLeod Court	PANUKE (0747)	END OF LISTING	THREE MILE PLAINS	J	Gravel	0.235	6 \$	70,000 \$	16,450 \$	8,225 \$	
37817	Maple Avenue	HARTVILLE (0736)	END OF LISTING	ELLERSHOUSE	J	Chip seal on cold rap	0.24	6 \$	70,000 \$	16,800 \$	8,400 \$	
37844	McDermid Drive	DUNCANSON (0806)	70 METRES EAST OF CHELS	FALMOUTH	J	Paved asphalt	0.107	6 \$	70,000 \$	7,490 \$	3,745 \$	
37845	McDermid Drive	70 METRES EAST OF CHELS	END OF LISTING	FALMOUTH	J	Paved asphalt	0.111	6 \$	70,000 \$	7,770 \$	3,885 \$	
37819	Mearns Drive	DENISE (0901)	ALEXANDER (0899)	THREE MILE PLAINS	J	Cold rap	0.079	6.2 \$	70,000 \$	5,530 \$	2,765 \$	
37856	Millard Court	QUARRY (0853)	END OF LISTING	UNION CORNER	J	Gravel	0.5	6 \$	70,000 \$	35,000 \$	17,500 \$	
37959	Morison Drive	Ivey (3012)	Windsor Town Line	WINDSOR	J	Paved asphalt	0.427	6 \$	70,000 \$	29,890 \$	14,945 \$	
37961	Nelson Street	IVEY (3012)	SANFORD (0938)	WINDSOR	J	Paved asphalt	0.165	7 \$	70,000 \$	11,550 \$	5,775 \$	
37840	Palmer Drive	ALYWARD (0798)	END OF PAVEMENT	FALMOUTH	J	Paved asphalt	0.086	6 \$	70,000 \$	6,020 \$	3,010 \$	
37841	Palmer Drive	PATTERSON (0923)	END OF LISTING	FALMOUTH	J	Paved asphalt	0.192	6 \$	70,000 \$	13,440 \$	6,720 \$	
37842	Patterson Lane	PALMETER (0922)	END OF LISTING	FALMOUTH	J	Cold rap	0.101	6 \$	70,000 \$	7,070 \$	3,535 \$	
37800	Pemberton Avenue	TONGE HILL (0727)	END OF LISTING	GARLAND'S CROSSIN	J	Gravel	0.201	6 \$	70,000 \$	14,070 \$	7,035 \$	

37836	River Road	SHORE (0704)	END OF LISTING	WALTON	J	Cold rap	0.301	5.1	\$	70,000	\$	21,070	\$	10,535	
37849	Riverview Drive	HAZELWOOD (0928)	END OF LISTING	BROOKLYN	J	Gravel	0.32	6	\$	70,000	\$	22,400	\$	11,200	
37822	Robert Drive	TK 1 (0001)	END OF LISTING	ARDOISE	J	Cold rap	0.321	5.9	\$	70,000	\$	22,470	\$	11,235	
37833	Robinson Road	COLLIER (0754)	END OF LISTING	ARDOISE	J	Chip seal on cold rap	0.24	5.3	\$	70,000	\$	16,800	\$	8,400	
37834	Salmon Hole Dam Road	TK 1 (0001)	END OF LISTING	ST CROIX	J	Paved asphalt	0.843	6	\$	70,000	\$	59,010	\$	29,505	
37857	Sanford Drive	MORISON (3011)	WENTWORTH (0742)	WINDSOR	J	Paved asphalt	0.538	6	\$	70,000	\$	37,660	\$	18,830	
37843	Sexton Court	PATTERSON (0923)	END OF LISTING	FALMOUTH	J	Cold rap	0.169	6	\$	70,000	\$	11,830	\$	5,915	
37786	Soldier Road	TK 1 (0001)	END OF LISTING	FALMOUTH	J	Gravel	0.209	6	\$	70,000	\$	14,630	\$	7,315	
37828	Stillwater Road	COLLIER (0754)	END OF COLD RAP	ARDOISE	J	Chip seal on cold rap	0.241	4.2	\$	70,000	\$	16,870	\$	8,435	
37829	Stillwater Road	END OF COLD RAP	END OF MAINTAINED SECT	ARDOISE	J	Gravel	0.17	6	\$	70,000	\$	11,900	\$	5,950	
37802	Sylvia Drive	BOBBITT (0883)	HARTVILLE (0736)	STE CROIX	J	Chip seal on cold rap	0.114	6	\$	70,000	\$	7,980	\$	3,990	
37655	Underwood Road	JARED CRT (MUNICIPAL)	END OF LISTING AT CIVIC #	GARLAND'S CROSSIN	J	Paved asphalt	0.32	6	\$	70,000	\$	22,400	\$	11,200	Repaved 2020
37846	Valley View Drive	TOWN (0795)	80 METRES SOUTH OF AVC	FALMOUTH	J	Paved asphalt	0.369	6.2	\$	70,000	\$	25,830	\$	12,915	
37847	Valley View Drive	80 METRES SOUTH OF AVO	WILEWOOD (0934)	FALMOUTH	J	Paved asphalt	0.175	1	\$	70,000	\$	12,250	\$	6,125	
37853	Wilewood Drive	VALLEY VIEW (0927) AND H E AND W TO END OF LISTIN		FALMOUTH	J	Paved asphalt	0.176	6	\$	70,000	\$	12,320	\$	6,160	
													\$	-	
Total Kilometers Hants													\$	1,401,680	\$ 700,840
													2023	\$ 175,630	Double Chip Seal (Type B)
													2024	\$ 167,965	Double Chip Seal (Type B)
													2025	\$ 167,090	Double Chip Seal (Type B)
													2026	\$ 165,760	Double Chip Seal (Type B)



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: January 10, 2023

Subject: Subdivision Street Lighting

LEGISLATIVE AUTHORITY

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

INFORMATION REPORT

Information report being presented to Council to determine street lighting cost models on Municipality-owned streets, where they may be requested for interested communities. This is not currently being presented as a recommendation to Council; it is only being presented for preliminary policy discussion purposes.

BACKGROUND

Property ☒	Public Opinion ☒	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐
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Staff has received notification from Council of the following motion:

MOVED BY COUNCILLORS FRANCIS AND IVEY THAT COUNCIL DIRECT STAFF TO INVESTIGATE WHAT THE COST OF STREET LIGHTS AT THE CROSSING WOULD BE AND FURTHER THAT STAFF WORK WITH THE OFFICE ON STRATEGIC LOCATIONS FOR THE LIGHTS. MOTION CARRIED

- *There are many areas that would see the value in having streetlights and may like to take a broader approach and have a Regional Street light policy for all growth centers within West Hants so that when this issue presented again the background work was completed.*
- *There is value in pursuing this motion as a phase one approach. The motion was on a smaller scale and focused on The Crossing. In working with The Crossing, this was something that they may want to help champion. The cost analysis for The Crossing may help determine costs associated with a regional approach.*
- *Streetlights are area rated, typically within the serviced area, but there is the ability to make that area smaller (subdivision or specific development) specific to the areas receiving the service.*
- *There was value in having a cost model.*

DISCUSSION

Staff has included in this report, for consideration of Council, a list of existing Municipal-owned streets or communities that currently pay for street lighting services, as well as a proposed cost model for other communities considering street lighting.

EXISTING STREET LIGHTING COST MODEL

Community of Windsor (previous Town of Windsor) 381 Lights \$47,209 / year +HST	Streetlights are included as an area-based service, charged equally to all residents in their area-rated tax rate. Municipal-owned decorative streetlights are located along some primary commercial properties (Gerrish/Water). Residential area of Fairfield Crt and decorative lights along King St Ext. and Waterfront area. NSP-owned high-bay LED streetlights are located along streets and intersections throughout the area boundaries.
Community of Hantsport (previous Town of Hantsport) 203 Lights \$24,897 / year + HST	Streetlights are included as an area-based service, charged equally to all residents in their area-rated tax rate. Municipal-owned decorative streetlights are located along primary commercial properties (Main Street). NSP-owned high-bay LED streetlights are located near most other streets and intersections throughout the area boundaries.

Clover Lane, Falmouth 6 Lights	Municipal-owned decorative streetlights are included as a street-based service, charged equally to all street residents as a supplemental charge to their property tax bill.
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The table below shows the charges per property on Clover Lane. The charges have fluctuated depending on maintenance, capital improvements / repairs and power consumption.

Year	Charge Per Property	Number of Properties
2015	164.50	14
2016	71.87	19
2017	115.71	21
2018	80.86	21
2019	54.78	21
2020	28.36	21
2021	111.70	21
2022	29.00	21

PROPOSED STREET LIGHTING COST MODEL

Elizabeth Avenue (The Crossing) Edward Drive Community Way	Municipal-owned decorative streetlights to be included as a street-based service, charged equally to all street residents as a supplemental charge to their property tax bill.
Irven Drive (The Crossing) Merriweather Crescent Annie May Court Goosie Loop	NSP-owned high-bay LED streetlights to be included as an area-based service, charged equally to all area residents as a supplemental charge to their property tax bill. NSP-owned high-bay LED streetlights to be located near most street intersections and selected poorly lit locations throughout the area boundaries.

It is recognized by the Municipality and endorsed by the Active Transportation Committee that there is a need for future consideration be given to safe active transportation (walking, cycling) throughout our communities, with the inclusion of adding streetlights at the development phases of construction.

The most convenient and economical method for the addition of streetlights is for the developer to request high-bay LED lighting be installed on select NSP-owned power poles throughout newly created subdivisions. These streetlights would continue to be owned and maintained by NSP, including repairs and replacement as required. Cost for these style lights currently range between \$9.70 to \$18.44 (depending on wattage) plus taxes per light fixture and would be charged to West Hants Regional Municipality. The Municipality could administer

and charge back these direct NSP costs equally to all street/area residents as a supplemental charge on their annual tax bill, in the same manner that is currently charged back to existing Clover Lane residents. Another option would be to charge a identified service area similar to the area rates in Hantsport / Windsor.

Where some developers have opted to create some new subdivision streets with underground electrical and have added decorative streetlamp posts, there are no NSP-owned power poles available on these subdivision streets. Cost for these decorative style lights are charged at bi-monthly NSP power rates, plus the incurred costs for any maintenance, repairs and replacement as required. It is proposed that the Municipality administer and charge back these direct NSP costs equally to all street residents as a supplemental charge on their annual tax bill, in the same manner that is currently charged back to existing Clover Lane and Elizabeth Avenue residents. The initial installation and direct costs for underground power and costs for the decorative streetlight poles would be the responsibility of the developer for new subdivision streets, not unlike other utility installations. Once complete and installed to Municipal Specifications the ownership and maintenance would be the responsibility of WHRM.

Although it is possible for the Municipality to add future NSP-owned high-bay LED street lighting to existing subdivision streets, it would be worth noting that many subdivision residents may not wish to have this additional service and cost added to their current tax bill. For individuals wishing to add this street lighting service for their individual property, Municipality residents may request a high-bay LED streetlight to be installed on the nearest power pole from NSP and pay the current bi-monthly charge directly on their existing power bill as an option.

To assist developers in selection and proper installation/placement of future decorative style streetlamps and fixtures, it would be required for Public Works to create a standard engineering detail to be included as part of our Municipal Standards Specification Manual. This is a minor administrative change that can be developed relatively quickly, without a significant cost to the Municipality.

NEXT STEPS

If Council was to decide to proceed with any proposed street lighting policy, the following items should be considered:

- Do all new subdivisions require street lighting as part of design and development?
 - do new subdivisions require decorative streetlamp posts and lighting, or
 - do new subdivisions require NSP high-bay LED lighting?
 - is street lighting only required at some intersections (what criteria), or
 - is street lighting only required at all intersections, or
 - is street lighting required at all intersections and poorly lit locations?
- Do previously created subdivisions now require a street lighting retrofit?
 - is the same criteria as above to be used for existing subdivisions?

- Would this same street lighting policy apply for existing subdivision streets that are not owned by the Municipality?
- Would this same street lighting policy apply for existing subdivision streets that are not within Growth Centres?

FINANCIAL IMPLICATIONS

As this original motion of Council was brought forward with the residents of The Crossing Community in mind, financial implications have been determined based on existing home counts. Other area-based or street-based street lighting costs would be based on the number of streetlights installed, maintained and the number of residents that would benefit from this additional street lighting service.

Clover Lane, Falmouth (5-year average annual rate) Power consumption at actual metered rates by NSP, plus any additional charges for maintenance and replacement Based on 22 approved lots	\$ 78.41 /annum
Elizabeth Avenue, (estimated rate only) Power consumption at actual metered rates by NSP, plus any additional charges for maintenance and replacement Based on 40 approved lots	Est. \$75.00 /annum
Edward Drive, (estimated rate only) Power consumption at actual metered rates by NSP, plus any additional charges for maintenance and replacement Based on 66 approved lots	Est. \$70.00 /annum
Irvn Dr, Merriweather Cr, Annie May Crt, Goosie Loop (estimated annual rate has been calculated based on the current 14 NSP LED streetlights, current level of service) 14 ea. x \$31.50 + net HST bi-monthly = \$2,759.51 annually Based on 352 approved lots	Est. \$ 7.84 /annum

Irven Dr, Merriweather Cr, Annie May Crt, Goosie Loop (estimated annual rate has been calculated based on the current 14 NSP LED streetlights, plus an additional 16 NSP LED streetlights, location TBD, this would be an expanded level of service as requested) 30 ea. x \$31.50 + net HST bi-monthly = \$5,913.24 annually Based on 352 approved lots	Est. \$ 16.80 /annum
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ALTERNATIVES

Council may choose not to participate in this program.

ATTACHMENTS

East Hants Street Light Policy

CHIEF ADMINISTRATIVE OFFICER REVIEW

The comments made in the report reference The Crossing as an example area where streetlights could be a benefit. Staff have used this community as an example and provided comments and discussion points that can be applied to the WHRM.

As the Director has noted a policy is very likely in order. A quick search of our neighbors , East Hants, reveals an existing policy that can serve as a comparison or best practice.

Points of Consideration for Council

- Growth Centers vs. Non-Growth Center Areas
 - *Or As described by the East Hants Street Light Policy*
 - *A Serviced Area*
 - *A Partially Serviced Area*
 - *An Un-Serviced Area*
- Charges: Area Rated (By Community or Area receiving the benefit or service)
- Setting the lighting standard for developers and communities to adhere “by requirement” or “if requested”.
- Public street lighting vs. private streetlighting.

- If streetlighting is not a mandatory requirement of a development by the Municipality, an application and decision-making process must be defined by policy to address requests by developers or residents seeking the installation of streetlighting or the removal of existing streetlighting.

I encourage Council to review the East Hants Policy as its' community characteristics are similar. The WHRM having four (4) distinct growth centers, two (2) being previous Towns, may warrant an amendment to the Municipal Standards Specification Manual to include streetlighting as a requirement of all new roads in the region if supported by Council.

There are multiple considerations for Council moving forward. The following suggestions are for Council's consideration:

Streetlight Policy Principles

- a) All **new roads** in all four (4) growth centers require streetlighting (Windsor , Hantsport, Falmouth and Three Mile Plains). *An amendment to the Municipal Standards Specification Manual would be required.*
- b) Street Light Addition or Removal by application in all other areas , including existing streets in growth centers in the WHRM substantially the same as the East Hants Policy by application.
 - i. *A Serviced Area*
 - ii. *A Partially Serviced Area*
 - iii. *An Un-Serviced Area*

Report Prepared by:



Brad Carrigan, Manager Engineering & Capital Projects

Report Reviewed / Prepared by:



Todd Richard, Director of Public Works

Report Approved by:



Mark Phillips, CAO

PURPOSE

This policy presents budgeting, financing and operating guidelines for municipally owned streetlights and describes the criteria for reviewing requests for new streetlight installations.

OBJECTIVES

The objectives of the Street Lighting Policy are to:

1. Provide policy direction with respect to street light service levels and overall street light administration;
2. Provide tax payers with direction on how to request changes to the street light service;
3. Provide the Director of Finance with direction on making changes to the street light service;
4. Provide the Director of Infrastructure and Operations with direction on repairing and replacing malfunctioning street lights;
5. Provide the Civil Engineering Technologist with direction on developer installation standards and fees;
6. Provide the Director of Planning and Development with direction on developer installation standards and fees.

SCOPE

This policy applies to municipally owned and operated streetlights. It does not apply to privately installed lights. Municipally owned streetlights are provided for traffic safety, not property security.

DEFINITIONS

Term	Definition
Streetlight Serviced Area	An area currently serviced with streetlights where streetlights appear in a specific pattern throughout the serviced charge area (the Corridor urban service area, Mt Uniacke subdivision/Park properties, the Rawdon streetlight service area and the electoral districts of Nine Mile River and Enfield District 10).
Streetlight Partially Serviced Area	An area partially serviced with streetlights or an area where an area rate is charged to contribute towards a neighboring urban serviced area (areas of Elmsdale, Milford and Shubenacadie that fall outside the centrally serviced area; safety lighting throughout the electoral districts of Mt Uniacke).
Streetlight Un-serviced Area	An area where no streetlights or charges for urban services exists (the remainder of the Municipality).
Bylaw	Denotes laws passed and enforced by the Municipality.

Term	Definition
Council Policy	A resolution of the council that is required, pursuant to the Municipal Government Act, to be recorded in the bylaw records of a municipality, except where the context otherwise requires.
Policy Directive	An order or instruction issued by the Municipality through policy statements. Directives are typically mandatory and use terms “must”, “shall” and “will”.
Policy Guideline	A policy statement such as a rule or principal that provides guidance to appropriate behavior. Guidelines are non-mandatory and use the terms “may” and “should”.
Private Road	Private Road as defined in the Subdivision Bylaw
Standard	An organization’s technical and performance specifications in regard to a deliverable.

POLICY

The Municipality of East Hants is responsible for all costs associated with the ownership of its streetlight assets. These costs include, but are not limited to, the installation, maintenance and operation of streetlight fixtures and arms. Installation and maintenance of streetlights are contracted to an external service company.

This policy presents budgeting, financing and operating guidelines for municipally owned streetlights, describes the criteria for reviewing requests for new streetlight installations and outlines subdivider/developer installation standards and fees.

POLICY STATEMENT

The following policy statements are the directives and rules by which the Municipality of East Hants personnel must follow.

1. Budget and Financing

- 1.1 The Streetlight Serviced Area Map, appended to this Policy as Schedule A, identifies streetlight serviced areas, as defined by this Policy.
- 1.2 Within Streetlight Serviced Areas, as shown on Schedule A, Subdividers/Developers/Private Road owners are required to pay for the installation of municipally approved streetlights according to the guidelines set in Schedule B of this Policy.
- 1.3 A Streetlight Reserve is established for the following purposes:
 - a) To provide for a reasonable and cost-efficient inventory of light fixtures and arms for replacements and new installations;
 - b) To provide for the installation, maintenance and labour costs related to new installations; and,
 - c) To provide for a cost-efficient and reasonable capability of recovering from uninsurable streetlight related losses due to a natural disaster or other unforeseen event.

The balance of this reserve will be reviewed annually during the regular budgeting process.

1.4 The Streetlight Reserve will be divided into two areas:

- a) Urban Service Rate Streetlight Reserve, which will fund streetlight costs for Urban Service Rate communities; and,
- b) Other Streetlight Reserve, which will fund streetlight costs for streetlight-serviced communities who are charged only for streetlight services.

1.5 Capital budgets will be proposed to Council on an annual basis. These budgets will be based on an estimate of new streetlight installations for the forthcoming fiscal year. New installations do not include replacements, which are considered a maintenance operating cost. Over-expenditures of this budget will be governed by the rules set out in Council approved policy.

1.6 Operating budgets will be proposed to Council on an annual basis to provide for streetlight maintenance, insurance and operational costs. Over-expenditures of this budget will be governed by the rules set out in Council approved policy.

1.7 The Municipality shall recover any streetlight-related costs, not financed by reserves, Private Road owners or subdividers/developers, by one of the following methods, as specified in the terms of an area petition or by the local area Councillor(s) of the charge area:

- a) Uniform amount per property;
- b) Uniform amount per dwelling unit; or
- c) Area rate per \$100 of assessment.

1.8 This charge will be included on and become part of the total taxes due on the annual final tax billing.

1.9 The Municipality is not responsible for the installation of new streetlights on private roads (amended May 2018). The Municipality will pay for power and operating repairs on private road lights. The Municipality will pay for replacement of a private road streetlight if the light was installed prior to May 2018.

1.10 All area rates will be approved by Council on an annual basis.

2. Streetlight Areas

The Municipality of East Hants sets various area rates for streetlight charges. Areas throughout the Municipality can be defined as streetlight serviced, partially serviced and un-serviced; see below. The Streetlight Serviced Area Map is found in Schedule A of this policy. The Streetlight Serviced Area Map is a map showing the fully serviced streetlight areas of East Hants. This map, as amended from time to time by Council, will be maintained by the Director of Planning and Development. The map will be a

reference when enforcing the Subdivision Bylaw (SUB) for the purpose of determining when a developer or private road owner will be required to provide for the capital cost of streetlights.

Streetlight Serviced Area	An area currently serviced with streetlights where streetlights appear in a specific pattern throughout the serviced charge area (the Corridor urban service area, Mt Uniacke subdivision/Park properties, the Rawdon streetlight service area and the electoral districts of Nine Mile River and Enfield District 10).
Streetlight Partially Serviced Area	An area partially serviced with streetlights or an area where an area rate is charged to contribute towards a neighbouring urban serviced area (areas of Elmsdale, Milford and Shubenacadie that fall outside the centrally serviced area; safety lighting throughout the electoral districts of Mt Uniacke).
Streetlight Un-serviced Area	An area where no streetlights or charges for urban services exists (the remainder of the Municipality).

3. Guidelines for Installations in Streetlight Serviced Areas

3.1 General

Streetlights are provided for traffic safety, not property security.

The Municipality reserves the right to make streetlight servicing decisions in a manner that allows for control of the billing structure in place.

3.2 Streetlight Requests

Developers and Private Road owner(s) will apply directly to the Municipality for all new streetlight installations.

Individual residents and organizations may apply directly to the Municipality for a new streetlight to be located in a Serviced Area only. Individual residents and organizations who wish to apply for a new streetlight in a Partially Serviced or Un-serviced area must do so through their area Councilor or via the petition process (see Section 3).

Requests shall be reviewed and approved or denied by the Director of Finance. Where this policy is silent, approval to proceed with streetlight installation or removal will be sought from the Councilor(s) in the charge area or by a motion of Council.

3.3 Decision Criteria for Serviced Area Streetlight Requests

The Municipality of East Hants does not have a comprehensive street lighting design plan. In the absence of such a plan, the installation of streetlights will be reviewed and approved or denied based upon the following applicable street lighting policy guidelines:

- a) The streetlight capital budget can accommodate the new installation or the CAO has approved an over-expenditure according to current policy of Council;
- b) The light requested is within a Serviced Area and follows the established pattern in the area;
- c) The lights requested are servicing new development within a Serviced Area;
- d) The light requested is within a Partially Serviced or Un-serviced area and is classified as Safety Lighting;
- e) There is an existing utility pole at the requested location;
- f) The light is not located on private property (except when being installed by private road owners on the private road);
- g) The light is roadway facing;
- h) There is sufficient electric equipment, wiring, and pole space clearance available at the requested location for the addition of a streetlight.

3.4 Decision Criteria for Safety Lighting Streetlight Requests

Safety lighting requests will be reviewed and approved or denied based on the following:

- a) The request is for one light or the sporadic placement of lights throughout an area;
- b) In a Partially Serviced area the request must be supported by the area Councillor and the existing rate must cover the anticipated cost;
- c) In Un-serviced areas, where the streetlight will be charged to the Transportation budget of the Municipality, the request must be supported by a motion of Council;
- d) There is an existing utility pole at the requested location;
- e) The light is not located on private property;
- f) The light is roadway facing;
- g) There is sufficient electric equipment, wiring, and pole space clearance available at the requested location for the addition of a streetlight;
- h) Priority will be given to the installation of safety lights at/in:

- i) roadway intersections;
 - i. pedestrian crosswalks;
 - ii. areas with high night-time traffic accident history (per Police/Fire Department);
 - iii. areas with road conditions that are deemed potentially hazardous;
 - iv. areas of heavy pedestrian or vehicular traffic, such as public or community buildings (schools, community centers, etc.).

4. New Streetlight Service Requests

The Municipality reserves the right to make streetlight servicing decisions in a manner that allows for control of the billing structure in place.

New Streetlight Services - Partially Serviced area

A new streetlight service is considered as a request for a substantial (more than 5% of the pre-existing number of lights in any one fiscal year) installation of lights within a Partially Serviced area. This does not include the installation of safety lighting within these areas.

New Streetlight Services - Un-serviced area

A new streetlight service is considered as a request for the installation of lights within a previously un-serviced area. This does not include the installation of safety lighting within that area.

A *New Streetlight Service* may be requested by the area Councillor(s) or by petition. Where charges for a new service across electoral boundaries, approval to proceed must be received from all area Councillors affected. Where a petition is required, resources permitting, municipal staff will undertake the petitioning of property owners within the proposed charge area. Where a new billing area rate is required, lights will not be installed until Council approves the creation of the new rate.

The petition shall:

- a) clearly map the charge area to which the request pertains;
- b) indicate the properties that are located within the charge area;
- c) indicate the proposed cost impact of installation and estimated area rate as determined by the Director of Finance in consultation with the area Councillor(s) (charged per property, charge per dwelling unit or charge per \$100 of assessment);
- d) indicate the proposed location of the streetlights to be installed; and,
 - e) indicate that owners representing at least 2/3 of the properties in the charge area must attest that they are in favour of street lighting in order for the petition to be considered.

5. Removal of Streetlight Services

Removal of existing streetlights may be requested by the area Councillor(s) or by petition. Where the service charge area crosses electoral boundaries, approval must be received from all area Councillors affected. Where a petition is required, resources permitting, municipal staff will undertake the petitioning of property owners within the proposed charge area.

The petition shall:

- a) clearly map the charge area to which the request pertains;
- b) indicate the properties that are located within the charge area;
- c) indicate the proposed cost impact of removal and a method of charge back as determined by the Director of Finance in consultation with the area Councillor(s) (charged per property, charge per dwelling unit or charge per \$100 of assessment);
- d) indicate the estimated annual savings of removing the lights;
- e) indicate the exact streetlights to be removed; and,
- f) indicate that owners representing at least 2/3 of the properties in the charge area are in favour of the removal of the street lighting in order for the petition to be considered.

6. Repairs and Replacement of Malfunctioning Streetlights

The Director of Infrastructure and Operations is responsible for coordinating the installation, maintenance and replacement of all streetlights.

The Municipality will become aware of malfunctioning street lights as follows:

- a) by reports received from the public; and
- b) by periodic area sweeps.

The Municipality will order repairs/replacements of malfunctioning streetlights from its maintenance contractor in accordance with the following guidelines:

- a) If there is a clear and imminent threat to public safety, a repair or replacement will be ordered immediately;
- b) Otherwise, the Municipality will order repairs/replacements when it is cost-effective, but in all cases, an order for known work will be placed no later than every three months.

Schedule A - Streetlight Service Area Map

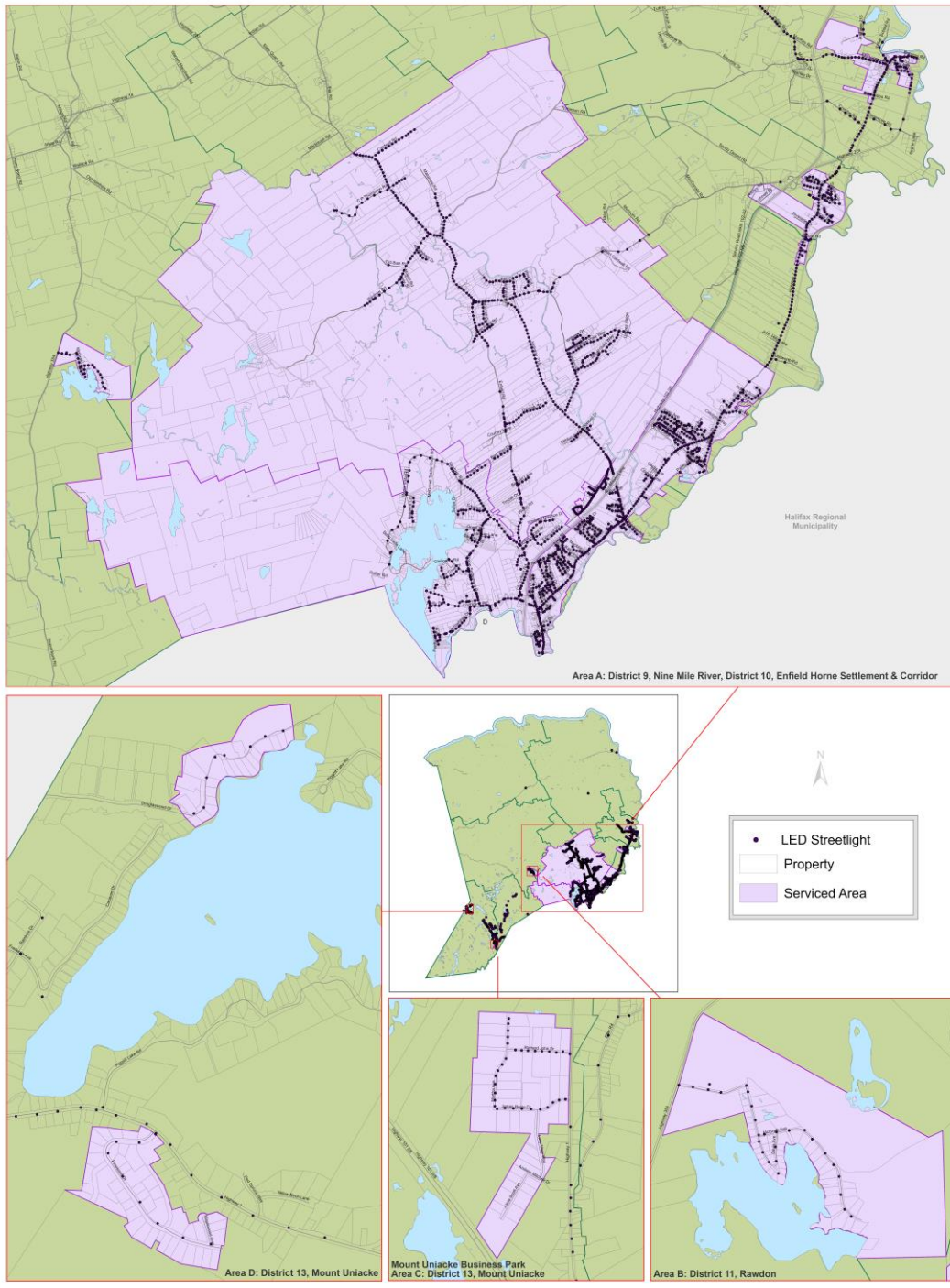


STREET LIGHTING POLICY

☒ Council ☐ Administrative

Streetlight Service Area Map - Schedule A

March 2022
Version 5.0



Schedule B: Sub-divider/Developer/Private Road Installation Standards and Fees

Developers and private road owners are required to provide for the capital cost of Municipally-approved streetlights in their developments where required per the Municipality of East Hants Subdivision Bylaw (SUB) or by development agreement. The standard will be one streetlight at every intersection and at every second utility pole or as determined necessary by the Civil Engineering Technologist. The Municipality will, on behalf of the developer/private road owners, purchase and install the streetlights and recover the costs via a fixed fee per installed streetlight, according to the following schedule. Alternatively, the developer/private road owners may contract for the installation of lights; this must be done in accordance with NS Power's standards, permissions and regulations and with the light specifications approved by the Civil Engineering Technologist. The standard fixture will be a 43W fixture, except at intersections, which may require higher illumination, at the Municipality's discretion.

A Sub-divider/Developer/Private Road owner may provide for the capital cost of Municipally-approved streetlights in their developments in the partially serviced areas if the request is supported by the area Councillor and the existing rate is able to cover the anticipated cost, while maintaining control over the billing systems in place.

Subdivider/Developer/Private Road Owners Installation Fees:

Date	LED Streetlight Fully Installed Unit Cost (\$/Assembly)			
	40-55 Watt	83 Watt	110 Watt	10' Arm Surcharge
Nov 30th, 2021 to Nov 30th, 2022	\$ 790	\$ 1,050	\$ 1,190	\$ 200
Nov 30th, 2022 to Nov 30th, 2023	\$ 820	\$ 1,090	\$ 1,230	\$ 200
Nov 30th, 2023 to Nov 30th, 2024	\$ 850	\$ 1,130	\$ 1,270	\$ 200

Note: Additional Traffic Control charges may apply

GOVERNANCE

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Owner	The Director of Finance is responsible for the administration of the Street Lighting Council Policy.
Assistant Municipal Clerk	- Facilitate an annual Policy Review; and, - Ensure final approved policies are maintained, stored and posted where appropriate
Municipality of East Hants Staff	All personnel that fall within the scope of this policy must follow the policy statements within this document and must follow the governing authority of the policy owner.

RELATED DOCUMENTATION

Document Name	Document ID	Document Type
LED Streetlights by District	Database of LED Lights by location	Report
East Hants Street Light Request Form	PDF - Shared Drive	Form

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Street Light Policy to Council for approval		Kim Ramsay - Director of Finance	Council	February 2011
2.0	Street Lighting Policy to incorporate new LED light ownership structure and developer requirements		Normand Gendron - Acting Director of Finance	Council	November 2011
3.0	Street Lighting Policy changes to incorporate developer requirements into the Subdivision By-law and changes to the definition of "Streetlight Serviced Area".		Kim Ramsay - Director of Finance	Council	May 2012
4.0	Street Lighting Policy changes to incorporate changes to Schedule B		Kim Ramsay - Director of Finance	Council	October 2012
5.0	Changes to District references and staff titles and incorporating Private Road considerations		Kim Ramsay - Deputy CAO	Council	May 23 rd , 2018

STREET LIGHTING POLICY

☒ Council ☐ Administrative

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
6.0	Changes to maps to add three additional areas		Sue Surrette - Director of Finance	Council	May 22 nd , 2019
7.0	Update Schedule A - Map & Schedule B - new contract rates		Sue Surrette - Director of Finance	Council	March 30 th , 2022

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.



Kim Ramsay
Municipal Clerk



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: Kathy Kehoe, Director Community Development

Date: January 5, 2023

Subject: West Hants Sports Complex Electronic Sign

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

That the Committee of the Whole recommends to Council that a funding allocation in the amount of \$70,000 for a double-sided LED display board be included in the 2023/24 Capital Budget to support the procurement, purchase, and installation of an electronic sign for the West Hants Sports Complex.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐
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At the September 27, 2022, West Hants Regional Municipal Council meeting the following motion was passed:

MOVED BY MAYOR ZEBIAN AND COUNCILLOR B. MORTON THAT COUNCIL DIRECTS STAFF TO CREATE A REPORT ON THE PURCHASE OF AN ELECTRONIC SIGN FOR THE WEST HANTS SPORTS COMPLEX, THE COST OF THE SIGN, POSITION OR AREA OF LOCATION AND ALL RELEVANT INFORMATION FOR COUNCIL TO CONSIDER.

DISCUSSION

At the September Council meeting a motion was brought forward regarding the need for an electronic sign at the West Hants Sports Complex to help promote the facility and the programs and events being offered. Staff have reviewed this and agree an electronic sign would be beneficial for communicating with the public.

Staff have reviewed possible locations and are recommending that the LED sign should be placed along Wentworth Road to maximize promotions within the Complex but double as a promotional sign for other municipal events. Mounting an LED sign on the Complex was a consideration but would limit our ability to capture more views / traffic. It is also a staff recommendation that if there is agreement in purchasing an exterior LED sign, we consider as part of the procurement process a Canadian company (Light Vu as an example) that distribute in Canada, service the signs with available parts and user-friendly software. LED signs can become disposable very quickly due to the inability to get parts that have to be imported. The below estimates were obtained from the above-mentioned company, distributed by Ivan's Audio (supplier of Complex over ice game board).

NEXT STEPS

Staff will review all capital projects and bring forward recommendations during the budget process.

FINANCIAL IMPLICATIONS

The approximate cost for an electronic sign is \$43,450.00 plus net HST, \$15,000 - \$20,000 to install roadside, plus net HST and can be included in the capital budget process. The Canada Community Building Funding allows for the purchase of Sports Infrastructure, which includes Electric Signs for arenas and recreation facilities. This funding source must be approved by West Hants Regional Council. At this time, the Regional Canada Community Building Fund Reserve is projected for have a March 31, 2023 balance of \$759,400.31 and would be able to support this project.

ALTERNATIVES

Council can choose not to approve the recommendation to include the procurement of an electronic sign for the West Hants Sports Complex in the 2023/2024 Capital Budget process.

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and recommendation is in alignment with Council's direction.

I support the recommendation.

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

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

Report Reviewed by: _____
Kevin Bennett, Manager, Parks & Recreation Facilities

Report Approved by: _____

Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: 
Shelleena Thornton, Municipal Operations Supervisor

Date: January 10, 2023

Subject: Noise and Community Standards By-Law RN-001

LEGISLATIVE AUTHORITY

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

- 172 (1) A council may make by-laws, for municipal purposes, respecting
- (d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations, and without limiting the generality of the foregoing, by-laws
 - (i) prescribing a distance beyond which noise shall not be audible,
 - (ii) distinguishing between one type of noise and another,
 - (iii) providing that any noise or sound greater than a specific decibel level or other measurement of noise or sound is prohibited,
 - (iv) prescribing the hours during which certain noises, or all noise above a certain level, specified in the by-law is prohibited,
 - (v) authorizing the granting of exemptions in such cases as the by-law provides,
 - (vi) providing that it is an offence to engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.

RECOMMENDATION

...that Council give First Reading to the Noise and Community Standards By-law RN-001.00 at the January 24, 2023 Council meeting.

BACKGROUND

Property ☐	Public Opinion ☒	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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The former Town of Windsor and Town of Hantsport have by-laws respecting noise that are still in effect. The former Municipality of the District of West Hants does not have a by-law. The existing by-laws do not uniformly address noise or nuisance matters for the region.

At the March 23, 2021 Council meeting, staff was directed to create a Noise By-law for the Regional Municipality.

DISCUSSION

Taking into consideration our regional geography (rural and growth centres), staff engaged with each other and consulted with the RCMP and other Nova Scotia municipalities for similar by-laws. A draft has been created while considering the below points.

- Agriculture operations are exempt from noise by-laws due to other Provincial Acts and Regulations.
- After-hours enforcement would be done by the RCMP, and charges are typically under sections of the Criminal Code for causing a disturbance and mischief. Laying charges under the Criminal Code also requires time to investigate, prepare a package, and relay to the Provincial Court.
- Noise tolerance levels vary from person to person.
- As per the *Guidelines for Environmental Noise Measurement and Assessment* (which is currently under review) ...
 - The effect of noise on people is an extremely complicated field.
 - There are a number of factors and measures of noise, making it challenging to establish parameters that will appease everyone as it pertains to 'nuisance-type' noise sources (under which Municipalities are responsible for).
 - This would include disturbing the peace, faulty mufflers, loudspeakers, etc., which are typically handled through the police force.
- Decibel levels are subjective (and current suggested levels in the *Guidelines for Environmental Noise Measurement and Assessment* are under review as they are considered too low).
- Fireworks (organized or private) are not illegal in Nova Scotia. Under the proposed by-law, organized fireworks are permitted. Private fireworks are difficult to enforce (as they are usually less than ten minutes in duration).
- Other noise considerations...
 - Barking – included in the Dog-Bylaw.
 - Fighting, screaming, shouting – should be addressed by the police.
 - Vehicle-related noises –covered under the Motor Vehicle Act and enforced by the police.

- Golf courses typically start mowing before 6:00 a.m. Former Municipality of West Hants received complaints about this in the past; however, none in the past couple of years. If this is to be addressed, a potential solution could be:
 - Section 6 – include all golf courses as a ‘fixed exemption’.
- Sound meters
 - Need frequent calibration (and often by technicians). Reading accuracy can be affected if even slightly out of calibration.
 - WHRM would need to purchase sound meters (as former Town of Windsor’s are very dated and there are no technicians in NS to calibrate them).
 - Would need to be used at the moment the noise is occurring.
- Noise By-law Challenges
 - Noise tolerance levels vary from person to person.
 - Timing of the complaint. As mentioned, sound meters would also need to be used at the very moment the noise is occurring.
 - Noise measurement (duration and activity).
 - Often an issue between neighbours.

The proposed by-law has also been vetted through the Municipal Solicitor, John Shanks.

NEXT STEPS



If approved by Council, the documents to enable the issuance of Summary Offence Tickets versus long form would be prepared.

FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality unless decibel sound readers are needed. The commercial ones range anywhere between \$700 – thousands of dollars, not including calibration which would need to be done as-needed.

Advertising costs are included in annual operating budgets.

ALTERNATIVES

Council may decide to:

- Not hold First Reading;
- provide alternative direction.

ATTACHMENTS

- Proposed draft Noise and Community Standards By-law RN-001
- Town of Windsor's Prevention of Excessive Noise By-law #33
- Town of Hantsport's Noise By-law #101-2

CHIEF ADMINISTRATIVE OFFICER REVIEW

The review of the draft by-law has been vetted through the various municipal departments for comments. The by-law is general in nature with the purpose of setting an overarching standard regarding noise and nuisance related matters within the Municipality. It does assume most residents are in good standing, respect their neighbors and that they jointly wish to have a peaceful existence within their home or on their property.

Specific exemptions and expected hours of compliance are aimed to assist in communicating the standard or expectations set by the Municipality.

It should be noted that disputes between neighbors that do not have the primary motivation to peacefully coexist with mutual respect, under a solution-based approach, would be very difficult to create an accommodating bylaw or to enforce it.

I support the approach taken through this bylaw and support the recommendation.

Report Prepared by: 
Shelleena Thornton, Municipal Operations Supervisor

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

Report Reviewed by: _____

Ryan Parker & Shawn Levy, Special Constables/By-law Enforcement
Officers

Report Approved by:  _____

Mark Phillips, CAO

LEGISLATIVE AUTHORITY

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

- 172 (1) A council may make by-laws, for municipal purposes, respecting
- (d) nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations, and without limiting the generality of the foregoing, by-laws
 - (i) prescribing a distance beyond which noise shall not be audible,
 - (ii) distinguishing between one type of noise and another,
 - (iii) providing that any noise or sound greater than a specific decibel level or other measurement of noise or sound is prohibited,
 - (iv) prescribing the hours during which certain noises, or all noise above a certain level, specified in the by-law is prohibited,
 - (v) authorizing the granting of exemptions in such cases as the by-law provides,
 - (vi) providing that it is an offence to engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.

1. TITLE

- 1.1 This by-law will be known as the “Noise and Community Standards By-law”.

2. PURPOSE

- 2.1 The purpose of this By-law is to regulate unwanted noise and public nuisance in the Municipality.

3. DEFINITIONS

In this by-law, all words have their normal dictionary meanings, except as follows:

- (a) “Council” means the Council of the West Hants Regional Municipality.
- (b) “Municipality” means the West Hants Regional Municipality.
- (c) “Noise” means any unwanted sound that doesn’t happen in a natural environment and can include sounds coming from people, machinery, equipment, residential and commercial properties, as well as industrial places.

4. SCOPE

- 4.1 This By-law applies to the Municipality in its entirety.

5. PROHIBITIONS AND INTERPRETATIONS

- 5.1 No person or Corporation will at any time between the hours of 11:00 p.m. and 6:00 a.m. Monday to Friday, engage in any activity which generates noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood. For the purpose of this section, evidence that one person is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.
- 5.2 No person or Corporation will at any time between the hours of 11:00 p.m. and 8:00 a.m. Saturdays and Sundays, engage in any activity which generates noise or sound that unreasonably disturbs the peace and tranquility of a neighbourhood. For the purpose of this section, evidence that one person is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.

6. FIXED EXEMPTIONS

This by-law does not apply to:

- 6.1 emergency response personnel engaged in the execution of their emergency response duties, including operating comfort centres and emergency shelters with generators;
- 6.2 the emission of sound in connection with any organized traditional, festive, or religious activity;
- 6.3 the emission of sound in connection with calls to worship, ringing of bells at places of religious worship, or services of religious worship;
- 6.4 noises in connection with organized athletic or recreational activities in municipal, school, public park areas, arenas, or community centres and halls;
- 6.5 noise caused by the Municipality, Government of Canada, Province of Nova Scotia, Nova Scotia Power Corporation, and/or telecommunication companies and their contractors and employees when acting in the reasonable execution of their duties;
- 6.6 any noise emitted from, or associated with, any Industrial operation permitted by the relevant land use by-law; and
- 6.7 any noise generated by agricultural practices which the Nova Scotia Farm Practices Board deems consistent with the code of practice or in the absence of a code, consistent with other directives or accepted customs or standards of similar operation.

7. ENFORCEMENT / PENALTY

- 7.1 Each day during which any violation, contravention, or breach of the By-law continues will be deemed a separate offence.
- 7.2 Any person designated to enforce this By-law may enter upon or into private property for the purpose of inspection, maintenance, and enforcement of this By-law.
- 7.3 Pursuant to the Police Act, 2004, c. 31, s.1, peace officers, special constables, and by-law enforcement officers are designated to enforce this By-law.
- 7.4 A person or Corporation who commits an offence will, on summary conviction, be liable to a fine not less than \$500.00 and not more than \$10,000.00, or imprisonment for a period of not more than one (1) year or both, including the imposition of a minimum fine.
- 7.5 Any person who commits an offence under section 5 of this By-law and who is given notice of the contravention, may pay to the West Hants Regional Municipality, at the place specified in the notice, the sum of \$250.00 within 14 days of the date of the notice and will thereby avoid prosecution for that contravention.

8. REPEAL & REPLACE

- 8.1 This by-law hereby repeals:
- Town of Windsor's Prevention of Excessive Noise By-law #33
 - Town of Hantsport's Noise By-law #101-2



**WEST HANTS REGIONAL MUNICIPALITY
NOISE AND COMMUNITY STANDARDS BY-LAW**

RN-001

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

(Signature of Municipal Clerk)

(Typed name of Municipal Clerk)

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



TOWN OF WINDSOR BYLAW # 33 PREVENTION OF EXCESSIVE NOISE BYLAW

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

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

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

33.02 In this Bylaw:

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

33.03

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

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

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

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

33.04

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

33.05

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

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

33.06

This Bylaw does not apply to the following:

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

33.07

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

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

33.08

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

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

33.09

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

Clerk's Annotation for Official Bylaw Book

Date of first reading of bylaw: June 28, 2005

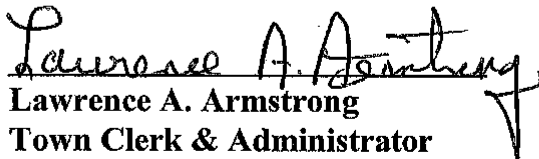
Date of advertisement of Notice of Intent to Consider: July 6, 2005

Date of second reading of bylaw: July 26, 2005

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

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

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


Lawrence A. Armstrong
Town Clerk & Administrator
Town of Windsor

Aug. 4, 2005
Date



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

Noise By-law

PREAMBLE:

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

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

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

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

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

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

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



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

Noise By-law

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

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

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

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

4.

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

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



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

Noise By-law

5.

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

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

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

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



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

Noise By-law

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



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

Noise By-law

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

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

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



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Deanna Snair

Date: January 10, 2023

Subject: Regional High School Bursary Policy

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

Should council wish to continue the creation of a Regional High School Bursary Policy, the following recommendation would need to be made:

That Committee of the Whole recommend Council adopts the Regional High School Bursary Policy (Option 1, 2, 3 or 4) as presented at the January 10th, 2022 Committee of the Whole meeting.

Should Council wish to proceed with the creation of a Regional High School Bursary Account and fund all bursaries through this the following recommendation would need to be made:

That Committee of the Whole recommend Council direct staff to create a Regional High School Reserve Account in which Bursaries will be funded through and further that Council direct staff to withdrawal \$56,953.63 from the Operating Budget to be deposited into a Regional High School Reserve Account subject to the 2023-24 budget deliberations.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐
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At the June 14, 2022, Committee of the Whole meeting, direction was given 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 reflect an equal opportunity for all students residing within West Hants regardless of the high school they choose to 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. (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.

Bursary Name	Criteria	Amount
Jeanne Bourque Carpe Diem Memorial Bursary	- 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 - First consideration given to students entering an Energy Futures Program or Engineering and Applied Sciences or Natural Resources and Environment Programs	Value: \$500.00
Fred Fox Memorial Bursary Scholarship	- Awarded annually to an Avon View High School graduating student - Pursuing a career in the trades industry	Value: \$500.00
Dr. Garth Vaughan Memorial Bursary	- A Windsor Resident - Enrolled in a post-secondary institution	Value: \$500.00

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).

High School	Number of Potential Graduates
Avon View High School	Upwards of 205
Horton High School	Upwards of 52
Windsor Adult High School	Upwards of 8
West Hants Adult High School	Upwards of 8

Currently bursaries are distributed by way of the Windsor and Area Education Fund Association (WAEFA). This committee is made up of individuals within the school who are familiar with each student/applicant and can best match students with bursaries. Bursary criteria is shared with the committee, who in turn selects the successful recipient (based on the criteria outlined). Applications are reviewed closely to ensure they match and meet specific criteria with the intent to evenly distribute bursaries based on applicants meeting the criteria outlined.

To ensure an opportunity exists for all graduating students who reside within West Hants, staff recommend creating a Regional High School Bursary/Grant Policy. 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. Currently bursaries/grants are funded through the Operational Budget and funneled through the Grants & Contributions Policy RCOFN-012.00.

A Regional Policy will demonstrate and formalize Councils commitment to ensuring an opportunity exists for all graduating students to apply and potentially receive a bursary/grant who reside within West Hants.

The objective of the Regional High School Bursary/Grant Policy is to provide access to bursaries/grants to all students who reside within West Hants while still maintaining the true intent of each bursary as it was created.

DISCUSSION

In keeping with the discussions that occurred at the December 6th meeting; staff have explored two potential options for Council to consider; continue with the current practice and fund bursaries through the Operating Budget or create a Reserve Account and fund bursaries through this account.

Should Council support the continued practice and fund Bursaries through the Operating Budget, the following chart outlines the financial commitment required over the periods of five (5), ten (10) and twenty (20) years.

Bursary Amounts	5 -years	10-years	20-years
\$500	\$10,000	\$20,000	\$40,000
\$1000	\$20,000	\$40,000	\$80,000

Should Council choose to invest funds in a Reserve Account with the intention to build interest resulting in the bursaries sustaining themselves. The following chart outlines the financial commitment and initial investment required.

Bursary Amounts	5 -years	10-years	20-years
\$500	\$9,035.22	\$16,649.99	\$28,476.32

\$1000	\$18,070.44	\$33,299.98	\$56,952.63
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With the recognition that there may be cost savings in creating and funding a Reserve Account, the following charts outline potential savings over a span of five (5), ten (10) and twenty (20) years. The contrary point to consider would be that an initial investment would be required, although it should be noted that savings are achieved over a period of time and are determined based on the financial investment and the investment duration. The longer investment period, the more savings achieved.

COST SAVINGS COMPARISON FOR BURSARIES OVER A 5-YEAR PERIOD

Bursary Amounts	5 -years	Savings
\$500 (Operating Budget)	\$10,000	
\$500 (Reserve Account)	\$9,035.22	\$964.78

Bursary Amounts	5 -years	Savings
\$1000 (Operating Budget)	\$20,000	
\$1000 (Reserve Account)	\$18,070.44	\$1929.56

COST SAVINGS COMPARISON FOR BURSARIES OVER A 10-YEAR PERIOD

Bursary Amounts	10 -years	Savings
\$500 (Operating Budget)	\$20,000	
\$500 (Reserve Account)	\$16,649.99	\$3350.01

Bursary Amounts	10 -years	Savings
\$1000 (Operating Budget)	\$40,000	
\$1000 (Reserve Account)	\$33,299.98	\$6702.02

COST SAVINGS COMPARISON FOR BURSARIES OVER A 20-YEAR PERIOD

Bursary Amounts	20 -years	Savings
\$500 (Operating Budget)	\$40,000	
\$500 (Reserve Account)	\$28,476.32	\$11,523.68

Bursary Amounts	20 -years	Savings
\$1000 (Operating Budget)	\$80,000	
\$1000 (Reserve Account)	\$56,953.63	\$23,047.37

Based on discussions that occurred at the December 6, 2022, Committee of the Whole meeting, and in keeping with the intent and criteria outlined within each bursary an amendment would be required to all three (3) Bursaries (**Jeanne Bourque Carpe Diem Memorial Bursary, Fred Fox Memorial Bursary Scholarship** and the **Dr. Garth Vaughan Memorial Bursary**).

The amendment to all three bursaries would remove any barriers currently defining where a recipient resides or attends school. For example, the Jeanne Bourque Carpe Diem Memorial Bursary is awarded to an Avon Valley High School graduating student. The Fred Fox Memorial Bursary Scholarship is awarded to an Avon View High School graduating student and the Dr. Garth Vaughan Memorial Bursary is awarded to A Windsor Resident. As a result of this amendment all students residing in West Hants would be eligible to apply so long as the remaining criteria has been met.

Schools would be provided with Bursary details and criteria. Two potential recipients from each school would be selected based on the criteria outlined and submitted to the Municipality for final consideration. A committee representing Council members would determine the successful recipients.

As suggested in a previous report, any changes to the use or application of the pre-existing bursaries should require 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 change.

In keeping with the discussions that occurred at the December 6th meeting; staff have prepared two (2) Bursary options for Council to consider.

STUDENTS ATTENDING IDENTIFIED SCHOOLS ARE ABLE TO APPLY

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

Option 1 and Option 3 – Total of \$2,000 FOUR (4) Bursaries in total open to all FOUR (4) Schools with graduating students residing within West Hants.

Dr. Garth Vaughan Memorial Bursary (\$500)

✓ or	✓ or	✓
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Fred Fox Memorial Bursary (\$500)

✓ or	✓
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Jeanne Bourque Carpe Diem Memorial Bursary (\$500)

Inspire West Hants Bursary (\$500)

*** School committees would select their top two (2) recipients and forward the potential recipients’ names to the Municipality.**
A committee representing Council members would select the recipients of the Bursaries*
Option 2 and Option 4 - Total of \$4,000 FOUR (4) Bursaries in total,
open to all FOUR (4) schools with graduating students residing within West Hants.

Dr. Garth Vaughan Memorial Bursary (\$1,000)

Fred Fox Memorial Bursary (\$1,000)

Jeanne Bourque Carpe Diem (\$1,000)

Inspire West Hants Bursary (\$1,000)

*** School committees would select their top two (2) recipients and forward the potential recipients’ names to the Municipality.**
A committee representing Council members would select the recipient of the Bursaries*

✓ or	✓ or	✓
✓ or	✓ or	✓
✓ or		
✓ or	✓ or	✓
✓ or	✓ or	✓
✓ or	✓ or	✓
✓ or	✓ or	✓

NEXT STEPS

If approved, staff will implement the Regional High School Policy RCOGE-13.00 beginning in the 2023-24 Fiscal year.

FINANCIAL IMPLICATIONS

Below are charts that

ALTERNATIVES

- 1. Committee of the Whole may choose to amend the policy as it is presented prior to recommending Council consider adopting the amended policy.
- 2. Committee of the Whole may choose to not approve the draft policy and continue with the current practice.

ATTACHMENTS

- RCOFN-012 Regional High School Policy – Option 1 (4 Bursaries @\$500 from the Operating Reserves)
- RCOFN-012 Regional High School Policy – Option 2 (4 Bursaries @\$1,000 from the Operating Reserves)
- RCOFN-012 Regional High School Policy – Option 3 (4 Bursaries @\$500 from the Regional Reserve Account)
- RCOFN-012 Regional High School Policy – Option 4 (4 Bursaries @\$1,000 from the Regional Reserve Account)

CHIEF ADMINISTRATIVE OFFICER REVIEW

The changes to the policy are in keeping with the direction from Council. In addition, comments from the COTW report have been incorporated.

Staff have provided a system to secure funding into the future for the bursaries through the potential establishment of a reserve. The logic is sound, but I question if there is a need to provide the level of security for future funding through this manner or simply make the bursary value a line item of \$2,000 or \$4,000 (the value of the bursaries as set by Council) within the operating budget each year.

Report Prepared by: _____
Deanna Snair, Municipal Clerk

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

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

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 reside within the West Hants Regional Municipality.

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:

The total amount paid annually from this Student Bursary Reserve will be \$2,000.

- 5.1.1 Eligible graduating students who reside within West Hants will receive up to \$500 each.
- 5.1.2 Bursaries will be paid according to the criteria outlined in each bursary.
- 5.1.3 Two (2) eligible candidates will be selected from each school based on the criteria outlined within each bursary. Successful recipients of the bursary will be chosen by a committee of Council representatives.

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
The applicant must:
 - a) Be a graduating student residing within the West Hants Regional Municipality.
 - b) Be enrolled in a Post Secondary Institute.
 - c) 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 graduating student residing within the West Hants Regional Municipality.
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- 7.4 The Inspire West Hants Bursary
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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	

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 - 5.1.3 Two (2) eligible candidates will be selected from each school based on the criteria outlined within each bursary. Successful recipients of the bursary will be chosen by a committee made up of Council representatives based on the selection criteria provided.

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Approved by: _____
Mark Phillips, Chief Administrative Officer

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Approved by: _____

Mark Phillips, Chief Administrative Officer

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Approved by: _____

Mark Phillips, Chief Administrative Officer

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



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: January 10, 2023

Subject: Land Dispute Administrative Policy

LEGISLATIVE AUTHORITY

N/A

RECOMMENDATION or DECISION REQUEST

Not applicable as this is an information report.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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At the April 27, 2021 Council meeting staff were directed to establish a practice/policy whereby, through the CAO's office, Council would be informed of any property disputes or matters related to municipal property requiring a decision of Council.

An administrative policy has been drafted to address this request.

DISCUSSION

There is value in establishing a written practice in which the CAO informs Council of any potential property discrepancies should they occur.

NEXT STEPS

The policy will be effective immediately.

FINANCIAL IMPLICATIONS

There are no financial implications associated with implementing this practice.

ALTERNATIVES**ATTACHMENTS**

- Land Dispute Administrative Policy

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: _____
Deanna Snair, Municipal Clerk

Report Reviewed by: _____
Shelleena Thornton, Municipal Operations Supervisor

Report Approved by: _____
Mark Phillips, Chief Administrative

LAND DISPUTE ADMINISTRATIVE POLICY

1. Purpose

To establish a practice whereby through the CAO's Office, Council will be informed of any disagreements regarding municipal properties that may result in the municipality entering into a form of responsive legal action or require a decision of Council.

2. Objective

The objectives of this policy are:

- a) To provide the CAO with guidelines for identifying potential matters regarding municipal property requiring the attention of Council.
- b) Ensure disputes are communicated to Council in a timely manner to promote a high standard of professional conduct and transparency.

3. Definitions

CAO is the Chief Administrative Officer

Council means the Council members elected to represent West Hants Regional Municipality.

Land Dispute means when there are conflicting claims to rights in land by two or more parties, focused on a particular piece of municipal land

Legal Dispute is defined as a disagreement, argument, or controversy—often one that gives rise to a legal proceeding (such as arbitration, mediation, or a lawsuit).

4. Responsibility

It is the responsibility of the CAO to address all land and legal disputes as soon as they arise. The CAO will communicate to Council all critical issues pertinent to municipal business that have potential to result in legal action or require the approval of Council as described in the Nova Scotia Municipal Government Act (NSMGA).

It should be expected that these matters will be reviewed during a meeting of Council or Committee of the Whole during in-camera, as directed in the West Hants Regional Municipality's Meeting and Committee Procedural Policy RCOGE-003.00 or the NSMGA.

LAND DISPUTE ADMINISTRATIVE POLICY

Approved by: _____
Mark Phillips, Chief Administrative Officer

Adoption	
Notice to Council:	Not Applicable
Approval:	
Description: Initial approval of the Land Dispute Administrative Policy RADGE-012.00.	



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: January 10, 2023

Subject: Meeting and Committee Procedural Policy RCOGE-003.00 Amendment

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 12(6) The council of a county or district municipality may, by policy, adopt rules governing the election of a warden by the council members.

RECOMMENDATION or DECISION REQUEST

THAT COMMITTEE OF THE WHOLE RECOMMEND THAT STAFF MAKE THE NECESSARY CHANGES TO THE MEETING AND COMMITTEE PROCEDURAL POLICY RCOGE-003.00 FOLLOWING THE DISCUSSION OF COUNCIL AT THE JANUARY 10, 2023 COMMITTEE OF THE WHOLE MEETING.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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Over the past year several amendments have been approved and made to the Meeting and Committee Procedural Policy RCOGE-003.00. With the recognition that these amendments were intended to better the policy; some areas were overlooked resulting in inconsistencies and areas within the policy being contradictory.

At the December 6th, 2022, Committee of the Whole meeting, formal notice was provided that staff would prepare a report examining the current policy and proposed changes to determine the best approach to realign sections within the policy add clarity.

DISCUSSION

Staff have reviewed the policy and all previous motions made by Council to determine the areas within the policy requiring additional attention. Without deviating from the intent of the policy and being mindful of the Council's current practice the following amendments are being recommended:

- Amend Section 5.9 to add "or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter". This provides Council with the opportunity to participate by electronic means as described in 5.8 outside of a local and/or world-wide crisis, should there be a requirement to meet to discuss a matter requiring immediate attention.
- Amend Section 7.7 and 7.8 to read as 5:00 p.m. Previously Section 7.7 read as 12 p.m. With the amendments made that reports were due by 12 p.m., three (3) business days prior to the meeting occurring there was a need to change the times in these sections to provide ample time to gather and combine reports for both Council and public viewing.
- Amend Section 7.10 to add "and the majority of Council accept the report". This would be in keeping with the recent practice that Council has adopted.
- Amend Section 7.11 to read as "Late additions to the agenda will be accepted if approved by the majority of Council at the meeting." This would be in keeping with the recent practice that Council has adopted.
- Amend Section 7.12 to include "once approved by the majority of Council." This would be in keeping with the recent practice that Council has adopted.
- Amend Section 10.14 to read as "For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to approve presentations at Council meetings."
- Amend Section 14.5 to include "These meetings will be recorded for accuracy in the minute taking process." This amendment would be in keeping with previous amendments made regarding audio recordings.
- Amend Section 17.8 to include "October Council meeting to ensure there are no interruptions in the November committee meeting dates. These appointments will take effect November 1st, unless otherwise stated within the Terms of Reference outlined within a committee." This amendment would continue to support the process by which committee member appointment be effective November 1, 2022.
- Amend Appendix D, Section 4.1 to include "and One (1) Alternate" This permits an alternate Councillor be appointed to Accessibility Advisory Committee, currently none are in place.

Previous Policy

As Amended

Section 5.9 All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).	All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis, or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).
Section 7.7 Meeting packages will be provided to Councillors and resident members of Committees of Council by 12:00 noon at least three (3) business days before the meeting by internal communication systems or email.	Meeting packages will be provided to Councillors and resident members of Committees of Council by 5:00 p.m. at least three (3) business days before the meeting by internal communication systems or email.
Section 7.8 Meeting packages will be provided to the public by 4:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.	Meeting packages will be provided to the public by 5:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.
Section 7.10 If an agenda item's associated material is not distributed in the meeting package it will be distributed electronically or by hard copy during or after the meeting.	If an agenda item's associated material is not distributed in the meeting package and the majority of Council accept the report it will be distributed electronically or by hard copy during or after the meeting.
Section 7.11 Late additions to the agenda will be accepted for consideration until 12:00 noon two (2) business days before the meeting. No late additions will be accepted for special meetings.	Late additions to the agenda will be accepted if approved by the majority of Council at the meeting. No late additions will be accepted for special meetings.

Section 7.12 Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.	Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting once approved by the majority of Council. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.
Section 10.14 Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of three (3) formal presentations at any one meeting.	Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting. it will be at the discretion of Council to approve presentations at Council meetings.
Section 14.5 Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council.	Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded for accuracy in the minute taking process.

Section 17.8 Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Council meeting. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected: a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council; b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.	Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the October Council meeting to ensure there are no interruptions in the November committee meeting dates. These appointments will take effect November 1st, unless otherwise stated within the Terms of Reference outlined within a committee. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected: a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council; b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.
Appendix D, 4.1 To a two-year term – One (1) members of Council	To a two-year term – One (1) members of Council and One (1) Alternate

The following chart reflects points that would benefit from a discussion of Council to determine which direction to proceed.

Section 5.8 Councillors or resident members of Committees of Council may participate in meetings by electronic means such as teleconference or video conference and will be considered present for purposes of quorum and voting, provided: a) the Councillor or resident members physically present at the meeting location are at minimum one less than quorum; (do we tracking this; is it relevant to have as a criteria?) b) a maximum of two Councillors, resident members or combination may use electronic means during a meeting at one time; (is it relevant to continue with this?) c) the Chair will be physically present at the meeting location; (functionally this is important, however if we do not enforce it; is it relevant to remain?)

- d) the Councillor or resident member notifies the Chair and appropriate staff at least 24-hours in advance of their intent to use electronic means, to ensure provision of the electronic means at the meeting location; (if 5.8b remains it would also be the appropriate reason for this criteria).
- e) it is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
- f) if used during a closed meeting, the member will ensure confidentiality is maintained at all times;
- g) no Councillor or resident member will participate by electronic means in more than four (4) meetings of any kind per year; (1. If we do not track this attendance criteria; is it relevant to continue as a criteria? And, 2. "of any kind" should likely be defined.
- h) the Councillor or resident member (or members of the public) does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
- i) the Chair will ensure those participating by electronic means have an opportunity to verbally declare any conflicts of interest;
- j) the Councillor or resident member will notify the Chair of their intended departure (either temporary or permanent) from the meeting before leaving the meeting;
- k) the Councillor or resident member will be marked as absent if electronic connection is not made or if it is lost and is unable to be reconnected.

Section 12.8

Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration. [To highlight for Council to have a discussion relative to limiting debate to only speaking twice and not for more than 5 minutes each time – two separate components of agenda items].

Section 12.21

A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive. [MGA position is that a failure or refusal to vote is deemed to be in the negative; is there a reason for the difference within this policy?]

Section 12.27

In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 [10] days prior to the next meeting but not thereafter, of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.

Section 14.5

Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded for accuracy in the minute taking process. [...recorded electronically...]

Section 15.4

Approval of Policies:

- a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:
 - i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;
 - ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;
 - iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be emailed to Councillors at least seven (7) days before the meeting.
 - iv. [Through email communication from staff or from a Council member to Council at least seven (7) days before the meeting].
Not sure if this is an acceptable means?

Section 17.3

In addition to the Committee of the Whole, the following Committees of Council are hereby established and details of the establishment can be found in the respective appendix to this Policy:

- a) Accessibility Advisory Committee – Appendix D
- b) Audit Committee – Appendix E
- c) Davidson Lake Watershed Committee - F
- d) French Mill Brook Watershed Advisory Committee – Appendix G
- e) Fences Arbitration Committee – Appendix H
- f) Repealed
- g) Repealed
- h) Mill Lakes Watershed Advisory Committee – Appendix J
- i) Planning Advisory/Heritage Advisory Committee – Appendix K
- j) Municipal Climate Change Action Plan Committee – Appendix L
- k) Diverse and Inclusive Communities Committee – Appendix M
- l) Police Advisory Board

Section 17.7

Council agrees to participate in the following external boards and committees:

- a) Annapolis Valley Regional Library Board
- b) Hants County Residence for Senior Citizens Board
- c) Landfill Liaison Committee
- d) Region 6 Solid Waste Management Board
- e) Valley Communication Fibre Network
- f) Valley Regional Enterprise Network
- g) Highway 101 Twinning Community Liaison Committee (CLC)

Appendix D, Section 4.1

The AAC will consist of seven (7) members as follows:

- To a two-year term – One (1) members of Council and One (1) Alternate (An alternate or 2 council members)
- To a two-year term – Four (4) Resident members
- To a three-year term – Two (2) Resident members.

Appendix E, Section 4.2

The Audit Committee will consist of five (5) members: the Mayor, two Council members, and two resident members who are not members of Council or Municipal Staff (are three (3) members of council sufficient).

Section 6

Meetings of the Audit Committee will be held at least quarterly (MGA only requires semi-annually – is quarterly sufficient, or too much). Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

NEXT STEPS

Once Council provides direction, staff will amend the Meeting and Committee Procedural Policy RCOGE-003.00.

ALTERNATIVES

1. Committee of the Whole may choose to amend the policy as it is presented prior to recommending Council consider adopting the amended policy.
2. Committee of the whole may choose to not approve the draft policy and remain with the current policy in place.

ATTACHMENTS

- RCOFN-003.00 Meeting and Committee Procedural Policy – With highlighted proposed changes for discussion.

CHIEF ADMINISTRATIVE OFFICER REVIEW

Points are highlighted for both suggested amendments and to encourage Council to reflect on the current language to ensure it aligns with the intent or spirit of Council's wishes when a meeting is conducted.

I would highlight the presentation sections of the policy and request that Council reflect on the ideal number of presentations per meeting and what setting the presentations are made, COTW or Council. I would suggest that ideally presentations are made at COTW when possible, with a goal to limit the number of presentations to three (3) and that presentations at a Council meeting be a second option with the maximum of three (3) per meeting.

Report Prepared by: _____

Deanna Snair, Municipal Clerk

Report Approved by:  _____

Mark Phillips, Chief Administrative Officer

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1. General

- 1.1. This Policy will be known and cited as the “Meeting and Committee Procedural Policy”.

- 1.2. The purpose of this Procedural Policy is to:
 - a) provide direction to Council and Staff members on conducting Council and Committees of Council meetings. This Policy does not apply to boards, commissions and committees of which the Municipality may be a member, but which was not established solely by the Municipality;

 - b) establish the Committee of the Whole as a Committee of Council; and

 - c) establish various other Committees of Council.

- 1.3. In this Policy:
 - a) “Act” means the Municipal Government Act, Stats. N.S. 1998, C. 18
 - b) “Business day(s)” means a day which the administrative offices of the Municipality are open for business;
 - c) “Chair” means the presiding officer of Council or a Committee of Council;
 - d) “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of the Municipality;
 - e) “Clerk” means the Clerk of the Municipality;
 - f) “Closed Meeting” means a meeting which is not open to the public and may be known as in-camera.
 - g) “Committee of Council” means a committee formed pursuant to a resolution or policy of Council;
 - h) “Council” means all Council members of the Municipality;
 - i) “Councillor” means a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise;
 - j) “Majority” means more than one-half of those present
 - k) “Meeting Package” means the package prepared for a meeting consisting of the agenda and associated agenda item material;
 - l) “Motion” means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;
 - m) “Municipal or Municipality” means the West Hants Regional Municipality;
 - n) “Pecuniary interest” means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;

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

2. Mandate of Council and Committee of the Whole

2.1. The mandate of Council is:

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

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

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

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

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

3. Time, Place, Date and Notice of Meetings

- 3.1. All meetings of Council and Committees of Council will be public meetings, except as provided for under Sections 22 (2) and 203(1) of the Act and Section 14 of this Policy.
- 3.2. Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:
 - a) at the location set by the Committee of the Whole,
 - b) on the second Tuesday of each month, except for August,
 - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.3. Unless otherwise specified pursuant to Section 3.5 of this Policy, a regular meeting of Council will be held:
 - a) at the location set by Council,
 - b) on the fourth Tuesday of each month except for August,
 - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.4. Unless otherwise specified pursuant to Section 3.5 of this Policy, regular meetings of other Committees of Council will be determined in the Administrative Terms of Reference for the Committee.
- 3.5. Meetings may be rescheduled, relocated or cancelled:
 - a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;
 - b) at the request of majority of the members of Council or Committee of Council;

-
- c) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.
- 3.6. Additional or special meetings of Council or a Committee of Council may be convened:
- a) by resolution or consensus, including contingent resolution or consensus of Council or Committee of Council at a meeting three (3) or more business days in advance of the additional or special meeting;
- b) at the request of the Chair;
- c) at the request of the majority of members;
- d) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to unforeseen circumstances, provided the Mayor, Deputy Mayor or Chair believes that the majority of members would support such a step; or
- e) where the Mayor determines there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.
- 3.7. Notice to Councillors and the Public of meetings:
- a) subject to any statutory relaxation of the notice requirements, at least three (3) business days' notice to Councillors will be provided for additional or special meetings by telephone, the email address provided by the Municipality or other email address, fax number or messaging service;
- b) subject to any statutory relaxation of the notice requirements, at least two (2) business days' notice to the public will be provided for additional or special meetings by posting a notice of the meeting on the Municipal website and social media pages;
- c) Councillors and the public will be deemed to have received any notice within one (1) day of being notified pursuant to this section;
- d) meeting notice need not be provided of:
- i. regular meetings held pursuant to Sections 3.2 and 3.3 of this Policy;
- ii. regular meetings of a Committee of Council whose regular meeting date is contained in a policy or by-law of Council or posted on the Municipal website; or
- iii. meetings held pursuant to Sections 3.5 (a) and Section 3.6 (a) of this Policy;
- e) notice of meeting cancellations will be provided to Council and the public as soon as possible in the same manner;
- 3.8. In accordance with Section 19 (7)(a)(b) of the Act no meeting of Council or Committee of Council is illegal or invalid by failure to give notice or by meeting elsewhere than provided in this Policy or the notice of meeting.
- 3.9. Within thirty (30) days following the first meeting of Council after an election or by-election each Councillor will provide the Clerk the following:
- a) a telephone number with answering machine/voicemail which the Councillor has and will maintain and will check at least once per day;

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

4. Communications

- 4.1. The Mayor is the official spokesperson of Council and the CAO is the official spokesperson of staff.
- 4.2. Council communication to the public is:
 - a) through the Mayor, as the official spokesperson for the Municipality regarding decisions approved by Council unless another Councillor is designated;
 - b) through Councillors as chief spokespersons for explaining policies, priorities and decisions; and
 - c) through Committee Chairs as chief spokesperson for matters dealt with under the authority of their committee, unless another Councillor is designated;
 - d) media interview requests will be referred to the Mayor or the CAO to determine who is the most appropriate spokesperson for the interview.
- 4.3. Council communication to staff is:
 - a) through a resolution of Council or Committee of Council for advice, information or recommendations on matters which require thoughtful research and review. Staff will normally provide their response through a written information or recommendation report like that in Appendix A;
 - b) through resolutions from Council to the CAO.
- 4.4. Committees will communicate to Council:
 - a) through a written information or recommendation report by Chairs to Committee of the Whole like that found in Appendix A.
 - b) where all Councillors are members; may communicate using excerpts sheets of the motions being recommended to go straight to Council with the previous committee report (referred to in the excerpt), attached as a supporting document.
- 4.5. All Councillors are expected to provide a monthly report to Council stating the Municipal business they were involved in over the previous month, using the report form in Appendix A.
- 4.6. The CAO or designate may, on behalf of Council or Committee of Council, receive correspondence from the public and deliver a copy of the correspondence to all Councillors within a reasonable time provided:
 - a) the correspondence is directed to a Councillor or Committee of Council member;

- b) is in writing and received by mail or email;
- c) is legible;
- d) is not libelous, irrelevant, offensive or improper; and
- e) is signed by the writer's name.

5. Meeting Attendance and Quorum

- 5.1. Councillors are expected to attend all meetings of Council and Committees of Council to which they are appointed.
- 5.2. Subject to changes of the Act Section 17 (4), Councillors who without leave of Council are absent from three (3) consecutive regular meetings of Council ceases to be qualified to serve as a Councillor.
- 5.3. Councillors who without leave of a Committee of Council and are absent from three (3) consecutive regular meetings of a Committee of Council to which they are appointed, may be removed from the Committee. This also applies to resident members appointed to a Committee of Council.
- 5.4. Council or a Committee of Council will not refuse the leave of a Councillor if such leave is due to employment issues, illness, other Municipal business, or an unforeseen event needing immediate attention.
- 5.5. Sections 5.1, 5.2 and 5.3 do not apply to Councillors on a parental accommodation leave of absence in accordance with Section 17 (4A) of the Act.
- 5.6. Quorum for meetings of Council and Committee of the Whole will be the majority of elected Councillors, or seven (7) Councillors.
- 5.7. Quorum of other Committees of Council will be the majority of the voting members unless otherwise stated in a policy or by-law of Council or administrative terms of reference.
- 5.8. Councillors or resident members of Committees of Council may participate in meetings by electronic means such as teleconference or video conference and will be considered present for purposes of quorum and voting, provided:
 - a) the Councillor or resident members physically present at the meeting location are at minimum one less than quorum; (do we tracking this; is it relevant to have as a criteria?)
 - b) a maximum of two Councillors, resident members or combination may use electronic means during a meeting at one time; (is it relevant to continue with this?)
 - c) the Chair will be physically present at the meeting location; (functionally this is important, however if we do not enforce it; is it relevant to remain?)
 - d) the Councillor or resident member notifies the Chair and appropriate staff at least 24-hours in advance of their intent to use electronic means, to ensure provision of the electronic means at the meeting location; (if 5.8b remains it would also be the appropriate reason for this criteria).
 - e) it is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;

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- f) if used during a closed meeting, the member will ensure confidentiality is maintained at all times;
- g) no Councillor or resident member will participate by electronic means in more than four (4) meetings of any kind per year; (1. If we do not track this attendance criteria; is it relevant to continue as a criteria? And, 2. "of any kind" should likely be defined.
- h) the Councillor or resident member (or members of the public) does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
- i) the Chair will ensure those participating by electronic means have an opportunity to verbally declare any conflicts of interest;
- j) the Councillor or resident member will notify the Chair of their intended departure (either temporary or permanent) from the meeting before leaving the meeting;
- k) the Councillor or resident member will be marked as absent if electronic connection is not made or if it is lost and is unable to be reconnected.

5.9. All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis, or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).

5.10. If a quorum is not present fifteen (15) minutes following the scheduled start time of a meeting and it is not reasonable that quorum will be present within a reasonable time, the meeting will be deemed cancelled and a record of the cancellation along with the names of the members present will be recorded in the minutes.

5.11. Where there is a permanent vacancy on Council or a Committee of Council, Councillors may make a decision if a quorum is present at the meeting.

5.12. If the number of Council members is reduced to below the number required for a quorum due to vacancies in Council, Council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property, for make any other decision that has an effect after or for a term extending beyond the date of the election to fill a vacancy on Council

6. Election Process for Deputy Mayor, Chair or Vice-Chair

- 6.1. At the first meeting of Council after an ordinary election, all Councillors will be sworn in and the Deputy Mayor will be elected as follows:
- a) the Mayor will call the meeting to order and call for nominations for the position of Deputy Mayor three times;
 - b) Councillors may nominate a fellow Councillor for the position of Deputy Mayor, but may not nominate themselves; nominations do not have to be seconded;

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

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

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

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

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

7. Meeting Agendas and Packages

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

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

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

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

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

7.4. All topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon three (3) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form" (Appendix A) to be included in the agenda package.

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

- 7.6. All agenda items should have an associated report, excerpt sheet, and/or other material outlining the purpose and background of the agenda item put together in one PDF document.
- 7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 5:00 p.m. at least three (3) business days before the meeting by internal communication systems or email.
- 7.8. Meeting packages will be provided to the public by 5:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.
- 7.9. Meeting packages for a special meeting of Council or a Committee of Council will be provided to Councillors, resident members and the public in accordance with Sections 7.7 and 7.8 should time permit, or by 12:00 noon one (1) business day before the special meeting.
- 7.10. If an agenda item's associated material is not distributed in the meeting package and the majority of Council accept the report it will be distributed electronically or by hard copy during or after the meeting.
- 7.11. Late additions to the agenda will be accepted if approved by the majority of Council at the meeting. No late additions will be accepted for special meetings.
- 7.12. Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting once approved by the majority of Council. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.
- 7.13. For instances when a requested agenda item may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum or meeting, the Mayor or Chair will have the authority to delete, defer, or refer the agenda item. The Mayor or Chair will advise the person requesting the agenda item of the action taken.
- 7.14. All material in a meeting package which is posted on the Municipal website will be deemed received at the time of agenda approval during the meeting. All material not publicly posted that is read or visually presented during the meeting will be deemed received and amended to the posted meeting package posted on the Municipal website.
- 7.15. Once an agenda item has been dealt with it should not be put on the agenda again for at least six (6) months unless there is a follow up report on actions taken, or a proper motion is made to reconsider, rescind or amend something previously adopted.

8. Council and Committee Chair Duties

- 8.1. The Chair of Council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except:
- a) in the absence of the Mayor, the Deputy Mayor will be the Chair
 - b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.
- 8.2. The Chair of a Committee of Council will be the Councillor or resident member elected and, in their absence, the Vice-Chair elected.
- 8.3. It will be the duty of the Chair to:
- a) open the meeting by taking the chair and calling the members to order and announcing the business before Council or the Committee of Council;
 - b) ask members to declare any Conflicts of Interest;
 - c) receive and put to a vote all motions presented and announce the results;
 - d) decline to put to a vote a motion which infringes upon rules of procedure established by this Policy;
 - e) restrain Councillors when engaged in debate, within the rules of conduct established by this Policy or Robert's Rules of Order;
 - f) protect the rights of those attending the meeting and enforce the rules of order; preserve order, and decide on point of order;
 - g) call by name any Councillor or resident member persisting in a breach of this Policy, and thereby ordering them to vacate the meeting room;
 - h) permit the CAO to speak on any point upon request;
 - i) permit staff and invited guests to speak when appropriate on the agenda and at the request of Councillors and/or CAO;
 - j) permit proper questions to be asked through the Chair of any Councillor, CAO, staff member, or invited guest in attendance relevant to the issue under discussion in order to provide information to assist debate;
 - k) declare a meeting dissolved if no quorum has been achieved;
 - l) adjourn to another place and/or time without ending the meeting with the consent of Council;
 - m) adjourn the meeting when the business is concluded and a motion to adjourn has been approved by the majority vote; or
 - i. adjourn the meeting when an adjournment time has been set and approved by majority vote or consensus, when the time has been reached except when it is extended by unanimous consent; or
 - ii. adjourn the meeting at the Chair's sole discretion due to inclement weather conditions to a time and date set by the Chair.

9. Minutes and Recordings

- 9.1. Written minutes of Council and all Committee of Council meetings, including in-camera meetings, will be kept providing a permanent and historical record of the Municipality's business. When required, these minutes may be recognized in court as evidence of decisions made and actions taken.
- 9.2. Written minutes kept will:
- a) record the names of the members or participants and the time when any member joins or leaves a meeting which is in progress;
 - b) contain all motions and decisions by consensus and will record the outcome of each vote;
 - c) record the names of all Councillors or resident members who voted "Nay" to a motion put to a vote;
 - d) summarize key points of a discussion and mention reports, petitions, correspondence, presentations and other papers submitted only by their respective title, or a brief description of the content;
 - e) contain presentation points and timestamps of when the reports were discussed during the meeting.
 - f) be clear, accurate, concise, and formatted to be readable;
 - g) be written in past-tense;
 - h) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.
- 9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council (including In-Camera sessions) will be recorded using audio recording equipment. Once minutes are approved, the audio recording will be kept for at least seven (7) years after which it may be destroyed in accordance with the Records Management Policy of the Municipality.
- 9.4. Draft minutes of Council and Committee of the Whole will be reviewed by the Clerk and CAO.
- 9.5. Draft minutes of other Committees of Council will be reviewed in accordance with the Committee of Council's Administrative Terms of Reference.
- 9.6. Minutes of all meetings will be posted in draft electronic form on the Municipality's website for the public and to the internal communication system for Councillors and staff for information.
- 9.7. The minutes of the last preceding regular meeting and subsequent special meetings will be reviewed at the next meeting of Council or Committee of Council and after all necessary corrections and amendments have been noted, be approved and signed by the Mayor or Chair.

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

10. Meeting Decorum and Rules of Debate

- 10.1. Robert's Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.
- 10.2. Members of the public present in the meeting room will maintain order and quiet and will not address the Council or Committee of Council except with permission of the Chair.
- 10.3. All cellular phones and electronic devices which emits a sound will be set to silent or turned off during a meeting, with the exception of equipment required for specific use related to the matter (i.e., issued tablets that would contain the agenda and related documents).
- 10.4. No one may bring any sign, poster, placard, banner or other like device into a meeting place without the prior permission of the Chair, subject to an objection by a majority of the members of Council or Committee of Council present
- 10.5. All Councillors, resident members, or other persons presenting to Council or a Committee of Council will not:
- a) speak disrespectfully of any person;
 - b) use offensive language
 - c) speak on any subject other than the subject for which they received approval to speak;

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- d) disobey any decision of the Chair;
 - e) enter a cross debate with another member; or
 - f) willfully distract the member speaking, unless it is regarding a point of order or to raise a question of privilege.
- 10.6. A Council or a Committee of Council member or other persons may speak to a subject or motion at a meeting only if that member first addresses the Chair.
- 10.7. The Chair may ask questions and speak on a matter in the same manner as all Council or Committee of Council members without leaving the seat of the Chair.
- 10.8. Every Council or Committee of Council member or other person, prior to speaking on any question or motion, will signal their desire to speak by raising their hand or other acceptable manner and wait to be recognized by the Chair. When two or more members signal to speak, the Chair will designate who has the floor based on the opinion of the Chair as to who signaled first.
- 10.9. No Council or Committee of Council member or other person will speak more than twice (and the second time only to raise new information), for a maximum of five (5) minutes each time, without permission of Council on any motion except to explain misconception of his remarks. When a member wishes to explain a misconception, the member will signal to the Chair and ask permission of the Chair, without further comment, and if permitted by the Chair, will explain only an actual misunderstanding of language.
- 10.10. A Council or Committee of Council member may request the motion under consideration be read at any time during debate but may not interrupt while another member is speaking.
- 10.11. The mover of a motion will have the right to reply and sum up in closing the debate.
- 10.12. The Chair, after having called attention of Council or Committee of Council to the conduct of a member who persists in irrelevant or repetition of an argument during debate, may direct a member to discontinue speaking.
- 10.13. A Council or Committee of Council member, member of the public or other person willfully disregarding the meeting decorum or rules of debate or obstructing the business of the Council or Committee of Council meeting, may be ordered by majority vote of the members present, to leave the meeting, which for clarity means leaving the property of the meeting location.
- 10.14.** Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when

setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to approve presentations at Council meetings.

- 10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:
- a) a note of the reading;
 - b) the date;
 - c) the way it was dealt with.
- 10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If the meeting agenda is not completed as of 10:00 pm, the meeting will resume the next business day at 6:00pm to complete the work from the previous day's approved agenda.

11. Conflict of Interest

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

- 11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

12. Motions and Voting

- 12.1. The types of motions which may be made at a Council or Committee of Council meeting are:
- a) Main motions – reflects the proposed decision or action to be taken regarding a subject;
 - b) Subsidiary motions – facilitates or modifies the main motion;
 - c) Incidental motions – relates to a question of procedure regarding a main motion;
 - d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.
- 12.2. The following are common but not all Subsidiary motions:
- a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
 - b) Amend – changes something within the main motion;
 - c) Postpone definitely – sets the main motion aside until a specified time;
 - d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
 - e) Limit or extend debate – shortens or lengthens the time for debate;
 - f) Previous Question – closes debate and brings the main motion to a vote;
 - g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.
- 12.3. The following are common but not all incidental motions:
- a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;
 - b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
 - c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
 - d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside the its mandate;
 - e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.
- 12.4. The following are common but not all privilege motions:

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- a) Raising a question of privilege – is an emergency motion which deals with the rights and privileges of members;
 - b) Recess – provides a short break in the meeting;
 - c) Fix the time to adjourn – sets a time to adjourn the meeting;
 - d) Adjourn – closes the meeting.
- 12.5. All business before Council or Committee of Council for consideration will be made in the form of main motions which proposes specific action be taken.
- 12.6. All main motions will be provided to the Chair or Clerk in writing before being debated.
- 12.7. A motion must be seconded, and when requested read by the Chair or Clerk, before it is debated; except a motion raising a question of privilege or point of order.
- 12.8. Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration. [To highlight for Council to have a discussion relative to limiting debate to only speaking twice and not for more than 5 minutes each time – two separate components of agenda items].
- 12.9. A motion may at any time after it is seconded and before the Council or Committee of Council has voted on it, be withdrawn or modified by the mover with consent of Council or Committee of Council.
- 12.10. When any main motion is being considered, the only motions in order will be:
- a) to amend;
 - b) to refer;
 - c) to postpone either definitely or indefinitely; or
 - d) to limit or extend debate;
 - e) the previous question.
- 12.11. Amendments will be put in the reverse order of which they are made. Only one amendment will be allowed at a time and one sub-amendment will be allowed to an amendment. Every amendment submitted will be decided on or withdrawn before the main question is put to a vote.
- 12.12. A motion to adjourn will always be in order except in the following cases:
- a) when a Council or Committee of Council member is in possession of the floor;
 - b) when the “yeas” and “nays” are being called;
 - c) while the Council or Committee of Council members are voting; or
 - d) when the motion to adjourn was the last preceding motion.
- 12.13. The following motions will be decided without debate:
- a) a motion to reconsider;

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- b) all motions as to priority of business or as the suspension of the order of the day;
 - c) applications to speak more than the prescribed number of times;
 - d) a motion to allow any person other than a Council member to address the Council;
 - e) a motion to postpone definitely;
 - f) a motion to lay on the table when claiming a privilege over another person; and
 - g) a motion to adjourn.
- 12.14. Before putting the motion to a vote, the Chair will ask “Are you ready for the question” and if no member offers to speak on the motion or they make a motion for the Previous Question, the Chair will put the question, after which no member will be permitted to speak upon it.
- 12.15. The usual form of voting on any motion will be by the Chair calling for “yeas” and “nays”, and members indicating their choice by show of hands or, if provided, by electronic means; but any Council or Committee of Council member, before or after the vote can call for, a recorded vote with each members vote entered into the minutes.
- 12.16. No motion committing the Municipality to the expenditure of funds will be accepted by the Chair for the consideration of Council, unless there is unanimous consent of Council members present, except for matters arising from correspondence, Committee of Council or other reports, agenda items, notices of motions or other material circulated to Council members on or before the day before the meeting, and except for matters arising from a closed meeting.
- 12.17. A majority vote of those present will determine all questions arising in Council and a Committee of Council, except motions to approve a planning document and those requiring a two-thirds (2/3) vote.
- 12.18. The adoption of planning documents or amendment thereof by Council at Second Reading requires a majority vote of number of Council members elected, regardless of number present to achieve quorum. And only those members present during a public hearing are permitted to vote on the matter at which a public hearing was held.
- 12.19. The following motions require a two-thirds vote:
- a) to suspend the rules;
 - b) to limit or extend debate;
 - c) to amend or rescind something previously adopted;
 - d) to object to the consideration of the question; or
 - e) to close nominations.
- 12.20. Subject to the *Municipal Conflict of Interest Act*, all Council or Committee of Council members present including the Chair will vote on a motion and may not abstain.

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- 12.21. A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive. [MGA position is that a failure or refusal to vote is deemed to be in the negative; is there a reason for the difference within this policy?]
- 12.22. In the event of a tie in a vote on a motion, the motion is determined in the negative.
- 12.23. Any notice of motion given by a Council or Committee of Council member for a subsequent meeting may, in the absence of the member giving such notice, be taken up by another member.
- 12.24. The following motions may bring a motion for consideration again:
- a) Take from the table – takes up the motion previously laid on the table;
 - b) Rescind – takes back a motion or policy; for a by-law this is called a repeal, a notice to rescind must be given at a previous meeting;
 - c) Amend something previously adopted – modifies a motion previously presented and adopted;
 - d) Discharge a committee – takes a matter sent to a committee back before a report has been presented;
 - e) Reconsider – allows reconsideration due to new information or situation so the true will of the members is acted on.
- 12.25. No motion can be reconsidered if the actions cannot be undone.
- 12.26. After any main motion has been decided, any Council or Committee of Council member who voted on the winning side may, after the decision has been announced from the Chair, but before adjournment of the meeting may give notice of an intention to move reconsideration at the next meeting. The giving of such a notice operates as a stay or suspension of the decision.
- 12.27. In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 [10] days prior to the next meeting but not thereafter, of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.
- 12.28. No discussion of the main question will be allowed during the motion for reconsideration.
- 12.29. The following matters are not eligible for reconsideration:
- a) a motion approving the first or second reading of a by-law enactment, amendment or repeal;
 - b) a motion to decide on a matter which was the subject of a statutory hearing by Council;

- c) a motion which is or was considered by the Committee of the Whole or the Planning Advisory Committee in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected or may adopt or reject, the recommendation;
 - d) a matter which has already been reconsidered once;
 - e) a vote to reconsider; and
 - f) a motion to reconsider or rescind a motion approving the annual budget of the Municipality or a motion authorizing any legal proceedings.
- 12.30. Any rule concerning motions and voting may be suspended for a specific matter with a motion, passed by two-thirds (2/3) vote of Council or Committee of Council members present, stating the specific rule to suspend and the matter for which it is suspended.
- 12.31. A summary of the rules for common motions can be found in Appendix B.

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

- 13.1. A point of order asks the Chair to rule on or enforce the rules if a Council or Committee of Council member thinks the rules of this Policy have been broken.
- 13.2. A point of order does not need to be seconded but must specify which rule is being broken and must be decided upon before the subject under consideration is proceeded with.
- 13.3. When a Council or Committee of Council member is called to order, the member will be seated and remain silent until the point is determined or until called upon by the Chair to be heard on the point of order.
- 13.4. A point of order is not debatable amongst other Council or Committee of Council members, unless the Chair invites discussion to assist in making a ruling. Where the Chair permits discussion on a point of order, no member will speak more than once.
- 13.5. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the meeting room pursuant to Sections 13.6 and 13.8, are not debatable but are appealable to Council or Committee of Council by any member. When an appeal is made of the decision of the Chair, the Chair will simply put the question, "Will the decision of the Chair be sustained?"
- 13.6. If a Council or Committee of Council member resists:
- a) the rules contained in this Policy;
 - b) willfully obstructs the business of Council or the Committee of Council;

- c) disobeys the decision of the Chair, or of Council or Committee of Council on appeal, on any question of order or practice or upon the interpretation of the rules after being called to order by the Chair; or otherwise disrupts the meeting proceedings; the member may be ordered by the Chair to leave their seat.
- 13.7. If the Council or Committee of Council member refuses to leave the Council members seat, the Chair may, after majority vote is made to support the expulsion, order the member to be expelled and removed from the meeting room.
- 13.8. Such Council or Committee of Council member may, by vote of the members, later in the meeting or at a subsequent meeting be permitted to re-enter the meeting room and to resume participation in Council or Committee of Council business with or without conditions.
- 13.9. Persons who are not Council or Committee of Council members, staff, or invited guests of the Municipality will observe silence and order in the meeting room, unless given permission to speak. Any such persons disturbing the proceedings of Council or Committee of Council will be called to order by the Chair and, if they fail to comply, will be expelled and excluded from the meeting room by the Chair, provided that a majority vote will be required to sustain the expulsion.
- 13.10. Such members of the public, by vote of the members, later in the meeting or at a subsequent meeting, may be permitted to re-enter the Council Chambers with or without conditions.
- 13.11. An order of the Chair to expel a person from the meeting room pursuant to Sections 13.6 and 13.8 of this Policy constitutes a direction from the Municipality to leave the premises for the purpose of the Protection of Property Act and other applicable laws.

14. In-Camera Meetings

- 14.1. Notwithstanding Section 3.1, Council or a Committee of Council may meet in-camera as per Section 22(2) of the Act, for the following reasons:
- a) acquisitions, sale, lease and security of municipal property;
 - b) setting minimum price to be accepted by the municipality at a tax sale;
 - c) personnel matters;
 - d) labour relations;
 - e) contract negotiations;
 - f) litigation or potential litigation;
 - g) legal advice eligible for solicitor-client privilege;
 - h) public security.

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- 14.2. No decision will be made while in-camera except decisions on matters of procedure or to give direction to the CAO or Solicitor. All other decisions will be made during a public meeting.
- 14.3. The meeting decorum and rules of debate of Section 10 apply during an in-camera meeting.
- 14.4. A record which is open to the public will be made, noting the fact that Council or Committee of Council had met in-camera, the type of matter as set out in Section 22(2) of the Act, and the date, but no other information.
- 14.5. Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded for accuracy in the minute taking process. [...recorded electronically...]
- 14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may be handed out during the in-camera meeting. Such material will be deleted from the internal communication system or collected after the meeting.
- 14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council. Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.
- 14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

15. Setting Direction

- 15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.
- 15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.

- 15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.
- 15.4. Approval of Policies:
- a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:
 - i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;
 - ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;
 - iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be emailed to Councillors at least seven (7) days before the meeting.
 - iv. [Through email communication from staff or from a Council member to Council at least seven (7) days before the meeting]. Not sure if this is an acceptable means?
- 15.5. Approval of By-laws and Planning Documents:
- a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.
 - b) The process for Council to approve a planning document or amendment there of, after the requirements of the public participation program for planning documents have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.
 - c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.
 - d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.
- 15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:
- a) Overview of by-law or planning document to be approved – by staff
 - b) Owner or Developer Presentations (if applicable)
 - c) Written Submissions in Favour or Against
 - d) Questions or Comments from the Public in Favour or Against
 - e) Concluding Remarks

- 15.7. Council may reverse a resolution or policy through a motion to rescind or repeal in the same manner it was created. The process to reverse a by-law is to create a new by-law stating the repeal.
- 15.8. The resolution, policy or by-law to be rescinded or repealed:
- a) will have been approved at a previous Council meeting, and
 - b) will not have been carried out to the extent that it is too late to undo for the future.

16. Receiving Public Input

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

17. Committees

- 17.1. The Council of the Municipality may establish Committees of Council for various matters.
- 17.2. Committees of Council are advisory in purpose and may only make recommendations to Council for final approval and action, unless otherwise enabled under this Policy or by Provincial Legislation.

- 17.3. In addition to the Committee of the Whole, the following Committees of Council are here by established and details of the establishment can be found in the respective appendix to this Policy:
- a) Accessibility Advisory Committee – Appendix D
 - b) Audit Committee – Appendix E
 - c) Davidson Lake Watershed Committee - F
 - d) French Mill Brook Watershed Advisory Committee – Appendix G
 - e) Fences Arbitration Committee – Appendix H
 - f) Repealed
 - g) Repealed
 - h) Mill Lakes Watershed Advisory Committee – Appendix J
 - i) Planning Advisory/Heritage Advisory Committee – Appendix K
 - j) Municipal Climate Change Action Plan Committee – Appendix L
 - k) Diverse and Inclusive Communities Committee – Appendix M
 - l) **Police Advisory Board**
- 17.4. Council may also form Committees of Council as required under a by-law or agreement approved by Council.
- 17.5. Council may agree to participate in external boards and committees which are established by the Province, legal agreement or is of significant interest to the Municipality.
- 17.6. Council will not be bound by the by-laws or articles of incorporation adopted by an external committee or board providing for the appointment of a member to the committee or board.
- 17.7. Council agrees to participate in the following external boards and committees:
- a) Annapolis Valley Regional Library Board
 - b) Hants County Residence for Senior Citizens Board
 - c) Landfill Liaison Committee
 - d) Region 6 Solid Waste Management Board
 - e) Valley Communication Fibre Network
 - f) Valley Regional Enterprise Network
 - g) **Highway 101 Twinning Community Liaison Committee (CLC)**
- 17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the **October Council meeting to ensure there are no interruptions in the November committee meeting dates. These appointments will take effect November 1st, unless otherwise stated within the Terms of Reference outlined within a committee.** For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected:
- a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;

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- b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.
- 17.9. The election of Councillors to various committees and boards will be conducted in similar manner as the election of Deputy Mayor in Section 6.
- 17.10. Councillors not elected to a Committee of Council or external committee or board will not be permitted to participate in the committee debate or the vote; but are authorized to make comments, presentations, and participate in the committee meeting, to the extent authorized by the Chair.
- 17.11. A Councillor ceases to be a member of a Committee of Council or external committee or board when they cease to be a Councillor or as per poor conduct as per the Code of Conduct Policy.
- 17.12. Council may appoint residents to serve on Committees of Council or to represent the Municipality on external board and committees.
- 17.13. All resident appointments will be advertised publicly with a request for those interested to submit a letter of interest and application for a committee. The letter of interest will be reviewed by the CAO or designate and staff who will then submit a recommendation to Council for appointment.
- 17.14. Committees of Council will be governed in accordance with this Policy, unless this Policy states that an alternate arrangement may be provided in the Administrative Terms of Reference of the Committee of Council.
- 17.15. Each member of a Committee of Council is to receive a copy of this Policy and the Committee of Council's Administrative Terms of Reference at the first duly called meeting of the Committee of Council after the regular election or appointment of members.
- 17.16. The Clerk will keep a record of all Councillor and resident appointments to Committees of Council and external committees and boards.
- 17.17. Councillors and resident members who sit on an external committee and board that has not been a result of an appointment by Council, will disclose the name of the external committee or board to the Clerk. The Clerk will keep a public record and will update the information in November of each year.
- 17.18. Council may by majority vote remove any Councillor or resident member of a Committee of Council or external committee or board who was elected or appointed by Council.
- 17.19. Council will fill any vacancy on a Committee of Council or external committee or board as soon as practicable after the vacancy occurs.

18. Conferences and Training

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

19. Repeal

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

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

20. Related Legislation, Policies, Procedures

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

APPENDIX A
Report Form

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: (Name of Committee)

Submitted by: _____
(Name and Title)

Date: (Date)

Subject: (Title or Subject of Report)

LEGISLATIVE AUTHORITY

(State where authority for consideration comes from if applicable)

RECOMMENDATION or DECISION REQUEST

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

BACKGROUND

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

DISCUSSION

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

NEXT STEPS

(State what will be done next if anything.)

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

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

ATTACHMENTS

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

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

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Report Prepared by: _____
 (Name and Title)

Report Reviewed by: _____
 (Name and Title)

Report Approved by: _____
 (Name and Title)

APPENDIX B

Rules of Common Motions

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

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

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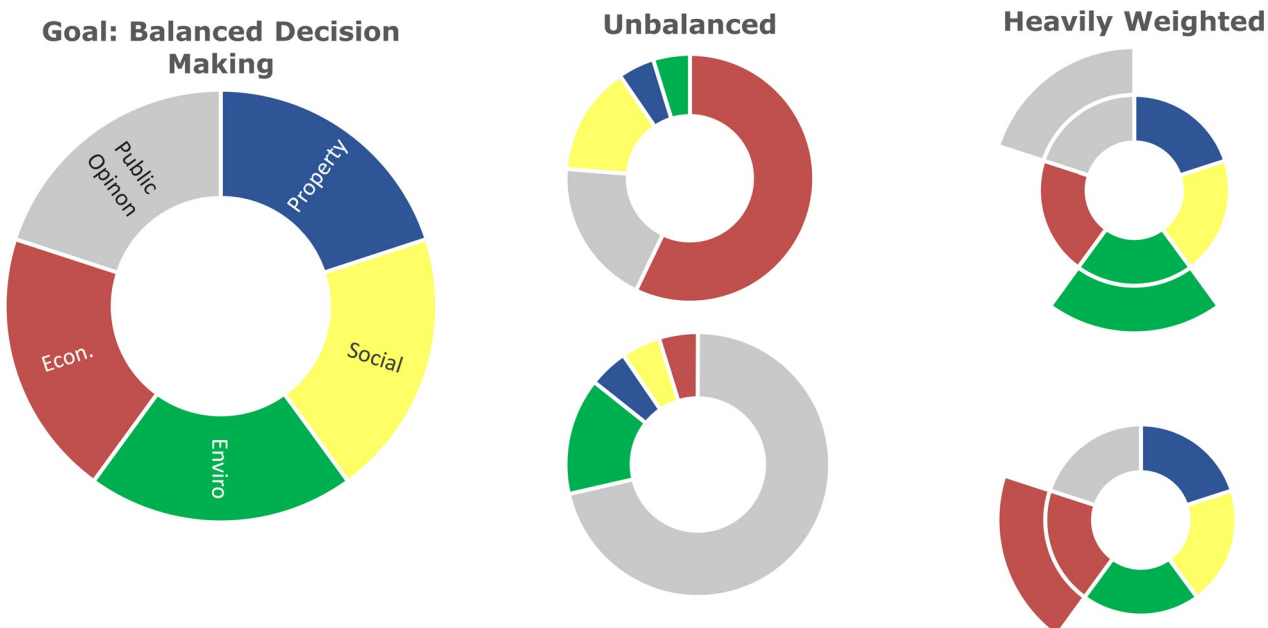
	Previous Question	Yes	No	No	2/3	Yes	No
	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No
Main	Original Motion	Yes	Yes	Yes	Majority	Yes	No

APPENDIX C

Decision Making by Council and Committee of Council

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

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



APPENDIX D

Accessibility Advisory Committee

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

- 3.1. In Appendix D,
- a) “AAC” means the Accessibility Advisory Committee of the Municipality;
 - b) “Act” means the *Accessibility Act*;
 - c) “Barrier” means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an

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- architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
- d) “Council” means the Council for the Municipality;
 - e) “Disability” includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual’s full and effective participation in society;
 - f) “Municipality” means the West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

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

5. MANDATE AND RESPONSIBILITIES

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

- facilities;
- e) Advise and make recommendations about strategies designed to achieve the objectives of the Municipality's Accessibility Plan;
- f) Receive and review information directed to it by Council and its committees, and to make recommendations as requested;
- g) Monitor Federal and Provincial government directives and regulations; and,
- h) Host community consultations related to accessibility in the Municipality.

6. ADMINISTRATION

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

APPENDIX E

Audit Committee

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

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

4. COMMITTEE COMPOSITION

- 4.1. Council will annually appoint members to an Audit Committee.
- 4.2. The Audit Committee will consist of five (5) members: the Mayor, two Council members, and two resident members who are not members of Council or Municipal Staff **(are three (3) members of council sufficient)**.
- a) Resident members should be sufficiently versed in financial matters to understand the Municipality's account practices and policies and the major judgements involved in preparing the financial statements.
 - b) Where an audit committee does not include any resident members, the audit committee will continue to meet and perform its duties and may exercise its powers. The Municipality will advertise to recruit resident members at least once every six months until the requirement is met.
 - c) The Mayor will chair the Audit Committee meetings, and in their absence, another appointed Council member will chair.
 - d) The CAO and/or Director of Financial Services will provide staff support to the Committee. They are not voting members of the Committee.
 - e) The Council Remuneration Policy will be followed regarding any remuneration for the two resident members.
 - f) All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by CAO.

5. DUTIES AND RESPONSIBILITIES

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

6. ADMINISTRATION

- 6.1. Meetings of the Audit Committee will be held **at least quarterly (MGA only requires semi-annually – is quarterly sufficient, or too much)**. Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

APPENDIX F

Davidson Lake Watershed Advisory Committee

1. PREAMBLE

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

2. DEFINITIONS

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

3. PURPOSE

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

4. ROLE OF THE DAVIDSON WATERSHED ADVISORY COMMITTEE

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

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

5. COMMITTEE COMPOSITION

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

6. ADMINISTRATION

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

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- 6.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX G

French Mill Brook Watershed Advisory Committee

1. PREAMBLE

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

2. DEFINITIONS

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

3. PURPOSE

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

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

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

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

5. COMMITTEE COMPOSITION

- 5.1. The Committee members will be comprised of:
 - Three (3) Landowners Representatives
 - One (1) Councillor and one (1) alternate
 - One (1) Water Utility Representative
 - One (1) Planning and Development Department Representative
 - One (1) Nova Scotia Department of Lands and Forestry Representative
 - One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
 - One (1) Nova Scotia Environment Representative
- 5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Falmouth Watershed Advisory Committee to the Committee of the Whole.

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- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. Administrative services for the Committee will be provided by the Municipality.
- 6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer

APPENDIX H
Fences Arbitration Committee

1. PURPOSE

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

2. DEFINITIONS

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

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

- 3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.
- 3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.

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

4. DUTIES

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

5. CONFLICT

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

APPENDIX I

Repealed

APPENDIX J

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

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

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

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

2. DEFINITIONS

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

3. PURPOSE

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

4. ROLE OF THE MILL LAKES WATERSHED ADVISORY COMMITTEE

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

5. COMMITTEE COMPOSITION

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

6. ADMINISTRATION

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

APPENDIX K

Planning Advisory/Heritage Advisory Committee

1. PURPOSE

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

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

2. DEFINITIONS

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

3. COMMITTEE COMPOSITION

- 3.1. The PAC/HAC will be established under the following terms:
 - a) The Committee will consist of ten (10) members as follows:

- Three (3) resident members from the former Municipality of West Hants area (excluding Hantsport) who are not Council members or Municipal Employees, two (2) resident members from the community of Hantsport who are not Council members or Municipal Employees, two (2) resident members from the community of Windsor who are not Council members or Municipal Employees and three (3) members of Council.

4. ADMINISTRATION

- 4.1. The PAC/HAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.
- 4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.
- 4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.
- 4.4. Resident Committee Members may be reappointed for a maximum of three (3) terms.

APPENDIX L

Municipal Climate Change Action Plan Committee

1. PURPOSE

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

2. DEFINITIONS

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

3. COMMITTEE COMPOSITION

- 3.1. The Committee consists of ten (10) members:
 - Three (3) Councillors;
 - Two (2) resident members, who are not members of Council
 - Chief Administrative Officer or designate;
 - Director of Public Works or designate;
 - Director of Planning and Development or designate;
 - Director of Community Development or designate;

WEST HANTS REGIONAL MUNICIPALITY
MEETING AND COMMITTEE PROCEDURAL POLICY

- Protective Services Manager or designate.
- 3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.
- 3.3. Designates and alternates are at the discretion of the Chief Administrative Officer.
4. **ADMINISTRATION**
- 4.1. The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.
- 4.2. The Chair of the Committee acts as the liaison in providing recommendations to Council, as required from time to time.
- 4.3. The duties and procedures of the MCCAP Committee will be as set out in the relevant Terms of Reference for the MCCAP Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

APPENDIX M

Diversity and Inclusive Communities Committee

1. MANDATE

- 1.1 Through the establishment of this committee, we are committed to strengthening existing partnerships while collaborating with individuals, groups, and organizations to reduce systemic racism and discrimination while strengthening the ability of individuals and community to address issues of diversity, justice, and inequality while providing opportunities for inclusiveness and belonging to improve the lives of all.

2. PURPOSE

- 2.1 The purpose of the Diverse and Inclusive Communities Committee is to serve in an advisory capacity and make recommendations to Council which will formulate strategic action plans achieve the following:
- a) Advocate, educate, celebrate, address, and advise on issues concerning social marginalization, equity, racism, and discrimination within the Municipality and its workplaces.
 - b) Break down barriers and implement programs, policies, and practices that promote diversity and inclusion and create opportunities which are inclusive and welcoming to all.

3. DEFINITIONS

- 3.1. In Appendix M
- a) “Municipality” means the West Hants Regional Municipality

4. COMPOSITION

- 4.1 The Committee will consist of seven (7) voting members to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty and ten (10) non-voting supporting members as follows: Seven (7) citizen members of diverse race and ethnicity (including, but not limited to those from the African Descent, Acadian, Glooscap First Nation, LGBTQ+, Indigenous, 2LGBTQIA+, Senior, Youth, and Newcomers' communities) (voting)
- One (1) Supporting and Promoting Equality in our Communities (spec) Community Group Representative (non-voting)
 - One (1) RCMP Representative (non-voting)
 - One (1) Community Health Board Representative (non-voting)
 - Six (6) non-voting staff members appointed by the Chief Administrative Officer (non-voting)
 - One (1) Councillor and one (1) Alternate (non-voting)

5. ADMINISTRATION

- 5.1. A Chair and Vice-Chair will be elected bi-annually based upon the date of the Committee establishment.
- 5.2. Citizen committee members will serve a two (2) year term.
- 5.3. Citizen Committee members will be provided remuneration in accordance with the Council Remuneration Policy.
- 5.4. Administrative services for the Committee will be provided by the Municipality.
- 5.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **23rd** day of **March, 2022.**

WEST HANTS REGIONAL MUNICIPALITY
MEETING AND COMMITTEE PROCEDURAL POLICY

Deanna Snair
Municipal Clerk

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

Fourth Amendment	
<i>Notice to Council:</i>	April 12, 2022
<i>Approval:</i>	April 26, 2022
<i>Description:</i> Amend Policy (Section 9.3) to add that In-Camera meeting sessions be recorded to ensure accuracy which results in all meetings are recorded.	
Fifth Amendment	
<i>Notice to Council:</i>	June 14, 2022
<i>Approval:</i>	June 28, 2022

WEST HANTS REGIONAL MUNICIPALITY
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Description:

- Amend Appendix K, Section 3.1 to read that the committee will consist of ten (10) members as follows: seven (7) resident members from the region of West Hants who are not council members or municipal employees or immediate family members (defined as children, brother, sister, spouse, mother, father) of either Council or municipal employees and three (3) members of Council and further that this will take effect at the November PAC/HAC meeting.
- Amend Appendix K to remove section 3.1 B that reads “council members will be appointed to the committee in November for a term of one (1) year and the term will expire following the October meeting the next year. the appointments made as of April 2021 will expire October 2022”, as per section 17.8 it automatically makes it a 2 yr. term.
- Amend Appendix K to add a Section 4.1 to read resident members may be reappointed for a maximum of three (3) terms.
- Amend Appendix M to reflect the changes noted in Attachment B; and further direct staff to advertise for interested parties who will become the voice and support of the diverse and inclusive communities committee.
- Amend Section 8.1 to read “the chair of council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except: a) in the absence of the Mayor at Council, the Deputy Mayor will be the Chair and b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.

Sixth Amendment*Notice to Council:**July 12, 2022**Approval:**July 26, 2022**Description:*

- Amend the Policy to make the necessary changes to the minute taking process to add presentation points and timestamps to the reports in the official minutes.
- Amend the Policy such that “all topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon three (3) business days before a regular scheduled meeting.

Seventh Amendment*Notice to Council:**September 13, 2022**Approval:**September 27, 2022*

Description: Amend Appendix K, section 3.1 to read “ the committee will consist of 10 members as follows: 3 resident members from the former Municipality of West Hants area (excluding Hantsport) who are not council members or municipal employees, 2 residents from the community of Hantsport who are not council members or municipal employees, 2 resident members from the community of

WEST HANTS REGIONAL MUNICIPALITY
MEETING AND COMMITTEE PROCEDURAL POLICY

Windsor who are not council members or municipal employees and 3 members of Council.

Eighth Amendment

Notice to Council:

October 11, 2022

Approval:

October 25, 2022

Description:

- Amend Appendix M to reflect the changes noted in Attachment B (Section 4.1 to reflect that the committee will consist of seven (7) voting members (to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty, and ten (10) non-voting supporting members as follows: Seven (7) resident members of diverse race and ethnicity (including, but not limited to, those from the African Descent, Acadian, Glooscap First Nation, LGBTQ+, Indigenous, 2SLGBTQIA+, Senior, Youth, and Newcomers' communities) (One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting), One (1) RCMP Representative (non-voting), One (1) Community Health Board Representative (non-voting), Six (6) non-voting staff members appointed by the Chief Administrative Officer and One (1) Councillor and 1 Alternate (non-voting)
- Amend Section 10.16 of the Policy to read: "a meeting of Council or Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. if the meeting agenda is not complete as of 10:00 p.m., the meeting will resume the next business day at 6:00pm to complete the work from the previous day's approved agenda.

Ninth Amendment

Notice to Council:

January 10, 2022

Approval:

Description:

- Amend Section 5.9 to add "or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter"
- Amend Section 7.7 and 7.8 to read as 5:00 p.m.
- Amend Section 7.10 to add "and the majority of Council accept the report"
- Amend Section 7.11 to read as "Late additions to the agenda will be accepted if approved by the majority of Council at the meeting."
- Amend Section 7.12 to include "once approved by the majority of Council."
- Amend Section 10.14 to read as "For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it

WEST HANTS REGIONAL MUNICIPALITY
MEETING AND COMMITTEE PROCEDURAL POLICY

will be at the discretion of Council to approve presentations at Council meetings.”

- Amend Section 14.5 to include “These meetings will be recorded for accuracy in the minute taking process.”
- Amend Section 17.8 to include “October Council meeting to ensure there are no interruptions in the November committee meeting dates. These appointments will take effect November 1st, unless otherwise stated within the Terms of Reference outlined within a committee.”
- Amend Appendix D, Section 4.1 to include “and One (1) Alternate”

Region of Windsor and West Hants Municipality - 11 Existing Districts

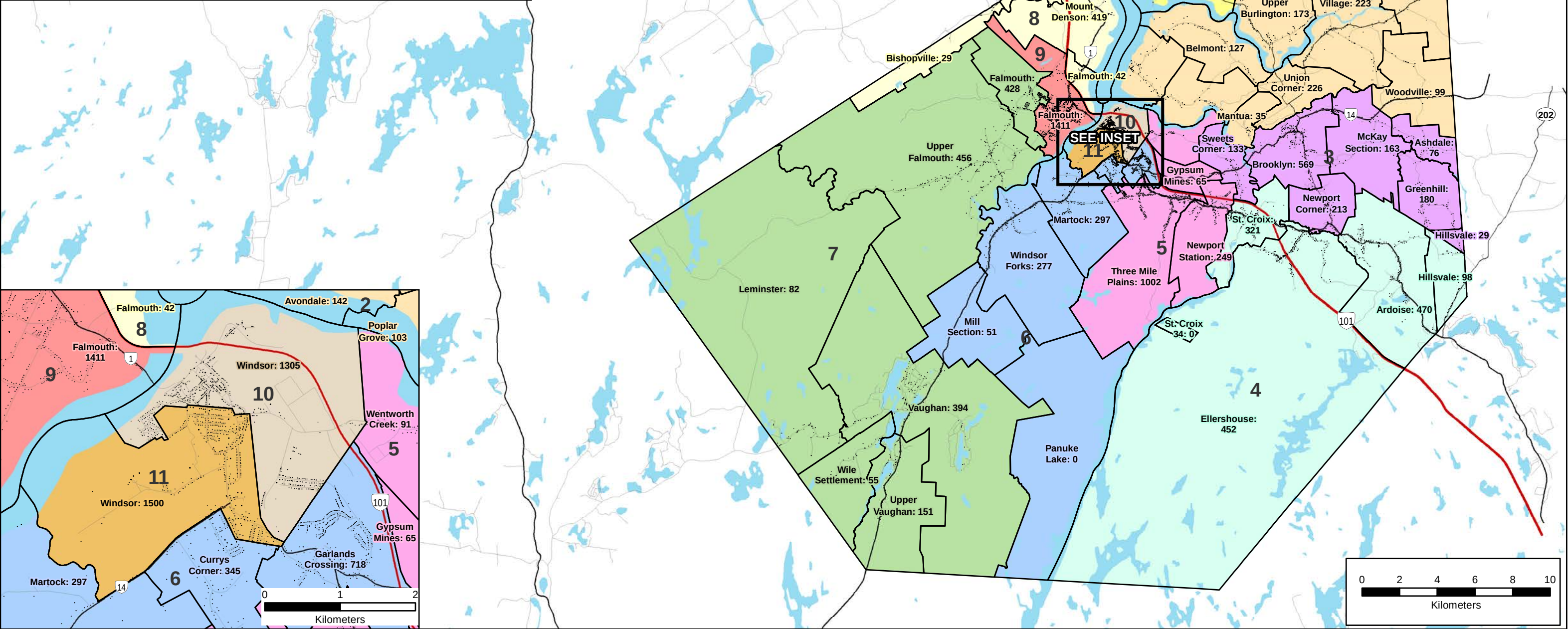
Community Label

Community

Electors

Ellershouse: 452

District	Electors	Land Area (km²)	Variation from Average	
			Number	%
1	1,167	216	-242	-17.2%
2	1,257	202	-152	-10.8%
3	1,363	66	-46	-3.2%
4	1,341	252	-68	-4.8%
5	1,407	59	-2	-0.1%
6	1,688	127	279	19.8%
7	1,566	354	157	11.2%
8	1,490	38	81	5.8%
9	1,411	13	2	0.2%
10	1,305	5	-104	-7.4%
11	1,500	5	91	6.5%
TOTALS	15,495	1,336		
Average	1,409	121		



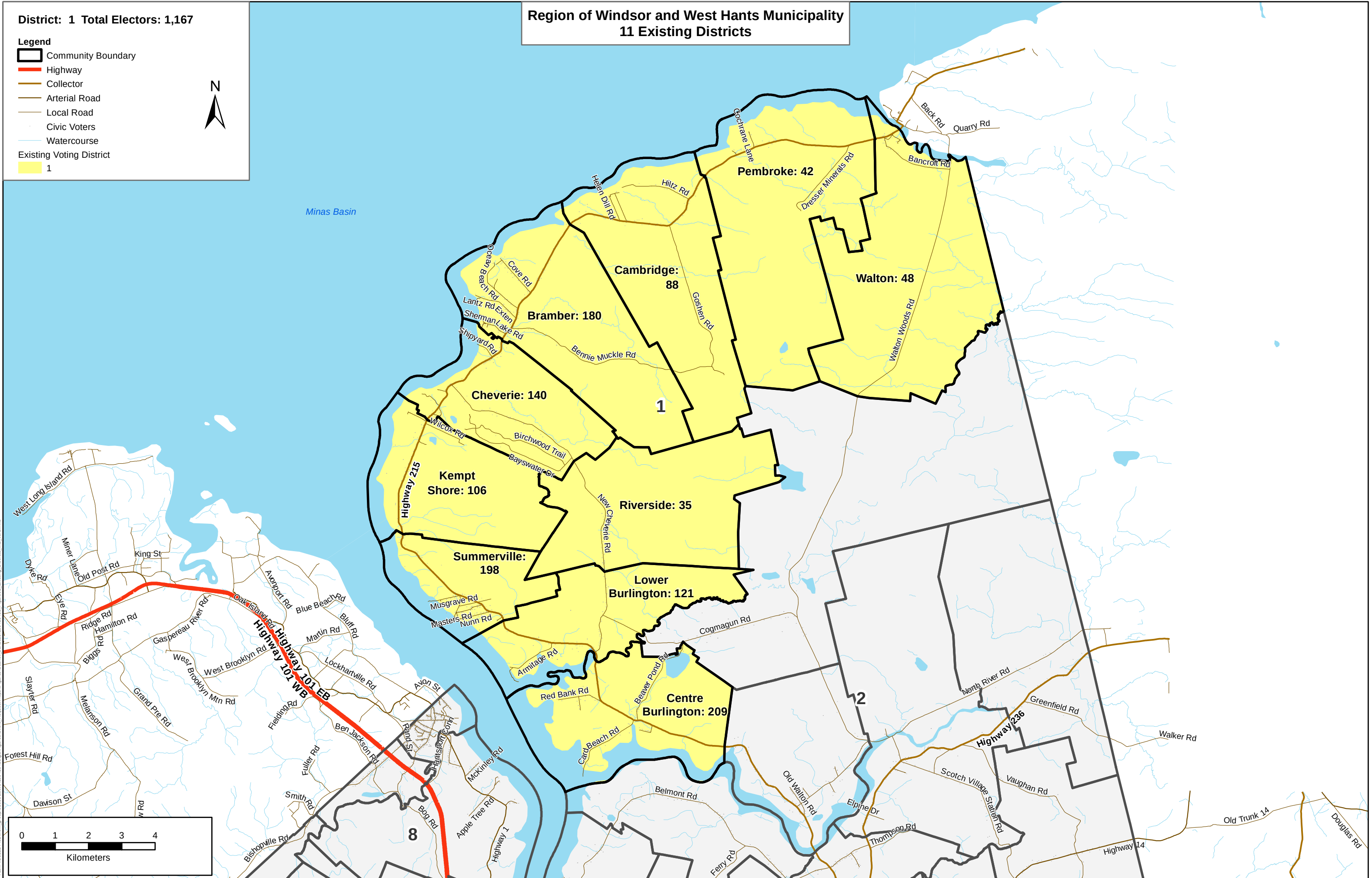
District: 1 Total Electors: 1,167

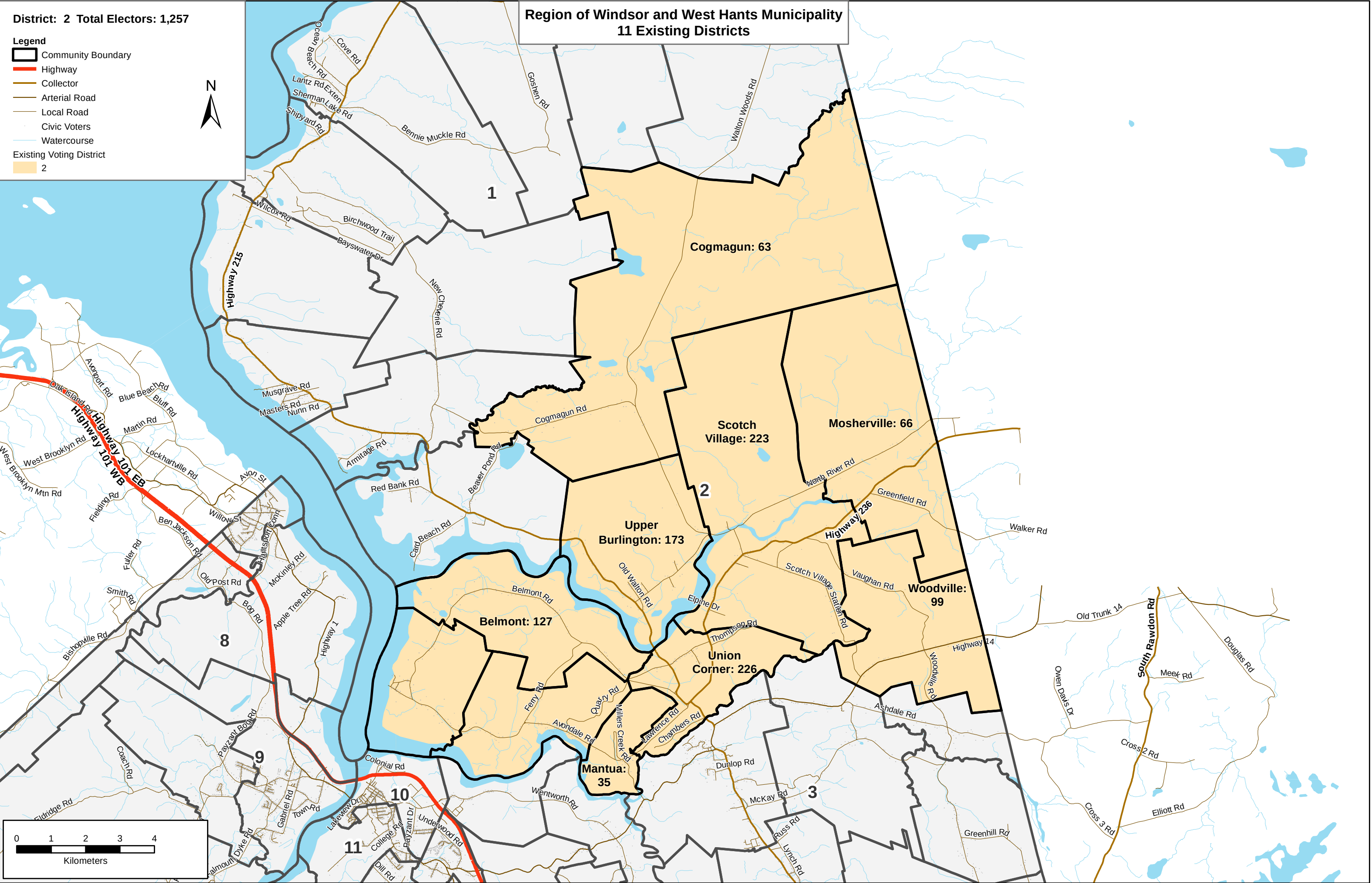
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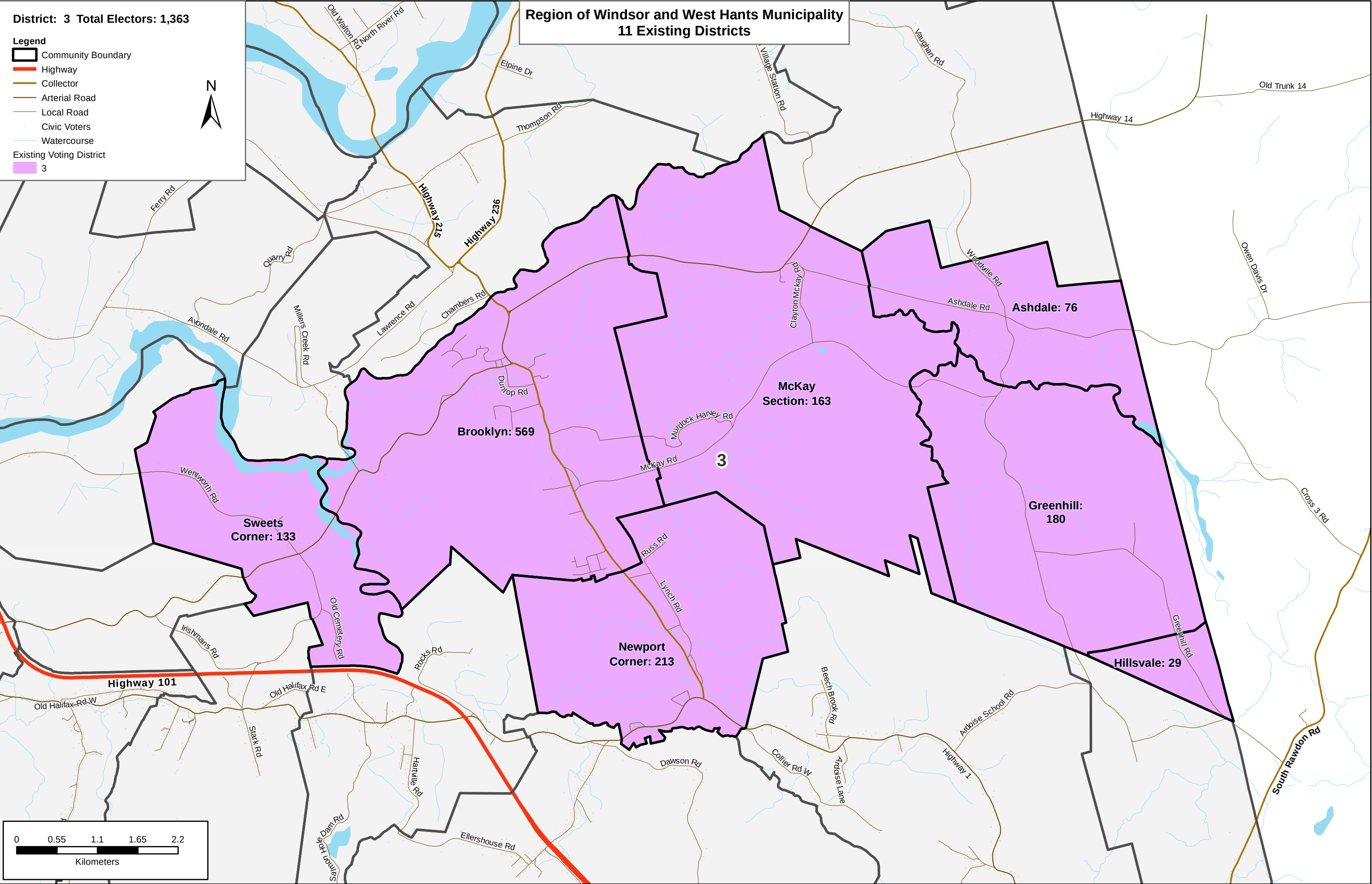
- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse
- Existing Voting District
- 1

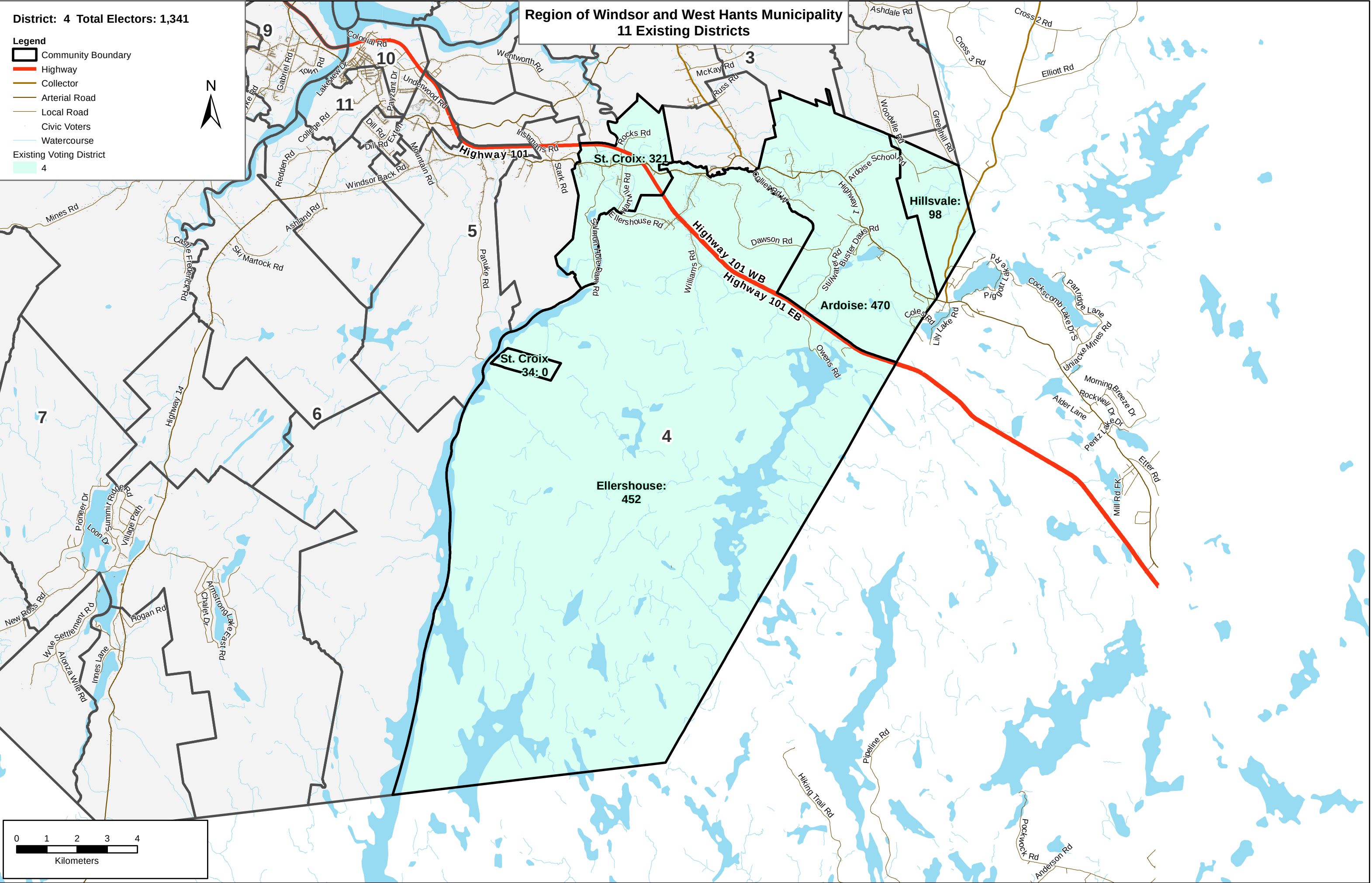


Region of Windsor and West Hants Municipality
11 Existing Districts







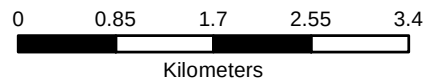
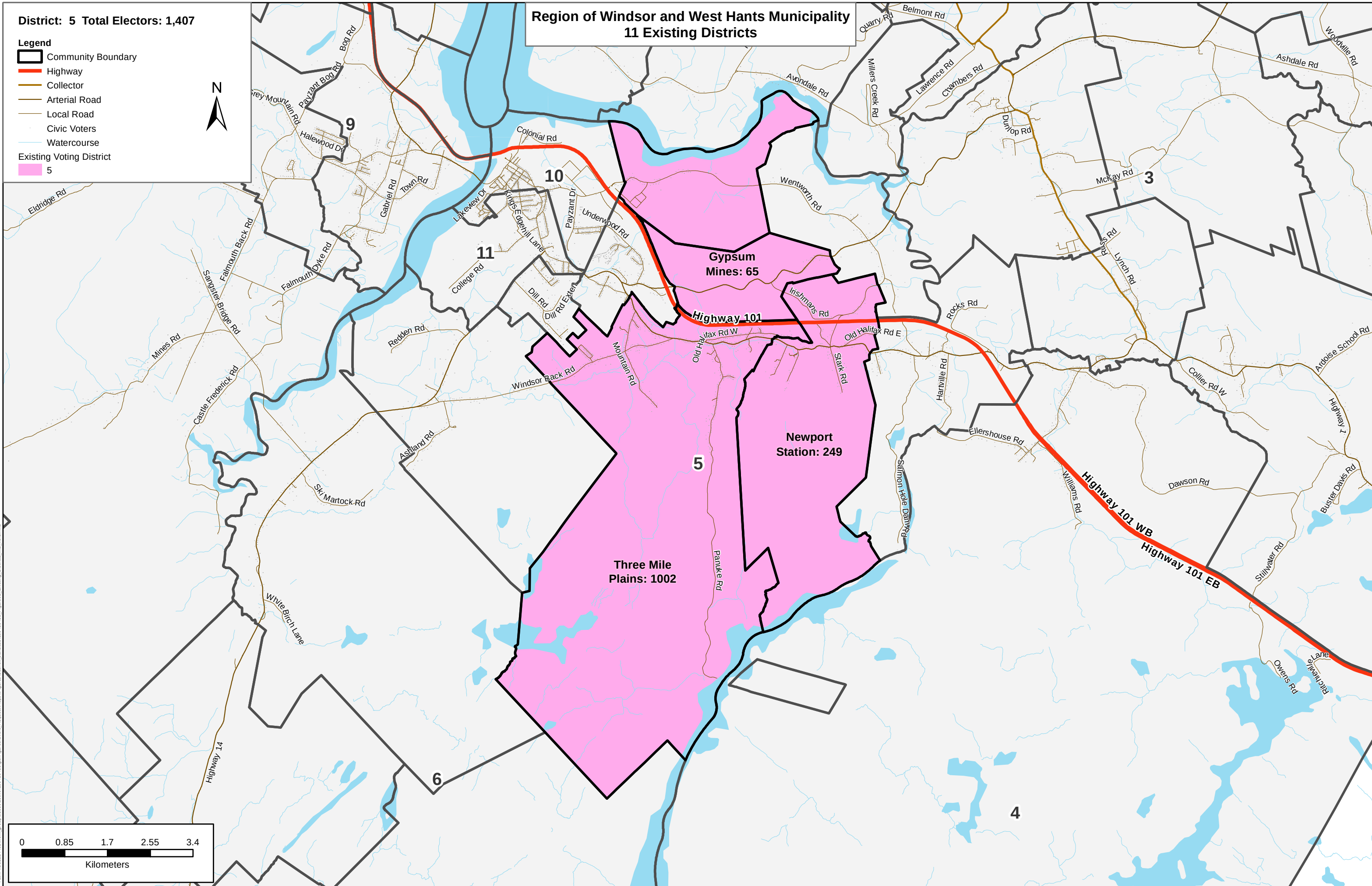


District: 5 Total Electors: 1,407

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse
- Existing Voting District
- 5

Region of Windsor and West Hants Municipality
11 Existing Districts



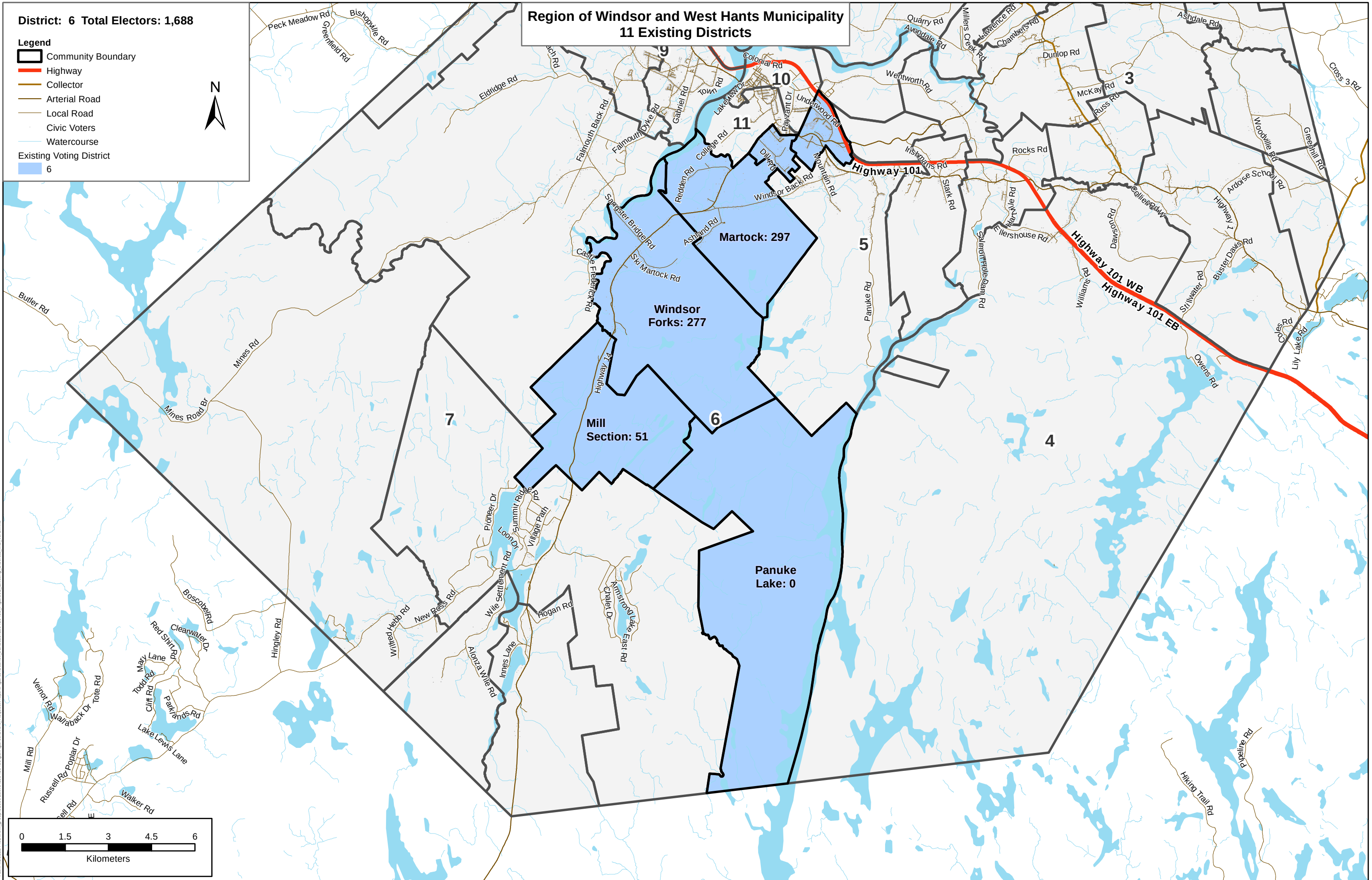
District: 6 Total Electors: 1,688

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse
- Existing Voting District
- 6



Region of Windsor and West Hants Municipality
11 Existing Districts



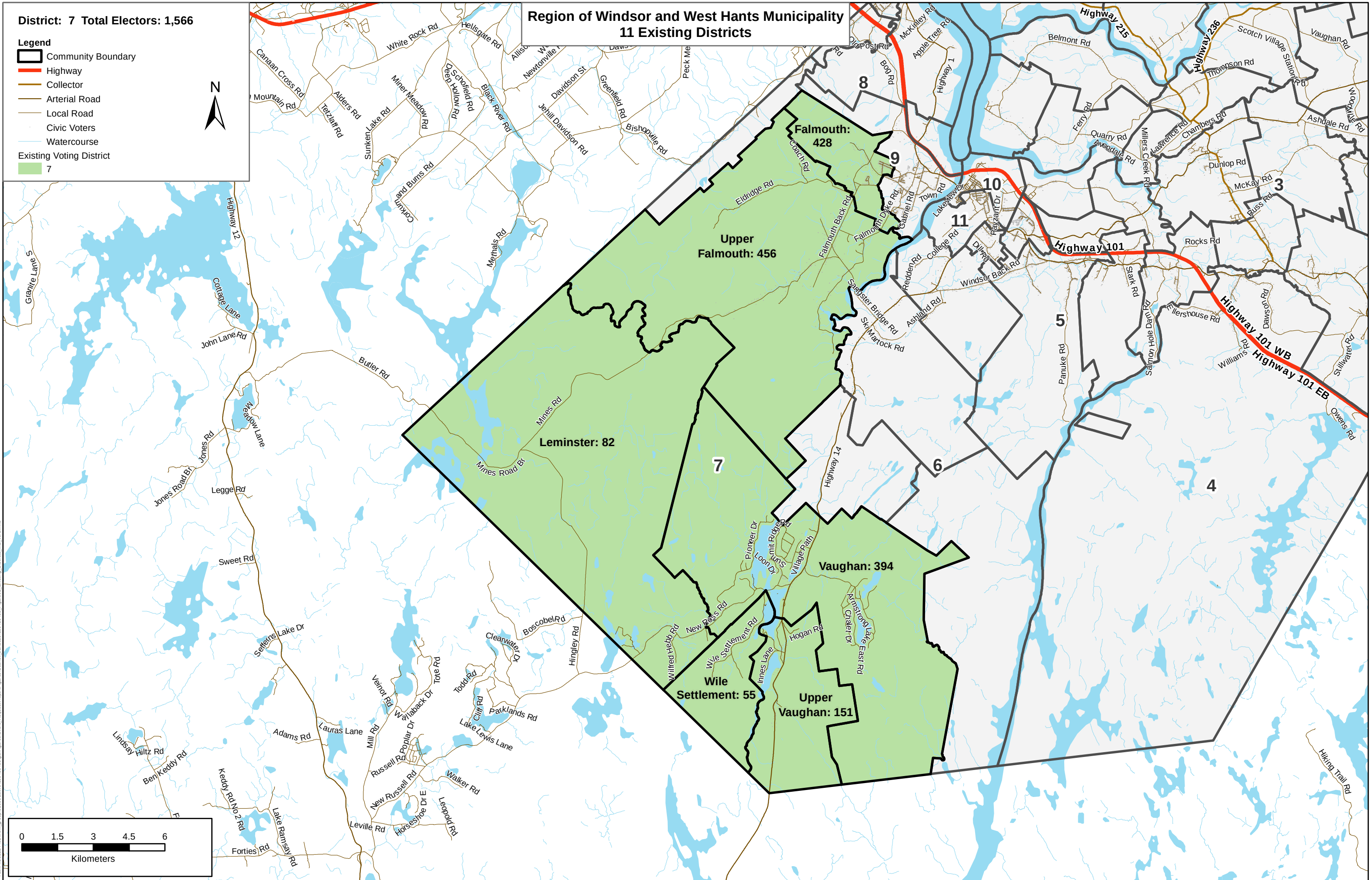
District: 7 Total Electors: 1,566

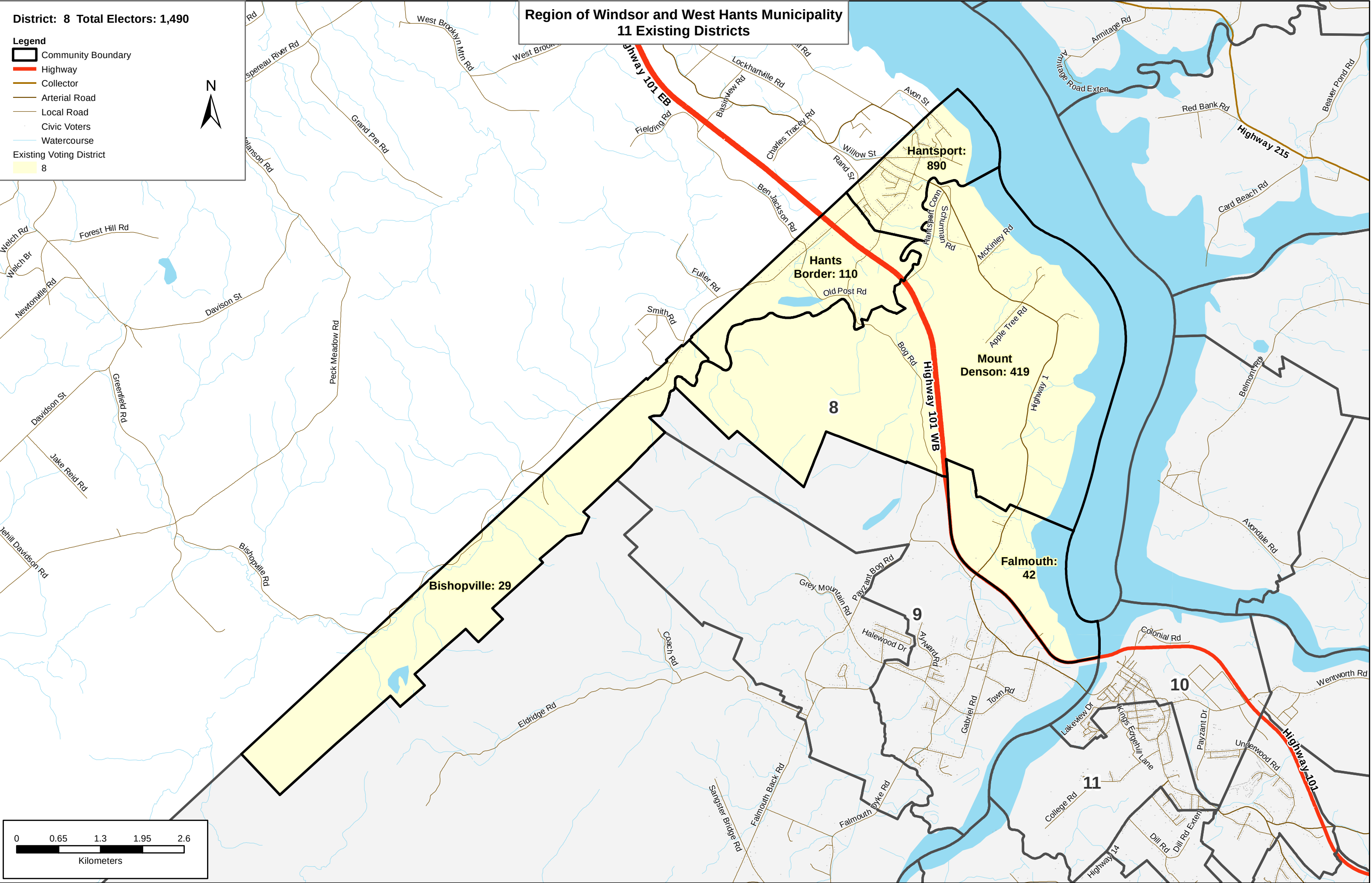
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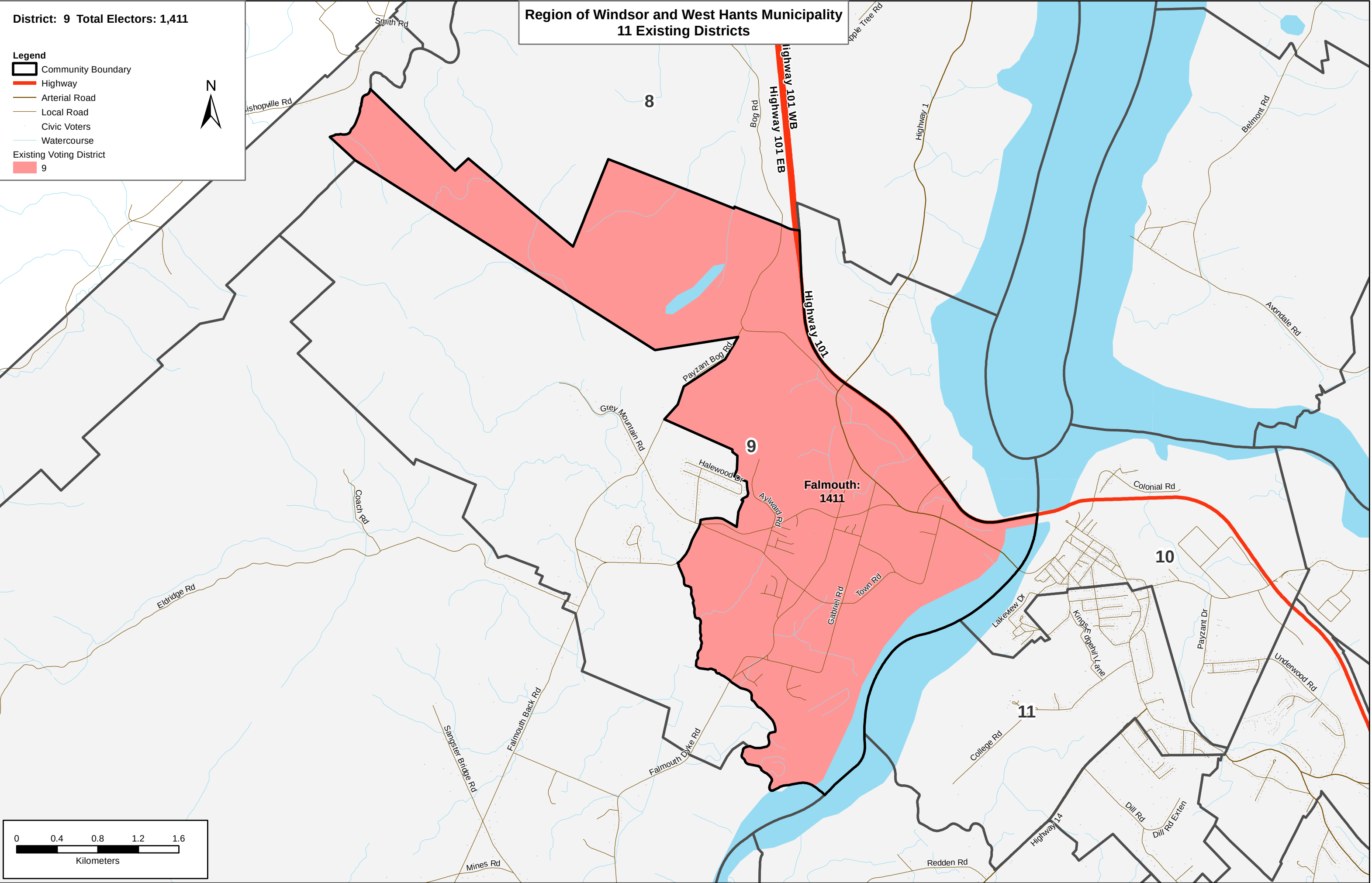
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- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse
- Existing Voting District
- 7

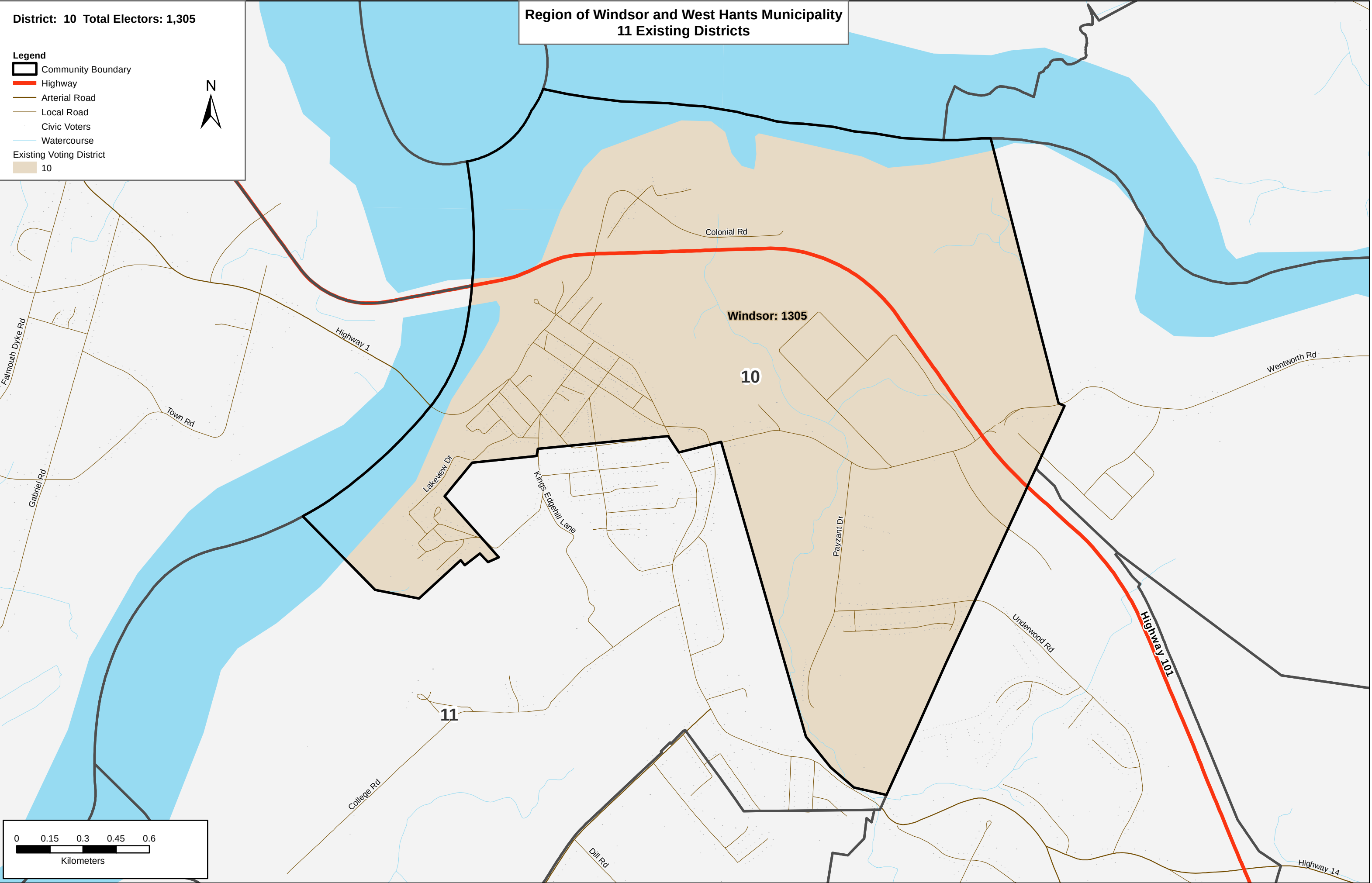


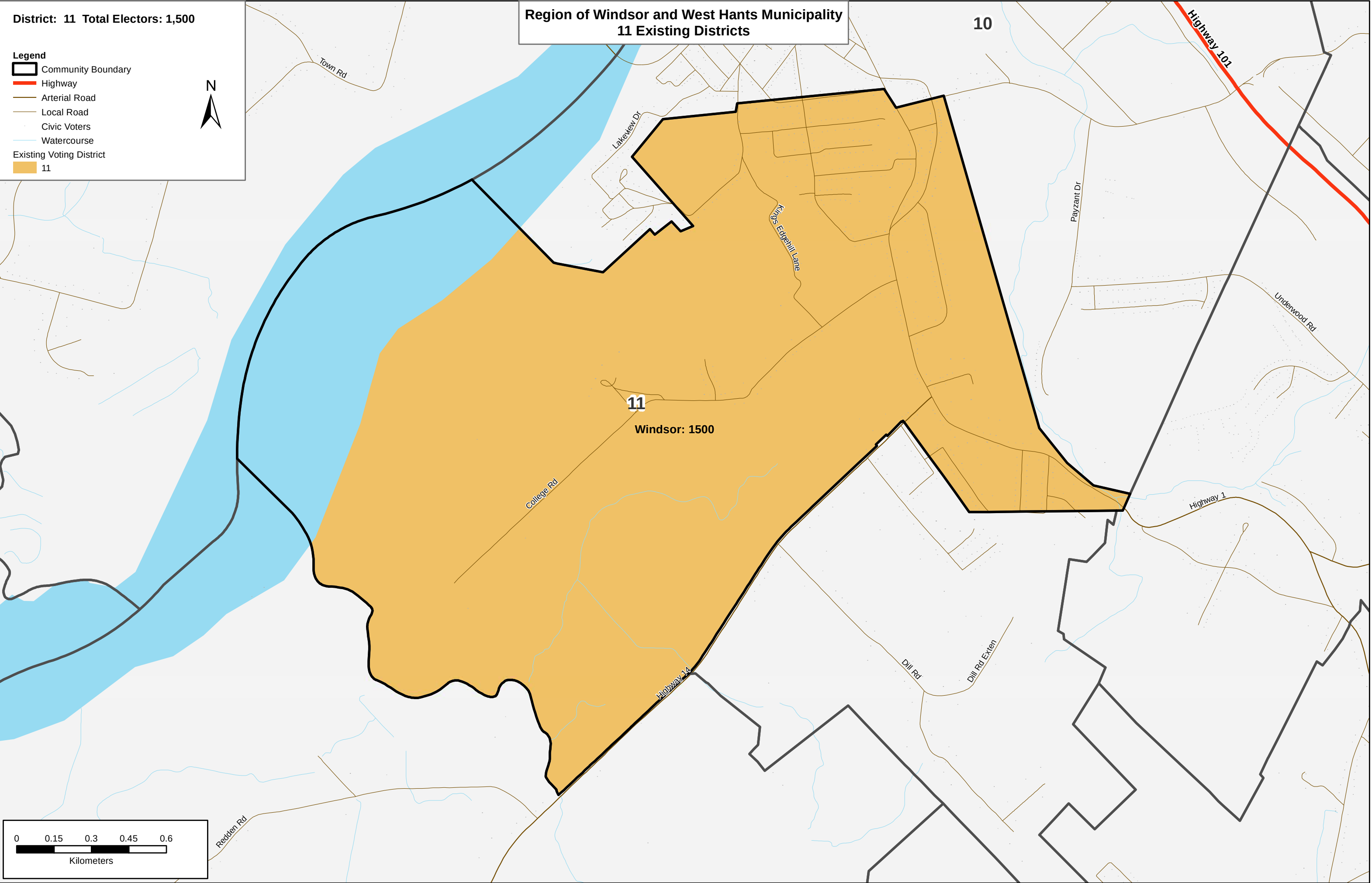
Region of Windsor and West Hants Municipality
11 Existing Districts







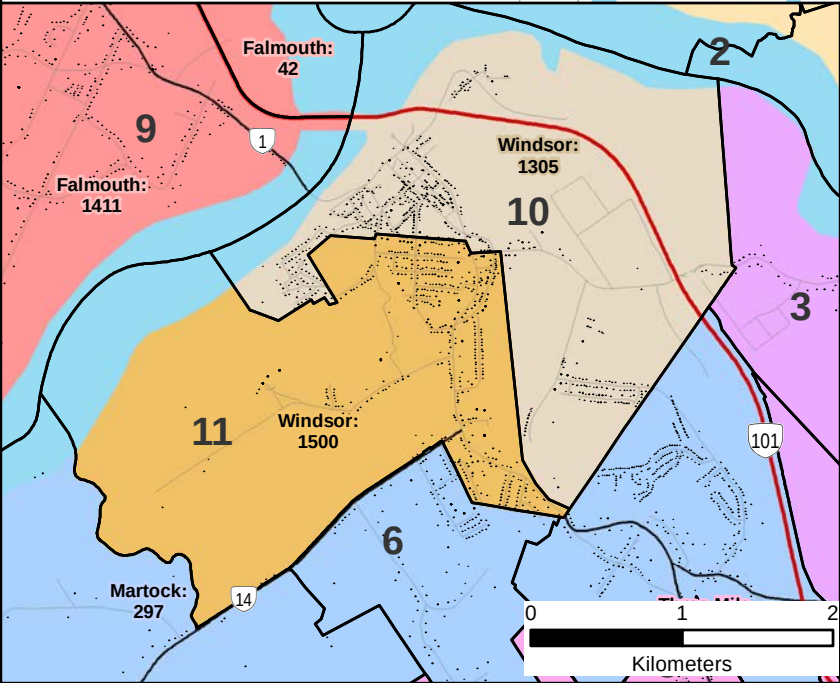
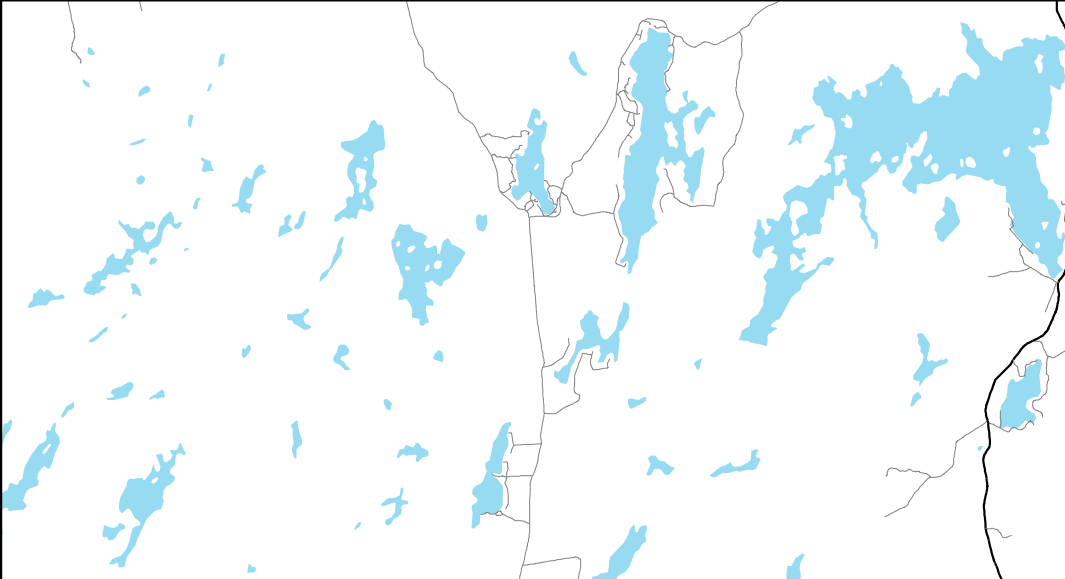
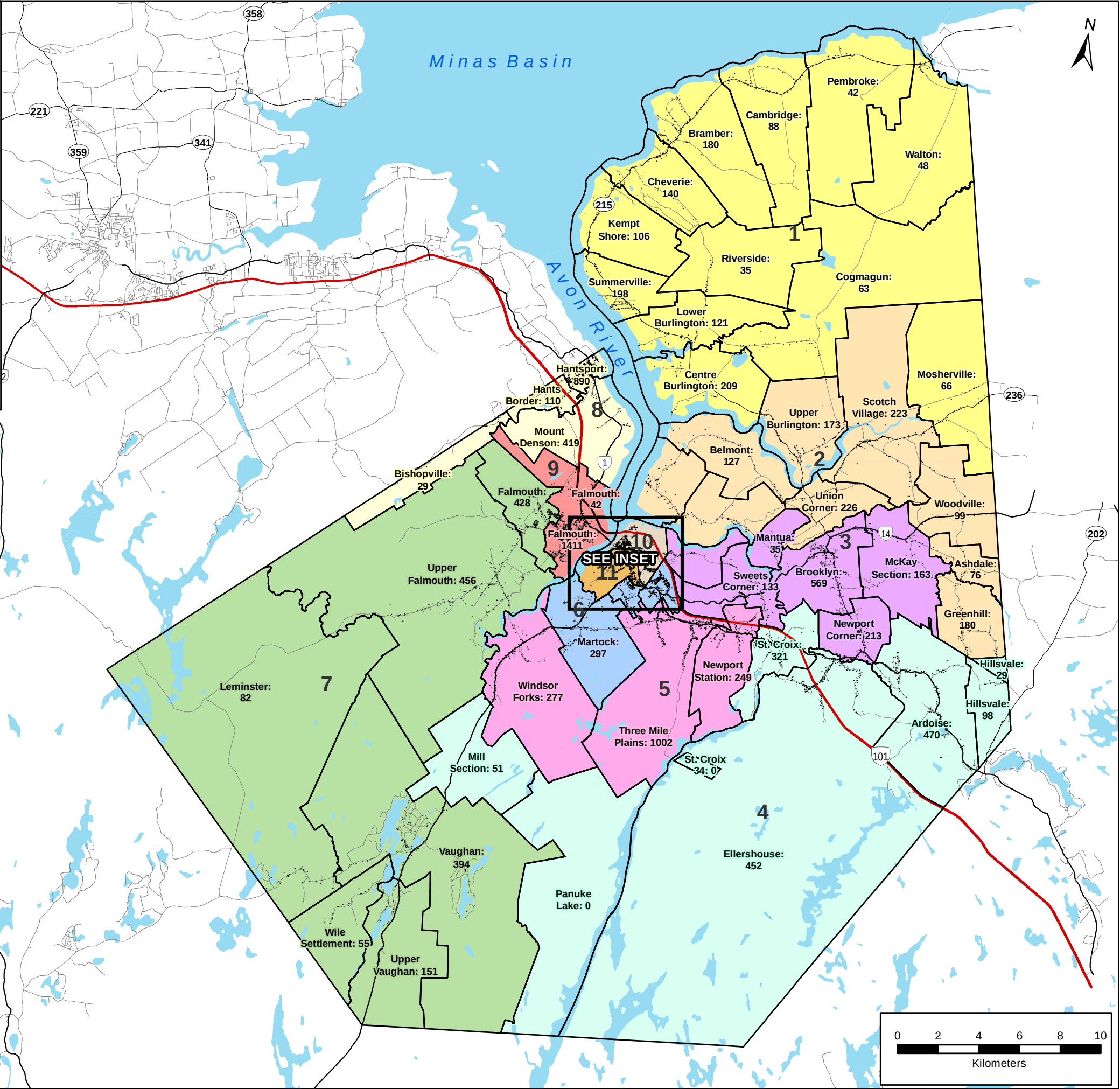




Region of Windsor and West Hants Municipality - 11 Adjusted Districts (Alt 1)

Community Label

District	Electors	Land Area (km ²)	Variation from Average	
			Number	%
1	1,296	298	-113	-8.0%
2	1,349	132	-60	-4.2%
3	1,269	63	-140	-9.9%
4	1,421	326	12	0.9%
5	1,528	80	119	8.5%
6	1,360	22	-49	-3.5%
7	1,566	354	157	11.2%
8	1,448	35	39	2.8%
9	1,453	16	44	3.1%
10	1,305	5	-104	-7.4%
11	1,500	5	91	6.5%
TOTALS	15,495	1,336		
Average	1,409	121		



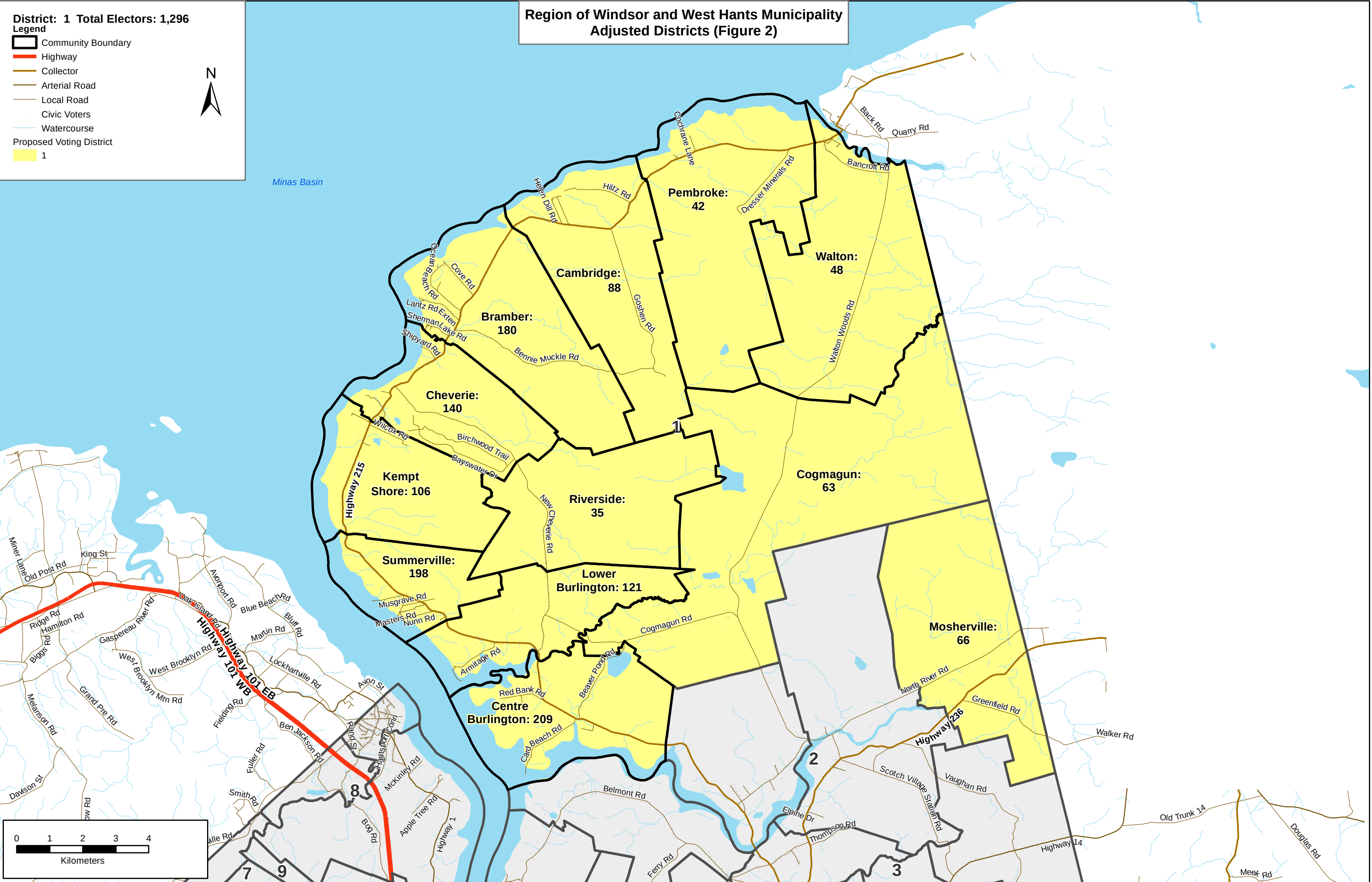
Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

District: 1 Total Electors: 1,296
Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse
- Proposed Voting District
- 1



Minas Basin



Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

District: 2 Total Electors: 1,349

Legend

Community Boundary

Highway

Collector

Arterial Road

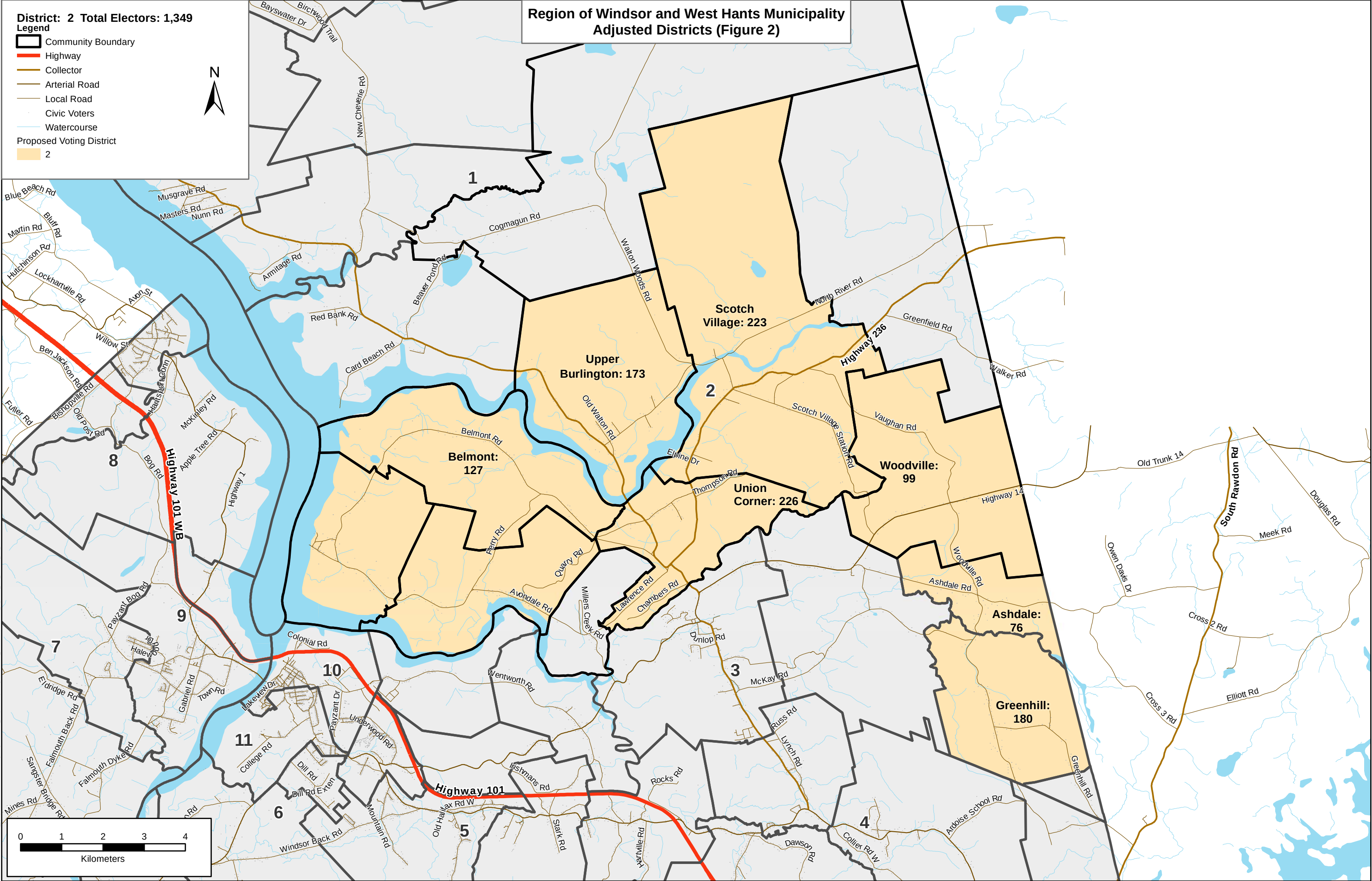
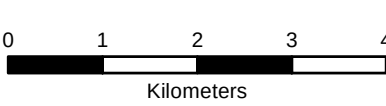
Local Road

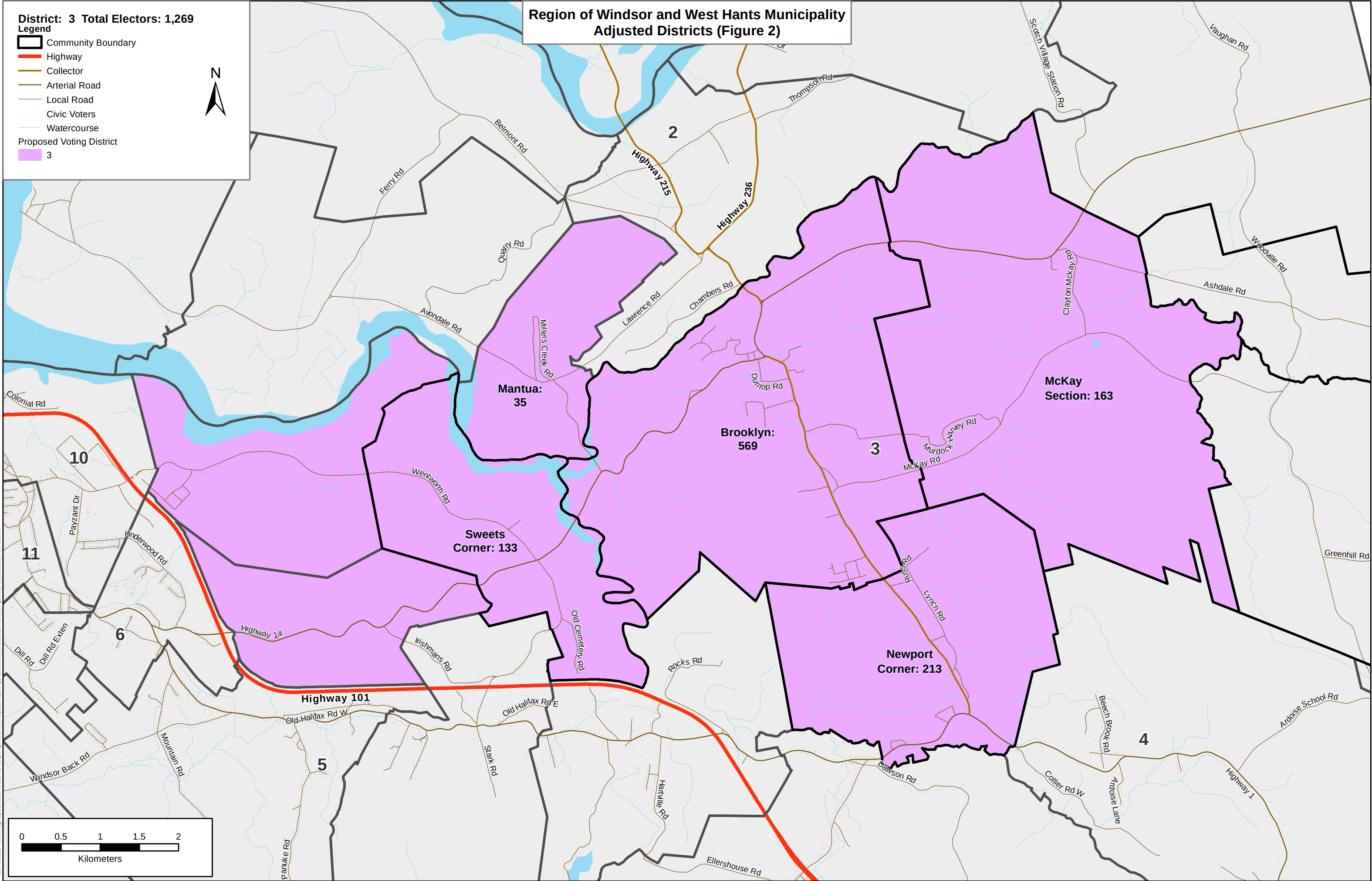
Civic Voters

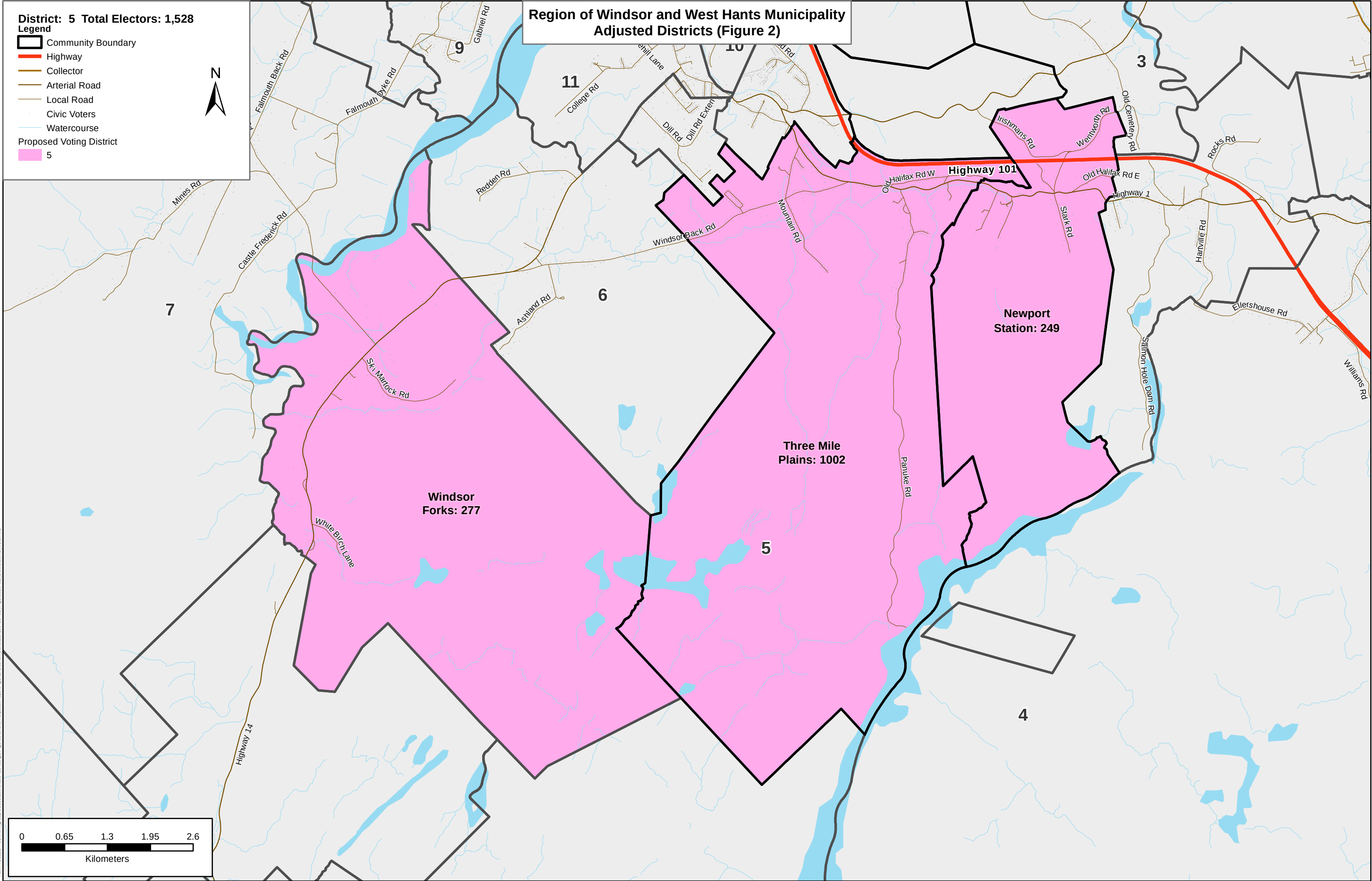
Watercourse

Proposed Voting District

2







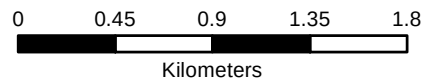
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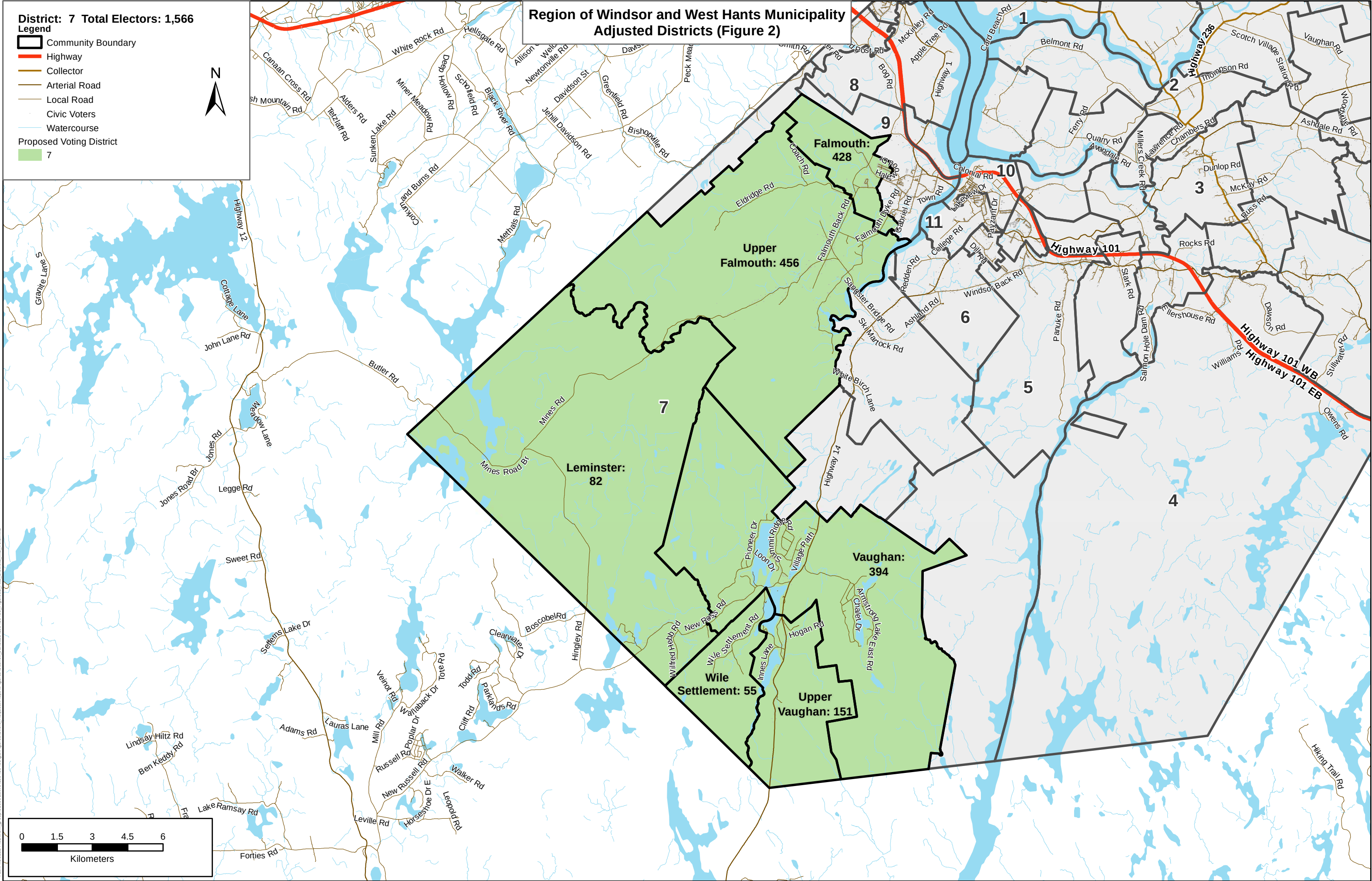
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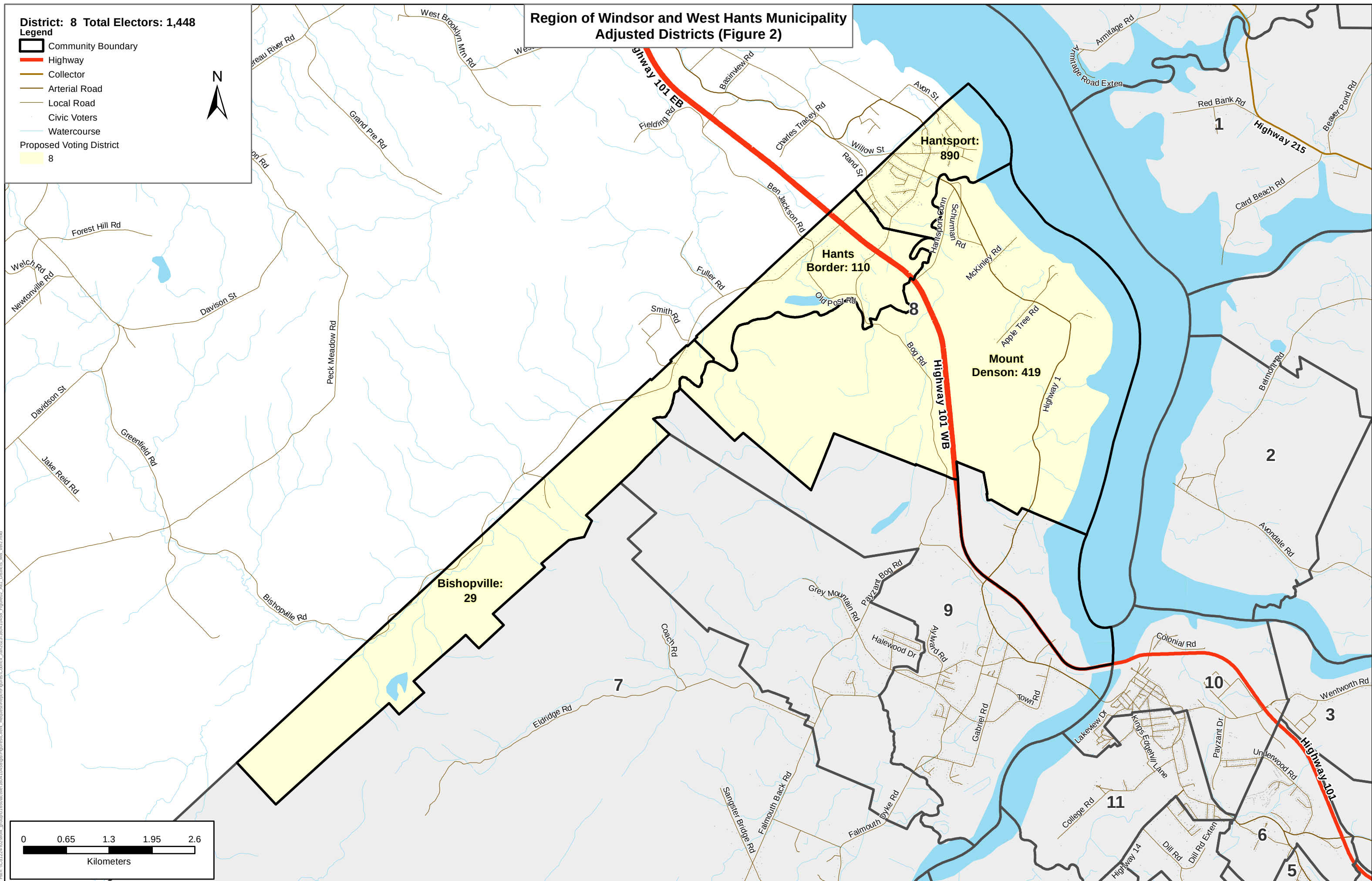
- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse
- Proposed Voting District

6

Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)







District: 9 Total Electors: 1,453

Legend

-  Community Boundary
-  Highway
-  Arterial Road
-  Local Road
-  Civic Voters
-  Watercourse
-  Proposed Voting District

9

N



**Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)**

District: 9 Total Electors: 1,453

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse
- Proposed Voting District

9

District: 9 Total Electors: 1,453

Legend

-  Community Boundary
-  Highway
-  Arterial Road
-  Local Road
-  Civic Voters
-  Watercourse
-  Proposed Voting District

9



District: 9 Total Electors: 1,453

Legend

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-  Highway
-  Arterial Road
-  Local Road
-  Civic Voters
-  Watercourse
-  Proposed Voting District

9



District: 9 Total Electors: 1,453

Legend

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9



District: 9 Total Electors: 1,453

Legend

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-  Highway
-  Arterial Road
-  Local Road
-  Civic Voters
-  Watercourse
-  Proposed Voting District

9



District: 9 Total Electors: 1,453

Legend

-  Community Boundary
-  Highway
-  Arterial Road
-  Local Road
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-  Watercourse
-  Proposed Voting District

9



District: 9 Total Electors: 1,453

Legend

-  Community Boundary
-  Highway
-  Arterial Road
-  Local Road
-  Civic Voters
-  Watercourse
-  Proposed Voting District

9



District: 9 Total Electors: 1,453

Legend

-  Community Boundary
-  Highway
-  Arterial Road
-  Local Road
-  Civic Voters
-  Watercourse
-  Proposed Voting District

9

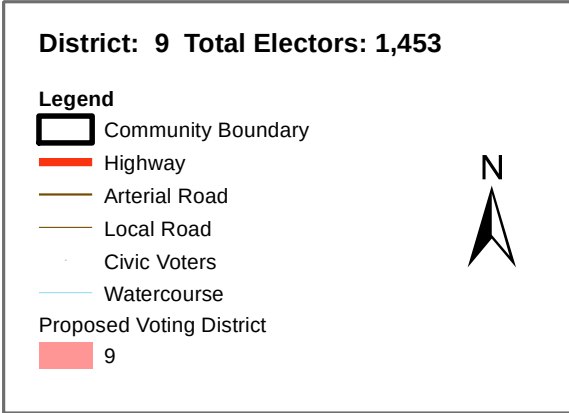


District: 9 Total Electors: 1,453

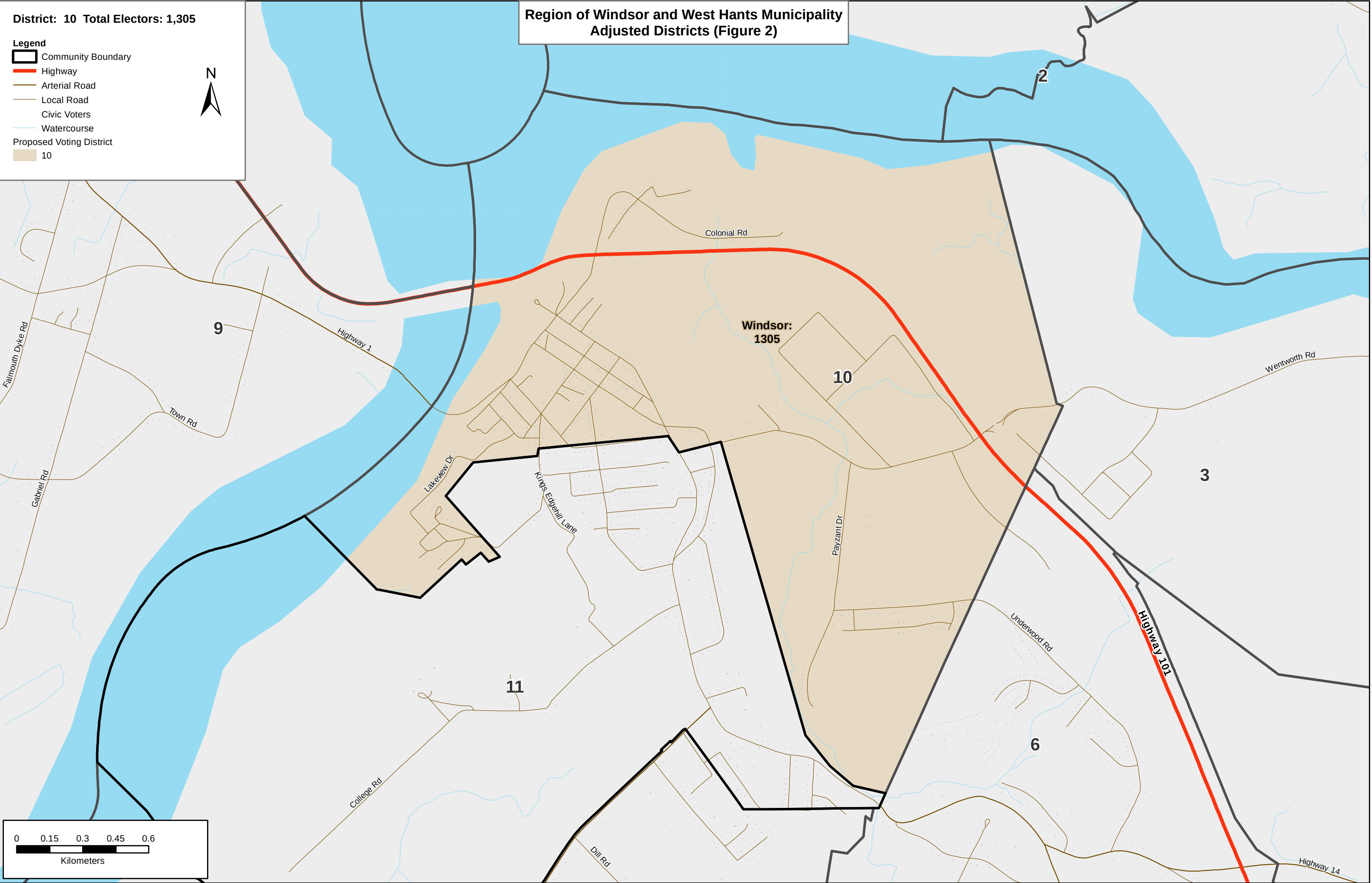
Legend

-  Community Boundary
-  Highway
-  Arterial Road
-  Local Road
-  Civic Voters
-  Watercourse
-  Proposed Voting District

9



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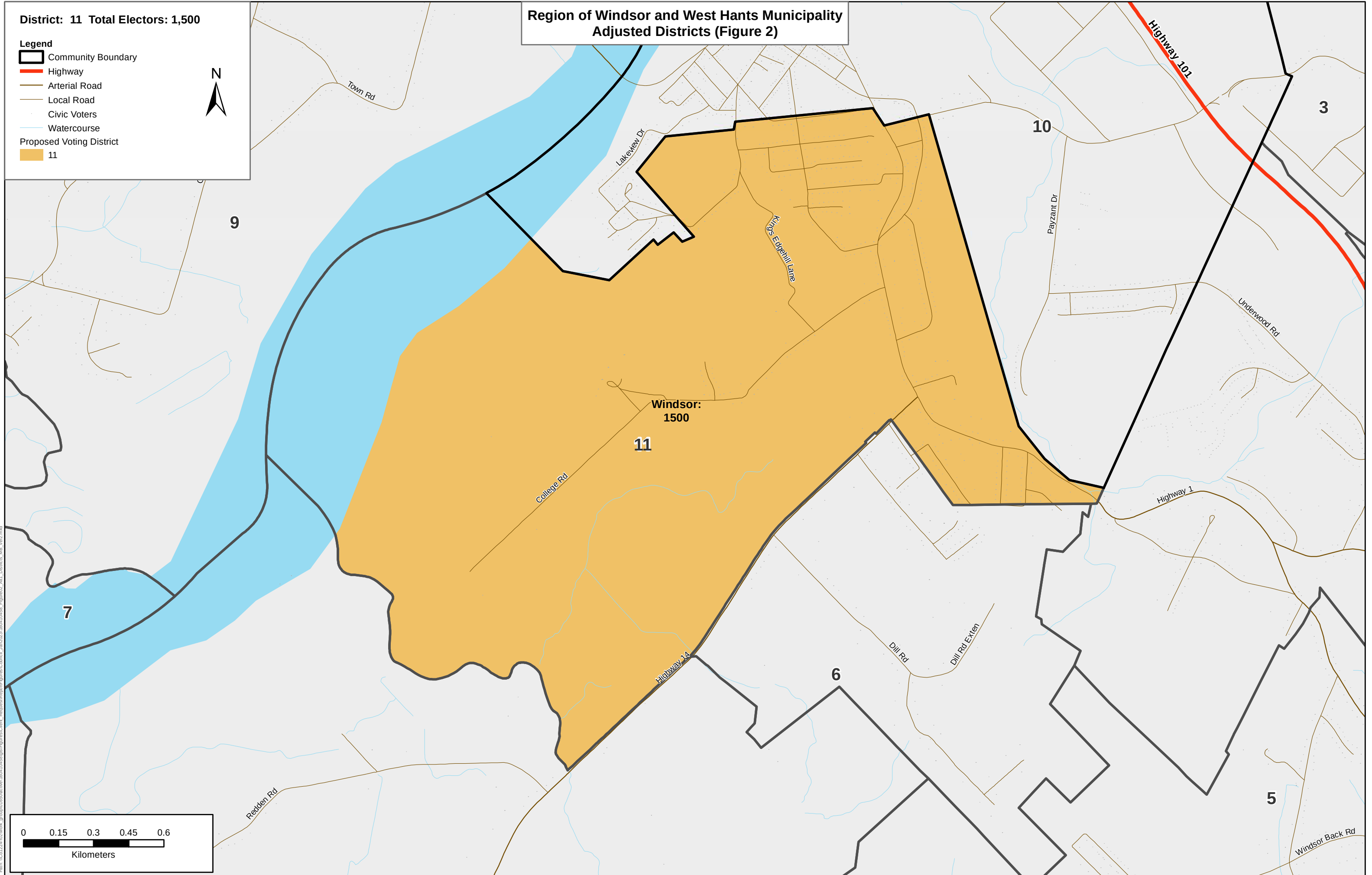
District: 11 Total Electors: 1,500

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse
- Proposed Voting District
- 11



Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)



Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 1 Total Electors: 1,403

Legend

Community Boundary

Highway

Collector

Arterial Road

Local Road

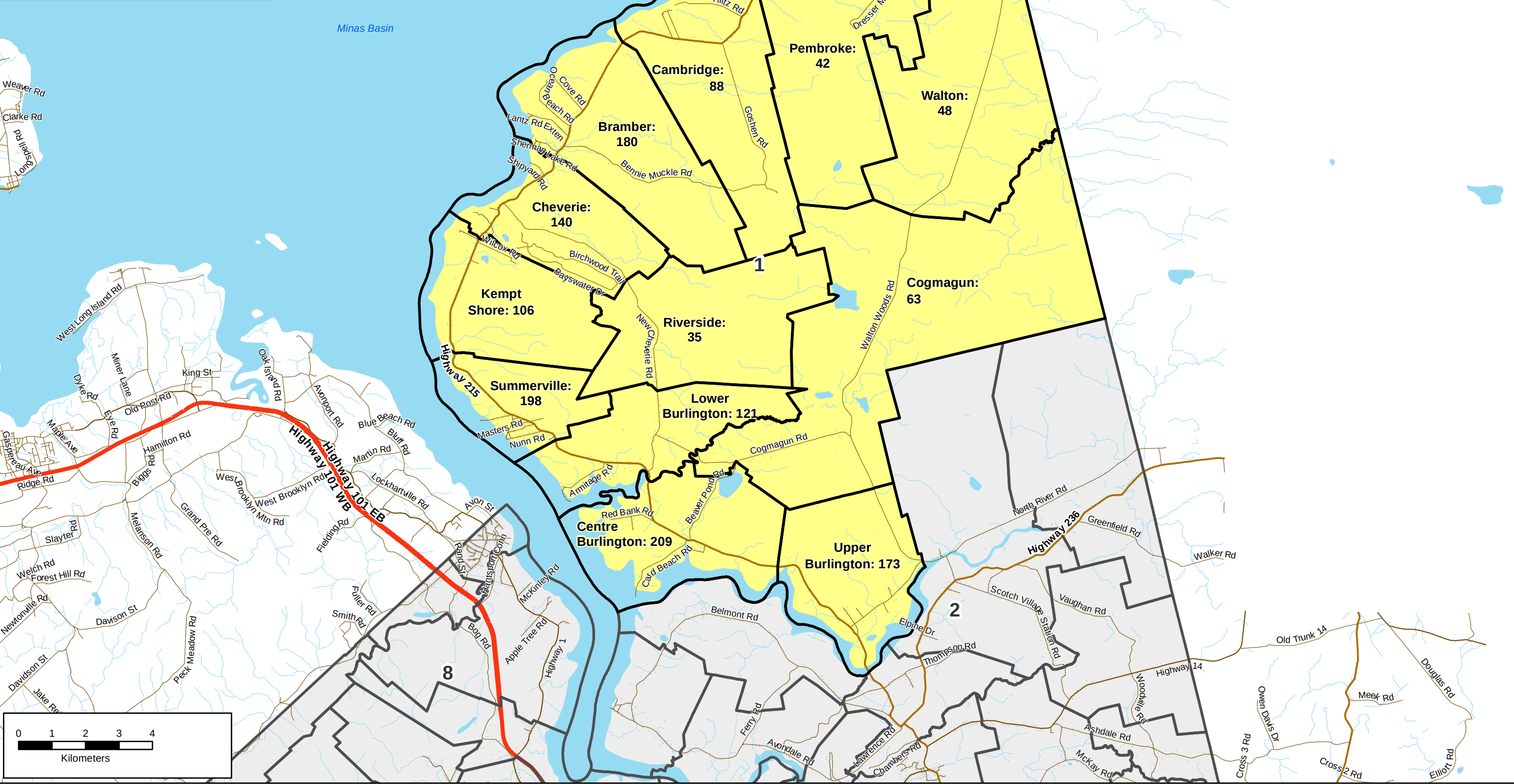
Civic Voters

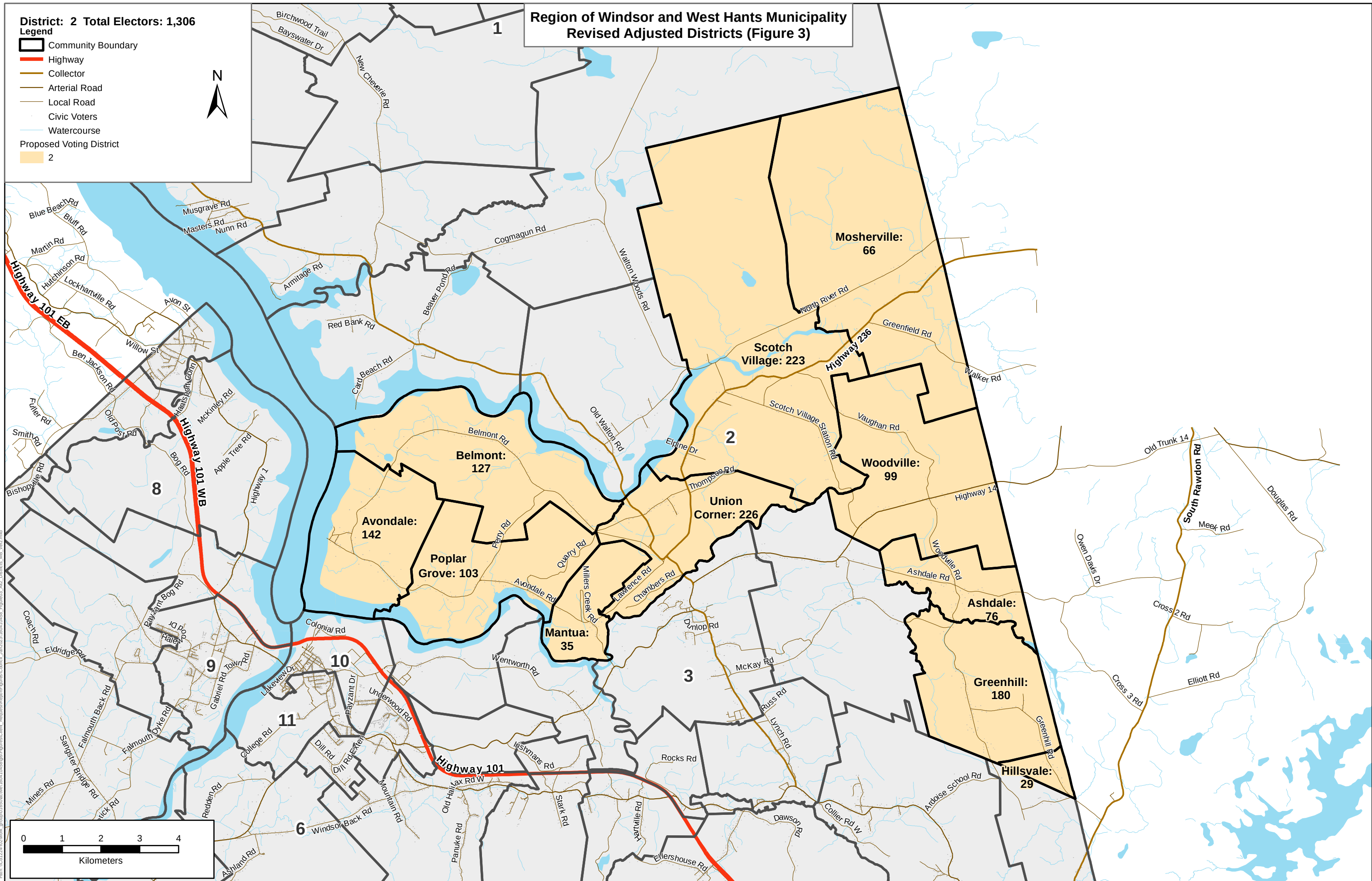
Watercourse

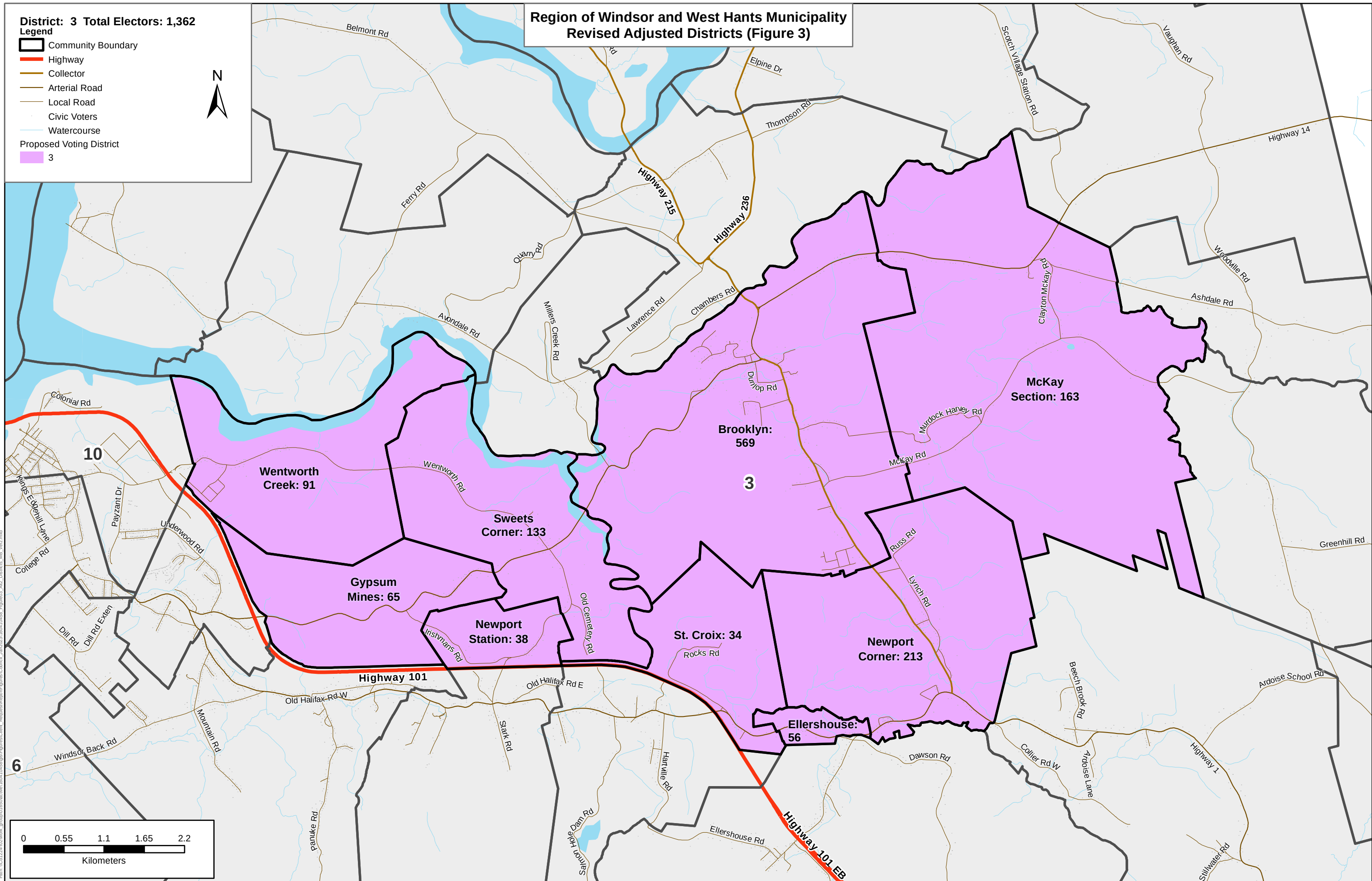
Proposed Voting District

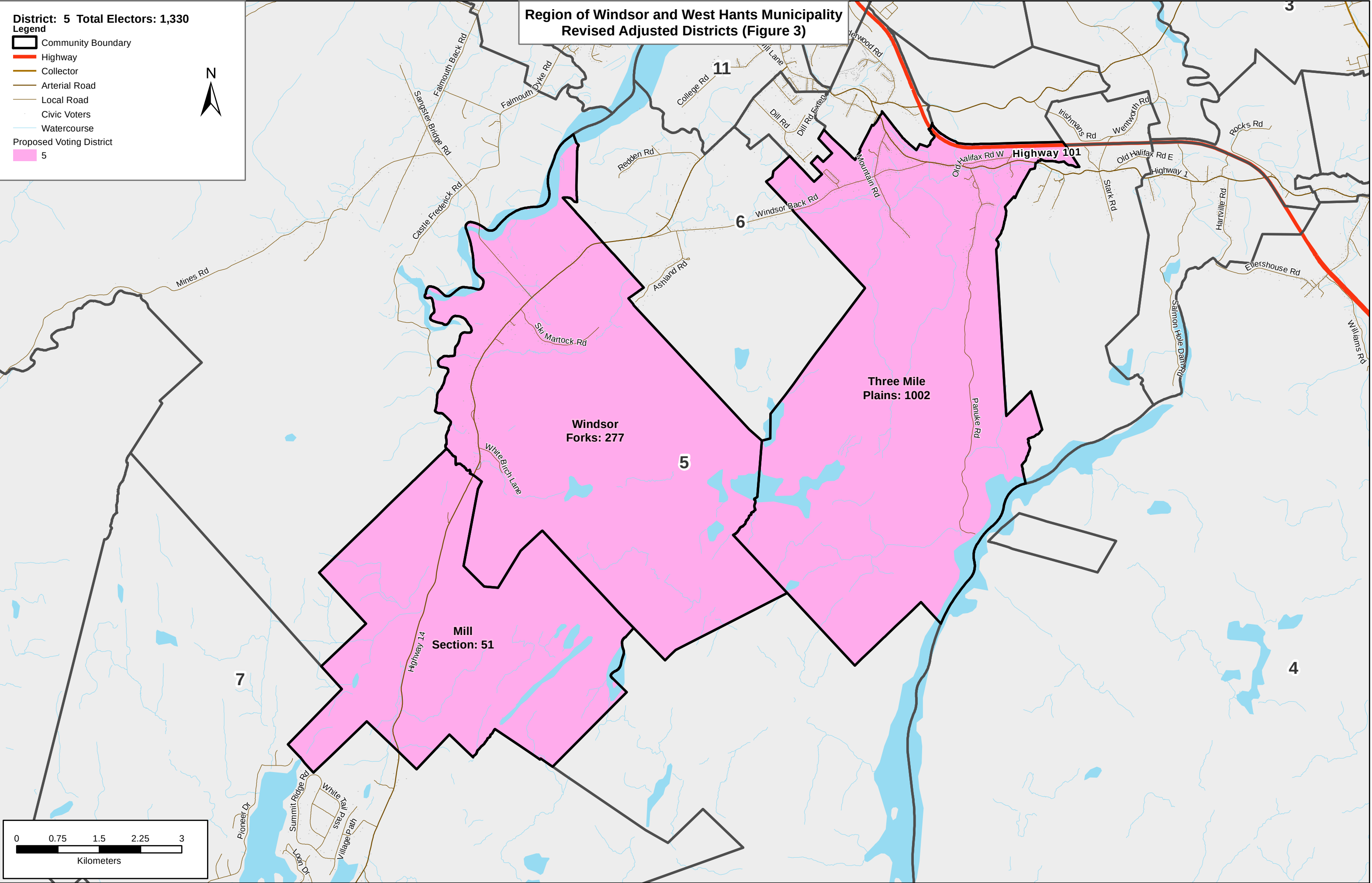
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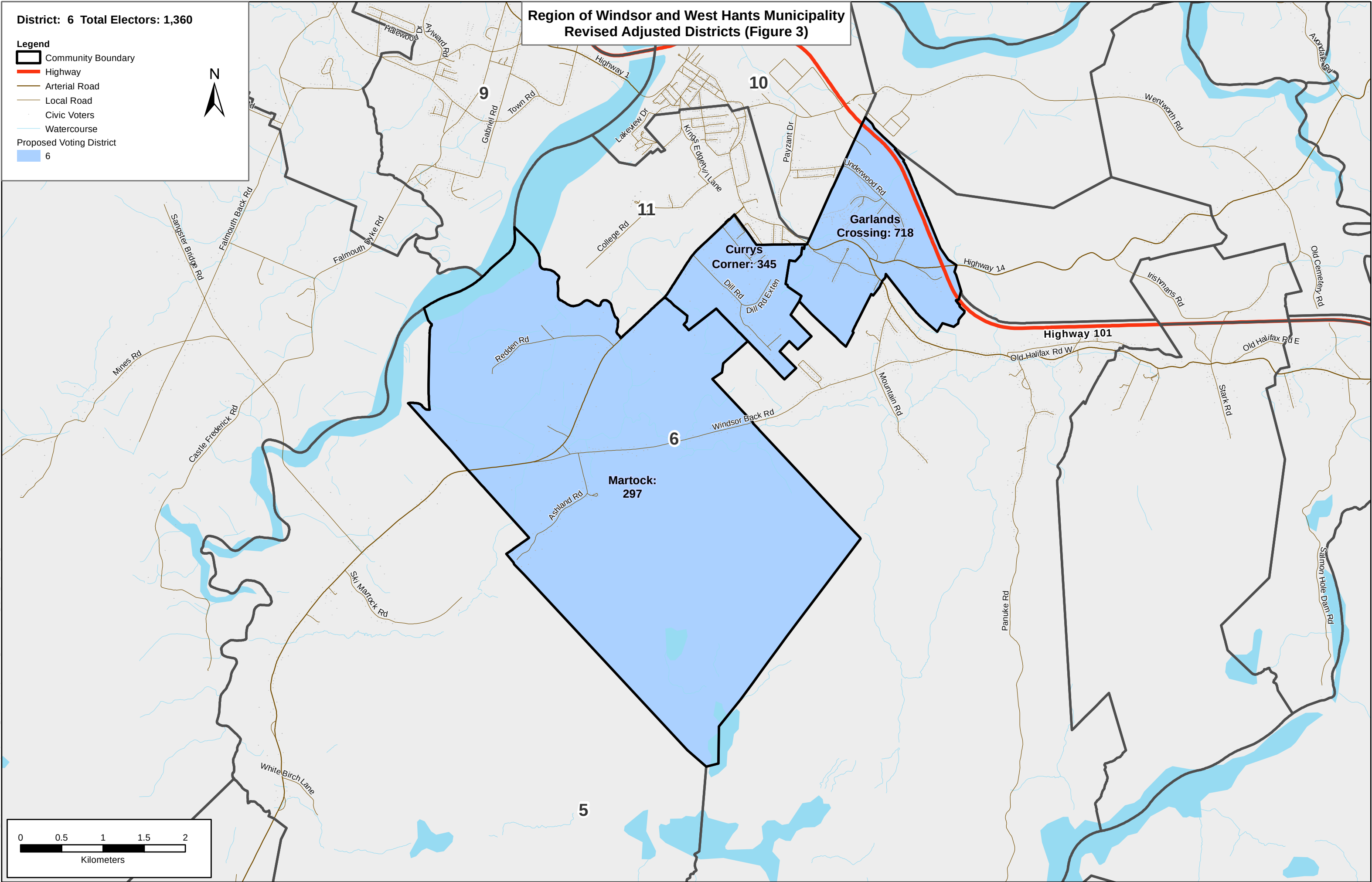
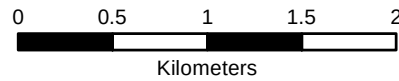
District: 6 Total Electors: 1,360

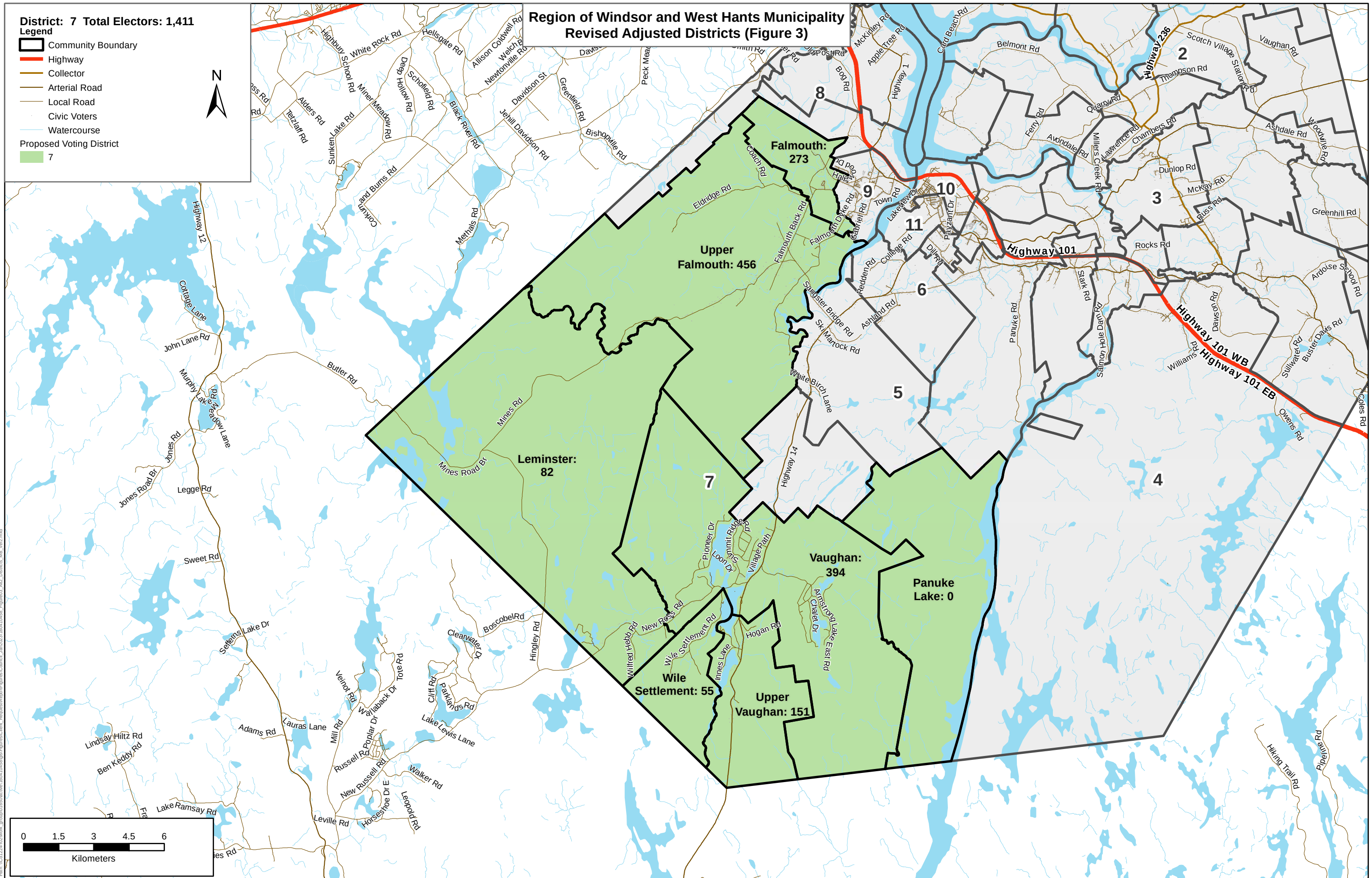
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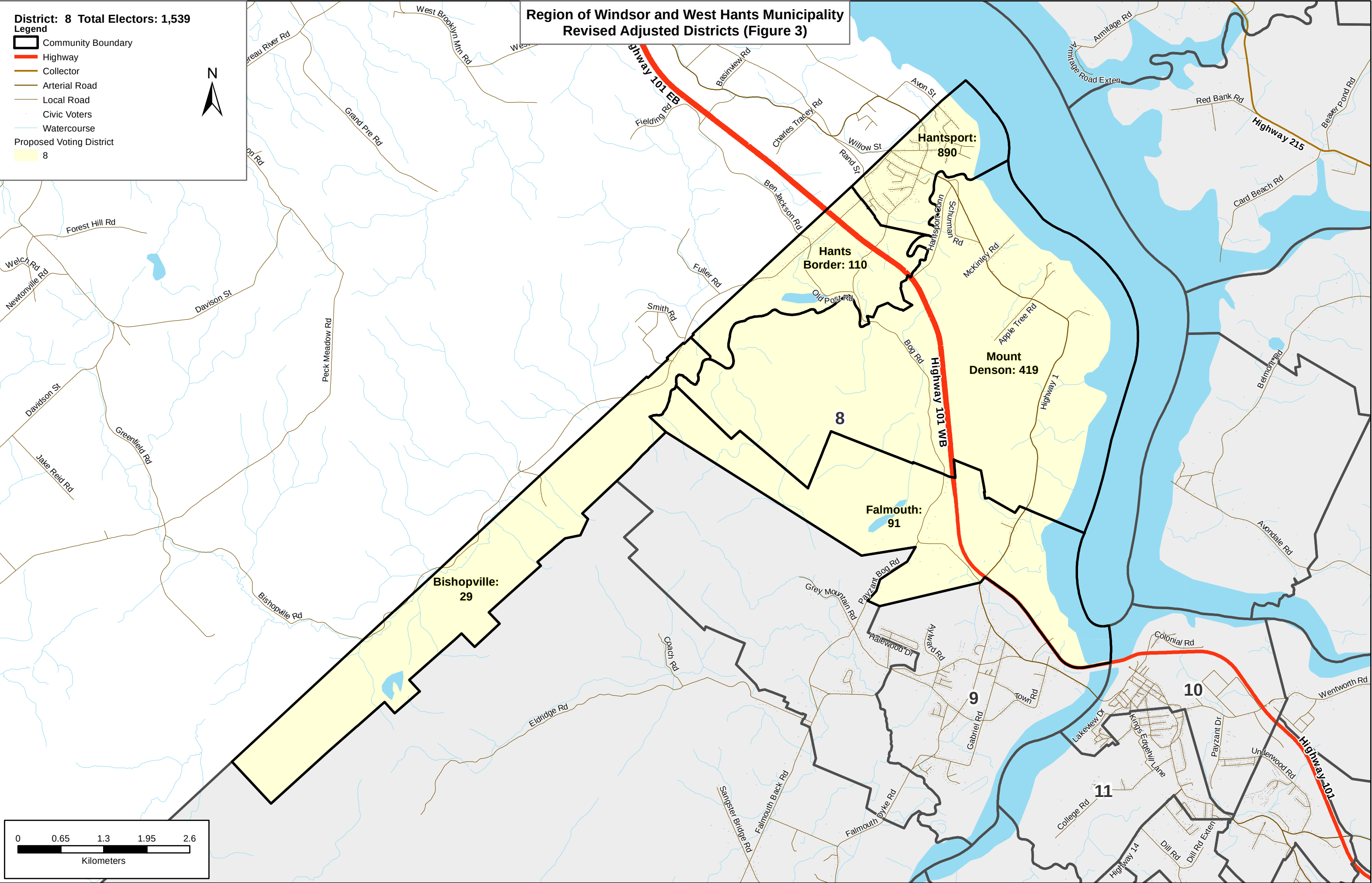
- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse
- Proposed Voting District

6

Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)





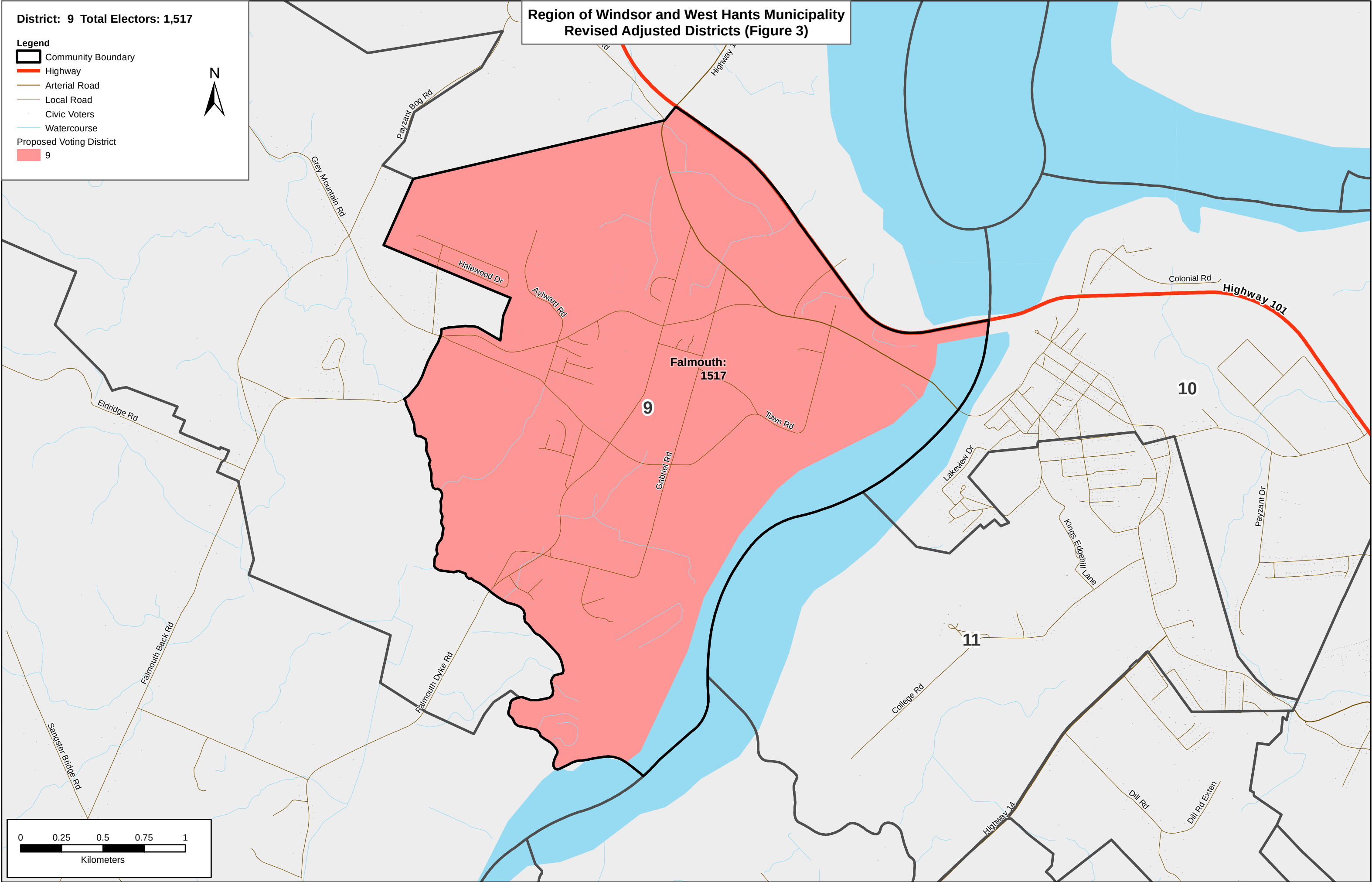


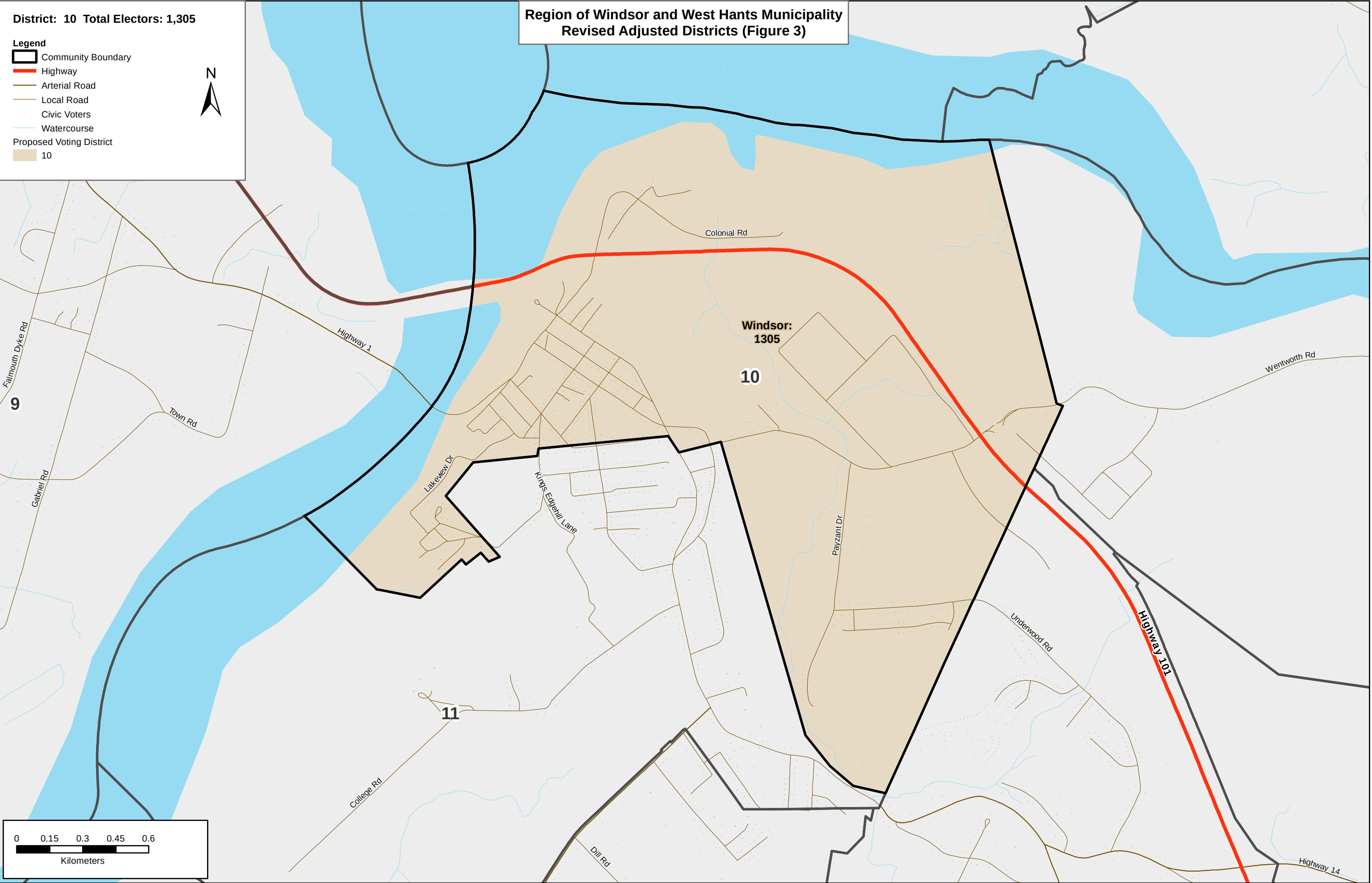
District: 9 Total Electors: 1,517

- Legend**
- Community Boundary
 - Highway
 - Arterial Road
 - Local Road
 - Civic Voters
 - Watercourse
 - Proposed Voting District
 - 9



Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)





District: 11 Total Electors: 1,500

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse
- Proposed Voting District
- 11



Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

10

11

Windsor:
1500

Highway 101

Underwood Rd

Payzant Dr

Kings Edgerhill Lane

Lakeview Dr

Town Rd

Gabrie

College Rd

Highway 14

Dill Rd

Dill Rd Exten

Redden Rd

Windsor Back Rd

Mountain Rd

0 0.15 0.3 0.45 0.6
Kilometers



Electoral Boundary Review 2022

Boundaries Report
December 6, 2022





**WEST HANTS ELECTORAL BOUNDARY
REVIEW**

Electoral Boundaries Report

October 20, 2022

Prepared for:
West Hants Regional Municipality

Prepared by:
Stantec Consulting Ltd.

Project Number:
160410458

The conclusions in the Report titled West Hants Electoral Boundary Review are Stantec's professional opinion, as of the time of the Report, and concerning the scope described in the Report. The opinions in the document are based on conditions and information existing at the time the scope of work was conducted and do not take into account any subsequent changes. The Report relates solely to the specific project for which Stantec was retained and the stated purpose for which the Report was prepared. The Report is not to be used or relied on for any variation or extension of the project, or for any other project or purpose, and any unauthorized use or reliance is at the recipient's own risk.

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Prepared by:


Signature

Printed Name

Reviewed by:

Signature

Printed Name

Approved by:

Signature

Printed Name



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APPENDIX A – BOUNDARY OPTIONS SURVEY RESULTS



EXECUTIVE SUMMARY

1 INTRODUCTION

Stantec developed the current electoral boundaries for West Hants Regional Municipality (WHRM) in 2019 as part of the process that consolidated the Town of Windsor and the Municipality of the District of West Hants. The boundaries were employed for the WHRM's 2020 election but must now be reviewed pursuant to the requirement of Nova Scotia's *Municipal Government Act*, which requires all municipalities to review governance and boundary arrangements in 2022.

Given the short duration since the creation of the Municipality and its current districts, Regional Council has determined to focus on boundary changes. The Municipality recognizes population has shifted even over this short period and has agreed the number of electors in each district should be assessed and adjustments should be considered to satisfy the Nova Scotia Utility and Review Board (NSUARB) criterion that the number of electors (i.e., eligible voters) in each district should be within $\pm 10\%$ of the average number of electors in all districts, which we refer to as the "parity criterion."

2. CURRENT AND ALTERNATIVE BOUNDARY OPTIONS

Stantec assessed WHRM's current electoral boundaries against the NSUARB parity criterion, which calls for the number of electors (i.e., eligible voters) in each electoral district to be within $\pm 10\%$ of the average of all electoral districts within the municipality. We found Districts 1, 2, 6, and 7 do not meet the criterion, with Districts 1 and 6 substantially outside the standard.

Stantec developed an alternative boundary arrangement using a computerized tool to address parity concerns. The scenario moved nine communities between the current districts to bring all but District 7 within $\pm 10\%$ of the average number of electors in all districts.

3. BOUNDARY OPTIONS ASSESSMENT

Stantec in consultation with WHRM staff arranged a series of public meetings and developed a questionnaire to obtain public views on the adjusted electoral boundary arrangement in comparison to the current boundaries. The meetings attracted modest attendance but generated good discussion. The survey, which was mailed out and posted online generated 275 responses.

Respondents were split on key survey questions. When asked if they preferred the current boundaries or the adjusted option 27.8% chose the existing arrangement and 27.4% selected the adjusted option. The largest group (32.2%), however, said they did not like either option. Many of the group who rejected both choices indicated they would like to have a smaller Council, although some noted specific boundary issues that concerned them.



A second important survey question asked if respondents were happy with the current Council of eleven or if they would prefer a larger or smaller council size. preference. Responses favoured a smaller Council by a narrow margin over the current eleven members (46.2% v. 43.3%). Only 4.0% would like to increase Council size, but if that small group is added to those who prefer the current Council number, slightly more prefer a Council of eleven or more (47.3%) to a smaller Council.

Interviews with Council members, conversations with public meeting participants, and survey responses identified boundary issues. The leading concerns were the inclusion of Mosherville in District 1 and Mill Section in District 4, as well as the shift of the area of Falmouth north and east of Highway 101 from District 8 to District 9.

Stantec undertook a series of changes to address the expressed concerns. Key adjustments were the addition of Upper Burlington to District 1 to balance the move of Mosherville to District 2; shifting areas of Newport Station, St. Croix, and Ellershouse to District 3 to make up losses of electors to District 2; transfer of Newport Station south of the 101 from District 5 to District 4 and Mill Section from District 4 to District 5. In the western area of the Municipality, we moved the Valleyview Subdivision in Falmouth from District 7 to District 9 and then shifted not only the area of Falmouth north and east of the 101 but also the portion of Falmouth along the southern and eastern side of the Highway from District 9 to District 8 to balance the population in Valleyview added to District 9 as well as the preference to keep the area of Falmouth north and east of the Highway in District 8.

4. SUMMARY AND RECOMMENDATION

Input from Council members and the public suggests WHRM is working to address an urban-rural divide. Councillors and residents are also split concerning Council size with a bare majority favouring a Council of eleven or more. The division of opinions suggests that WHRM should consider reviewing its governance arrangements within four years if Council chooses to continue with eleven Councillors and the Mayor.

Given the input received, Stantec recommends that WHRM maintain its current Council of eleven and reconfigure its boundaries consistent with our revision of the adjusted boundaries presented to the public. The revised adjusted districts presented in **Figure 3-4** of this report account for nearly every comment we received concerning boundary arrangements, while respecting community integrity and satisfying the NSUARB's $\pm 10\%$ parity criterion for all districts.



1 INTRODUCTION

1.1 Project Mandate

Pursuant to Section 369(1) of the *Municipal Government Act* (MGA), all Nova Scotia municipalities must “conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors” ... “in the years 2006 and every eighth year thereafter.” The current year, 2022, starts the fourth cycle since the adoption of the Act.

Stantec conducted the first and only boundary review for West Hants Regional Municipality (WHRM) as part of the process through which the Municipality was created in 2018. The study was an important component of the consolidation of the Town of Windsor and the Municipality of the District of West Hants. It was the first study undertaken in the municipal consolidation process. It drew more attention than is typical for governance and boundary review projects because it provided the first forum in which community members could inquire about consolidation and voice their opinions on the subject.

Based on input from the public through public meetings and two well-supported questionnaire surveys, as well as consultation with municipal council members for both municipalities, Stantec recommended in the event the two municipalities consolidated as planned the Council should be formed of nine or eleven Councillors and a Mayor. Stantec also developed electoral district boundaries for the proposed nine or eleven Council positions. The Councils of the two municipalities separately considered the choices and approved eleven Councillors and districts. Following consolidation of the two municipalities, residents in 2020 elected the current Council of eleven from districts configured as Stantec proposed.

The requirement for the current boundary review has arisen relatively soon after the initial governance review. West Hants Regional Council feels it is too early to change the size of Council considering it has only been in operation for two years. The Municipality does however recognize population has shifted even over this short period and has agreed the number of electors in each district should be assessed and adjustments should be considered to satisfy the Nova Scotia Utility and Review Board (NSUARB) criterion that the number of electors (i.e., eligible voters) in each district should be within $\pm 10\%$ of the average number of electors in all districts, which we refer to as the “parity criterion.”

The Regional Municipality has contracted Stantec to undertake a limited study of governance in West Hants. The mandate for our work is focused on assessing the current boundaries for eleven electoral districts against the parity criterion, determining the best alternative arrangement to address variations from the parity standard, and consult with the public in West Hants concerning their views on the current and adjusted electoral district boundaries.



1.2 Study Process

Having completed many boundary review studies, Stantec staff are very familiar with the specifications of the MGA as well as NSUARB guidelines and priorities concerning the determination of council size and delineation of related boundaries. The NSUARB User Guide for boundary reviews has prescribed a two-step process for the conduct of polling district boundary reviews. The phases and their scope, as outlined in the Board's user guide, are as follows:

- **Phase 1 – Number of Councillors** – ... the desired style of Council, the governance structure of Council, and a determination of an effective and efficient number of councillors. The style of government is a question which should not be decided by council until adequate public consultation has occurred respecting the expectation of its constituents. The size of council and its governance structure is a matter which can then be determined by Council in an informed debate.
- **Phase 2 – Boundaries and Polling Districts** – ... the task becomes one of distributing the polling districts to satisfy the objectives listed in s. 368(4) of the Act (number of electors, relative parity of voting power, population density, community of interest and geographic size). Just as with determining the desired number of polling districts, public consultation is essential to a successful process of setting boundaries.¹

We are collapsing the review process for West Hants into a single phase corresponding to the second phase defined by the NSUARB. We are accepting a Council of eleven plus the Mayor and concentrating on the boundaries of the districts from which Councillors should be elected. Our work has involved assessing the current electoral districts for their compliance with the parity criterion, creating an alternative boundary arrangement that better meets the parity criterion, presenting the current and alternative boundary frameworks to the public through a mail-out questionnaire and six public meetings distributed across the municipality, and determining the preferred approach based on public input and NSUARB specifications.

Within this context, we have accepted community input concerning Council size. In addition to comments through public meetings and in response to open-ended questions in our community survey, the survey included a direct question concerning respondents' preferred Council size.

¹ NSUARB, "Municipal Boundary User Guide," no date, p. 2,
https://nsuarb.novascotia.ca/sites/default/files/nsuarb-222634-v1-user_guide_-_mb_reviews_.pdf



1.3 Study Conduct

WHRM notified Stantec of our selection to conduct an electoral boundary review via email on September 28, 2022. Stantec formally began work on the project shortly thereafter. Among other matters, Stantec immediately arranged to receive the 2020 enumeration list from West Hants staff. With the location of electors determined through the enumeration list, Stantec assessed the distribution of potential voters relative to the existing electoral district framework and the parity criterion. Noting that electors in several districts were more than $\pm 10\%$ from the average of all districts, Stantec then developed an alternative arrangement that brought all districts within $\pm 10\%$.

After interviews with WHRM Council members concerning Council operations and issues, and reviewing the boundary arrangements, Stantec prepared a survey questionnaire to investigate public response to the current and alternative arrangements. The Municipality mailed the questionnaire to all households in the Regional Municipality. The key question in the questionnaire asked respondents to choose between the two options. Additional questions asked respondents to identify any concerns with the boundaries as proposed so that Stantec could consider possible adjustments.

Because Stantec included an incorrect map of current WHRM districts in the first mail-out survey, Stantec and WHRM Council issued a second survey with the correct map. At the same time, Stantec posted the same survey online. Surveys were processed together to determine public opinion concerning the preferred boundaries for the WHRM's electoral districts. In the same time period as the survey was mailed out, Stantec hosted public consultation meetings at six locations within the Municipality. The meetings like the survey explored support for the current and adjusted boundary arrangements.

Consultation input identified several concerns with the adjusted boundaries arrangement. Stantec considered this input and revised the adjusted boundaries scenario accordingly. We were able to create a second alternative boundaries arrangement that meets the parity criterion for all districts and addresses the major concerns raised by the public, which consider an improvement over our original proposal. This report was prepared after completion of the round of public sessions, processing of mail-out and online survey responses, and finalization of the revised adjusted boundary scenario, and recommends the preferred boundary arrangement that we believe WHRM should take to the NSUARB.



2 CURRENT AND ALTERNATIVE BOUNDARY OPTIONS

West Hants Regional Municipality came into existence through the consolidation of the Town of Windsor and the Municipality of the District of West Hants. on April 1, 2020. The new Municipality's governance and electoral boundary framework were determined beforehand through a study conducted by Stantec that as approved by separate votes of the Councils of Windsor and West Hants. The study was the first of several steps through which the Town and Municipal District collaborated towards assessing the consequences of consolidation.

2.1 Past Study

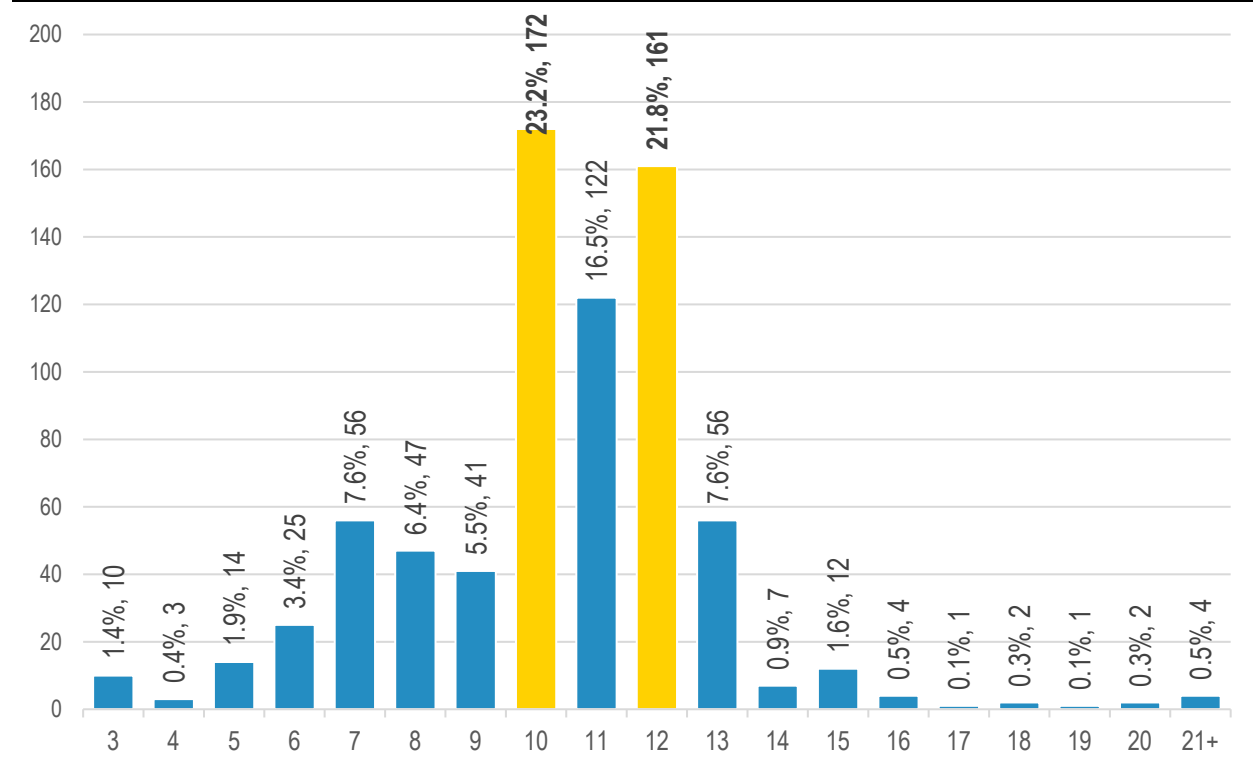
Stantec was engaged to assess governance and boundary arrangements with based on our proposal submitted to the Municipality of the District of West Hants on November 29, 2018. In our proposal, we committed to adhere to the NSUARB guideline that governance and boundary reviews should be conducted in two phases as described in **Section 1.2** above. On February 21, 2019, to conclude Phase 1, Stantec submitted a Council Size Report summarizing the results of research and consultation concerning the most appropriate council size for the new Regional Municipality and recommending consideration of nine or eleven districts in the second phase of the project.

Rural and regional municipalities are required to elect a single council member from each electoral district defined within the municipality. Regional municipalities like West Hants are also required to have a mayor elected at large. The determination of Council size, therefore, also determines the number of districts required to elect Council members.

In the first phase of the study to determine the appropriate Council sized for the then proposed regional municipality, Stantec hosted five public meetings distributed through the two municipalities (Avondale, Brooklyn, Vaughan, Windsor, and Falmouth). The sessions, according to Stantec's report, attracted 86 people, although we acknowledged some individuals attended more than one meeting. A survey conducted in parallel with the public meetings drew 748 responses. Respondents to the core question of the survey concerning the preferred number of Council members, including the Mayor, favoured ten (23.2%) or twelve (21.8%), respectively, implying nine or eleven districts for the election of Councillors (**Figure 2-1**).



Figure 2-1 Preferred Council Size, Windsor-West Hants Council Size Survey, 2019



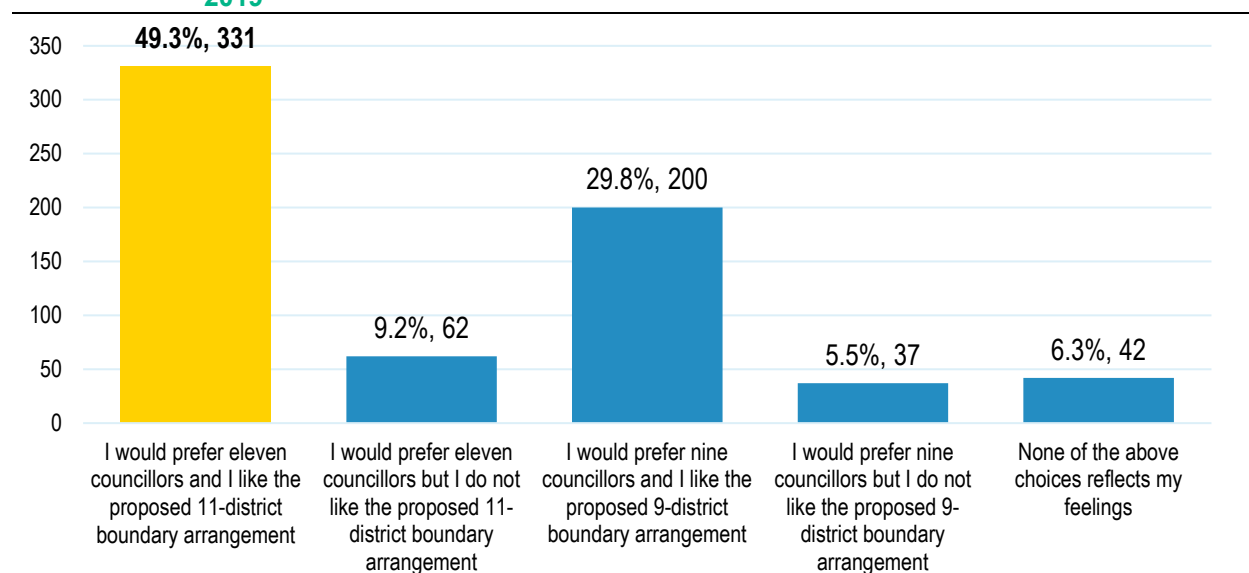
Source Stantec Consulting Limited

At the close of the first phase of the project, Stantec prepared a Council Size Report that was submitted for the consideration of the Councils of the Town of Windsor and the District of West Hants. Based on the survey results, which generally aligned with input from the consultation sessions, Stantec recommended the next phase of the study should focus on boundary arrangements for nine and eleven districts. Both Councils approved the recommendation and Stantec conducted a second round of consultation to obtain feedback on boundary options that we developed for each Council size.

The consultation approach for second phase of the project was similar to the first. The scenarios were presented through an additional round of five public meetings in Three Mile Plains, Hantsport, Summerville, Ardoise, and Windsor. We also posted a second online survey that drew a substantial response like the Council Size Survey. The Boundary Options Survey obtained 883 responses online and through paper copies distributed through the meetings and Council members.

The core question in the second survey asked if respondents preferred the nine- or the eleven-district arrangement. We also gave respondents the option of stating they liked one size or the other but had reservations about the boundaries we had developed. Survey results indicated support for eleven councillors and districts over nine. As **Figure 2-2** shows, the proposed eleven-district arrangement was supported by 49.3% of respondents to the survey or 58.5% if 9.2% who preferred eleven districts but were not completely satisfied with the boundaries are taken into account. The result was a shift from the result of the first survey, in which respondents slightly favoured ten council members (i.e., nine districts).

Figure 2-2 District Boundary Scenario Preference, Windsor-West Hants Boundaries Survey, 2019

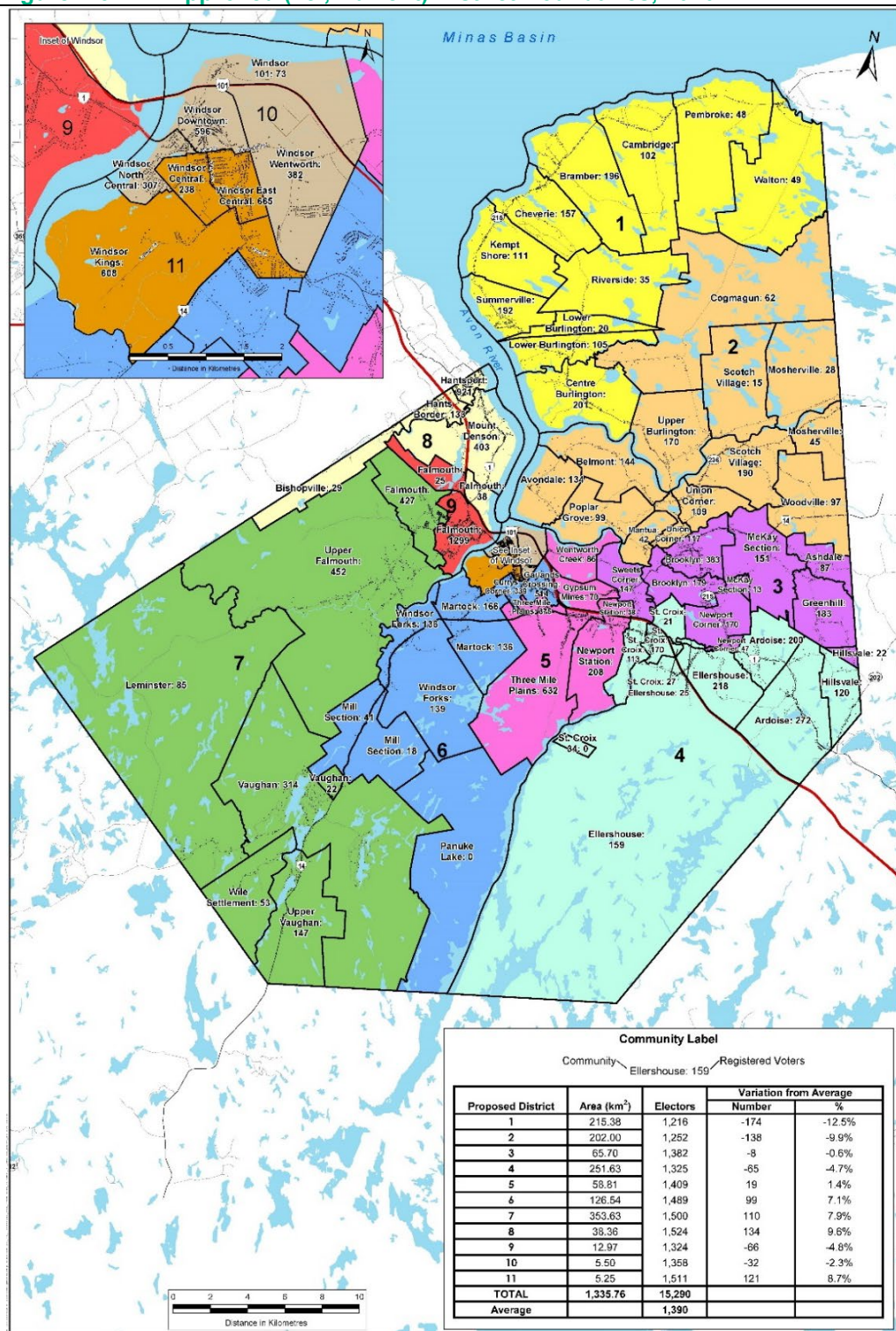


Source Stantec Consulting Limited

Through consultation with the public and Council members, we also heard useful suggestions to adjust the boundaries. The input led us to revise the boundaries of six districts in each of the proposed arrangements. We, then, presented the two revised boundary scenarios with a recommendation in favour of eleven districts. The two Councils approved a proposed Regional Council of eleven members plus a Mayor and the revised boundaries for eleven districts, which were employed for the election of the Regional Municipality's first Council in 2020 (**Figure 2-3**).

West Hants Electoral Boundary Review 2 Current and Alternative Boundary Options

Figure 2-3 Approved (i.e., Current) District Boundaries, 2020



Source Stantec Consulting Limited



2.2 Boundary Criteria

Section 368 (4) of the MGA sets criteria that the NSUARB must consider in establishing the boundaries of polling or electoral districts within municipalities:

In determining the number and boundaries of polling districts the Board shall consider number of electors, relative parity of voting power, population density, community of interest and geographic size.

Following is a summary of Stantec's interpretation of each criterion and the relative importance we have observed that the Board places on each. Our interpretation is based on our review of past Board decisions and our direct experiences before the Board.

2.2.1 NUMBER OF ELECTORS

The number of electors or eligible voters in individual districts is intertwined with following criteria, particularly voter parity. Certainly, the number of constituents needs to be sufficient to justify the creation of a district and should not be so large that it would be beyond the capacity of a councillor to deal with constituent concerns. The latter issue is however highly debatable given the wide disparity in the number of constituents served by councillors in Nova Scotia. Councillors in Kings County, for example, currently serve an average of 4,951 constituents and Halifax Regional Municipality councillors serve 28,746. Two Kings Councillors, in other words, serve more population than currently resides in Richmond, while one HRM Councillor serves three times the County's population.

2.2.2 RELATIVE PARITY OF VOTING POWER

Past NSUARB decisions have typically emphasized "voter parity," which is easily quantified and assessed with enumeration data plotted in a Geographic Information System (GIS) such as Stantec maintains. The standard is applied to reflect the basic democratic principle that representation should be in proportion to population, commonly referred to as "rep by pop." The Board currently requires the number of voters in each polling district to be within $\pm 10\%$ of the average for all polling districts.

Since the early 1990s, the Board has gradually tightened this standard to the present level. At one time, it was only necessary for districts to be within $\pm 33\%$ of the average and, until the turn of the current century, $\pm 25\%$ was considered sufficient. The $\pm 10\%$ criterion has been applied in boundary reviews since 2006. Nearly all boundary applications to the NSUARB that we have reviewed contain a table documenting the number of electors in each district within the municipality in question with the variance of each from the average. The Board is usually sympathetic to small variations above or below its criterion but requires a written justification to consider any significant discrepancy, with a larger proposed variance being viewed as a greater burden on the municipal unit to justify.



2.2.3 POPULATION DENSITY

The NSUARB is also mindful of population density and geographic area of each polling district. In sparsely populated areas, the Board recognizes that it may be difficult to achieve relative voter parity (i.e., to keep the number of electors in each district within $\pm 10\%$ of the average of districts) without creating an extensive area in which disparate interests may be combined and which may be unreasonable for a councillor to serve. In many rural municipalities, for example, it is necessary to have at least one larger district to encompass lightly populated areas and the Board has tended to accept lower populations in such districts recognizing that meeting the parity standard would require coverage of an excessive land area.

2.2.4 COMMUNITY OF INTEREST

The second most cited reason, in our experience, for having districts that vary beyond the Board standard is community of interest, as it is usually desirable to represent communities of interest within a single district. Communities of interest may be racial, ethnic, linguistic, religious, economic, or geographic groups. Districts do not, however, normally represent a specific community of interest. They usually contain several. It is nevertheless considered desirable to keep identifiable, geographically defined interests together in a single district and not divide them among two or more districts where their influence may be diluted or distorted. Larger communities that have significantly more electors than the average district may have to be divided to maintain voter parity. Smaller communities may also have to be divided to achieve parity or address other criteria, but it is a necessary trade-off rather than a desirable outcome.

2.2.5 GEOGRAPHIC SIZE

The main issue in considering the geographic size or land area of a district is ensuring a cohesive territory and a manageable area for the serving councillor. As noted, in relation to population density, above, the NSUARB has been willing to approve electoral districts that fall short of the $\pm 10\%$ voter parity standard where sparse populations require the excessive area to capture the necessary number of electors. The situation is common in many rural municipalities where population is concentrated on a coastline or along a highway corridor and only small numbers are found in residual inland or interior areas. In West Hants the most heavily populated areas are associated with the Highway 101 corridor, particularly around Windsor, which abuts the highway and is on the coast. Lightly populated areas of the county are on the coast to the east of the Avon River and in inland areas in the southern area of the region. With a relatively large Council, however, WHRM district are not particularly large. The average area served by Region Councillors ranks 21st among 25 regional and rural municipalities in the province.



2.3 Boundary Options

Because the electoral boundaries employed in West Hants were recently adopted and have only been employed for one municipal election, WHRM Council determined to maintain its current membership. The Municipality corresponded with the NSUARB on the matter and received a response stating the following:

It is recognized that the West Hants Regional Municipality conducted an extensive consultative process for a municipal boundary review in 2019, leading to the Board's decisions in 2020 approving the size of the new Council and polling district boundaries. The Board does not have the jurisdiction to waive the statutory requirement for a further study and application in 2022, as set out in the statute. However, in the circumstances, assuming Council has satisfied itself through public consultation that there is general public acceptance of the current Council size, and to the configuration of the polling district boundaries, the Board is prepared to consider a simplified application with respect to the 2022 review.²

Based on discussions between Stantec and WHRM staff, it was determined that the Municipality should review its current boundaries to assess their compliance with the NSUARB's parity criterion and, if necessary, develop an alternative boundary framework compliant with the $\pm 10\%$ parity standard. Recognizing the Board's statement that Council should satisfy itself "through public consultation that there is general public acceptance of the current Council size," Stantec ensured avenues were available for residents to express their opinions on Council membership.

2.3.1 CURRENT DISTRICTS

The current electoral district boundaries for WHRM were developed based on voter enumeration lists compiled by the Municipality of the District of West Hants and the Town of Windsor for their 2016 municipal elections. Based on calculations by Stantec at the time, only District 1 among the eleven districts failed to meet the NSUARB parity criterion, falling short of the average number of voters among all the districts by 12.5% (see **Figure 2-3**, above).

WHRM prepared a new enumeration list for the Municipality's 2020 election that Stantec used to assess the current districts and develop the adjusted option. Based on plotting of the location of 2020 WHRM electors in Stantec's GIS and associated calculations, four electoral districts in the Municipality now lie outside the $\pm 10\%$ parity standard applied by the NSUARB (**Figure 2-4**):

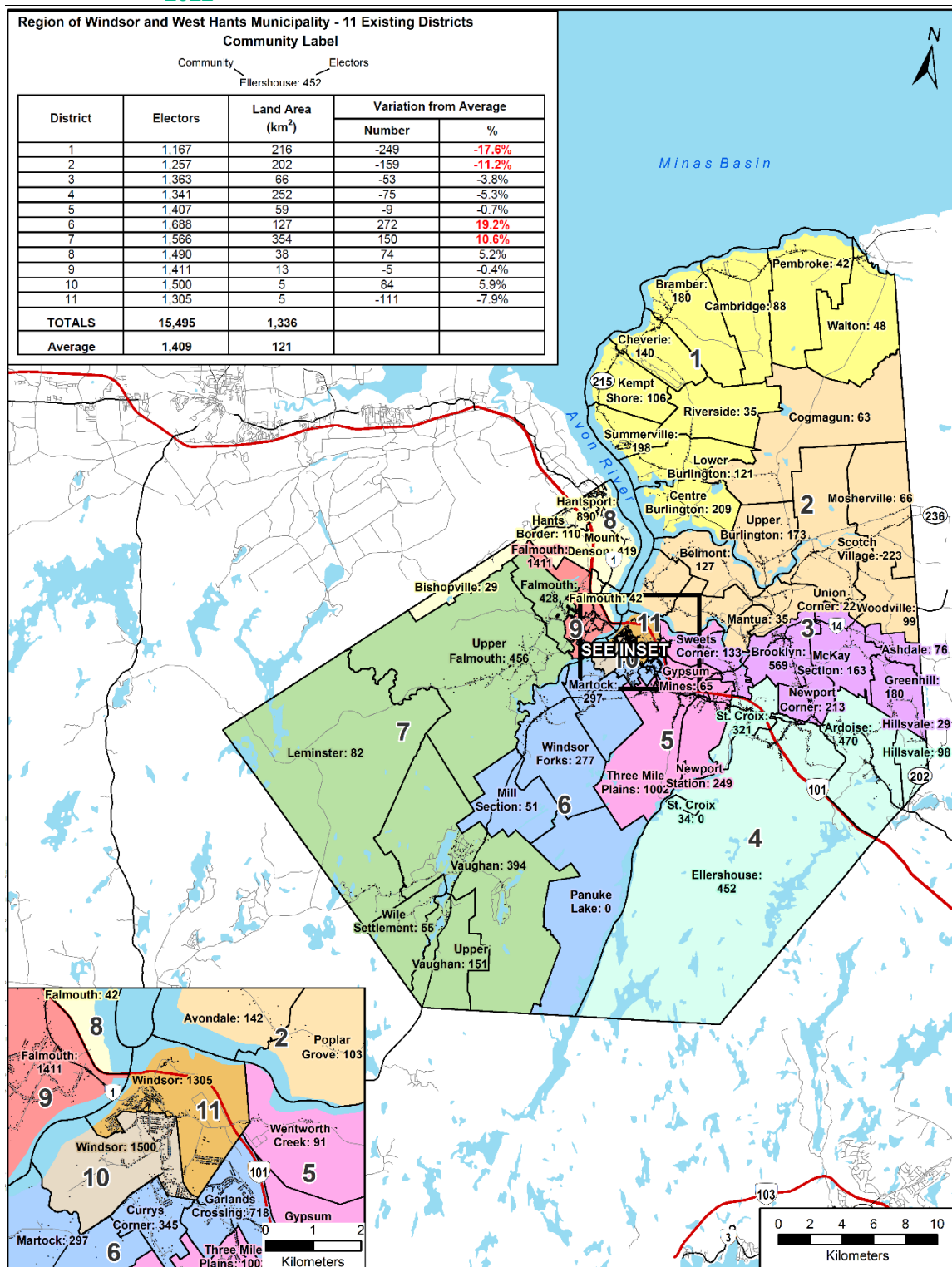
² Letter from Bruce Kiley, Chief Clerk of the Board, to mphilips@westhants.ca, CAO, West Hants Regional Municipality, "S. 369 of the Municipal Government Act – 2022 Municipal Boundary Review," December 10, 2021.



West Hants Electoral Boundary Review

2 Current and Alternative Boundary Options

Figure 2-4 Current Electoral District Boundaries, West Hants Regional Municipality, 2022



Source Stantec Consulting Limited



- The variance in District 1 (the coastal area on the east side of the mouth of the Avon River) has grown from -12.5% to -17.6%
- Despite a small increase in its number of electors District 2 (the area south of District 1 stretching from the Avon River to the eastern edge of the Regional Municipality) has also fallen slightly below the minimum parity criterion at -11.6% from -9.9% in 2016
- Growth in District 6 (Garlands Crossing through to Panuke Lake) has pushed it from slightly below average (-1.1%) to 19.6% more than the average
- Increases in District 7 (the northwestern are of Falmouth to Wile Settlement and Vaughan) have increased its number of electors to just over the parity criterion at 10.6%.

While the deviations of Districts 2 and 7 are modest, Districts 1 and 6 significantly exceed the parity criterion and having four of eleven districts outside the standard is also concerning.

In the four years between the two enumerations West Hants grew moderately. The number of enumerated electors increased by 205 or 1.3%, which lags the 2.6% increase in the population of West Hants between the 2016 and 2021 national censuses, perhaps because of the additional year in the Census period. In addition to new residents moving to the area, changes between districts are attributable to the evolving population age profile in each district and differing rates of growth between districts resulting from a combination of their relative attraction to immigrants to the area and the movements of existing residents within the municipality

The current districts are however familiar to residents and have been workable for the Municipality to date. Certainly, it is likely that boundaries in place for the next eight years will experience a similar drift in population such that growth or decline in some districts relative to others may result in one or several exceeding the parity standard.

2.3.2 ADJUSTED DISTRICTS

To address the deviations beyond the parity standard identified through our analysis of current WHRM electoral district boundaries, Stantec adjusted the boundaries using the ArcGIS Build Balanced Zones Tool. The computerized method reallocated communities to create eleven districts meeting the parity standard as closely as possible.

The adjusted boundaries presented in **Figure 2-5** involve shifting nine communities between the current districts as follows:

- **District 1** – Move Cogmagun (63 electors) and Mosherville (66) from District 2
- **District 2** – Move Ashdale (76) and Greenhill (180) from District 3
- **District 3** – Move Gypsum Mines (65) and Wentworth Creek (91) from District 5



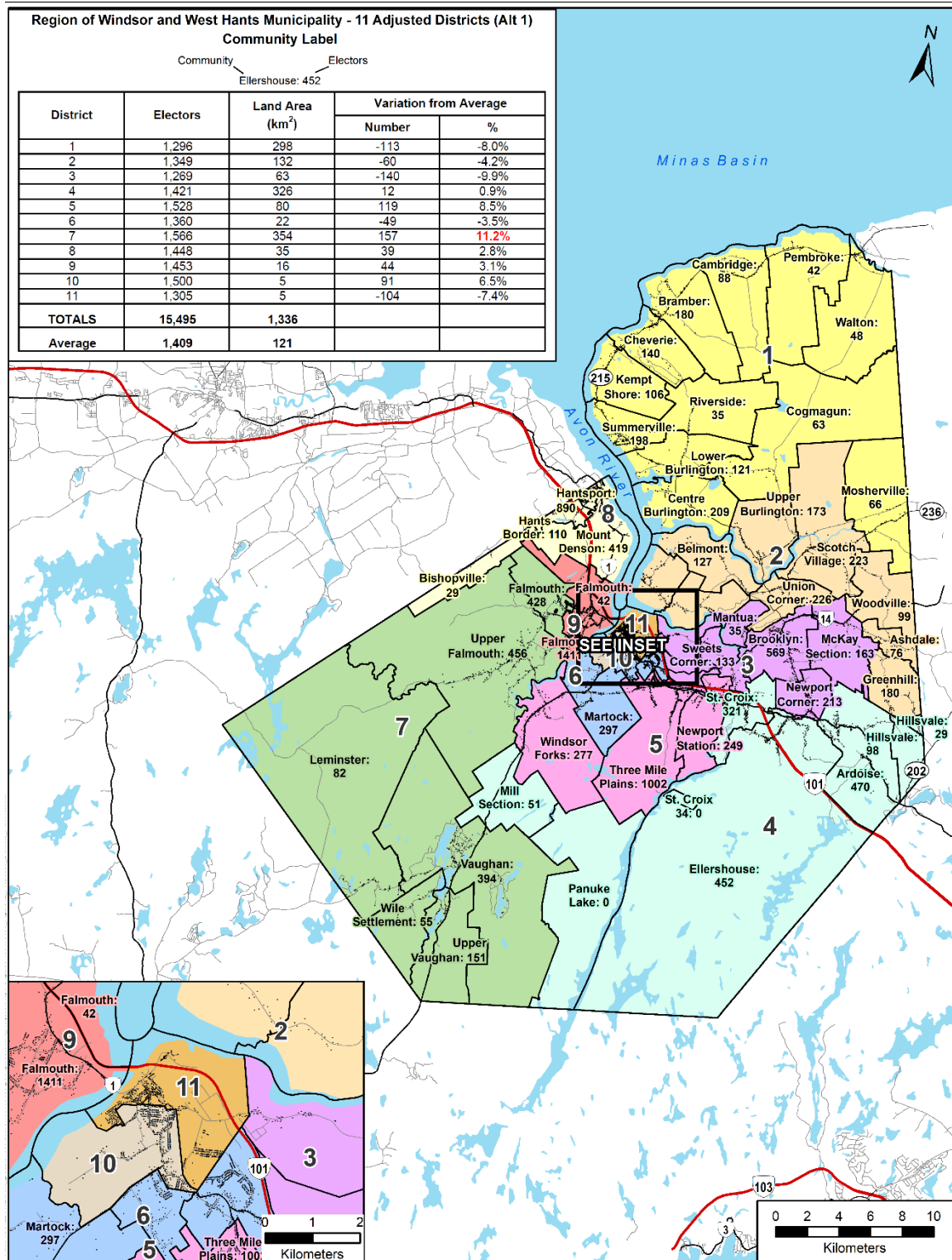
- **District 4** – Move Mill Section (51) and Panuke Lake (0) from District 6
- **District 9** – Move the area of Falmouth northeast of Highway 101 (42) from District 8.

With the revised configuration, only District 7 exceeds the parity criterion with 11.2% more electors than the average for all districts. We are confident the Board will accept one district modestly beyond the parity criterion. The variance is less than the 12.6% deviation for District 1 that the NSUARB approved in 2019.

West Hants Electoral Boundary Review

2 Current and Alternative Boundary Options

Figure 2-5 Adjusted Electoral District Boundaries, West Hants Regional Municipality, 2022



Source Stantec Consulting Limited



3 BOUNDARY OPTIONS ASSESSMENT

Following review with municipal staff of Stantec's assessment of current WHRM electoral district boundaries and the adjusted boundary arrangement we developed, Stantec undertook to present the options to Regional Council and the public. Initiatives included interviewing the Mayor and Council members, a public survey offered by mail-out and online, and a series of public consultation sessions distributed across the municipality.

3.1.1 COUNCIL INTERVIEWS

Early in the project Stantec interviewed the Mayor and ten of the Municipality's eleven Councillors. The interviews were conducted via telephone and Microsoft Teams. The interviews explored the performance of the current Council, opinions concerning council size, and issues, if any, with current and adjusted boundary arrangements.

Most Councillors agreed that the atmosphere at the new Regional Council is different from the Councils of the two predecessor municipalities. Outside the direct interview process with Councillors, we have heard many comments from both Councillors and the public on the divide between urban and rural interests within Council. Some Councillors feel that urban areas receive more funding and services, while the rural areas are often neglected. The urban-rural divide is not an unusual challenge in the early evolution of governance in West Hants, but it is a concerning issue that many stakeholders would like to overcome.

Most Councillors agreed that the strength of the current Council is in the diversity of skills and experience among members, which allows for good debates. Many Councillors noted their fellow members include skilled individuals who bring new and varied perspectives. A Council member also noted changes resulting from the COVID-19 pandemic have opened Council processes to the public while making them more time efficient for Council members. One issue some noted, however, was the lack of female members (there are two among twelve including the Mayor) and use of aggressive language during Council meetings, which creates an uncomfortable atmosphere for some participants.

A few Councillors said many current Council members tend to focus on their district with minimal consideration the region as a whole. Five councillors expressed concerns with the boundaries of their own districts but only one identified a concern with the boundaries of other districts. Four identified issues with the adjusted boundaries. Key issues identified were the inclusion of Mosherville in District 1 and Mill Section in District 4, as well as the proposed transfer of the area northeast of Highway 101 from District 8 to District 9. With respect to the latter issue, the local Councillor for District 8 stated the current boundary formed by Highway 101 was clear to residents even though the NSCAF identifies the area as a part of the Falmouth community, which is largely in District 9.



Some Councillors favoured reducing Council size, but others contend that changing boundaries and Council arrangements at this point will be confusing for the public. Councillors who would prefer a smaller Council, feel that current Council processes are inefficient and drawn out. Some Councillors said longer meetings, inability to share information, and irrelevant discussions are inefficient. Those who want to maintain the status quo felt that Council needs more time to evolve within the context of the new Municipality. However, a Councillor also wanted to acknowledge that even with a larger size, the Council sees good debate and participation.

Councillors also expressed concern that the land area of some rural districts would grow significantly, and that the electoral boundary review should be mindful of the rapid growth the region will experience in the next few years. Some Councillors also questioned the relevance of some of Stantec's questions concern Council performance, lack of consultation with the Council prior to starting the boundary review study, low public interest, and the sources of data used for the Boundary Review study.

3.1.2 BOUNDARIES PUBLIC MEETINGS

To consult directly with the public, Stantec with assistance from municipal staff held six public meetings across WHRM in early November 2023 as follows:

- **Southwest Hants Fire Hall** – Tuesday, November 1, 6:00 to 9:00 pm
- **Hantsport Memorial Community Centre** – Wednesday, November 2, 6:00 to 9:00 pm
- **Brooklyn Civic Centre** – Thursday, November 3, 6:00 to 9:00 pm
- **Summerville Fire Hall** – Wednesday, November 9, 6:00 to 9:00 pm
- **Windsor Community Centre** (Downstairs Room) – Thursday, November 10, 6:00 to 9:00 pm
- **Falmouth Community Centre** – Monday, November 14, 6:00 to 9:00 pm

Weather and other conditions were generally positive during the period the meetings were conducted; however, attendance was generally disappointing. The first meeting in Vaughan drew three citizens and a Councillor as did the meeting in Hantsport. The Brooklyn session attracted nine and our best turnout was in Summerville where eleven members of the public turned out. The final two meetings in Windsor and Falmouth respectively attracted five citizens and a Councillor, and three citizens and a Councillor

Notwithstanding modest attendance, the meetings generated interesting discussion and very helpful comments concerning boundaries. Former Town of Windsor Mayor Paul Beazley attended the sessions in Hantsport, Windsor, and Falmouth and spoke in detail about the current size of WHRM Council, providing a variety of benchmarking measures comparing West Hants Council representation to municipalities in the province he considered similar and which he contended indicated Council representation in WHRM is excessive. He also suggested districts should be organized to include urban, suburban, and rural communities, an approach that a fellow attendee at the meeting in Windsor also advocated. Mr. Beazley further pointed out that if current Council arrangements are confirmed they will be



in place until 2030 without change to the original Council membership or, possibly, to the configuration of districts. He feels that, at the minimum, WHRM should conduct a boundary review again in four years.

Over the course of all the meetings, participants discussed features of districts with Stantec's consultant. Many pointed out that Mosherville, which has 66 electors, should be switched from District 1 to District 2 in which it is currently located. Most suggested that Upper Burlington (173 electors) would be more appropriately placed in District 1. The net loss of 107 electors from District 2, however, required additional changes to proposed Districts 3 and 4 that were discussed with participants and are reflected in the revised boundary scenario presented in **Subsection 3.1.4**, below. Additional adjustments put forward in meeting discussions included moving Mill Section from proposed District 4 and the retention of the portion of Falmouth north of Highway 101 in District 8 (42 electors).

3.1.3 BOUNDARY OPTIONS SURVEY

The Boundary Options Survey was conducted online and by mail-out. An initial mailing was done on October 21, 2022. Unfortunately, soon after the mail-out was issued, Stantec realized that an incorrect map had been included to present the Municipality's current electoral district boundaries. Stantec notified municipal staff on realizing the error and, after some discussion, it was agreed to re-issue the survey with the correct map and post an online survey as well.

The second survey was mailed in two stages. The bulk of the surveys were sent on November 16. The bulk surveys were sent on November 16. The remainder, which went to the B0N 2T0 postal code and Districts 1 and 2 were mailed on November 22. The online survey was posted on November 11. Both surveys were closed on November 30 at which time 71 had been entered online and 204 print were received either through the mail-out or from a small number of participants in the public meetings who were encouraged to fill out the same hard copy questionnaire as the Municipality mailed out.

Survey responses were received from 42 of the region's 49 populated communities and from every district, although there were some significant variations among districts. Somewhat surprisingly, the highest level of response came from Districts 1, 2, and 3, which are predominantly rural and received the second mail-out a week after other residents. Based on the communities identified in the survey, all three districts contributed 50% more responses than we would have expected based on their shares of electors in 2020. All three were as prominent responding to the online survey as the mailout version. Residents in District 6, which includes suburban areas in Garlands Crossing and Curry's Corner as well as rural communities extending from Martock to the Municipality's southern edge also responded beyond expectations.

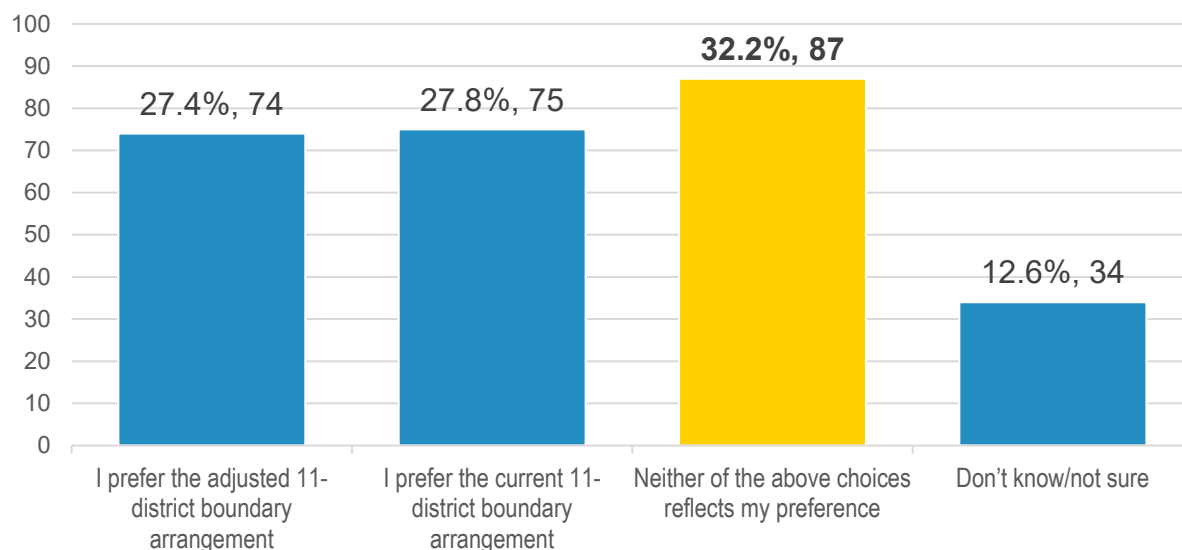
The majority of respondents were male (50.6%). Of the remaining respondents, 42.6% stated they were female and 6.8% preferred not to disclose their gender. The bulk of respondents were between 45 and 84 years of age (72.2%), which is older than we normally obtain for boundary surveys likely because it was mailed out. Only 6 of 56 respondents over 75 (10.7%) chose the online option.

The survey was brief in order fit on a folded tabloid page with the maps inserted on a single letter size sheet. After a preamble explaining the boundary review process including the importance of voter parity as well as the purpose of the survey, it led off with its most important question asking respondents to



choose between the current electoral district boundaries and the adjusted boundaries prepared by Stantec or to indicate that they did not like either choice. Responses to the question were evenly divided between the current and the adjusted boundaries (27.4% and 27.8%, respectively), but the most frequent answer was rejection of both options (32.2%) (**Figure 3-1**).

Figure 3-1 Preferred Electoral Boundaries Options, Windsor-West Hants Boundary Options Survey, 2022



Source Stantec Consulting Limited

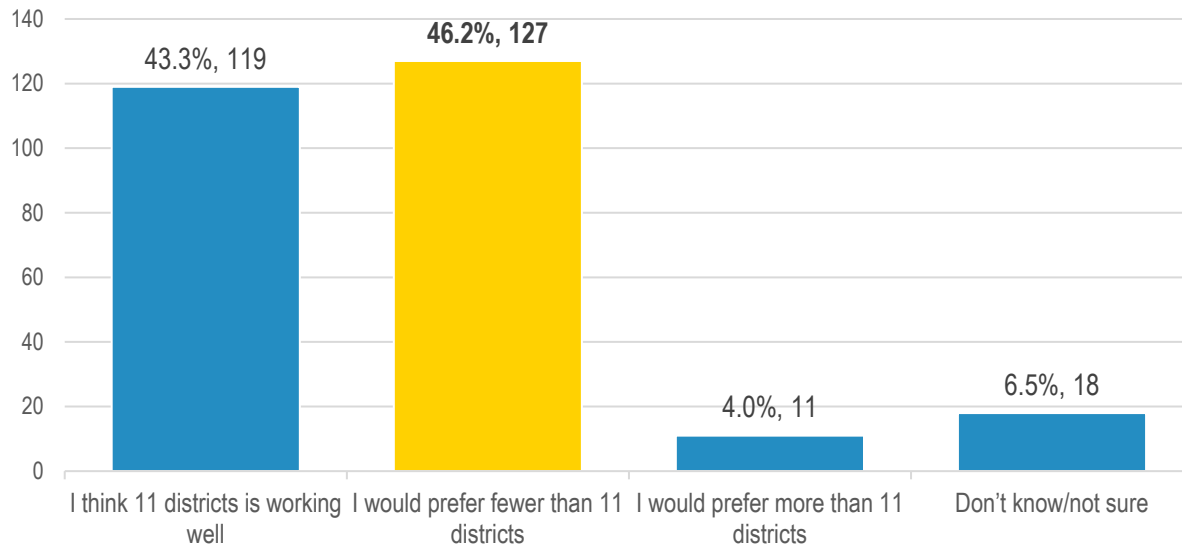
Following Question 2 asked respondents to provide the rationale for their choice. Those who said they preferred the adjusted boundaries generally cited equity considerations reflected in better adherence to the $\pm 10\%$ parity criterion. Respondents who preferred the current boundaries indicated they were happy with the current operation of the Municipality and saw no need for change. The group that rejected both boundary options cited Council size issues much more frequently than boundary specifics. Most of the respondents felt Council should have fewer members than the eleven provided in each boundary option.

Although Question 3 was designed to get respondents who chose neither option to identify boundary issues that concerned them, most restated their interest in reducing the size of Council. A few did, however, noting concerns with the positioning of Greenhill, Hillsvale, Mosherville, and Mill Section, as well as the Valleyview subdivision in Falmouth as their reasons for rejecting the adjusted boundaries option.

Question 4 inquired directly about council size, asking respondents whether they were happy with the current eleven-member Council or if they would prefer a larger or smaller Council. Responses favoured a smaller Council by a narrow margin over the current eleven members (46.2% v. 43.3%). Only 4.0% would like to see Council increase in size, but if that small group is added to those who prefer the current Council number, slightly more prefer a Council of eleven or more (47.3%) to a smaller Council (**Figure 3-2**).



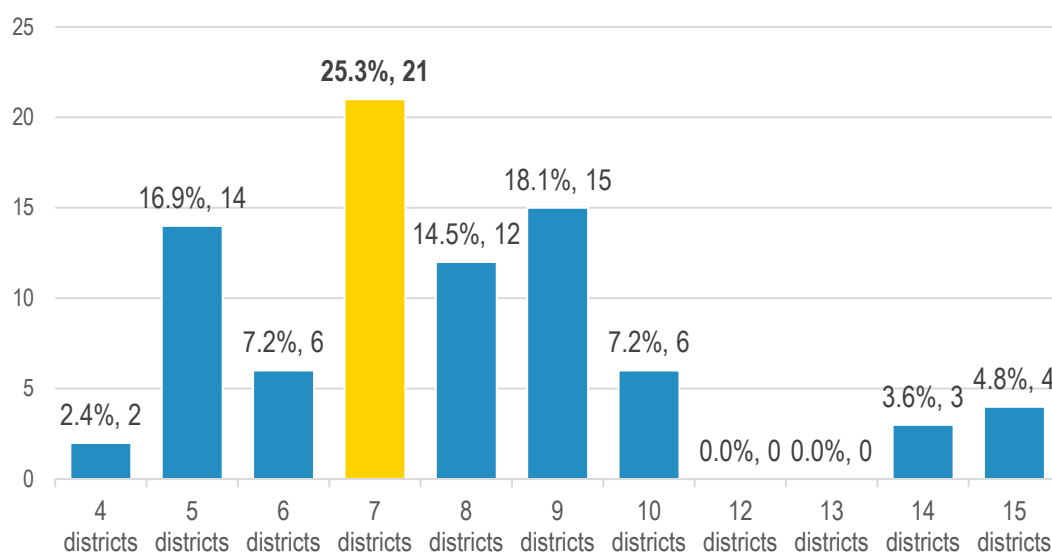
Figure 3-2 Preferred Electoral Boundaries Options, Windsor-West Hants Boundary Options Survey, 2022



Source Stantec Consulting Limited

Question 5 explored the number of districts respondents would prefer if they were not happy with eleven. Among 83 respondents who answered the question with a number, the most popular choice was seven (25.3%) followed by nine (18.1%). Seven respondents who wanted a larger Council favoured either 14 (3.6%) or 15 (4.8%) (**Figure 3-3**).

Figure 3-3 Alternative Council Size Preferences, Windsor-West Hants Boundary Options Survey, 2022



Source Stantec Consulting Limited



3.1.4 BOUNDARY ADJUSTMENTS

Several Councillors and public meeting attendees, as well as respondents to the survey expressed concerns with the inclusion of Mosherville (66 electors) in District 2 and Mill Section (51) in District 4 in the adjusted boundary scenario. In both cases, the communities do not have good road connections to other communities within the respective proposed districts. Many individuals with whom we had the opportunity to discuss Mosherville's situation suggested that Upper Burlington (173) is better connected to other communities in District 1.

The exchange of Mosherville's 66 electors for Upper Burlington's 173 will add 107 to proposed District 1 and bring the District within the $\pm 10\%$ parity standard at -0.4%. The trade, however, will drop proposed District 2 below the -10% parity minimum at -11.9%. The shortfall in District 2 can be resolved by restoring Mantua (35), which is part of the current District 2, from proposed District 3 and adding the area of Hillsvale north of Ardoise School Road (29) to proposed District 2 to bring the district to 7.3% less than the average number of electors. The subtraction of Mantua from proposed District 3, however, will drop District 3 to 12.4% below the average. Stantec resolved the shortfall by adding portions of Newport Station, St. Croix and Ellershouse north of Highway 101 and west of Highway 14 to proposed District 3. The change established Highway 101 as a strong boundary between proposed Districts 3 and 4. The transfer will take 122 electors from proposed District 4, which we have balanced by switching the area of Newport Station south of the 101 (211) to District 4 from proposed District 5.

While the loss of electors from District 5 is substantial, it will be mitigated by the addition of 51 electors in Mill Section from District 4, which addresses the second frequent criticism of our initial proposal to adjust boundaries. Proposed District 4 will be 5.6% below average and proposed District 5 will be 5.6% short. We also switched Panuke Lake from District 4 to District 7 because several contacts said the unpopulated area is more closely associated to Vaughan in District 7 and, if any development occurs in the area, it will be from the direction of Vaughan. The lake on the eastern edge of the community, furthermore, is a strong boundary between proposed Districts 4 and 7.

In the western part of the region, the main criticism of the adjusted boundary proposal was the addition of the area of Falmouth north and west of the 101 that is now in District 8 and has 42 electors to proposed District 9. While the area is defined as part of Falmouth, several contacts including District 8's Councillor, said the highway is a good, easily understood boundary between the two districts.

We were agreeable to the proposed change but were also interested in addressing the excess of electors in proposed District 7 (11.2%) and a suggestion that the Valleyview subdivision in Falmouth would be more appropriately included in District 9 than District 7. Moving 155 electors in the Valleyview area from proposed District 7 to proposed District 9 will bring District 7 inside the parity criterion but will push District 9 above the 10% more than the average. To bring District 9 in line, we looked at rural areas of District 9 abutting District 8 where we heard minor criticisms of the boundary created by the extension of Bishopville along Bishopville Road at the edge of the municipality. Areas immediately south and west of the 101 are home to 49 electors on unserviced lands located along Bog Road in a pattern more like Bishopville than developed areas of Falmouth. While the strong boundary created by the 101 is lost



through the change, the whole of Bog Road, which connects to Bishopville Road is added to proposed District 8.

The revised scenario (**Figure 3-4**) reflects extensive changes. The only districts that are not altered from the adjusted boundary arrangement are proposed District 6 covering Garlands Crossing, Curry's Corner, and Martock, and proposed Districts 10 and 11, which comprise Windsor. The changes address all the comments we received concerning boundaries except for concerns with the inclusion of Ashdale and Greenhill in District 2, which we cannot resolve without taking District 2 substantially below the parity criterion.

In summary the changes from the previous adjusted boundaries are as follows:

- **District 1** – Added Upper Burlington (173 electors) from proposed District 2 – Upper Burlington is closely related to Lower Burlington and Centre Burlington in proposed District 1.
- **District 2** – Added Mosherville from proposed District 1 (66) – Mosherville is currently within District 2 and has better road connections to proposed District 2 than proposed District 1.

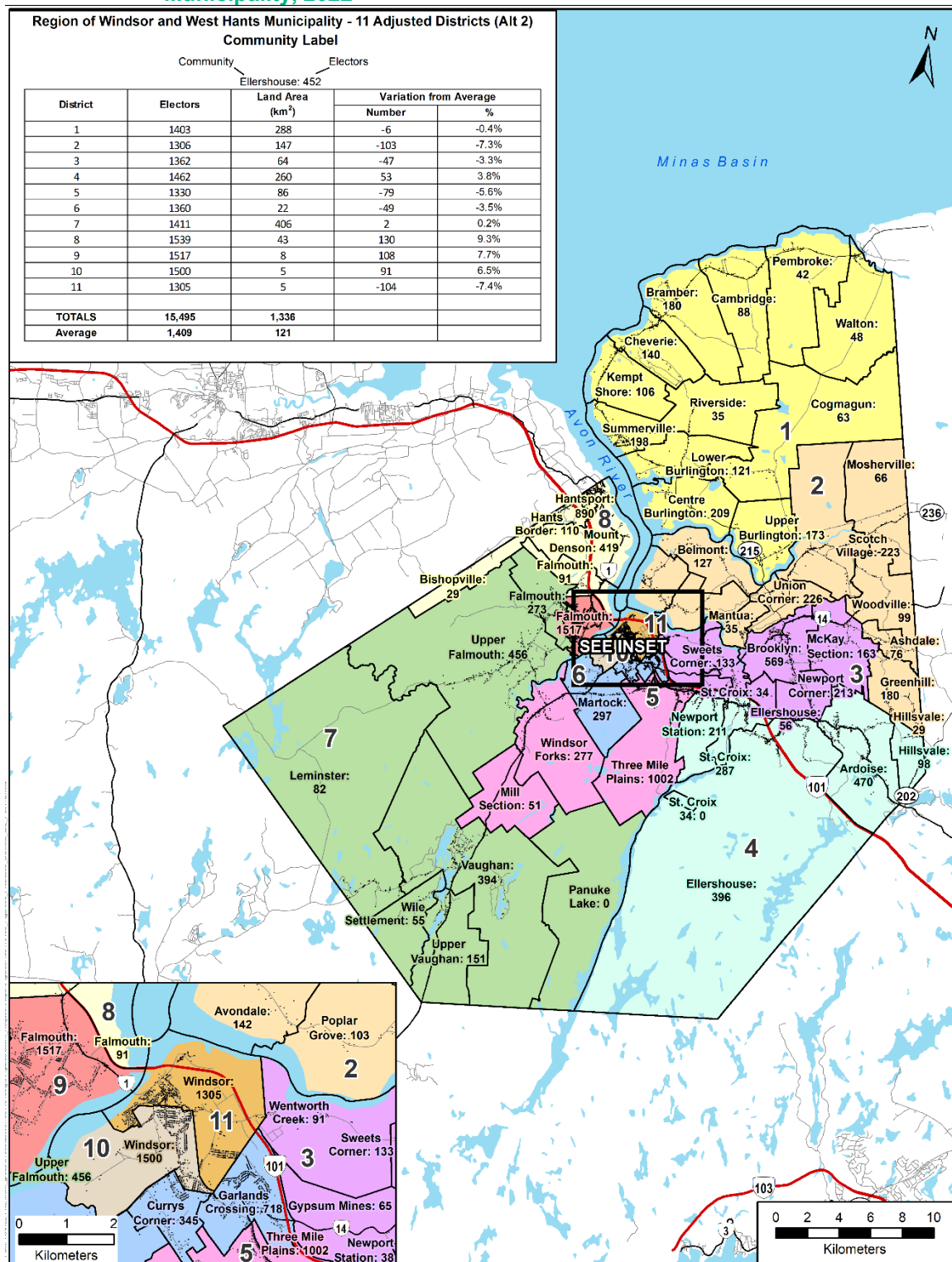
Added Mantua (35) from proposed District 3 – Mantua is currently within District 2 and public input suggests it is more compatible with communities in proposed District 2.

Added the portion of Hillsvale north of Ardoise School Road (29) from District 4 – The area is currently within District 3. The electors added to proposed District 2 bring it closer to the average, although the proposed District will meet the parity criterion without the area.

- **District 3** – Added portions of St. Croix and Ellershouse north of Highway 101 (34 and 56, respectively) from proposed District 4 and portion of Newport Station north of Highway 101 (38) from proposed District 5 – The electors added to proposed District 3 are needed to bring the District within the parity criterion. The Highway also creates a clear boundary between District 3 and Districts 4 and 5.
- **District 4** – Added the portion of Newport Station south of Highway 101 (211) from proposed District 5 – Balances the loss of lands north of the 101 to proposed District 3 and create room for District 5 to add Mill Section.
- **District 5** – Added Mill Section (51) from proposed District 4 – Mill Section has more direct road connections to proposed District 5.
- **District 7** – Added Panuke Lake (0) from proposed District 4 – Although Panuke Lake has no electors and does not affect the parity criterion, it is better connected to Vaughan in proposed District 7. The lake on the eastern edge of the Panuke Lake community creates a clear boundary between proposed Districts 4 and 7.
- **District 8** – Added areas of Falmouth flanking Highway 101 (91) from District 9 – The area north and east of the 101 is currently part of District 8. Areas to the south and west of the Highway are rural and connect to Bishopville, which is part of proposed District 8.



Figure 3-4 Revised Adjusted Electoral District Boundaries, West Hants Regional Municipality, 2022



Source Stantec Consulting Limited



- **District 9** – Added Valleyview Subdivision in western Falmouth (155) from proposed District 7 – The densely developed serviced subdivision is more similar and more directly connected to developed areas of Falmouth in proposed District 9 than rural communities in proposed District 7. The exchange also brings District 7 within the parity criterion.

In total, revisions involved ten moves. In addition to reflecting most of the comments we heard concerning boundaries, we believe the revised arrangement creates better connected districts with stronger more easily discerned boundaries. All districts, furthermore, satisfy the parity criterion.

We considered the interest of some stakeholders in creating a boundary arrangement that would combine urban, suburban, and rural areas but saw a variety of impediments to achieving the objective. Geographic barriers, adherence to the parity criterion, and contrary opinions of many residents stand in the way. The mouth of the Avon River isolates Districts 1 and 2 from Windsor and other more densely developed areas. To some degree, the parity standard encourages the combination of suburban communities with rural areas in order to put together enough electors to meet the standard (e.g., Districts 5, 6, and 7). Incorporating portions of Windsor would however be difficult if the resulting districts were to have the internal road connections we would expect. In addition, Windsor would be divided into multiple segments as would communities like Three Mile Plains through which boundaries would necessarily run. While such divisions would be welcomed by proponents of the approach, we would expect them to be resisted by many others who criticized the combination of communities they consider incompatible.



4 SUMMARY AND RECOMMENDATION

Based on our experience through multiple reviews of municipal governance and electoral boundaries, the most important consideration for decision-making is the style of governance desired by the community. We have investigated community views through interviews with Council representatives, public consultation meetings, and a questionnaire survey. While we would like to see more public interest in consultation processes, we have received input from roughly 300 WHRM residents, who have shared their opinions and, notably, provided sound suggestions to improve district boundaries. We have relied on that input to develop our recommendation below.

4.1 Governance

WHRM is only two years old, and its Regional Council is getting established, which is the key reason Council determined to focus the current study on boundaries. Governance issues clearly exist, however, and should not be ignored. Councillors, public meeting participants, and survey respondents all stated that the Municipality has yet to “come together” as a unified entity. Many contacts stated there is an urban-rural divide that needs to be overcome.

4.2 Council Size

Survey responses indicate a substantial constituency would prefer Council size to be reduced. Only a bare majority of survey respondents would prefer to maintain or increase Council membership. The narrow margin in favour of maintaining the status quo or increasing the number of Council members is sufficient to justify Council’s position that the current review should concentrate on boundaries rather than governance. It is also, however, a strong indication that Council size is an issue or, perhaps, a concern for many residents.

Former Town of Windsor Mayor Paul Beazley suggested that the Municipality should commit to an interim review of its Council Size and boundaries in four years. It may well have merit to assess Council through two elections and determine public satisfaction with the number of Councillors and their performance.

4.3 Boundaries

Four of WHRM’s current electoral districts boundaries are outside the $\pm 10\%$ parity standard. Over the next eight years it is likely the distribution of electors will be further distorted. While the Boundary Options Survey found approximately equal support for the current and adjusted boundaries, comments from survey respondents as well as input through other consultation initiatives provided ample direction for improvement.



Stantec revised the electoral boundary arrangement in accordance with the input received. All districts in the revised arrangement satisfy the parity criterion. The current review is an opportunity to reset boundaries for current conditions and ensure equitable representation for the coming eight years to 2030.

There is room for further discussion of the revisions presented in **Figure 3-4**, above. We will be open to Council comments recognizing that several revisions are not essential to meet the parity standard or directly address expressed stakeholder concerns. These include the incorporation of the northern portion of Hillsvale in District 2 and inclusion of the Bog Road area in District 8.

4.4 Recommendation

WHRM must submit an application for governance and boundary arrangements to the NSUARB by January 31, 2023, as the Board granted the Municipality a one-month extension beyond the date required pursuant to the MGA. WHRM Council may wish to consider three options for this application:

1. Confirmation of its current eleven-member Council with the current electoral districts illustrated in **Figure 2-4**, above.
2. Confirmation of its current eleven-member Council with the revised adjusted electoral districts illustrated in **Figure 3-4**, above.
3. Confirmation of its current eleven-member Council with alternative adjusted electoral districts including the arrangement illustrated in **Figure 2-5**, above, or an alternative arrangement such as a modified version of the boundaries illustrated in **Figure 3-4**, above.

Council may also wish to consider an alternative Council size if members are persuaded that public input through this process justifies reduced Council membership. In our opinion, while many members of the public support reducing Council numbers, demand is not unequivocal. Evidence from this review suggests that residents for and against Council reduction are equivalent.

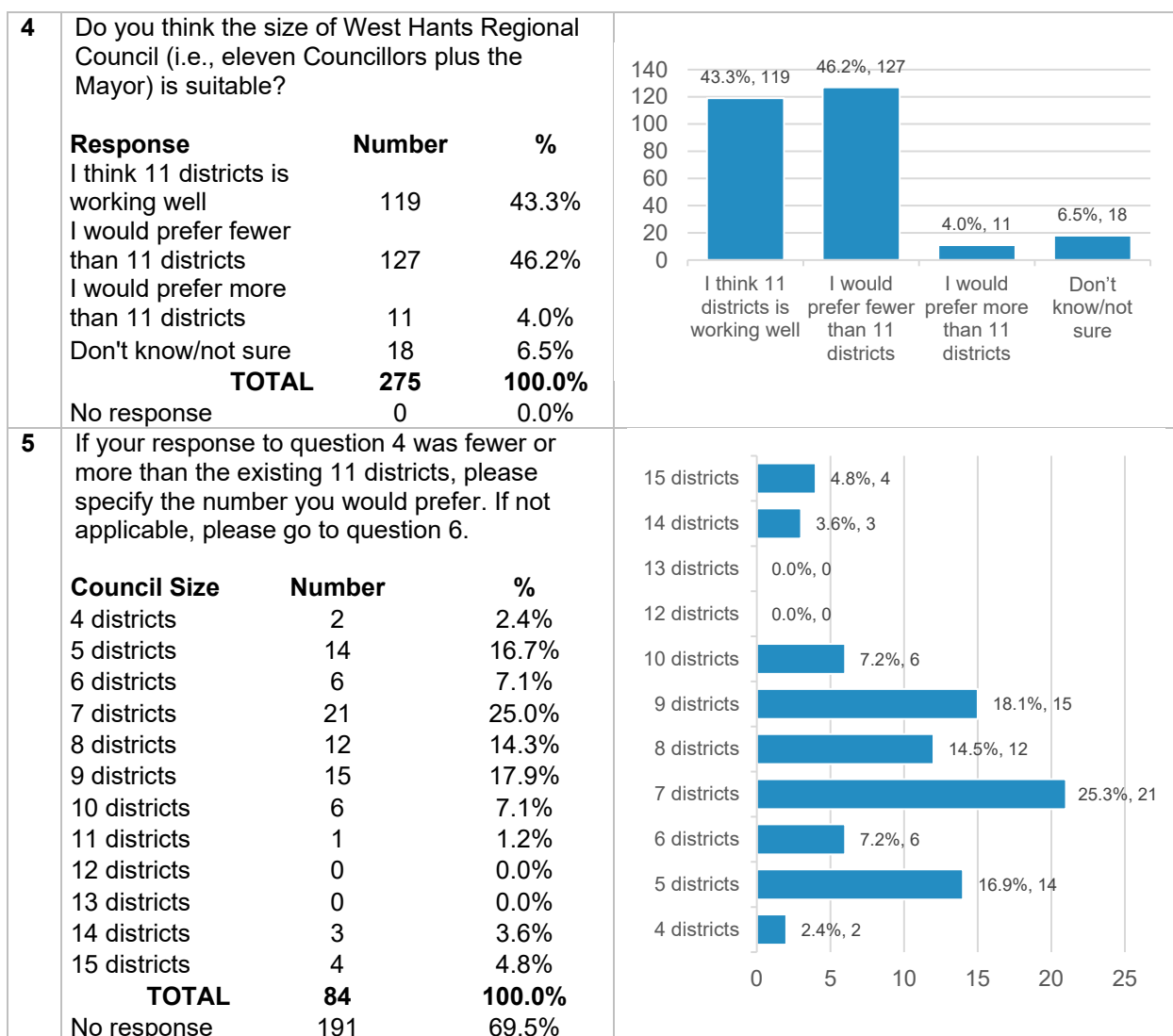
In our opinion, based on foregoing research and analysis, we recommend the second listed option. We believe the boundary arrangement presented in **Figure 3-4**, above, is balanced and takes as full an account as possible of stakeholder views concerning electoral boundaries. As all districts meet the $\pm 10\%$ parity criterion and, in our opinion, community integrity has been respected to the degree possible, we do not anticipate any serious difficulty obtaining NSUARB approval.



APPENDIX A BOUNDARY OPTIONS SURVEY RESULTS

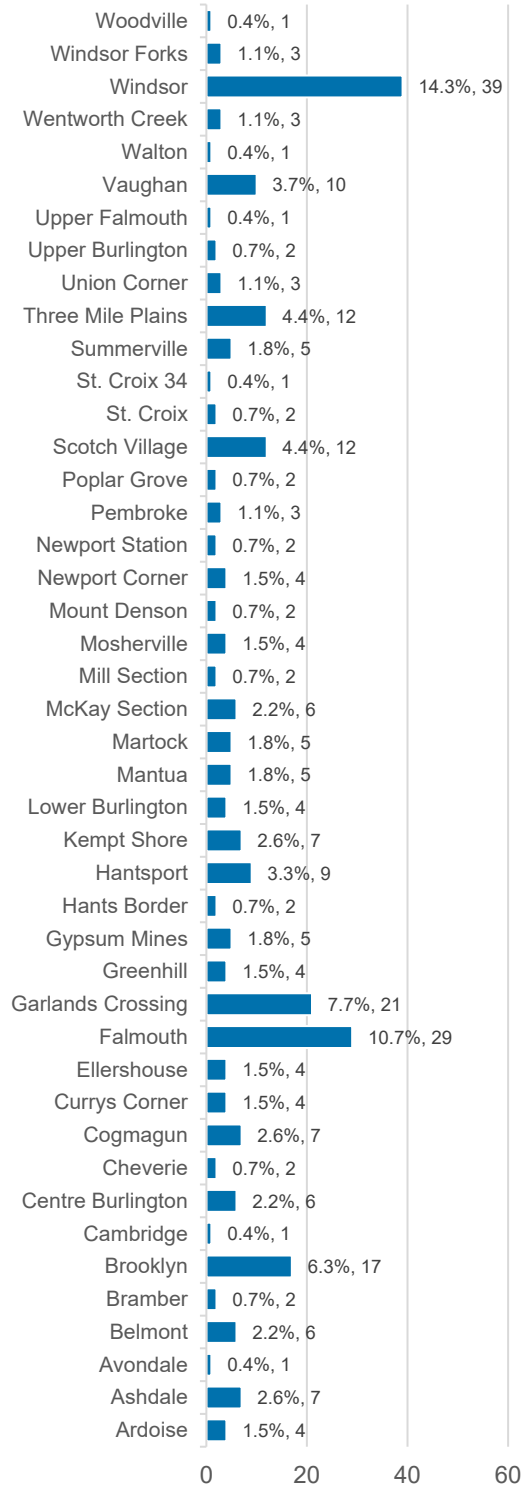
1	Please indicate which of the boundary arrangements you prefer. You can express your reasons and any reservations concerning your choice in response to Question 2 and you may suggest potential improvements to proposed boundaries in either scenario in response to Question 3. <table border="1"> <thead> <tr> <th>Response</th><th>Number</th><th>%</th></tr> </thead> <tbody> <tr> <td>I prefer the adjusted 11-district boundary arrangement</td><td>74</td><td>27.4%</td></tr> <tr> <td>I prefer the current 11-district boundary arrangement</td><td>75</td><td>27.8%</td></tr> <tr> <td>Neither of the above choices reflects my preference</td><td>87</td><td>32.2%</td></tr> <tr> <td>Don't know/not sure</td><td>34</td><td>12.6%</td></tr> <tr> <td>TOTAL</td><td>270</td><td>100.0%</td></tr> <tr> <td>No response</td><td>5</td><td>1.8%</td></tr> </tbody> </table>	Response	Number	%	I prefer the adjusted 11-district boundary arrangement	74	27.4%	I prefer the current 11-district boundary arrangement	75	27.8%	Neither of the above choices reflects my preference	87	32.2%	Don't know/not sure	34	12.6%	TOTAL	270	100.0%	No response	5	1.8%	<table border="1"> <thead> <tr> <th>Response</th><th>Number</th><th>%</th></tr> </thead> <tbody> <tr> <td>Don't know/not sure</td><td>34</td><td>12.6%</td></tr> <tr> <td>Neither of the above choices reflects my preference</td><td>87</td><td>32.2%</td></tr> <tr> <td>I prefer the current 11-district boundary arrangement</td><td>75</td><td>27.8%</td></tr> <tr> <td>I prefer the adjusted 11-district boundary arrangement</td><td>74</td><td>27.4%</td></tr> </tbody> </table>	Response	Number	%	Don't know/not sure	34	12.6%	Neither of the above choices reflects my preference	87	32.2%	I prefer the current 11-district boundary arrangement	75	27.8%	I prefer the adjusted 11-district boundary arrangement	74	27.4%
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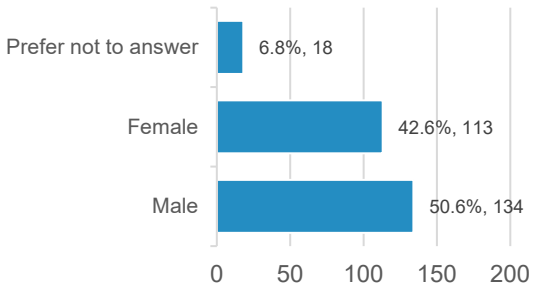
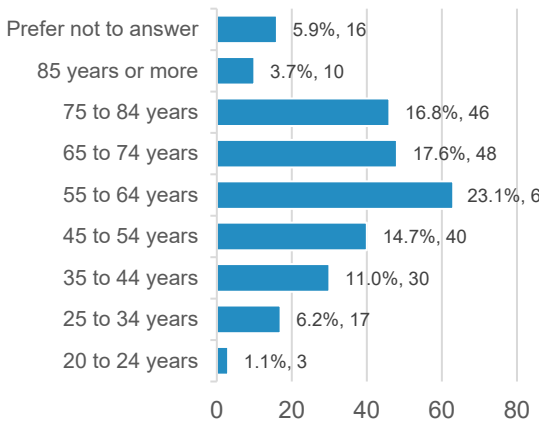
		knowledge or ability to understand the implications of the options. Some, on the other hand, were indifferent to the differences between the two options or did not see the changes affecting them or their district. Seven responses suggested the respondent would prefer a smaller Council (two of which were very clear in that regard), but three could be interpreted as supporting continuation of current arrangements. Four respondents did not answer Question 1 but gave comments in response to Question 2. Two of those indicated the size of Council is their priority and they would like to see a smaller council/fewer districts.												
3	Would you like to suggest any modifications to either the current or the adjusted district boundary arrangement? <table> <tr> <th>Answer</th><th>Number</th><th>%</th></tr> <tr> <td>Survey response</td><td>275</td><td>100.0%</td></tr> <tr> <td>Response</td><td>126</td><td>45.8%</td></tr> <tr> <td>No response</td><td>149</td><td>54.2%</td></tr> </table>	Answer	Number	%	Survey response	275	100.0%	Response	126	45.8%	No response	149	54.2%	Less than half of respondents to the survey provided comments in response to Question 3. Most took the opportunity to comment on Council membership again, with the majority reinforcing their desire for a smaller Council. Some did address specific boundary issues, which was the objective of the question including suggestions to move Greenhill, Hillsvale, Mosherville, and Mill Section. One comment from a respondent who favoured the current district boundaries suggested adding the Valleyview subdivision to District 9 from District 7.
Answer	Number	%												
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6. What community do you live in (see preceding maps for community locations)?

Response	Number	%
Ardoise	4	1.5%
Ashdale	7	2.6%
Avondale	1	0.4%
Belmont	6	2.2%
Bramber	2	0.7%
Brooklyn	17	6.3%
Cambridge	1	0.4%
Centre Burlington	6	2.2%
Cheverie	2	0.7%
Cogmagun	7	2.6%
Currys Corner	4	1.5%
Ellershouse	4	1.5%
Falmouth	29	10.7%
Garlands Crossing	21	7.7%
Greenhill	4	1.5%
Gypsum Mines	5	1.8%
Hants Border	2	0.7%
Hantsport	9	3.3%
Kempt Shore	7	2.6%
Lower Burlington	4	1.5%
Mantua	5	1.8%
Martock	5	1.8%
McKay Section	6	2.2%
Mill Section	2	0.7%
Mosherville	4	1.5%
Mount Denson	2	0.7%
Newport Corner	4	1.5%
Newport Station	2	0.7%
Pembroke	3	1.1%
Poplar Grove	2	0.7%
Scotch Village	12	4.4%
St. Croix	2	0.7%
St. Croix 34	1	0.4%
Summerville	5	1.8%
Three Mile Plains	12	4.4%
Union Corner	3	1.1%
Upper Burlington	2	0.7%
Upper Falmouth	1	0.4%
Vaughan	10	3.7%
Walton	1	0.4%
Wentworth Creek	3	1.1%
Windsor	39	14.3%
Windsor Forks	3	1.1%
Woodville	1	0.4%
TOTAL	272	100.0%
No response	3	1.1%



7	What is your gender? <table border="1"> <thead> <tr> <th>Gender</th><th>Number</th><th>%</th></tr> </thead> <tbody> <tr> <td>Male</td><td>134</td><td>50.6%</td></tr> <tr> <td>Female</td><td>113</td><td>42.6%</td></tr> <tr> <td>Prefer not to answer</td><td>18</td><td>6.8%</td></tr> <tr> <td>TOTAL</td><td>265</td><td>100.0%</td></tr> <tr> <td>No response</td><td>10</td><td>3.6%</td></tr> </tbody> </table>	Gender	Number	%	Male	134	50.6%	Female	113	42.6%	Prefer not to answer	18	6.8%	TOTAL	265	100.0%	No response	10	3.6%	 <table border="1"> <thead> <tr> <th>Gender</th> <th>Number</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>134</td> <td>50.6%</td> </tr> <tr> <td>Female</td> <td>113</td> <td>42.6%</td> </tr> <tr> <td>Prefer not to answer</td> <td>18</td> <td>6.8%</td> </tr> </tbody> </table>	Gender	Number	%	Male	134	50.6%	Female	113	42.6%	Prefer not to answer	18	6.8%																																				
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9	If you have any further thoughts about the size of the council for West Hants Regional Municipality, the districts from which councillors will be elected, or any related issue, please share them with us here. <table border="1"> <thead> <tr> <th>Answer</th><th>Number</th><th>%</th></tr> </thead> <tbody> <tr> <td>Survey response</td><td>275</td><td>100.0%</td></tr> <tr> <td>Response</td><td>105</td><td>38.2%</td></tr> <tr> <td>No response</td><td>170</td><td>61.8%</td></tr> </tbody> </table>	Answer	Number	%	Survey response	275	100.0%	Response	105	38.2%	No response	170	61.8%	Commenters addressed a variety of subjects including perceived Council performance, the boundary review process, and the questionnaire. With respect to the questionnaire respondents noted the lack of options for the gender response to Question 7 and printing of the maps on opposite sides of the same page, which made comparison difficult, The most frequent comments, however, returned to the topic of Council size with many stating for the second or third time that they would prefer reduced Council membership.																																																						
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Stantec Consulting Limited
40 Highfield Park Drive Suite 102
Dartmouth, NS B3A 0A3

West Hants Regional Municipality
January 10, 2023
Chief Administrative Officer Report



The following report captures activities and events between the December 2022 COTW meeting and the date of the report.

Governance

- Meetings and Events
 - COTW – December 6th
 - Council – December 13th

Administration

- Meetings and Events
 - CUPE Labour Management
 - Municipal Complex Building RFP Meeting “Next Steps”
- CUPE Notice to Bargain – We have received the official “Notice to Bargain” from CUPE. The collective agreement expires in March of 2023 and bargaining will be carried out. I will meet with Council at the January 2023 In-camera to discuss bargaining priorities including overall remuneration.
- Fences and Arbitration Committee – The Committee and staff have completed the fencing on the Morash property on Wentworth Road. Staff are confident in the portion erected by the Municipality and will monitor this section as well as the section Mr Morash upgraded throughout the winter periodically or if a complaint is received. Correspondence to the Province is being coordinated as directed by Council once final costs are tallied. Those costs will also be forwarded to Mr. Morash for payment.
- Accessibility Advisory Committee – The committee met on December 15th at the Sports Complex. A very engaged committee did a facility tour from a users’ perspective. Many suggestions and improvements were discussed through the lens of accessibility. Some suggestions are attitudinal in nature some are physical, or facility related.
- Holiday Operations – Resident drop-ins were low over the month of December and over the Holidays. Planning and Development continued to be busy with permit administration and inspections. I did take some vacation time over the holidays along with much of staff.

Finance

- Meetings and Events
 - Audit Committee Meeting December 9th
 - Budget Workshops (January 16th, 18th, 26th, 30th and 31st)

Community Development

- Meetings and Events
 - Glooscap First Nation Sports Complex Facility Tour (Scheduled for January 24th)
- 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.
- Landar Lands / Former Rail Line (Mantua to Maitland) – East Hants and ourselves are administering the final stages of the land purchase of the former rail line from Mantua to Maitland or the former rail line. Once the registration of the lands (multiple individuals lots making up the rail line) is completed the final sale process will be executed. This will be a very progressive step for the municipalities in having a linear multi-trail connectivity through Hants County and what we hope will be an eventual connectivity to the rest of the Province through “The Great Trail or Trans Canada Trail”. Work and collaboration with community groups, landowners and trail associations will be carried out to create an overall strategy for the trail once the land is secured.

Planning and Development

- Meetings and Events
 - PAC /HAC Meeting
 - Brison Development Growth Meetings
 - West Hants Housing Coalition Meeting
- West Hants Housing Workshop – The follow up survey for the Housing Workshop has closed. With the assistance of the team for the Nova Scotia Health the survey and feedback from the session will be formalized into a report. “Next Steps” will then be determined. The Community Development Department has taken the initiative to provide outreach and support through the provision of space for “comfort center-like” support in the Community Centre and Sports Complex as well as basic supports like laundry services. These services are coordinated through the POSSE Group.

Economic Development

Public Works and Infrastructure

Protective Services

- Meetings and Events
 - RCMP Stakeholder Engagement Session – Mahone Bay
 - Nova Scotia Municipal Police Service Agreement (MPSA) Meeting
 1. West Hants
 2. Town of Antigonish
 3. Town of Pictou
 4. Town of Yarmouth
 - Fire Chiefs Meeting (Scheduled for January 16th)
- Hantsport Fire Station – The new fire station was opened on December 24, 2022, with members moving trucks and other items into the facility. There remain a few minor deficiencies to be addressed. A Grand Opening has yet to be scheduled. Council will be informed as plans are created.

Sincerely,

Mark Phillips

Mark Phillips
Chief Administrative Officer
West Hants Regional Municipality

**2022-23 WEST HANTS REGIONAL OPERATING BUDGET UPDATE
EIGHTH MONTH ENDING NOVEMBER 30, 2022**

REVENUE	2022-23 BUDGET	% OF THE BUDGET	FORECAST MARCH 31, 2023	VARIANCE % (BASED ON FORECAST)	VARIANCE (BASED ON FORECAST)	ACTUALS NOVEMBER 30, 2022	VARIANCE % (BASED ON ACTUALS)
TAXES	\$ 20,647,877	72%	\$ 20,201,365	-2.2%	\$ (446,512.00)	\$ 20,201,365	2.2%
SEWER	\$ 2,206,532	8%	\$ 2,206,532	0.0%	\$ -	\$ 1,145,671	48.1%
BUSINESS PROPERTY / DEED TRANSFER TAX	\$ 2,214,540	8%	\$ 2,724,238	23.0%	\$ 509,698.00	\$ 2,373,468	-7.2%
GRANTS	\$ 90,085	0%	\$ 90,085	0.0%	\$ -	-\$ 6,318	100.0%
SERVICES PROVIDED TO OTHER GOVERNMENTS ¹	\$ 1,093,713	4%	\$ 1,158,367	5.9%	\$ 64,654.00	\$ 588,737	46.2%
SALES OF SERVICES	\$ 920,058	3%	\$ 920,058	0.0%	\$ -	\$ 505,354	45.1%
OTHER REVENUE ²	\$ 624,247	2%	\$ 932,171	49.3%	\$ 307,924.00	\$ 642,134	-2.9%
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%	\$ -	\$ 121,315	17.5%
TRANSFERS FROM OTHER LOCAL GOVERNMENTS	\$ 164,256	1%	\$ 164,256	0.0%	\$ -	\$ 119,075	27.5%
TOTAL	\$ 28,770,426	100%	\$ 29,206,304	1.5%	\$ 435,837.00	\$ 26,071,671	9.4%
EXPENSES							
GENERAL GOVERNMENT SERVICES ³	\$ 3,570,877	12%	\$ 3,752,978	5.1%	\$ 182,101.00	\$ 2,540,040	28.9%
PROTECTIVE SERVICES ⁴	\$ 8,260,732	28%	\$ 8,181,391	-1.0%	\$ (79,341.00)	\$ 4,812,393	41.7%
TRANSPORTATION	\$ 1,581,716	5%	\$ 1,628,082	2.9%	\$ 46,366.00	\$ 1,085,388	31.4%
ENVIRONMENTAL HEALTH SERVICES ⁵	\$ 3,976,348	14%	\$ 4,128,781	3.8%	\$ 152,432.50	\$ 2,198,261	44.7%
PUBLIC HEALTH SERVICES ⁶	\$ 276,825	1%	\$ 293,887	6.2%	\$ 17,062.00	\$ 212,062	23.4%
PLANNING	\$ 1,002,094	3%	\$ 853,021	-14.9%	\$ (149,073.00)	\$ 533,950	46.7%
RECREATION	\$ 2,790,004	10%	\$ 2,763,136	-1.0%	\$ (26,868.00)	\$ 1,866,554	33.1%
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%	\$ -	\$ 1,138,905	57.3%
NET TRANSFERS	\$ 203,893	1%	\$ 203,893	0.0%	\$ -	\$ -	100.0%
TOTAL	\$ 29,009,703	100%	\$ 29,152,383	0.5%	\$ 142,679.50	\$ 17,119,037	41.0%
SURPLUS / DEFICIT	\$ (239,277)		\$ 53,922			\$ 8,952,634	

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 \$53,922. These remaining funds will be moved to the Operating Reserve as per the Reserves policy.

Keynotes:

- The 2022-23 budget column shows an unbalanced budget due to the budgeted deficits for both Windsor and West Hants Sewer.
- Revenue:
 - Current Deed Transfer Tax Actual is at \$1.95 million, year end projection has increased to \$2.3 million, up from the \$1.8 million budgeted for the year.
 - In line with the increased real estate market activity, we have seen an increase in tax certificate requests, increasing the other revenue line of the revenues.
 - Adding to the overage in other revenue is a larger than expected revenue for permits, licenses, rentals, and return on investment.
- Expenses:
 - Planning continues to see the greatest savings, as they continue to seek employees for vacant positions.
 - Recreation projects were adjusted after last month's presentation, as there were capital items within some categories that will be moved out at the end of the fiscal year, during our year-end process, that were causing these accounts to appear to be overbudget.

LEGEND:

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

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
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<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)

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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

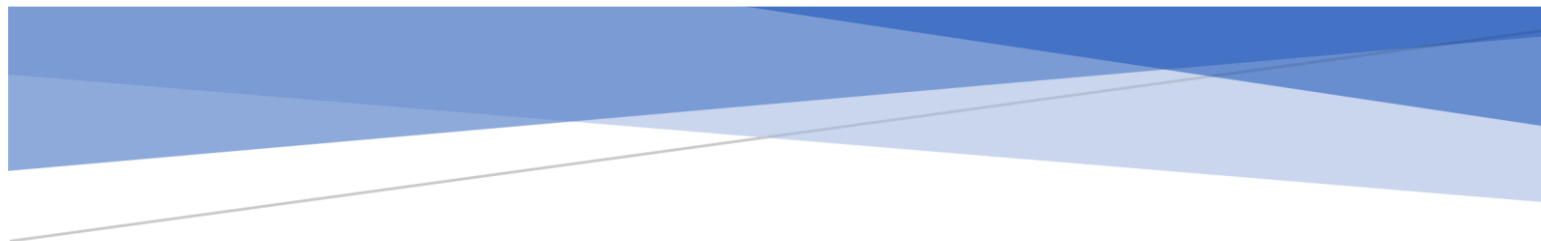
Darren	Porter	2022-04-21	2022-04-26 Council
Daphnee	de Lamirande	2022-04-29	2022-05-10 COTW
Hon. John	Lohr	2022-05-02	2022-05-10 COTW
Ann- Marie	Mathieu, Annapolis Valley Regional Library	2022-05-05	2022-05-10 COTW
2022-05-11 Yves	Arsenault re Information session for Hosting of 44th annual Final des 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
Lawrencetown Education Centre	Re Big Chill Donation request	2022-12-06	2022-12-13 Council
Kate Sircom, Secretary, St. Andrew's Church Council	Re Community Comfort Centre proposal	2022-12-06	2022-12-13 Council
NSFM	Re: Code of Conduct - Summary of content from consultation	2022-12-14	2023-01-10 COTW
Honourable Joyce Murray	Re Lake Pisiquid and the Pumpkin Regatta	2022-12-15	2023-01-10 COTW

Correspondence Received

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WHAT WE HEARD

Code of Conduct Consultation Report

Code of Conduct Working Group

Summary

In August, the Code of Conduct Working Group released a draft model code of conduct for municipalities and villages. The draft code was taken out for consultation with municipalities and villages for 8 weeks and over 160 participants provided feedback on the entirety of the survey.¹ This report summarizes the feedback we received during consultation, indicates some feedback the working group is considering as possible amendments to their recommendations, and future plans for the code of conduct.

Feedback received

- Every circumstance related to a code of conduct violation will need to be assessed individually.
- People with different personalities should be able to express themselves and be outspoken in their opinions.
- The same standards that apply to a municipality should apply to a village.
- Consideration should be given to acting in the interests of the municipality as a whole rather than just a particular district.
- Provisions related to sending emails and messages at appropriate times of the day and attire at business meeting should be considered.
- Some gifts and benefits that go along with being an elected official should be deemed socially acceptable.
- Elected officials should not be able to tender on items such as the sale of older or extra equipment.
- Suggestions that the code of conduct needs to relate specifically to online behaviour including bullying, inciting harm or cyberstalking.
- The code must be able to provide for respectful dissenting opinions at the council table.

97% of respondents agree there should be one standard code for all municipalities and villages.

93% of respondents agree that the code of conduct should apply to elected officials at all times

¹ 160 individuals completed the survey while an additional 179 started to provide feedback on the survey but did not complete it in its entirety, resulting in a total of 339 survey respondents.

- Must make it clear that an individual does not speak on behalf of council but is still able to provide their own opinion.
- Must make it clear that elected officials articulate council's decisions accurately, even if the member was not supportive of the decision.
- Must make it clear that personal statements are allowed as long as they are done respectfully.
- Discrimination should not occur on individuals' religious beliefs.
- Must ensure the code of conduct does not deter people in running for office.
- Consideration should be given on applying this code of conduct to those who are running for office but not yet nominated.
- Must ensure that the code of conduct addresses assault and inappropriate touching.
- A code is rendered useless unless there are repercussions associated with it.
- The code should not be intended to be used as a personal vendetta against members.
- The code of conduct needs consequences for poor conduct otherwise bad behaviour will continue.

Working Group Clarification and Considerations

This section includes some clarifications and considerations based on the feedback received during consultation. The clarification section is intended to clarify parts of the code and approach to the future of the codes of conduct. The considerations are comments received that the working group is reviewing as possible amendments to their recommendations.

Clarifications

- The working group recommends there be one model code for municipalities and one model code for villages. While the terminology will be different, the standards/expectations are the same.
- The code is not intended to silence dissenting opinions.
- This consultation was only to receive feedback on the code provisions. The working group is continuing their efforts on developing recommendations for sanctions and the investigation process. Once these recommendations have been finalized, we will complete a consultation to seek municipal and village feedback.

Considerations

- Behaviour relating to those during an election.
- Elected officials not being able to tender on items of older equipment.
- A statement being made about an identifiable group should be done respectfully.
- Making sure inappropriate touching is addressed in sexual harassment provisions.
- Updating value statements to reflect the municipal units' interests as a whole.

Future Plans for the Code of Conduct

After the survey closed on September 24, 2022, the working group is considering some amendments to their recommendations based on the feedback provided. They are also working on developing sanctions and investigator process recommendations. It is expected these recommendations will be completed by November/December of 2022. Once the sanctions and investigation process recommendations have been completed, a consultation will take place with municipalities and villages to provide feedback on what is being proposed. It is expected these consultations will take place beginning of 2023.

Following the consultation on sanctions and investigator process, the working group will finalize all their recommendations for codes of conduct based on all three components – content, sanctions and investigator process. Once these recommendations have incorporated the feedback received during consultations, there will be one final chance to provide feedback on the entire process through a brief survey. The working group will use the feedback in this survey to finalize and present their recommendations to the Deputy Minister of the Department of Municipal Affairs and Housing for consideration, followed by a submission to Executive Council for final approval.

We look forward to engaging with you again during the next stage of consultation to discuss the sanctions and investigation process recommendations in early 2023.

Sincerely,

Mayor Mood

Code of Conduct Working Group Chair

Municipal and Village Code of Conduct Consultation Material

Introduction

The Code of Conduct Working Group (COCWG), established jointly between the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), and the Department of Municipal Affairs and Housing, will be seeking individual feedback from elected officials and senior departmental staff on the recommendations for:

- sanctions that can be imposed if a breach of the code of conduct occurs; and
- options related to the investigator model process

The purpose of this document is to provide elected officials and senior level administrators with the COCWG information in advance of consultation. The intent of providing this information in advance is to allow individuals to come prepared with thoughtful questions regarding the sanctions and investigator options to improve the quality of feedback received during consultation.

Please note, a previous consultation has already taken place on the content to include in a municipal and village code of conduct. A “What We Heard” report was released and distributed in November 2022 that presented the findings for the content to include in a municipal code of conduct.

Consultation Schedule

Date	Time	Suggested Region	Type
Thursday February 2, 2023	Morning	Cape Breton	Virtual
Thursday February 9, 2023	Afternoon	Eastern Strait / Pictou	Virtual
Monday February 13, 2023	Morning	Cumberland, Colchester, Hants Counties	Virtual
Tuesday February 14, 2023	Morning	Valley to Digby	Virtual
Wednesday February 15, 2023	Afternoon	South Shore Region	Virtual
Thursday February 16, 2023	Morning	Villages/ANSV*	Virtual

Date	Time	Location	Type
Monday February 20, 2023	Afternoon	Cape Breton	In-Person
Tuesday February 21, 2023	Morning	Truro Region	In-Person
Wednesday February 22, 2023	Afternoon	Kings Region	In-Person
Thursday February 23, 2023	Morning	Lunenburg Region	In-Person

[Register for your preferred consultation session\(s\)](#)

If there are any questions related to the consultation schedule, or if you are unable to attend any of the sessions, please email dmah-consultation@novascotia.ca.

Sanctions

The COCWG recommends 14 sanctions that can be imposed if a breach of the code occurs. The sanctions are:

1. Member will receive a letter of formal reprimand or warning
2. Member will issue a letter to include an acknowledgement of the breach of the code and an apology within 15 days
3. Require the member to attend mandatory training as directed by council
4. Limiting the member's access to certain local government facilities, equipment and/or property
5. Censure the member publicly
6. Suspending or removing the member as the deputy head of council and/or the chair of a committee, if applicable
7. Suspending or removing the member for longer than 6 months from some or all committees
8. Suspending or removing the member from some or all boards
9. Impose a limit on the member's participation on behalf of the municipality
10. Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality
11. Impose a fine on the member of up to \$1,000 per occurrence, which is to be paid no longer than 6 months from the decision of council and to be collected as a tax in default*
12. Impose an appropriate reduction in compensation to the member for no longer than 6 months based on the circumstances of the outcomes*
13. Make individual liable for direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator*
14. Make individual liable to repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator*

* Will require a legislative change to the *Municipal Government Act*.

The COCWG recommends that more than one sanction can be imposed at any given time.

When imposing a sanction on a member, the COCWG recommends the following considerations need to be taken into account:

1. The nature of the code contravention
2. The length or persistence of the code contravention
3. If the member knowingly contravened the code of conduct
4. If the member took steps to mitigate or remedy the code of conduct contravention
5. If the member previously contravened the code of conduct
6. The resources the member will need to complete their job
7. Any mitigating or aggravating factors that exist that contributed to the member's contravention

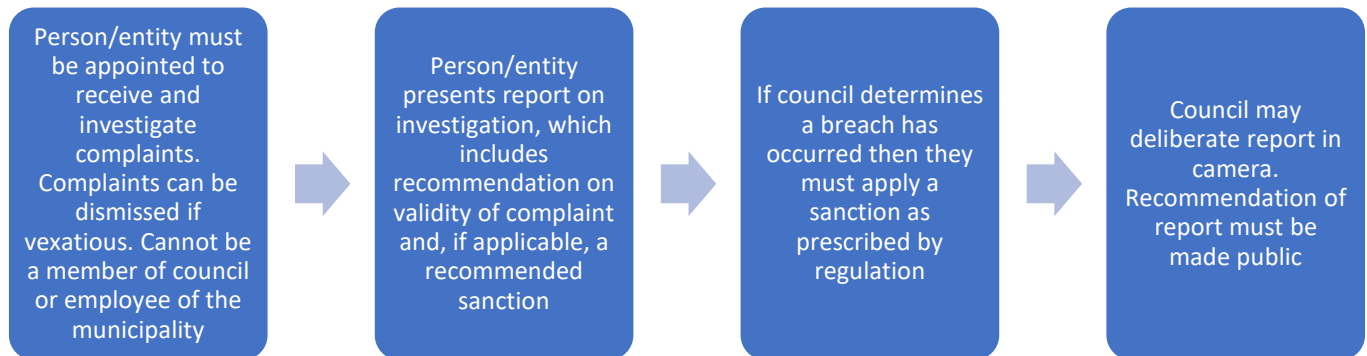
The COCWG also recommends that a statement be included to indicate that members who fail to comply with the findings and/or direction of council, following an investigation, is a breach of the code itself.

For consultation: we will be seeking feedback on the 14 recommended sanctions that can be imposed on a member, as well as the considerations that need to be taken into account before imposing a sanction.

Independent Investigator Process

Current Legislative Framework

It is important to understand the current legal framework in which the code of conduct is operating within. The below flow chart outlines the current legislative framework as laid out by [Bill 10](#) and [Bill 50](#).



The COCWG recognizes there are some limitations with the current framework.

For consultation: we will be seeking feedback on which aspects of the investigators report should be made public.

Options for Investigator Model

The COCWG debated and developed three investigator model options to be considered. The below chart outlines the three different options, along with the funding details and some additional pieces for consideration.

Overview of option	Further details	Funding details	Pieces for consideration
COCWG Recommended Option: Appoint a centralized body to conduct investigations through a Chair	The centralized body would have its own independent office, staff support and be funded by municipalities and villages. This model offers	Estimated to cost upwards of \$600,000 annually. Developed a formula with a base amount to be paid based on population,	Some questions still remain around: 1. Who will appoint the chair? 2. Who does the office report to?

	consistency and predictability when it comes to investigations and financial impact. Office could be responsible for developing training	along with a weighted formula that incorporates the units proportion of elected officials and population. See Appendix A for more details.	
Municipalities pay for their own investigator	Municipalities and villages would appoint their own investigator to handle intake and investigation of complaints	Municipalities and villages would be responsible for the entire cost. This could be upwards of \$10,000 per complaint.	Not all municipalities and villages would be able to financially manage even one (1) complaint. Consideration would need to be given to who the municipality or village could appoint in order to avoid a conflict of interest.
A legal firm becomes the centralized body to investigate complaints	Similar to option one, but an RFP would need to be issued to hire a firm to become the centralized body.	Funding details would be the responsibility of the legal firm to develop. This may result in unfixed costs for municipal units.	An RFP would need to be developed.

For consultation: we will be seeking feedback on the preferred COCWG investigator option, along with the concept of the proposed funding model for it.

Appendix A: Funding details for the centralized body

- It is estimated the total office cost annually would be approximately \$584,940
- The working group proposes utilizing a base amount to fund approximately half of the cost based on a band of population, and the remaining to be funded based on a proportion of number of elected officials and population

Base Amounts*:

Minimum Population	Maximum Population	Number of municipalities/villages	Amount	Total generated
0	999	15	\$1,000	\$15,000
1,000	4,999	25	\$3,000	\$75,000
5,000	14,999	18	\$5,000	\$90,000
15,000	89,999	9	\$7,000	\$63,000
90,000	+	2	\$9,000	\$18,000

* it is recommended by the working group that once enough data has been collected from units in a 2 or 3 year review, the base amounts are adjusted similar to insurance premiums to support municipalities with good behaviour, and penalize municipalities with poor behaviour.

Non-Base Amounts:

- Uses 20% of elected officials proportion and 80% of population proportion
- Village populations are removed from the rural municipalities in which they are located to prevent double counting
- Population numbers are utilized from StatsCan
- The below table outlines each municipality's approximate cost for the investigator model. Please note, these numbers are subject to change based on finalization of population numbers.

	# Elected Officials	Final Population	Base Amount	Non-base amounts	Total
Cape Breton Regional Municipality	13	93,694	9,000	27,161.88	36,161.88
Halifax Regional Municipality	17	439,819	9,000	121,473.31	130,473.31
West Hants Regional Municipality	12	19,509	7,000	6,928.56	13,928.56
Municipality of the County of Annapolis	11	18,198	7,000	6,436.45	13,436.45
Municipality of the County of Antigonish	10	15,101	7,000	5,460.51	12,460.51
Municipality of the County of Colchester	12	30,277	7,000	9,845.56	16,845.56
Municipality of the County of Cumberland	9	18,750	7,000	6,312.03	13,312.03
Municipality of the County of Inverness	6	13,239	5,000	4,408.21	9,408.21
Municipality of the County of Kings	10	30,077	7,000	9,517.43	16,517.43
Municipality of the County of Pictou	12	20,676	7,000	7,244.70	14,244.70
Municipality of the County of Richmond	5	5,875	5,000	2,276.37	7,276.37
Municipality of the County of Victoria	8	5,932	5,000	2,702.73	7,702.73
Municipality of the District of Argyle	9	7,870	5,000	3,364.70	8,364.70
Municipality of the District of Barrington	5	6,523	5,000	2,451.91	7,451.91
Municipality of the District of Chester	7	9,322	5,000	3,484.09	8,484.09
Municipality of the District of Clare	8	7,678	5,000	3,175.71	8,175.71
Municipality of the District of Digby	5	6,532	5,000	2,454.35	7,454.35
Municipality of the District of East Hants	11	22,892	7,000	7,708.03	14,708.03
Municipality of the District of Guysborough	8	4,585	3,000	2,337.83	5,337.83
Municipality of the District of Lunenburg	11	24,749	7,000	8,211.08	15,211.08
Municipality of the District of Shelburne	7	4,336	3,000	2,133.41	5,133.41
Municipality of the District of St. Mary's	7	2,161	3,000	1,544.21	4,544.21
Municipality of the District of Yarmouth	7	10,067	5,000	3,685.91	8,685.91
Region of Queens Municipality	8	10,422	5,000	3,919.05	8,919.05
Town of Amherst	7	9,404	5,000	3,506.30	8,506.30
Town of Annapolis Royal	5	530	1,000	828.44	1,828.44
Town of Antigonish	7	4,656	3,000	2,220.09	5,220.09
Town of Berwick	7	2,455	3,000	1,623.85	4,623.85
Town of Bridgewater	7	8,790	5,000	3,339.97	8,339.97
Town of Clark's Harbour	7	725	1,000	1,155.21	2,155.21
Town of Digby	5	2,001	3,000	1,226.92	4,226.92
Town of Kentville	7	6,630	5,000	2,754.84	7,754.84
Town of Lockeport	5	476	1,000	813.81	1,813.81
Town of Lunenburg	7	2,396	3,000	1,607.87	4,607.87
Town of Mahone Bay	7	1,064	3,000	1,247.04	4,247.04
Town of Middleton	7	1,873	3,000	1,466.19	4,466.19
Town of Mulgrave	5	627	1,000	854.71	1,854.71
Town of New Glasgow	7	9,471	5,000	3,524.45	8,524.45
Town of Oxford	7	1,170	3,000	1,275.75	4,275.75
Town of Pictou	5	3,107	3,000	1,526.53	4,526.53
Town of Port Hawkesbury	5	3,210	3,000	1,554.44	4,554.44
Town of Shelburne	5	1,644	3,000	1,130.21	4,130.21
Town of Stellarton	5	4,007	3,000	1,770.34	4,770.34
Town of Stewiacke	7	1,557	3,000	1,380.59	4,380.59
Town of Trenton	5	2,407	3,000	1,336.91	4,336.91
Town of Truro	7	12,954	5,000	4,467.98	9,467.98
Town of Westville	5	3,540	3,000	1,643.83	4,643.83
Town of Wolfville	7	5,057	5,000	2,328.72	7,328.72
Town of Yarmouth	7	6,829	5,000	2,808.75	7,808.75
Village of Baddeck	5	818	1,000	906.45	1,906.45
Village of Bible Hill	5	5,076	5,000	2,059.93	7,059.93
Village of Chester	5	1,371	3,000	1,056.26	4,056.26
Village of New Minas	5	4,545	3,000	1,916.08	4,916.08
Village of Port Williams	5	1,792	3,000	1,170.31	4,170.31
Village of Pugwash	5	746	1,000	886.95	1,886.95
Village of Aylseford	5	1,208	3,000	1,012.10	4,012.10
Village of Canning	5	791	1,000	899.14	1,899.14
Village of Cornwallis Square	5	3,675	3,000	1,680.40	4,680.40
Village of Freeport	5	217	1,000	743.65	1,743.65
Village of Greenwood	5	2,364	3,000	1,325.26	4,325.26
Village of Hebbville	5	796	1,000	900.50	1,900.50
Village of Kingston	5	3,466	3,000	1,623.78	4,623.78
Village of Lawrencetown	5	636	1,000	857.15	1,857.15
Village of River Hebert	5	468	1,000	811.64	1,811.64
Village of St. Peters	5	2,634	3,000	1,398.40	4,398.40
Village of Tatamagouche	5	691	1,000	872.05	1,872.05
Village of Tiverton	5	300	1,000	766.13	1,766.13
Village of Westport	5	193	1,000	737.15	1,737.15



December 15, 2022

His Worship Abraham Zebian
Mayor of West Hants Regional Municipality
c/o Ms. Deanna Snair
< DSnair@westhants.ca >



Dear Mayor Zebian:

Thank you for your correspondence of October 19, 2022, regarding Lake Pisiquid and the Windsor Pumpkin Regatta.

As you are aware, Fisheries and Oceans Canada (DFO) has issued Ministerial Orders to the Nova Scotia Department of Agriculture since March 2021 to modify the existing tidal gate operations in order to improve fish passage for several species using the Avon River system. Since the Orders have been in place, DFO has received reports of increased populations of important fish species using the Avon River above the tidal gates. The Department has also worked with the Province, West Hants Regional Municipality, the Mi'kmaq of Nova Scotia, and local stakeholders to adapt to changes as a result of the Ministerial Orders (for example, Martock water supply and dust issues).

I understand the importance of the Windsor Pumpkin Regatta to the community, and I would like to thank you, your municipality, and your Member of Parliament for Kings-Hants, Kody Blois, for your collective advocacy to me on the matter. DFO would like to continue to work with the Municipality, and other partners, to explore options to bring this event back to the area, while maintaining the Department's commitment to protecting fish and fish habitat. DFO will undertake some analyses on the potential impacts of temporarily lifting the Ministerial Order and reach out to you and the Province of Nova Scotia early in the new year to discuss these results.

Please note that any potential changes to the Ministerial Order will also include consultations with the Mi'kmaq of Nova Scotia.

Thank you for writing, and I look forward to our continued collaboration on this issue.

Yours sincerely,

The Honourable Joyce Murray, P.C., M.P.

c.c.: Distribution list

.../2

Distribution list:

The Honourable Tim Houston, M.L.A.

Premier of Nova Scotia

Mr. Kody Blois, M.P.

Kings-Hants

The Honourable Steve Craig, M.L.A.

Nova Scotia's Minister of Fisheries and Aquaculture

The Honourable Greg Morrow, M.L.A.

Nova Scotia's Minister of Agriculture

Ms. Melissa Sheehy-Richard, M.L.A.

Hants West

Deanna Snair

From: [REDACTED]
Sent: Monday, January 9, 2023 10:09 AM
To: PublicOnlyCouncilEmail
Subject: Fwd: Graham Sanford-Don't Be The Dirt Advocacy-Presentation-Follow Up
Attachments: Presentation to Municipal Council Dec 13-22.docx

Caution [External Email]

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

Good Morning West Hants Councillors.

I hope your holidays were peaceful.

Could you please advise if there is an intent to respond to my outstanding concerns, outlined in the attached, which was originally sent to you after my presentation to Council, December 13th, 2022?

My outstanding concerns are located in the attached under "In Summary", and also noted here below:

In summary:

Open requiring your attention and response>

1. Please investigate the Material Misrepresentation of Fact by the municipal employee regarding the complaint of topsoil removal from Agricultural protected land.
2. Please further advise the outcome of this violation with respect to the landowner.
3. Please provide the requested documentation that indicates appropriate process was followed supporting the current zone of R2 for PID 45046315.

****Please ensure this communication forms part of your records****

Thank you,

Graham Sanford

Don't Be The Dirt Advocacy

You may also find us on Facebook, Instagram and Twitter

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

Subject:Graham Sanford-Don't Be The Dirt Advocacy-Presentation

Date:2022-12-13 23:04

From:wedigdignity@dontbethedirt.ca

To:PublicOnlyCouncilEmail <allcouncil@westhants.ca>

Dear Councillors.

Thank you for your time this evening.

Attached is the file I spoke from.

Please feel free to ask any questions as this, as stated, is NOT pertaining to the rezone file for the lots along the Bog Road, so you should have free reign to fill in any gaps with questions.

Feedback is also welcome.

I wish you all Merry Christmas and Happy New Year!

Please note, the video I spoke of in earlier e-mails, of the bogus sediment damn being erected. I struggled with that a lot before posting. So I asked myself, who was in the video? Were they adults, responsible for their actions? Did they know what they were doing was wrong? What "Red Flags" had I experienced up to that point? The comment "Just make it look pretty" and everything up to that point, gave me my answer.

--

Thank you,

Graham

Don't Be The Dirt Advocacy

You may also find us on Facebook, Instagram and Twitter

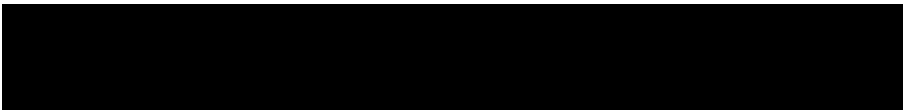
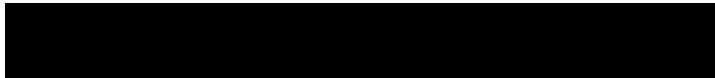


Presentation to Municipal Council

Tuesday December 13/22

Graham Sanford

Don't Be The Dirt Advocacy



Regarding: Open Issues at Bog Road Hants Border, Escalation to Council

Dear Municipal Council.

Thank you for the opportunity to present here this evening.

Who am I?

Graham Wade Sanford, my father was Graham, born in Upper Burlington 1925, my mother is June, born in Hantsport in 1930.

I formed this sole proprietorship mid 2022.

I work full time for a Fortune 500 company.

Why am I here tonight?

Your process of dealing with public complaints outside of a “file” is problematic at best.

I am not here to directly speak of “The File” regarding the rezone request for the lots along the Hantsport end of the Bog Road.

Contrary to the email chain you were copied on, that brought me here, I do not want special treatment outside of your process.

I am not here to embarrass people by name, title, or department.

I am here, following an escalation path. Municipal Council is the next step in that escalation path.

I am here as I have been granted, several opportunities to communicate with all levels in the Mun, but, my complaint has not come to resolution, the request for supporting documentation has not happened, and yet, a related process for rezoning continues.

I am here, because not addressing valid issues brought forward in good faith, only adds to liability for the municipality, which is ALL of us, and takes the developer further down a path where they can hold leverage over the municipality “to get them where they need to be”.

Details you should know:

August 5th-Met with landowner rep at my request at my property. As we looked over the field towards Mount Denson, in the field was an Agrologist from PEI. The LO Rep made comment “he (the Agrologist) could tell just by looking at the land, it was not suitable for Agriculture”. 1st red flag. LO Rep said they just wanted to be on the same playing field as other developers in West Hants? What does that mean? 2nd Red Flag

Since that date:

LO Rep was advised don't waist your money on an Out of Province Agrologist, not permitted.

Mun contacts Nova Scotia Institute of Agrologists to have PEI agrologist registered as a member in Nova Scotia. 3rd red flag.

LO was going to start excavation without locating underground water pipeline to CKF. 4th reg flag.

Topsoil removal from Agricultural protected land, trucked to 49 Cole Drive.

Video evidence. 5th red flag.

(Note here on several occasions when the workers saw me outside on my property, they would raise their voices and mention my name as to harass, intimidate me.)

Complaint to Mun.

Site visit by Mun.

No violation. 6th red flag.**This is a Material Misrepresentation of Fact. Elected municipal officials have a code of conduct, what is the code of conduct for employees of the municipality that interface with the public, and act on valid complaints?

Contamination of water course, no sediment damn. 7th red flag. Not municipal scope (although it can be according to the Municipal Government Act, and NS Dept of Environment and Climate Change would find it favorable for municipalities to include some of their more basic requirements.)

Bogus sediment damn erected comments made “Just make it look pretty” 8th red flag.

Now four differing answers as to how PID 45046315 became R2. 9th red flag.

Requested for documentation that supported this, unanswered. 10th red flag.

PIM meeting Nov 10, 22

LO Rep, disputing town line with MUN during meeting. 11th red flag.

After PIM meeting Mun states “Our role is to get the developer to where they need to be, if that can fit within the LUB, or, with modifications to the LUB....” 12th red flag

Whose role is it to get the public a straight answer? Who is ensuring the integrity of the municipal process?

LO contacts unknown to public, no website, no management hierarchy, no examples of successful development projects in Nova Scotia provided? 13th red flag.

LO office in Windsor is the listed address for eighteen federal corporations. If so big, why so under the radar? 14th red flag.

I only ask you follow the rules, guidelines in place and treat public concerns accordingly. Deal with facts. It seems you have the PAC locked down to only receive input in a limited fashion from the public, with the MUN able to exert the greatest amount of influence on the PAC. This reminds me of a sequestered jury. No input from the outside.

In summary:

Open requiring your attention and response>

1. Please investigate the Material Misrepresentation of Fact by the municipal employee regarding the complaint of topsoil removal from Agricultural protected land.
2. Please further advise the outcome of this violation with respect to the landowner.

3. Please provide the requested documentation that indicates appropriate process was followed supporting the current zone of R2 for PID 45046315.

To think about for 2023 and beyond, we need to do better>

4. Please explore a policy/by law that would block any application from such an entity with formal complaints against it, whether they be within the current scope of Mun Gov or with that of any other Gov department. Developer Code of Conduct maybe?
5. Please explore the basics of “vetting a developer”. Do we want to do business with just any developer that comes along?
6. Please explore a policy/by law as to what cannot be done on property outside of a development agreement. Altering a water course, absence of appropriate sediment damn etc. as examples.
7. Please consider oversight of those investigating any potential violation.

In closing, I wish all of you a good holiday season in the ways that are most meaningful to you and yours, and ask, let's do things differently in 2023. We

live in a special place. Let's not allow to become just another spot on the map and treat each other as neighbors with mutual interest in our successful, sustainable growth.

Thank you,

Graham Sanford

Don't Be The Dirt Advocacy

"We believe the health of where we live is key to all possible outcomes."

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]



December 15, 2022

Jim Winsor, Councillor District 8 County of Kings
Chair Liaison Oversight Committee
Valley Regional Enterprise Network
448 Main Street
Kentville, Nova Scotia, B4N 1K8

Delivered electronically to: councillor.winsor@countyofkings.ca

RE: Intermunicipal Service Agreement (IMSA)

Dear Mr. Winsor,

The West Hants Regional Municipality would like to thank the Valley Regional Enterprise Network (VREN), 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. The municipality recognizes the value of the VREN and appreciates the increased level of attention and investment in programs and initiatives aimed at supporting the economic climate within the Annapolis Valley.

At the December 13, 2022 Council meeting, Council discussed the October 31, 2022 correspondence received from Jennifer Boyd, Chief Administrative Officer for the Town of Berwick, representing the IMSA Working Group, regarding the VREN's amended IMSA. Specifically, Council discussed the change to the Withdrawal clause noted in Article 38 of the draft agreement requiring 36 months' notice for a party to withdraw from the VREN.

To formally express the current position of the West Hants Regional Municipal Council the following motion was ratified:

"That the West Hants Regional Municipal council accepts and approves all proposed changes, substantively the same as proposed by the Intermunicipal Service Agreement (IMSA) Working Group to the Valley Regional Enterprise Network (VREN) IMSA, except for the proposed changes to Article 38 in the draft requiring a minimum of thirty-six (36) months' notice to the VREN and other parties should a participating party wish to withdraw;

And Further,

The West Hants Regional Municipality wishes that the current notice of withdraw period of twelve (12) months remain in effect and be recognized in the new draft IMSA."

We hope that the VREN IMSA Working Group and existing VREN parties will consider the request made by West Hants Regional Municipality and re-evaluate the Withdrawal clause. As noted in the motion above all other amendments are acceptable to Council.

As a point of clarity Council has requested a presentation by the VREN in January of 2023 so that it can continue to evaluate the 2021-2024 Strategic Plan and reconsider the existing notice to withdraw by West Hants.

We look forward to participating in the ongoing VREN IMSA review and responses from other participating parties as they review the drafted amendments to the IMSA and their feedback.

Respectfully,



Abraham Zebian
Mayor

mp/ds

CC: Glooscap First Nation
Town of Berwick
Town of Kentville
Town of Middleton
Town of Wolfville
Municipality of the County of Kings
Jennifer Tufts, Valley REN Chief Executive Officer, jt tufts@valleyren.ca
Paul Dixon, Valley REN, Chair, paul@safeguardservices.ca
WHRM Council
Mark Phillips, Chief Administrative Officer
Shelleena Thornton, Municipal Operations Supervisor



December 20, 2022

MLA, Melissa Sheehy-Richard
58 Gerrish Street
P.O. Box 3201
Windsor, NS
B0N 2T0

Delivered electronically to: melissa.mlaoffice@gmail.com

RE: Discussion pertaining to the Highway 101 Twinning project

Dear MLA Sheehy-Richard,

Please accept this invitation extended on behalf of the West Hants Regional Municipal Council to meet in person and share your perspective governments position specific to the Aboiteau and Highway 101 twinning project.

At the December 13th, 2022 meeting Council discussed the correspondence received on October 10th, 2022, from MP Blois with respect to the Aboiteau and Highway 101 twinning project. As the Council for our region, we hear the frustration felt by our residents and see the division created in our communities in attempting to receive clear information regarding this project.

With the recognition that the municipality does not have a voice in the decision-making process related to the Aboiteau and Highway 101 twinning project, there is value having an open conversation to ensure our residents hear firsthand what each level of government communicates. Our hopes are that as a result of these conversations that communications to our residents improve.

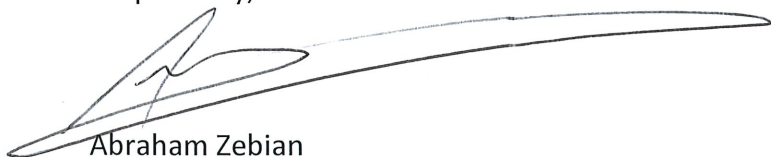
To formally express the current position of the West Hants Regional Municipal Council who met on December 13th, 2022 to further discuss this matter the following motion was ratified.

"That council requests an invitation be sent to our Federal Member of Parliament and our provincial MLA requesting to meet with them both in council to receive an update where each of their respective governments are on this project and further to try to bridge the gap and help us move forward as a community."

West Hants Regional Municipality appreciates your attention to this matter and are optimistic the

invitation extended will be considered. We look forward to discussing this matter in further detail and collaboratively working towards an ongoing approach that improves and promotes open communication to our residents with respects to the Highway 101 twinning project.

Respectfully,

A handwritten signature in black ink, appearing to read 'Abraham Zebian', written over a horizontal line.

Abraham Zebian
Mayor

az/ds

CC: Member of Parliament for Kings-Hants, Kody Blois,
WHRM Council
Chief Administrative Officer, Mark Phillips



December 20, 2022

Kody Blois, M.P. Kings-Hants
101-24 Harbourside Drive
Wolfville, Nova Scotia
B4P 2C1

Delivered electronically to: Kody.Blois@parl.gc.ca

RE: Discussion pertaining to the Highway 101 Twinning project

Dear M.P. Blois,

Please accept this invitation extended on behalf of the West Hants Regional Municipal Council to meet in person and share your perspective governments position specific to the Aboiteau and Highway 101 twinning project.

At the December 13th, 2022 meeting Council discussed the correspondence received on October 10th, 2022, from MP Blois with respect to the Aboiteau and Highway 101 twinning project. As the Council for our region, we hear the frustration felt by our residents and see the division created in our communities in attempting to receive clear information regarding this project.

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West Hants Regional Municipality appreciates your attention to this matter and are optimistic the invitation extended will be considered. We look forward to discussing this matter in further detail and

collaboratively working towards an ongoing approach that improves and promotes open communication to our residents with respects to the Highway 101 twinning project.

Respectfully,



Abraham Zebian
Mayor

az/ds

CC: MLA Hants West, Melissa Sheehy-Richard
WHRM Council
Chief Administrative Officer, Mark Phillips



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: January 10, 2023

Subject: Hotel Study

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

Information report to Council to determine interest in supporting a request for a staff report on how to carry out a Hotel Study for the Region. Should Council decide to support the decision request the the following recommendation would be in order:

That Committee of the Whole recommend Council request a staff report on how to carryout a Hotel Study for the Region.

BACKGROUND

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

At the December 5th, 2022, Strategic Session for Council, discussions surfaced about how WHRM could create a business case and expanding the tourism-based industry by embracing the regions culture and lifestyle.

The following recommendations were presented to Council for consideration during this session:

- Lifestyle Tourism Strategy (Developing the West Hants Story) – Council outlined that the lifestyle within West Hants differentiates the region as a destination that values an active lifestyle and natural features. There is value in exploring engagement opportunities with Regional and Provincial marketing agencies to assist with promoting the West Hants story.
- Building Tourism Operator Capacity – West Hants’ tourism experience is unique. There is value in exploring ways to incentivize hotel developments that support micro-accommodations that offer rural attachment and a chance to help entrepreneurial opportunities.

DISCUSSION

Tourism constitutes an important source of economic growth for areas. The topics discussed at the strategic sessions of Council and the recent tourism strategy update from the VREN highlight the number of tourism related opportunities within West Hants.

Having adequate accommodations to serve the overnight tourist is an important piece of the puzzle.

With the awareness of West Hants’ close proximity to both Halifax and the Annapolis Valley there is value in Council exploring potential avenues that could generate individuals visiting our area and lengthening their stay instead of a quick visit to one area or passing through our region.

NEXT STEPS

If approved, staff will carry out research as to what potential reports may exist, determine the data required to support a study, seek out potential funding sources, collaborate with the Valley Regional Enterprise Network (VREN) if possible and confirm with the hotel industry who the recognized firms are that carry out this work.

FINANCIAL IMPLICATIONS

There will be financial implication once Council determines the course of action. These have yet to be determined.

ALTERNATIVES

1. Committee of the Whole may decide not to proceed with the report.
2. Committee of the Whole may provide staff with an alternative direction.

ATTACHMENTS

- Kentville Hotel Market Study

CHIEF ADMINISTRATIVE OFFICER REVIEW

Through a recent conversation with the VREN at the staff level preparing for this report, the following points are noted:

- A hotel study has been talked about by the VREN.
- The VREN is awaiting the final STAR strategy report – it was unclear if a hotel study would be included in the final recommendations.
- Besides the Kentville study, Berwick/County of Kings have a more recent study done in 2018-2019 which is being updated to reflect the pandemic impacts.
- ACOA has also completed an accommodations study.
- A regional hotel study would be the most beneficial from our perspective (and through the lens of STAR), the VREN would be open and interested in discussing partnering with a municipal unit on a hotel study”.

I support the matter in principle as having a completed study helps to leverage franchise interest as well as other forms of overnight accommodations growth such as Airbnb, Bed and Breakfasts, Motels and camping sites.

There appears to be joint interest in having a study completed. Pending Council’s direction these opportunities will be explored.

Report Prepared by: _____

Mark McLean, Councillor District 3

Report Reviewed by:  _____

Mark Phillips, Chief Administrative Officer



Hospitality & Tourism
Business Advisors

**MARKET STUDY FOR PROPOSED HOTEL DEVELOPMENT
KENTVILLE, NOVA SCOTIA
Final Report**

Prepared for:

Mr. Bill Denyar
President, Kentville Development Corporation Ltd.

March 2013



March 27, 2013

Mr. Bill Denyar
President, Kentville Development Corporation Ltd.
Suite 203 – 57 Webster Street
Kentville, Nova Scotia
B4N 1H6

Via Email: bdenyar@ns.sympatico.ca

RE: MARKET STUDY FOR PROPOSED HOTEL DEVELOPMENT – KENTVILLE, NOVA SCOTIA
Final Report

Dear Mr. Denyar,

In accordance with the terms of our engagement, PKF Consulting Inc. (PKF Consulting, PKF) has completed our research and analysis relating to the Market Study for Proposed Hotel Development in Kentville, Nova Scotia.

The findings and conclusions pertain to the Kentville market area and is based on our knowledge and information with respect to current and projected economic data, expected growth in the supply of and demand for hotel accommodation, proposed construction of facilities, which could be deemed to be competitive, and the status of the competitive market as at the completion of our field work and research on March 22, 2013.

The following pages outline the findings and projections derived from our analysis. Should you have any queries, please contact David Larone or Rebecca Godfrey at (416) 360-5000 to discuss.

Yours truly,



PKF CONSULTING INC.

Tel 416 360 5000 • Fax 416 777 1567 • Email pkftoronto@pkfcanada.com • www.pkfcanada.com
PKF Consulting Inc. • 8th floor • 30 St. Patrick Street • Toronto • Ontario • M5T 3A3

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APPENDIX A: GLOSSARY OF INDUSTRY TERMS

1.0 INTRODUCTION

In March 2013, PKF Consulting Inc. was retained to consider the market opportunity for a new hotel development in Kentville, Nova Scotia, and to conduct an evaluation of four (4) proposed sites in the Kentville area. The primary study objective has been to determine whether a market exists for a private sector developer to build and operate a new hotel in Kentville, Nova Scotia.

PKF proposed to conduct the study in a phased manner: Phase 1 – Market Study, Phase 2 – Due Diligence and Financial Projections, and Phase 3 – Optional AACI Appraisal. The subject report contains the results of the Phase 1 Market Study, which has involved the following steps:

- Discussions with key stakeholders and accommodation operators in the King's County area;
- A review of the economic conditions affecting the demand for accommodation in Kentville, Nova Scotia and surrounding Bay of Fundy / Annapolis Valley tourist region;
- A review of the existing hotel/motel accommodation market in the Kentville and King's County area, including an assessment of the existing facilities and estimate of market demand segmentation;
- An analysis of historic and potential Sport Tourism events and Meetings/Conferences;
- An evaluation of four (4) available sites for hotel development, and their suitability for hotel development, as identified by the Town of Kentville;
- An estimate of future growth in supply and demand for hotel accommodation in the competitive market area;
- An assessment of the share of demand that could be reasonably be attracted by the subject property; and
- Documentation of study research, findings and conclusions.

The following pages present a summary of our research and analysis, as it relates to the proposed hotel development in Kentville, Nova Scotia.

2.0 SITE EVALUATION AND PROPOSED DEVELOPMENT PROGRAM

2.1 Introduction

The following section provides a preliminary evaluation of 4 potential site locations, which are comprised of 5 land parcels that are under consideration for hotel development in Kentville. These sites were brought forward by the Town of Kentville. The strengths and weaknesses of the potential sites have been analyzed from both a regional tourism perspective, and with respect to local market conditions. A proposed facility program has also been prepared for the subject hotel development.

2.2 Site Locations

The Town is currently considering **4 potential land parcels** for proposed hotel development, all of which are located in or at the boundaries of the Town of Kentville, including:

1. CP Lands, River St., Kentville – (PID 55495980 - 3.48 acres)
2. Former KCA Elementary School, 25 School St., Kentville
3. Parsons Investments lands, 650 Park St., Kentville
4. Former Pine View Inn, 7270 Highway 1, Coldbrook

Exhibit 2-1 maps the location of each site within the City boundaries, while Exhibit 2-2 provides a range of digital images for each potential site.

2.3 Site Descriptions

The following section provides detail on the location of each individual site, site size, description of site improvements, access/egress and visibility, ownership, proximity to tourist and corporate demand generators, and other challenges/concerns that may have an impact on the proposed development.

Site 1 – CP Lands, River St.

There are 3 parcels of vacant land currently for sale on River St., near the intersection of Webster St. and Park St. in Downtown Kentville. The one under consideration for hotel development is the largest of the three (PID 55495980), and is zoned C1 – Commercial General, which permits Hotel and Motel development. This is a 3.48-acre property, with excellent visibility for traffic travelling east-west along the major Town thoroughfare of Park St. (Highway 1).

The site is adjacent to the Shannex nursing home with access to the paved trail system that runs through Town, and within walking distance of several cafés and retail establishments in the downtown core. As a 3.5 acre site, there would still be adequate room for surface parking at this site. Furthermore, the site has strong market demand potential from the tourist/leisure and corporate segments, due to its downtown location.

Site 2 – Former KCA Elementary School

The former KCA Elementary School is located at 25 School St. in Downtown Kentville on Institutional (I) zoned lands, with municipal servicing. The entire site is an estimated 7.1 acres in total land area, which is improved with two building complexes, one of which is scheduled for demolition. The complex consisting of the former elementary school and attached old gymnasium are currently under demolition. The old high school, middle school and modern gymnasium complex are to be retained and sold with the site.

Although this site is located in close proximity to the downtown core, it has low visibility from major thoroughfares. The site has market demand potential from the tourist/leisure segments, but less from the corporate market, due to its location in a residential neighbourhood somewhat removed from the downtown core. Moreover, a potential hotel developer would likely not be able to make use of the remaining building complex, which would suggest a higher capital cost for this project to account for additional demolition.

Site 3 – Parsons Investments Lands, Park St.

This is a 96-acre Industrially zoned, serviced parcel of land, with paved road frontage of 430 feet. The site has excellent visibility from Highway 1, the main thoroughfare in the Town of Kentville, and is in close proximity to Highway 101, the main thoroughfare for the Annapolis Valley.

The site would require rezoning, which may be limiting to the Town in general, as there is a lack of serviced industrial land in the Town. Furthermore, a hotel would not require more than 2-acres of the land parcel, which would mean severing the site before or after purchase. Overall, this site has relatively low market potential from both tourist and corporate segments in comparison to the other sites, as it is somewhat removed from both the downtown and highway markets.

Site 4 – Former Pine View Inn

The 70-room Pine View Inn was a conference hotel at the corner of Highways 1 and 101, which is located just outside Town boundary in Coldbrook, NS. The property underwent a fire in January 2012, which

demolished the majority of the hotel building, and the property is currently available for purchase. It is zoned C1 – Commercial General, on municipal water and sewer services, and the land size is 6.09 acres in total. Two building improvements remain onsite, at 4,500 and 7,080 square feet respectively.

The site is in close proximity to a number of retail, foodservice and commercial outlets on the west side of Highway 101, along Highway 1, which provides strong market potential for both tourist and corporate segments. It is approximately 5km from the Downtown core, providing ease of access from both highway and downtown businesses. From a capital cost perspective, there may be difficulty in incorporating the existing improvements, which would mean additional cost in demolition of those buildings, yet the parking improvements could be retained.

2.4 Site Evaluation

PKF's site analysis incorporates a number of criteria clustered under the following headings, and corresponding evaluation criteria, as identified below:

- **Location Suitability**
 - o Whether or not the site is located within a Downtown or Highway location, and compatibility of current zoning (higher scores attributed to sites requiring the least amount of change);
- **Site / Building Size Suitability**
 - o Appropriateness of site size and adaptability of existing building if applicable (a higher score has been given to those sites that can make use of an existing building's interior and exterior configuration to the greatest extent possible);
- **Capital Cost Implications**
 - o Whether the entire site will need to be developed or if some of the existing infrastructure can remain intact (with respect to the full development build-out, sites that require higher capital costs have received lower ratings);
- **Market Demand Potential**
 - o Based on other evaluation criteria (i.e. location), whether the site is likely to attract demand from a corporate community and/or tourists to Kentville, considering surrounding demand generators and potential spinoffs to other businesses.

A 3-point rating scale has been applied to the evaluation, with "1" representing the highest constraint to development, and "3" representing the strongest potential for development. Each site had been evaluated utilizing the subject Evaluation Matrix, and given an overall average score, as well as an average rating within each of the primary criteria. The corresponding analysis has been summarized in Table 2-1.

TABLE 2-1 SUMMARY OF SITE ANALYSIS FOR PROPOSED KENTVILLE HOTEL	
Site	Average Score
Site #4 - Former Pine View Inn	2.8
Site #1 - CP Lands, River St.	2.6
Site #3 - Parsons Investments Lands	2.3
Site #2 - Former KCA Elementary School	1.9

Source: PKF Consulting

2.5 Implications for Hotel Development

Based on stakeholder feedback and PKF analysis, the preferred site would be Site #4 – former Pine View Inn site, followed by Site #1 – CP Lands on River St. Both sites would rate highly from both a tourist and corporate demand perspective. However, Site #4 has excellent visibility and ease of access/egress from both Highways 1 and 101. Furthermore, this site is located in close proximity to foodservice and retail establishments in Coldwater, and only a short drive to the Downtown core of Kentville, and it is also close to the Valley Industrial Park, Michelin plant, and other corporate demand generators. As such, Site #4 would be considered the top choice for the subject hotel development.

2.6 Preliminary Facility Program

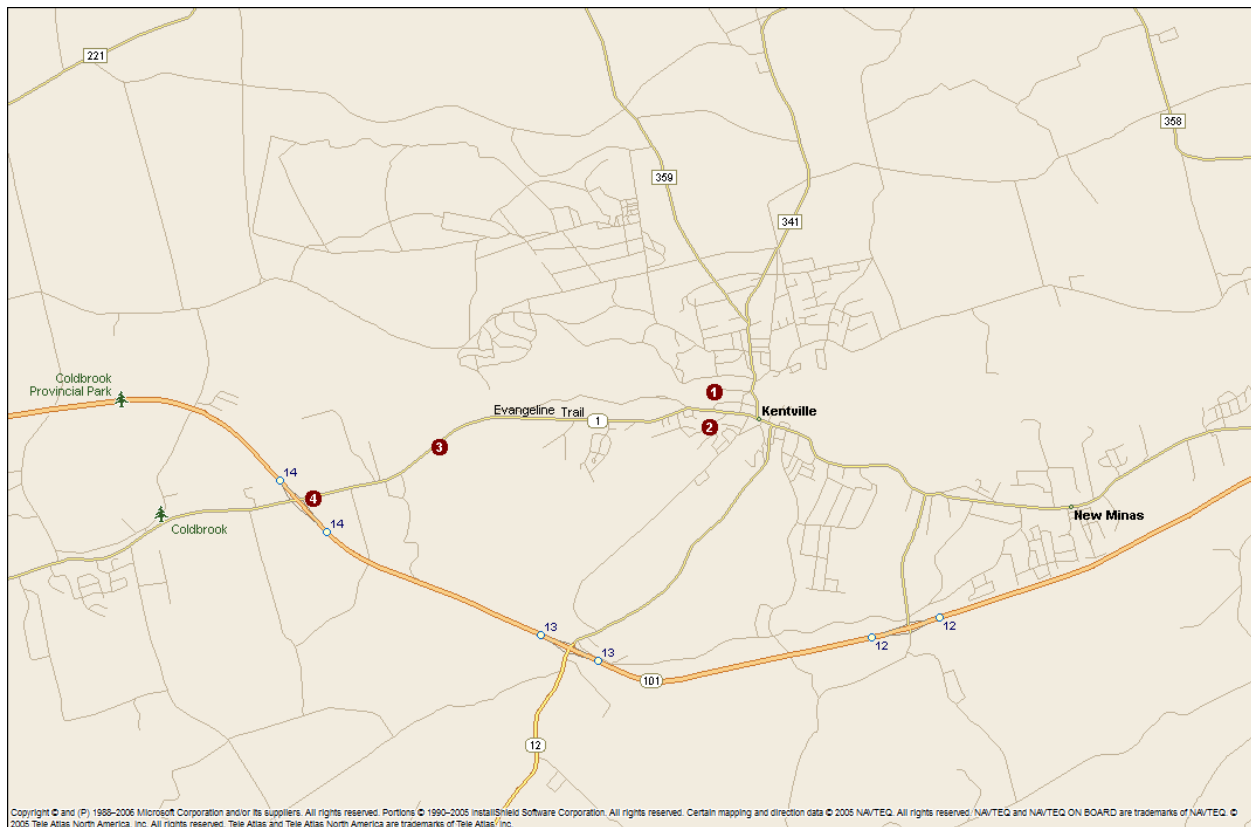
Based on our review of the existing product in the market, should the project proceed, it would be our recommendation to build a 60-unit select service property, comparable to a Holiday Inn Express, Hampton Inn, Days Inn, Comfort Inn, Fairfield Inn, or similar brand in this location. It would be necessary for the product to be branded in order to be financed and compete effectively in the market. Table 2-2 presents the recommended facility program for the proposed subject hotel based on the typical prototype programs for this style of hotel development.

TABLE 2-2				
DEVELOPMENT PROGRAM - PROPOSED HOTEL KENTVILLE				
KENTVILLE, NOVA SCOTIA				
GUESTROOMS	Rooms	Sq.ft./Rm (1)	Sq.ft.	%
Standard Rooms	57	324	18,468	94.0%
Suites	3	396	1,188	6.0%
Total Guestrooms	60	328	19,656	55.9%
PUBLIC AREAS	Units	Sq.ft./Rm	Sq.ft.	%
Lobby/Breakfast Area	-	21	1,250	3.6%
Business Centre	-	6	350	1.0%
Meeting Room (divisible into two smaller rooms)	1	17	1,000	2.8%
Fitness Centre & Indoor Pool	-	23	1,400	4.0%
Subtotal	1	67	4,000	7.4%
HOTEL - CORRIDORS/SUPPORT/BACK OF HOUSE	Units	Sq.ft./Rm	Sq.ft.	%
Subtotal	-	192	11,500	32.7%
OVERALL HOTEL DEVELOPMENT PROGRAM	Rooms	Sq.ft./Rm	Sq.ft.	%
TOTAL	60	586	35,156	100.0%

Source: PKF Consulting Inc

The facility would need a total GFA of approximately 35,156 sq.ft., an average of 586 sq.ft./room. The proposed hotel would have approximately 57 standard guest rooms and 3 suites covering 19,656 sq.ft.. Additionally there would be a breakfast room, a business centre, a fitness centre, indoor pool and one conference room (divisible by two) of 1,000 sq.ft., which could accommodate a capacity of 70 people, or two groups of 35. The remaining 11,500 sq.ft. of the hotel would include support and back of house areas (i.e. kitchen, public corridors, etc.). PKF has provided these estimates as a discussion point for the recommended branding used in our projections. We are not Quantity Surveyors and as such these estimates should be used as a guideline for discussion only.

EXHIBIT 2-1
MAP OF POTENTIAL HOTEL SITES – TOWN OF KENTVILLE



LEGEND

1. CP Lands, River St., Kentville – (PID 55495980 - 3.48 acres)
2. Former KCA Elementary School, 25 School St., Kentville
3. Parsons Investments lands, 650 Park St., Kentville
4. Former Pine View Inn, 7270 Highway 1, Coldbrook

EXHIBIT 2-2
PHOTOS OF POTENTIAL HOTEL SITES – TOWN OF KENTVILLE

Site #1 - CP Lands, River St., Kentville (PID 55495980 - 3.48 acres)



View facing Southwest on River St.



View facing Northwest at Webster St./River St. intersection

Site #2 - Former KCA Elementary School, 25 School St., Kentville



View facing West on School St.



View facing North on School St.

Site #3 - Parsons Investments lands, 650 Park St., Kentville



View facing South on Park St. (Hwy 1)



View facing East on Park St. (Hwy 1)

Site #4 - Former Pine View Inn, 7270 Highway 1, Coldbrook



View facing Northwest from parking lot to Highway 101



View facing Southwest from parking lot – former Legends Pub (part of Pine View Inn)

3.0 ECONOMIC AND TOURISM OVERVIEW

3.1 Introduction

The market potential of hotel properties are influenced by National, Provincial and local economic conditions. Accordingly, the analysis has included a review of recent economic performance in Canada, the Province of Nova Scotia, and the Town of Kentville specifically, in order to assess potential implications for the accommodation market and the proposed hotel.

3.2 National Economy

The global economy continues to underperform as a result of the recessionary conditions in the Euro zone, the reduction in global trade, and the slowdowns in large emerging economies like China, India and Brazil. Reduced global demand and Canada's strong currency has had an impact on Canada's external trade and has slowed net export, which along with deep oil price discounting on Western Canadian Select heavy oil, means that Canadian growth has also continued to decelerate, with output gains now below US levels. Domestic spending had also slowed, which corresponds with a softer housing market and residential construction levels, as well as public sector restraint and reduced consumer purchases. Due to the weak end to 2012, Canadian households feeling stretched, and the public sector in restraint mode, the Scotiabank Group has lowered their forecasted Canadian GDP outlook for 2012 and 2013 to 1.9% and 1.6% respectively – down 0.2 percentage points over November 2012 forecasts. However, they are expecting a stronger recovery for 2014 at 2.4% growth, with strengthening exports and business investment expected. Overall, economic growth in Canada is continuing to trend at about a 2% annual rate.¹

TABLE 3-1 REAL GDP & EMPLOYMENT GROWTH –CANADA (% CHANGE)				
	2000-2011	2012(e)	2013(f)	2014(f)
Real GDP	2.2%	1.9%	1.6%	2.4%
Employment	1.5%	1.2%	1.1%	1.1%

Source: Scotiabank Group; Global Forecast Update, February 28, 2013

¹ Scotiabank Group, Global Forecast Update, February 28, 2013

3.3 National Travel Forecast

Table 3-2 presents the Conference Board of Canada's most recent forecast for overnight travel to Canada for the 2012-2016 period. As shown, while travel recovery is anticipated for Canada, it will be at modest levels of between 1.5% and 2.8% over the next five years. Total overnight visitor volumes are expected to modestly improve by 1.5% in 2012. For the first time in years positive growth is forecast across all travel segments.

TABLE 3-2 NATIONAL OVERNIGHT TRAVEL FORECAST (% CHANGE)						
	2011(e)	2012(f)	2013(f)	2014(f)	2015(f)	2016(f)
Domestic Origin (Total)	0.8	1.5	2.0	2.9	2.7	2.5
Domestic Pleasure	0.7	1.5	2.1	3.0	2.8	2.6
Domestic Business	2.4	2.1	2.1	2.8	2.4	2.2
United States Origin	-1.4	1.3	0.1	1.3	1.9	1.1
Overseas Origin	0.0	1.9	2.6	3.4	3.4	3.3
Total Visitation	0.6	1.5	1.9	2.8	2.6	2.4

Source: Conference Board of Canada Travel Markets Outlook, Fall 2012; Statistics Canada

Domestic overnight travel increased by 0.8% in 2011. Growth of 1.5% in 2012 and between 2.0% to 2.9% per annum is projected from 2013 to 2016. By 2016, Domestic overnight visitation will account for 107.5 million visits, over 84% of total visitation to Canada.

The US market experienced continued declines over the past few years. This market is forecast to post relatively flat growth of 1.3% in 2012. From 2013 to 2016, the US market is expected to improve at a modest rate of between 0.1% and 1.9% per annum, equating to an estimated 13.2 million overnight visits by 2016.

The overseas market showed no growth in 2011. The overseas market is expected to see growth in 2012 of 1.9%, and to post healthy growth between 2.6% and 3.4% per annum through to 2016. In 2010, China announced that it had granted Canada Approved Destination Status (ADS) which allows Chinese nationals to travel to Canada in a leisure group tour format. This grant will have a positive impact on the overseas market overnight travel growth in Canada moving forward. Of note, statistics put forth by the Canadian Tourism Commission show that overnight trips to Canada by the Chinese market had increased 22.4% year to date August 2012, relative to the same period in 2011. However, even with strong growth levels, the overseas market will only represent about 5% of the total overnight visitors to Canada, or just over 6.3 million overnight visitors by 2016.

In addition to the Canadian Approved Destination Status, in 2011 Citizenship and Immigration Canada established an Immigrant Investor Program to promote economic development and employment in Canada by attracting people with capital, business acumen and/or solid managerial skills for business immigration to Canada. Under this plan an immigrant investor and his/her family could obtain Canada Immigration (Permanent Resident) Visas by investing \$800,000 for five years under the Federal Program (applicants intending to reside anywhere in Canada, except Quebec). The program is Government guaranteed, assuring that the \$800,000 would be reimbursed in full, without interest, at the end of five years. Starting on July 1, 2011, a maximum of 700 Federal Immigrant Investor applications were considered for processing before June 30, 2012. At the time of writing, Citizenship and Immigration Canada has temporarily stopped accepting applications for the federal investment program to focus on processing applications already received.

3.4 Provincial Economic Overview

Limited private and public investment, government austerity measures, and weakness in the forestry sector limited real GDP growth in Nova Scotia in 2012 to a modest 1.1%. The completion of construction work on Encana's Deep Panuke offshore natural gas field, the projected drop in the construction of new homes, and a decline in public infrastructure spending are expected to negatively impact the construction industry over the next year. However, new natural gas production, which is expected to begin in 2013 at Deep Panuke, will help offset the weak investment spending².

Following three years of no gains, the job market was expected to add a modest 7,400 positions to payrolls over 2012 and 2013, thus leaving a large number of people still looking for work. After reaching a high of 9.0% in 2012, the unemployment rate is expected to edge down slowly, falling to 8.5% by the end of 2013 - still 1.0% higher than where it was before the 2008/2009 recession hit. With only a slow recovery in labour markets, consumer spending is not expected to make any significant gains in the short term. However, as the job market recovers real consumer demand is projected to improve. Wholesale and retail trade is forecast to advance at a modest average pace of 2.0% over the next two years.

On a positive note, oil giants BP and Shell Canada have been granted deepwater exploration rights off the coast of Nova Scotia. The Canada-Nova Scotia Offshore Petroleum Board announced in November 2012, that it has awarded exploration rights for four deepwater parcels to BP, which has committed to spend more

² *Provincial Outlook, Winter 2012, Conference Board of Canada*

than \$1 billion exploring those areas over the next six years. In January 2012, Shell Canada won the rights to explore four deepwater areas after it bid \$970 million in the hopes of finding oil. In November 2012, Shell Canada was also given exploration rights to four additional parcels — two in the Sable Island area and two in deepwater — for its \$32 million bid. Investment to prepare for the extensive shipbuilding contracts and the start-up of the new offshore natural gas field are expected to have a significant impact on the Provincial economy over the 2013-2014 period. Other noteworthy projects include the \$500-million Halifax Convention Centre that may get under way this year and Shell Canada's decision to spend \$970 million on seismic and exploration activities, starting in 2013.³

Looking forward, the multi-decade \$25-billion contract to build combat ships for the Canadian Navy will bring benefits to the province as work starts up in 2015 and continues to build over the medium term. At its peak the contract will generate 11,500 new jobs.

Following a year of minimal gains in 2012, real economic growth is expected to improve in Atlantic Canada. A marked improvement in the performance of the resource sector is expected to help lift the Nova Scotia economy specifically. However, the entire region's economies are at risk in the long-term if they are unable to generate more new jobs, with the younger members of the workforce continuing to seek employment in Western Canada.

In the short term, spending restraint—in the public sector and by consumers—will keep Nova Scotia's economy in check over the next 18 months. Real GDP grew by a minimal 1.1% in 2012, but is expected to rise by a modest 1.4% in 2013, and improve to 2.1% by 2014. Key economic indicators for Nova Scotia are presented in Table 3-3.

TABLE 3-3 NOVA SCOTIA REAL GDP GROWTH				
	2000-2011	2012(e)	2013(f)	2014(f)
Real GDP – annual % change	1.7%	1.1%	1.4%	2.1%
Unemployment	8.8%	9.0%	8.6%	8.3%

Source: Scotiabank Economics, February 28, 2013

³ Conference Board of Canada – Provincial Outlook Winter Update 2013

3.5 Provincial Travel Forecast

The Conference Board of Canada's Autumn 2012 Travel Outlook has estimated overnight visits to the Province of Nova Scotia at 3.38 million in 2012, with an estimated 2.94 million (87%) overnight visits to the Province generated by domestic travel within Canada.

Over the near term, tourism growth is expected to remain modest, as economic weakness persists in Nova Scotia, as well as many of its visitor markets. The December 2009 decision by Bay Ferries Limited to cease service of its Yarmouth-Maine ferry (the CAT), after the Province of Nova Scotia decided to cease subsidizing the mounting losses of the service, continues to impact visitation levels from the US. However, visitor volumes are expected to see modest growth of 1.0% in 2013. In the medium term, with the provincial sales tax rate decreasing one percentage point in 2014, and a further percentage point in 2015, overnight visitor volumes are projected to improve at more healthy rates of 1.9% and 2.1% respectively. The Province is projected to attract 3.61 million overnight visitors by 2016. The following statistics highlight the Conference Board of Canada's projected growth rates for overnight visits to Nova Scotia for the 2011 to 2016 period.

TABLE 3-4 PROVINCIAL OVERNIGHT TRAVEL FORECAST (% CHANGE)						
	2011(e)	2012(f)	2013(f)	2014(f)	2015(f)	2016(f)
Domestic Origin	-0.9%	1.1%	0.9%	1.8%	1.9%	1.7%
Business	1.7%	1.6%	1.3%	1.4%	1.0%	1.3%
Pleasure	-1.0%	1.2%	0.9%	1.9%	2.1%	1.8%
United States Origin	-8.2%	-2.0%	0.6%	2.2%	2.6%	1.2%
Overseas Origin	4.9%	-2.1%	2.1%	3.2%	3.3%	3.2%
Total Overnight Visitation	-1.3%	0.7%	1.0%	1.9%	2.1%	1.7%

Source: Conference Board of Canada Travel Markets Outlook, Autumn 2012; Statistics Canada

According to provincial tourism data, the number of visitors to Nova Scotia increased to 1.993 million in 2012, which was the first increase since 2009, but total visitation remains about 5% below 2008 levels. Most of these visitors came from other parts of Atlantic Canada and Ontario, with visitation from the US eroding for the ninth consecutive year (167,000). Cruise ship traffic had the strongest improvement in 2012, to the detriment of motorcoach travel (down 5%).

3.6 Town of Kentville

The Town of Kentville is the largest community in Kings County, in the Bay of Fundy & Annapolis Valley tourist area of Nova Scotia. Kentville is also the professional centre of the Valley, featuring almost all of the federal and provincial government offices in the region, along with the regional hospital, the county court house, Access Nova Scotia, lawyers, doctors, dentists, banks, and other professional services. The Town is approximately 102 km from Halifax, and 170km from Truro, and 227 km from Yarmouth. Exhibit 3-1 provides a view of Kentville's location within the surrounding Atlantic Provinces.

Kentville owes its location to the Cornwallis River, since the Town was the limit of navigation of sailing ships and the most accessible crossing place on the river. The ford and later the bridge at Kentville made the settlement an important crossroads for settlements in the Annapolis Valley. At the end of the 18th Century, Kentville became the Shire Town of Kings County, and grew into a commercial centre due to its location at the junction of 7 roads. The Dominion Atlantic Railway established its headquarters in Kentville in 1868, which prompted significant levels of growth in the Town, as the railway was a large employer and attracted several other industries to the area at the time. Although trucking has replaced rail transport of freight, Kentville is still considered part of the "Golden Triangle" (including Truro and Halifax), which acts as the hub of commercial growth for the Province.

3.6.1 Demographics & Economic Overview

The 2011 Statistics Canada Census estimates the current population of the Town of Kentville at 6,094. The larger Kings County has a population of 60,589, with Kentville representing approximately 10.0% of the County's population. Growth in the Town of Kentville has increased by 8.6% over the past 10 years, as shown in Table 3-5. Kentville's census agglomeration, which includes the majority of the county, is made up of 26,359 residents.

TABLE 3-5 TOWN OF KENTVILLE - POPULATION GROWTH			
	2001	2006	2011
Population	5,610	5,815	6,094
Change (%)		3.7%	4.8%
<i>Source: 2001, 2006, 2011 Census</i>			

Table 3-6 summarizes total employment in the Kentville area by industry sector for 2006. As shown, professional occupations are the leading sectors that provide the most jobs in the surrounding areas at a combined 67%, including: Sales and Services; Business, Finance & Administration; Social Science, Education, Government and Religion; and Management occupations. The Arts, Culture, Recreation and Sport sector employs the smallest segment of the Town's workforce at 2% or 60 employees, which speaks to the level of tourism infrastructure in the community.

TABLE 3-6 EMPLOYMENT BY INDUSTRY SECTOR – KENTVILLE		
Industry Sector	2006	
Sales and Services	770	26%
Business, Finance and Administration	450	15%
Social Science, Educations, Government Service & Religion	420	14%
Management Occupations	350	12%
Trades, Transport and Equipment Operators	260	9%
Processing, Manufacturing, Utilities	260	9%
Health	230	8%
Natural and Applied Sciences and Related	115	4%
Primary Industry	100	3%
Art, Culture, Recreation & Sport	60	2%
Total	3,015	100%
<i>Source: Town of Kentville Community Profile (updated January 2009)</i>		

As mentioned, Kentville is home to numerous professional services such as lawyers, doctors, and investment firms. Within the greater Kentville area, the largest employers include: NSCC – Kingstec Campus (est. 1,000 full-time students), Valley Regional Hospital (est. 700 employees, 100 physicians), Acadia University (3,450 students), and the Michelin tire manufacturing plant in Waterville, which employees an estimated 1,300 employees in the Kings County area. Michelin recently announced a \$73 Million expansion that will create 50 new jobs in the area and expect to have an expanded line in place by 2016.⁴ This will require additional resources from Bridgewater and Granton, which will extend potential commercial growth throughout the region. The plant has also been conducting extensive training with employees from Asia over the past 3-4 years, and is expected to continue to draw overseas demand to the market.

In terms of other commercial business, the Annapolis Valley Regional Industrial Park employs many people in the area in a variety of different businesses, including: Nova Scotia Power, Farmers Dairy, Purolator,

⁴ CBC News (January 17, 2013), www.cbc.ca

Acadia Refrigeration, etc.. Although the Park is currently full, additional serviced industrial land is difficult to find in the area, which may be limiting industrial growth in Kentville.

Just outside of Kentville is the Land Force Atlantic Area Training Centre Aldershot, formerly known as Camp Aldershot, which is the home to the West Nova Scotia Regiment. During the period of September-June, LFAA TC Aldershot serves as the primary weekend training location for Primary Reserve and Royal Canadian Army Cadets exercises for units from the Halifax metro area, and other locations in the Maritime Provinces.

The Town is also host to the Kingstec Campus of the Nova Scotia Community College (NSCC), which has a current student body of approximately 1,000 full-time and part-time students. Full-time programs at Kingstec include: Business Administration, Culinary Arts, Early Childhood Education, Horticulture and Landscaping, Trades (Carpentry, Electrical, Machining, etc.) and Tourism Management. As part of the Culinary Arts program, the College hosts an annual food and wine festival, which is tying into a greater regional tourism focus.

Agriculture, especially fruit crops such as apples, remains a prominent industry in the Kentville area, and the Town is home to one of the largest agricultural research facilities in Nova Scotia, known to the locals as The Research Station, which employs over 200 people. However, from a regional perspective, there have been major business closures in the Annapolis Valley, especially in the agriculture sector. An estimated 2,000 jobs have been lost in the food processing sector over the last 5 years.

The following table outlines the value of building permits issued by the Town of Kentville over the 2007 to 2012 period. As shown, the total number of permits issued has decreased by 22% over the 2007-2012 period, while values have increased by 3%. The data suggest that fewer but higher valued projects have been underway in Kentville over the past two years.

TABLE 3-7						
BUILDING PERMIT VALUES & TOTAL PERMITS ISSUED - TOWN OF KENTVILLE - 2007-2012						
	2007	2008	2009	2010	2011	2012
Total Permits Issued	99	85	99	94	94	77
Total Value of Building Permits (\$000s)	\$9,396	\$11,088	\$8,093	\$6,840	\$11,330	\$9,659
<i>Source: Town of Kentville, Development Department</i>						

3.6.2 Transportation

The Town of Kentville is serviced by all modes of transportation. Highway 101 passes through the west end of the Town boundaries, and Highway 1 (also known as Park St and Evangeline Trail) passes directly through Town, linking Kentville to various other communities in the Annapolis Valley. Via these highways, Kentville is easily accessible from Halifax and the South Shore.

Kentville is served by the Kings Transit Authority, a public transit system serving the area between Wolfville and Greenwood along the Highway 1 corridor. Acadian provides public, charter and courier bus service across Nova Scotia, New Brunswick and Prince Edward Island, and also connects to bus routes in Quebec and the United States.

The closest major airport to Kentville, Canada is Halifax Stanfield International Airport at approximately 111 km from the Downtown core. This airport is the Atlantic Canada centre for domestic, regional and international flight service. The Halifax Airport welcomed 3.6 million passengers in 2012, which marks the airport's busiest year (up 0.3% over 2011), and accounts for over half of all the air passengers in Atlantic Canada.⁵

3.6.3 Tourism and Visitor Volumes

The major tourism draws to the Kentville area are Sport tourism and Festivals/Events related to agriculture, in addition to the abundant natural habitats and Acadian heritage site located in and around the Annapolis Valley. There are few built attractions within Kentville, but many tourists use the Town as a base for exploring other parts of the Valley. The peak tourist season occurs between May and November, with many day visitors conducting day trips to see natural and agricultural attractions, such as the high tides and wineries.

The largest annual festivals and events that take place in Kentville and draw visitors from the surrounding areas, include:

- Apple Blossom Festival – occurs annually in late May; this event includes Canada's longest running parade (started in 1933), and attracts approximately 60,000 people annually;
- Valley Pumpkin Festival – a monthly long series of events occurring annually in October;

⁵ 2012 was Halifax Stanfield's Busiest (February 13, 2013), www.hiaa.ca

- Kentville Harvest Festival – occurs annually in early October; welcomes the world famous “Pumpkin People” (built in Town).

The Town of Kentville has one of the largest recreation departments in the Province outside Halifax. Sports have also had a large impact on driving tourism to Kentville, and the Town is host to a variety of recreational facilities, including: Kentville Memorial Park, Participark, Oakdene Park, Centennial Arena, and the Valley Indoor Soccer & Event Centre, 5 outdoor soccer fields, 5 baseball fields, tennis courts, squash courts, and a curling rink. Spring and summer sporting events are hosted every weekend, and are typically based around: softball, slow pitch, soccer, swimming, tennis, mountain biking, etc. Other spring/summer sports include: hiking/trails, motorcycle touring, cycling. Winter sport tourism events include: indoor soccer, snowmobiling, hockey, skating, curling.

Major annual sporting events generating overnight demand include, but are not limited to:

- Gunn Balderson Soccer Tournament (50 teams from outside Kentville)
- Valley Kick-Off Soccer Tournament (80+ teams)
- New Minas Invitational Soccer Tournament – (est. 100 teams from Atlantic Canada)
- Ladies 7-Aside Tournament
- 8 Minor Baseball tournaments (4 travel teams per event)
- 6 Softball tournaments
- 5-6 Minor Hockey tournaments (4 travel teams per event)
- 3+ Provincial and Junior B Hockey tournaments
- 3 Mountain bike racing events

As mentioned, wine and food tourism is growing in the region, and Kentville has an advantage with the NSCC Kingstec Campus' culinary program hosting various public events. In terms of arts and culture, the 100-seat Centre Stage Theatre provides a variety of summer events through a volunteer committee.

As shown in Table 3-8, visitation to the Kentville Visitor Information Centre declined from a high of 5,374 in 2008 to 1,373 in 2012, which represents a 76.4% decrease in visitation. However, according to Town staff, this is not an accurate indicator of growth, as the VIC moved locations twice within that period.

TABLE 3-8					
KENTVILLE VISITOR INFORMATION CENTRE VISITATION -2008-2012					
ORIGIN	2008	2009	2010	2011	2012
Canada	4,641	5,543	3,277	2,353	1,127
United States	502	457	263	75	118
Overseas	231	158	208	78	85
Unknown	2	-	2	-	43
TOTAL	5,374	6,158	3,748	2,506	1,373
% Growth		14.6%	-39.1%	-33.1%	-45.2%

Source: Town of Kentville

The majority (82.1%) of visitation to the Kentville VIC originated from Canada in 2012, with 8.6% deriving from the US, demonstrating the continued significance of US visitation to the area.

According to the *2010 Nova Scotia Visitor Exit Survey – Regional Report* (published in March 2012), close to four in ten (37%) of Nova Scotia visitors stopped in the Bay of Fundy and Annapolis Valley in 2010. An estimated 81% of these were same-day visitors, as compared to 19% overnight, and the average length of stay was 3.5 nights. The vast majority of those were Canadian, with close to one-half of all visitors originating from the Atlantic Provinces and one-quarter from Ontario. The Town of Kentville is estimated to have captured 17% of those 37% who stopped in the greater tourist region, or 6% of total trips to the Fundy Shore and Annapolis Valley.⁶

Kentville is also currently in the process of rebranding, which is expected to have a positive impact on the tourism sector.

3.7 Conclusion

The Canadian and Provincial economies are expected to show moderate levels of recovery in 2013, with more robust growth in 2014 and beyond particularly in the Province of Nova Scotia. Investment to prepare for the extensive shipbuilding contracts and the start-up of the new offshore natural gas field are expected to have a significant impact on the Provincial economy in the short to mid-term.

⁶ *2010 Nova Scotia Visitor Exit Survey – Regional Report*. "A Look at Visitors Who Included the Bay of Fundy and Annapolis Valley in their Trip to Nova Scotia", prepared for Nova Scotia Department of Economic and Rural Development and Tourism

From a regional perspective, there have been significant job losses, particularly in the agricultural sector over the past 5 years, and the loss of ferry service in Yarmouth has had implications on the level of US visitation to the Bay of Fundy and Annapolis Valley for the past 2 years. From a local market perspective, Kentville has also seen diminishing commercial activity in recent years, yet the expansion at the Waterville Michelin plant and projected increases in sport tourism visitation is expected to have a positive impact on the future performance of Kentville accommodation sector.

EXHIBIT 3-1
LOCATION OF KENTVILLE IN ATLANTIC CANADA



Town of Kentville, Nova Scotia

4.0 STAKEHOLDER INTERVIEWS

As part of the study process, PKF has conducted a number of interviews with local and regional stakeholders, focusing on potential sources of demand for the proposed hotel. Meetings and telephone interviews were conducted with 27 stakeholders from March 8 to March 22, 2013. The following is a list of all stakeholders that have participated in discussions to date, inclusive of members of the Steering Committee:

1. Bill Denyar, President – Kentville Development Corporation Ltd.
2. Lindsay Young, Community Development Coordinator – Town of Kentville
3. Kevin Bennett, Facility Manager – Town of Kentville
4. Mark Phillips, CAO – Town of Kentville
5. Frank MacFarlane, Development Officer – Town of Kentville
6. Dwight Macleod, Executive Director – Valley District Soccer / Valley Indoor Sports and Events Centre
7. Judy Rafuse, Executive Director – Annapolis Valley Chamber of Commerce
8. Loretta Buchanen, General Manager – Slumber Inn New Minas
9. Judy Saunders, General Manager – Old Orchard Inn & Spa
10. Donald Wallace, Owner – Old Orchard Inn & Spa
11. Tamara Gilley, Public Relations – Annapolis Valley Health
12. Bob Caissie, Conference Services – Acadia University
13. Janice Kennedy, General Manager – Tim Horton's (former Manager at Pine View Inn)
14. Joanne Humble, Manager – Tim Horton's (former Administrator at Pine View Inn)
15. Karen McNutt, Senior Research Analyst – Government of Nova Scotia, Tourism Research Services
16. Jeanette Joudrey, Executive Director – Destination Southwest Nova Association
17. John Fitzgerald, Owner – Paddy's Pub
18. Rodney Baxter - Berwick Slow Pitch League
19. Jim Anderson – Kentville Gentlemen's Slow Pitch League
20. Mark Hodges, Director of Operations – Agriculture and Agri-Food Canada's Atlantic Food and Horticulture Research Centre, Kentville
21. Mike Dauphinee, President – Acadia Minor Hockey Association
22. David Bell, President – Kentville Minor Baseball
23. Andy Woolaver, President – Valley Maple Leafs Junior B Hockey Club
24. Jeannette Gillis, Communications - Michelin Tire Plant
25. John Bedard, President – Valley District Soccer Association
26. Stephen McNeill, President – Valley United Soccer Association
27. Mark Hodges, Director of Operations – Atlantic Food and Horticulture Research Centre

The responses received relative to current inbound demand for Kentville and the potential for future accommodation development are summarized below:

- The majority of tourist traffic to Fundy Shore/Annapolis Valley is **domestic day-tripper traffic**, due to proximity to Halifax – this market is highly seasonal and leisure based, with a strong seniors market;

- People staying in accommodations in the Kings County area are typically coming from a distance of over 1 hour away, which excludes major urban centres like Halifax, Bedford, etc.;
- In terms of tourism infrastructure, there are several cafés and pubs, and boutique retail, but **no fast food/quick-service establishments** in the downtown core of Kentville, which may be limiting to leisure and corporate travel;
- From a regional perspective, closure of the Yarmouth ferry service, increase in cruise ship traffic (with no port on the Fundy shore), and decimation of bus tour market has had a significant impact on overnight demand and US visitation – thus a new hotel would need to focus on domestic leisure (seniors, etc.) and sport tourism;
- **Several annual conferences**, typically in the **200-250 delegate range**, (i.e. corporate, agricultural and educational); and various consumer shows and trade shows (e.g. Wedding shows, job fairs, home shows), bring demand for accommodations;
- The **regional meetings market has declined** – less business to the area and smaller meetings;
- Loss of the Pine View Inn conference centre (400 person capacity) has left a gap in the Kentville meetings/conference market, and business has been displaced to some smaller Town facilities (i.e. Fire Hall Auditorium, local pubs, churches, etc.), but mostly to surrounding communities;
- There are **few facilities available to accommodate groups in the 25-50 person range**;
- Competitive facilities for Kentville are local recreation centres and Provincial resorts, i.e. Old Orchard Inn & Spa (11,600 sq.ft. of meeting space); Louis Millet Recreation Centre in New Minas (4,500 sq.ft. Civic Centre); Apple Dome in Berwick, and Other Nova Scotia resorts (Digby Pines, Oak Island, White Point).
- Most businesses in the area reserve rooms at the **Old Orchard Inn, Blomidon Inn and Super 8 Windsor** – while sport teams tend to use the **Slumber Inn and Super 8 Windsor** - all of which are located outside of Kentville.
- Valley Regional Hospital receives over 200,000 visits annually, of which over 10% derive from over 1 hour away, and could potentially include accompanying visitors to the area;
- From a corporate perspective, the main reasons for choosing a particular hotel facility are **price and location**, as opposed to the hotel brand;
- **Most respondents were happy with available accommodations**, but would prefer to be closer to potential business being conducted within Kentville;
- Of those who were not content with accommodations, **limited foodservice and choice in foodservice (both on and off-site)** was mentioned as a key limitation, as well as a need for an **indoor pool**;

- Respondents have shown a **need for off-site meeting facilities**. A combination of hotels, university facilities, pubs, community centres, and other event venues currently being used, within Kentville and the surrounding area; and

Potential Support for Accommodation

- Potential sporting events are expected to generate new demand in the market and for a new hotel in Kentville, which could create strong peak period demand (predominantly weekends);
- There is a significant level of lost sport tourism/event business to the Town, including, but not limited to:
 - o Cheerleading Tournament – 2,000 participants in 2012; booked elsewhere in 2013 due to lack of local accommodations
 - o TOPS Convention – 2,500 attendees in 2012; Pine View Inn disaster displaced delegates, and they will not return
 - o Canadian National Soccer Tournament – 22 teams for 1 week in 2012; no bid due to lack of accommodations in 2013
- There are currently limited meeting/conference facilities in Kentville, particularly in the capacity range of 25 to 50 people, which could be accommodated at a new hotel;
- Many stakeholders are forced to travel as far as Windsor to find accommodations, or return to the Halifax market, due to limited accommodations and issues with quality of facilities in the Kentville area – also limited number of 2 doubles or queen rooms to accommodate travelling families and sports teams;
- Consistent year-round weekday sources of demand are limited; and
- Most stakeholders would like to see a property between 50-100 rooms, with an indoor pool, and some level of meeting/conference space.

5.0 ACCOMMODATION MARKET – HISTORIC SUPPLY AND DEMAND

5.1 Introduction

A potential hotel in Kentville is expected to draw a portion of the existing corporate, leisure, meeting/conference, and government/other discounted demand from the local Kentville motel market, as well as from transient hotels in the greater Kings County and adjacent Hants County market, within the Fundy Shore and Annapolis Valley Tourist Region. In the following paragraphs, we discuss the historic and projected supply and demand within this competitive market.

5.2 Accommodation Supply

The Kings County/Hants County accommodation market consists of a range of accommodation types, including: branded hotels, motels, inns, budget, and bed and breakfast operations, and cabins/cottages providing in excess of 550 available guest rooms per day. For the purposes of this analysis, we have limited the accommodation sample to hotels and motels, which would provide the primary set of competitive properties for the subject hotel in Kentville.

The table below identifies the properties that would be considered to be directly competitive with the subject property, in terms of facilities and location, as at year-end 2012. Exhibit 5-1 identifies the location of these properties.

TABLE 5-1 PRIMARY COMPETITIVE HOTEL/MOTEL MARKET – KING COUNTY/HANTS COUNTY			
Property Name	Community	# of Rooms	Annualized
Allen's Motel (seasonal)	Kentville	12	8
Sun Valley Motel (seasonal)	Kentville	13	7
Slumber Inn	New Minas	78	78
Greensboro Inn (seasonal)	New Minas	25	15
Old Orchard Inn & Spa (29 seasonal cabins)	Wolfville	130	115
Best Western Aurora inn	Kingston	23	23
Super 8 Windsor	Windsor	66	66
Blomidon Inn	Wolfville	31	31
TOTAL		378	343

Source: PKF Consulting

As of year-end 2012, the supply of competitive properties for the Kentville area was comprised of 8 primary properties providing a total of 378 total guest rooms, or 343 rooms on an annualized basis. Allen's Motel, Sun Valley Motel and the Greensboro Inn are all seasonal properties that are open an estimated 7 months of the year (including some winter weekends). The Old Orchard Inn & Spa has 101 guest rooms in the main building, and 29 cabins that are only open from May to October. For comparative purposes, we have conducted our analysis using the annualized room count data.

5.3 Proposed Supply Changes

According to the Town of Kentville and Destination Southwest Nova Association, there are no other proposed hotel developments other than the subject. As such, PKF has only considered the implications of the subject 60-room hotel entering the market in 2015, which is equivalent to a 17.5% increase in supply.

5.4 Historic Accommodation Demand

Table 5-2 presents a summary of the historic occupancy and average daily rates achieved by the competitive set from 2008 through 2012, the details of which are provided in Exhibit 5-2.

TABLE 5-2 COMPETITIVE ACCOMMODATION MARKET - HISTORIC OPERATING PERFORMANCE - 2008-2012 KINGS COUNTY/HANTS COUNTY					
Competitive Market	2008	2009	2010	2011	2012
Rooms	413	413	413	413	343
Available Room Nights	145,134	145,134	145,134	145,134	119,584
Occupied Room Nights	68,405	65,301	61,479	63,720	56,766
Occupancy	47.1%	45.0%	42.4%	43.9%	47.5%
ADR	\$90.96	\$90.82	\$91.18	\$93.20	\$95.22
RevPar	\$42.87	\$40.86	\$38.63	\$40.92	\$45.20

Source: PKF Consulting, Nova Scotia Department of Economic and Rural Development and Tourism

Over the 2008 to 2012 period, the primary competitive market has consistently achieved occupancies in the 42%-48% range. Accommodation demand levels declined by 10.1% over the 2008 to 2010 period, which is reflective of the overall decline in visitation to the Province, and the lagging effects of the global recession on long-haul travel patterns. In 2011, occupied room nights increased by 3.6%, as corporate meetings and domestic tourism levels began to improve. With the closure of 70 rooms at the Pine View Inn in early

January 2012, supply declined by 17.6%, while demand dropped by 10.9%, with the resulting occupancy reaching a high of 47.5% as at year-end 2012.

Average daily rates in the competitive market remained at about \$91 over the 2008 to 2010 period, but increased by 2.2% in 2011 along with the slight increase in demand. Rates increased by a further 2.2% in 2012, largely as a result of the Pine View Inn exiting the market.

Summer (July to September) represents the peak demand season for the competitive set, with occupancy levels ranging from 50% to 85%. This is not surprising given the more favourable weather conditions, and the fact that more families have time available for travel with children out of school etc. The winter season is the most challenging for Kings County/Hants County properties, with occupancy rates falling to between 15% and 50%. Spring and Fall tend to be slightly stronger demand periods for this market, which is supported, at least in part, by some level of sport tourism and meetings/conference demand during these seasons.

Exhibit 5-2 provides detail on the historic market performance of the local market.

5.5 Market Mix by Segment

Demand for hotel accommodation applicable to the competitive Kings County/Hants County accommodation market consists of four broad demand segments. These include the corporate/commercial segment, the tourist/leisure segment, the meeting/conference segment, and the government/other discount segment. On the basis of PKF research and discussions with hotel management, estimated market segmentation for the competitive market for 2012 is presented in the table below.

TABLE 5-3 HISTORIC MARKET SEGMENTATION – 2012 KINGS COUNTY/HANTS COUNTY		
	2012	% of Demand
Corporate/Commercial	7,854	13.8%
Meeting/Convention	4,903	8.6%
Tourist/Leisure	32,297	56.9%
Government/Other	11,712	20.6%
Total	56,766	100.0%

Source: PKF Consulting

As illustrated, it has been estimated that the breakdown of sources of rooms demand in 2012 for the competitive market was: 13.8% corporate/commercial, 8.6% meeting/conference, 56.9% tourist/leisure and 20.6% government/other. The following paragraphs discuss the market segmentation for the competitive market.

The **Corporate/Commercial** segment accounted for 7,854 or 13.8% of total occupied room nights in the competitive market in 2012. Generally speaking, this segment includes demand from transient commercial travellers, as well as locally generated individual and volume (or preferred) corporate accounts, but excludes group based corporate activity that is generated for the purpose of conducting meeting and/or conferences on or near the premises. Within the market, this demand is generated by both transient commercial travellers as well as by individual or volume business originating from the area's industrial parks, or other private sector businesses.

The **Meeting/Conference** segment accounted for 4,903 or 8.6% of the occupied room nights in the market in 2012. This segment includes rooms demand generated for the purpose of attending meetings, seminars or conferences on the premises. This is driven by the Old Orchard Inn & Spa (11,600 sq.ft.) and the Best Western Aurora Inn (750 sq.ft.), Acadia University, and various event/recreation centres in the Annapolis Valley area.

As shown, the **Tourist/Leisure** segment is the largest generator of rooms in the competitive market, accounting for 32,297 or 56.9% of the occupied room nights in 2012. This market consists of demand generated by transient leisure travellers, as well as by individuals and groups whose primary reason for visiting Kings County is for tourist, leisure, sport and recreation purposes. It includes a wide variety of markets including individuals, families, the "VFR" market (visiting friends or relatives), as well as groups that visit the area for the primary purpose of being involved in sport tournaments and other event activities.

The **Government/Other** discount segment is the second largest generator of rooms demand in the competitive markets, accounting for 20.6% of overall demand within the competitive market generating 11,712 occupied room nights in 2012. This segment includes civil servants travelling on government business, crew business at the two military bases in the area (Camp Aldershot in Kentville and CFB Greenwood), and contract worker demand (i.e. roads and utilities).

5.6 Market Demand Implications

The following table provides a comparison of the Kentville competitive market and 4 other Atlantic Canada markets in 2010, 2011 and 2012.

TABLE 6-3			
MAJOR ATLANTIC CANADA MARKET PERFORMANCE SUMMARY			
	2010	2011	2012
Kentville (Kings County/Hants County) - Occ %	42%	44%	47%
Kentville (Kings County/Hants County) - ADR	\$91	\$93	\$95
Halifax/Dartmouth - Occ %	64%	63%	64%
Halifax/Dartmouth - ADR	\$124	\$125	\$126
Moncton - Occ %	61%	61%	59%
Moncton - ADR	\$116	\$115	\$116
Saint John - Occ %	60%	56%	55%
Saint John - ADR	\$110	\$107	\$103
St. John's - Occ %	70%	71%	73%
St. John's - ADR	\$133	\$139	\$144

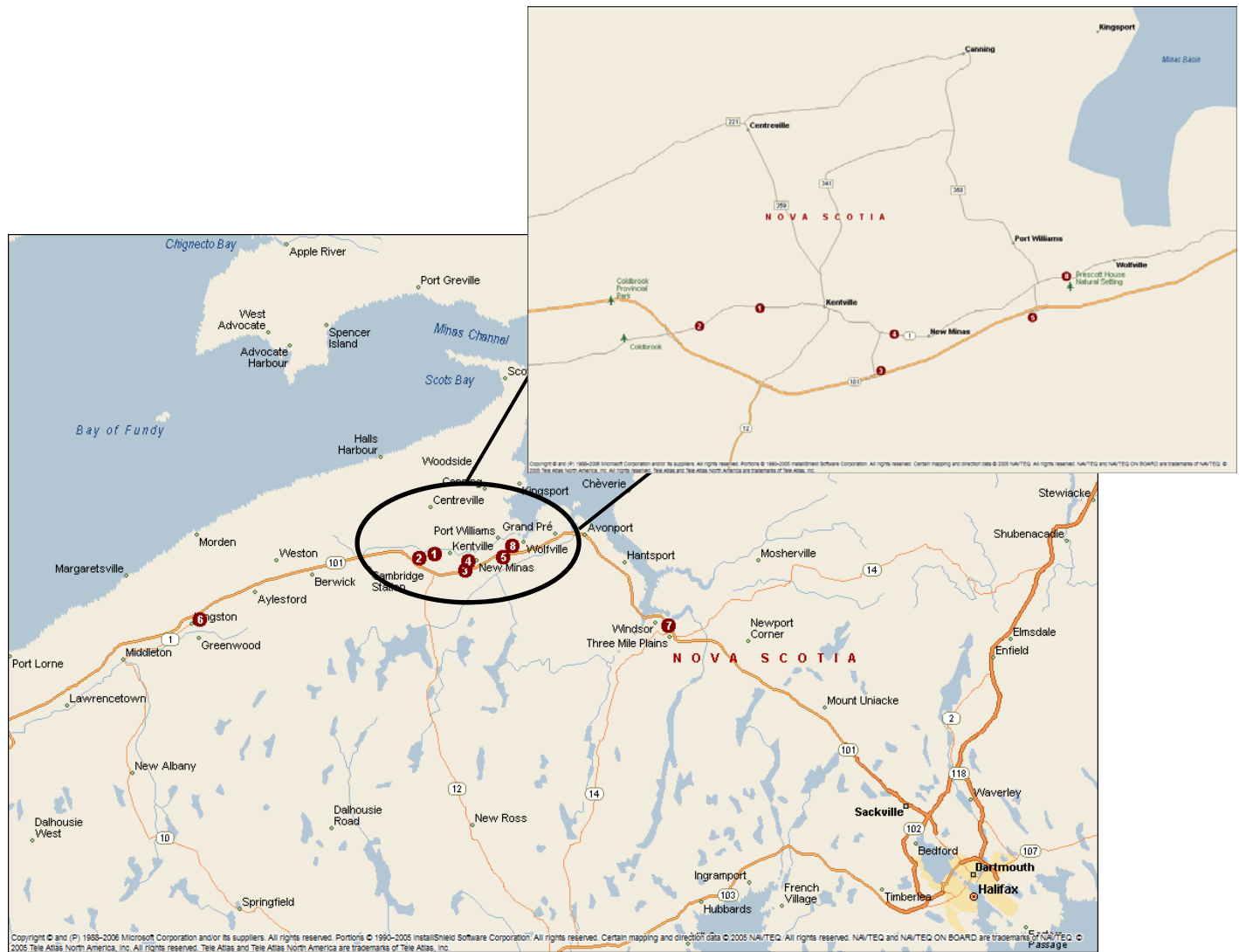
Source: PKF Consulting

As shown in Table 5-4, despite challenging economic conditions, the Halifax and St. John's market remained in the mid 60% to low 70% range over the 2010 and 2011 period. These two cities have strong commercial and industrial economies, and are considered popular tourist destinations. Moncton is developing into a corporate hub for Atlantic Canada, and has also remained in the high 50% to mid 60% range over the past 3 years. It should be recognized that occupancy levels were in the mid 60% range prior to 2008 in the City of Moncton; however, the City witnessed an estimated 28% increase in hotel room supply over the past 4 years. Saint John, which is the seat of provincial government in New Brunswick, has witnessed a steady decline in both occupancy and rate growth over the past 3 years. However, this market also achieved occupancy levels in the high 50% to low 60% range, until 32% supply was introduced into the market over the 2008-2010 period. Hotels get built in response to the demand for accommodation, and the growth in available room nights (supply) is in response to the growth in demand. Thus, in Moncton and Saint John, the decline in occupancy levels in 2010 over previous levels, provides an indication of how demand is being accommodated by new supply.

In comparison, the primary competitive Kings County/Hants County hotel market has consistently achieved occupancies in the 42% to 48% range, 8 to 28 percentage points lower than the other competitive markets, and average daily rates have ranged from \$8 to \$49 lower than the Atlantic Canada competitors.

Typically a competitive hotel market that is performing well, in stable economic times, will achieve occupancy levels of 60% or better. Some of the hotels in that market will be in the upper 60% to 70% range, achieving more than their fair share of demand. Kentville's primary competitive hotel/motel market is a market that has operated at less than 60% for a number of reasons, including: limited scope of the commercial and industrial base, proximity to larger urban markets (Halifax, Dartmouth), the small size of the surrounding communities, the quality of existing accommodations, and limited foodservice and retail infrastructure to satisfy existing demand.

EXHIBIT 5-1 MAP OF COMPETITIVE ACCOMMODATION MARKET



Map #	Name	Address	# of Rooms
1	Allen's Motel	384 Park St., Kentville, NS	12
2	Sun Valley Motel	902 Park St., Kentville, NS	13
3	Slumber Inn	5534 Prospect Rd., New Minas, NS	78
4	Greensboro Inn	9016 Commercial St., New Minas, NS	25
5	Old Orchard Inn	156 Greenwood Rd. S., Wolfville, NS	101
6	Best Western Aurora inn	831 Main St., Kingston, NS	23
7	Super 8 Windsor	63 Cole Drive, Windsor, NS	66
8	Blomidon Inn	195 Main St., Wolfville, NS	31

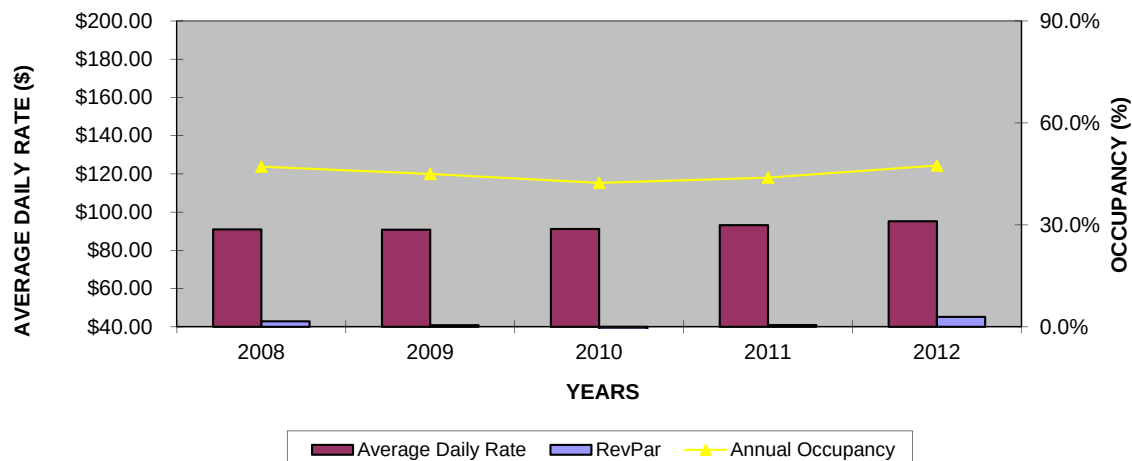
EXHIBIT 5-2
KING'S COUNTY/HANTS COUNTY, NOVA SCOTIA
HISTORIC MARKET PERFORMANCE

TOTAL COMPETITIVE MARKET	2008	2009	2010	2011	2012
Rooms	413	413	413	413	343
Annual Occupancy	47.1%	45.0%	42.4%	43.9%	47.5%
Average Daily Rate	\$90.96	\$90.82	\$91.18	\$93.20	\$95.22
RevPar	\$42.87	\$40.86	\$38.63	\$40.92	\$45.20
Available Room Nights	145,134	145,134	145,134	145,134	119,584
Occupied Room Nights	68,405	65,301	61,479	63,720	56,766
Room Revenue	\$6,222,318	\$5,930,336	\$5,605,879	\$5,938,745	\$5,405,444

MARKET GROWTH	2008	2009	2010	2011	2012
Available Rooms	na	0.0%	0.0%	0.0%	-17.6%
Occupied Room Nights	na	-4.5%	-5.9%	3.6%	-10.9%
Average Daily Rate	na	-0.2%	0.4%	2.2%	2.2%

Total Competitive Market	Compounded Annual Growth Rate (CAGR)	Total Growth 2008 - 2012		Market Segmentation	
	2008 - 2012			2012	%
Available Rooms	-4.7%	-17.6%	Corporate	7,854	13.8%
Occupied Room Nights	-4.6%	-17.0%	Meeting/Conference	4,903	8.6%
Average Daily Rate	1.2%	4.7%	Leisure	32,297	56.9%
RevPar	1.3%	5.4%	Gov't/Other	11,712	20.6%
			Total Market	56,766	100.0%

HISTORIC MARKET PERFORMANCE (ANNUAL)



COMPETITIVE MARKET

Pine View Inn (CLOSED)
 Allen's Motel
 Sun Valley Motel
 Greensboro Inn
 Slumber Inn
 Old Orchard Inn
 Best Western Aurora
 Super 8 Windsor
 Blomidon Inn

6.0 COMPETITIVE ACCOMMODATION MARKET – PROJECTED DEMAND ANALYSIS

6.1 Introduction

As described in Section 5.0, the Kentville competitive accommodation market has recently been operating in the mid to high 40% range, but is challenged by a number of conditions, including proximity to larger urban markets, seasonality of tourist demand, small corporate/commercial base in the community, and limited retail and foodservice infrastructure. Nevertheless, with concerted effort, demand growth is expected over the next 5 years from a variety of sources.

Stakeholder interviews indicate that there is some level of organic growth expected in Kentville, particularly from the corporate market (e.g. Michelin expansion) and the sport tourism market. Also, based on the research that PKF has conducted for this study, it is evident that there is business that would be staying in the Kentville market, if some of the existing conditions were improved. Improvements to the quality of accommodations, a broader base of tourist attractions, and better promotion of Kentville as a destination, would certainly help to grow demand in the Town. Part of this growth would be from **new or induced demand** to Kentville. In other words, if a new hotel property were developed under such conditions, it would bring demand that was not already coming to the Town based on lack of supply. Typically, one would see this type of growth in a market that has much stronger overall occupancy levels, or has strong demand on a seasonal basis. Another source of growth would be from **unsatisfied demand** in the Kentville market, due to issues such as quality of existing accommodations.

The loss of the 70-room Pine View Inn in 2012 had a significant impact on both supply and demand levels in the Kentville market. As discussed, about 57% of the Kings County/Hants County market demand for accommodation is generated by the Tourist/Leisure segment, which tends to be highly seasonal. Thus, in the peak summer periods, the loss of 70 rooms in 2012 limited the amount of demand that could continue to be accommodated in the market. As such, adding a potential 60-room hotel to the subject market would generate **induced demand**, as this hotel would be able to recapture much of the demand lost with the closure of the Pine View Inn.

The following section provides an analysis of competitive accommodation market demand over the 2013 to 2019 period. PKF has looked at the potential of a new 60-room Select Service Hotel entering the entering the market as of January 1, 2015.

6.2 Overall Demand

With new growth in the corporate, meeting/convention business, tourist and government/other discount segments, the addition of a 60-room property to the competitive market would attract new (induced) and unsatisfied demand in the range of **5,500 occupied room nights** to the Kentville market in 2015. Based upon our research and analysis, we believe that this level of demand is possible and reasonable, particularly if corporate and meeting/conference demand conditions improve as expected.

It should be noted that hotels are generally built to satisfy demand that already exists. In general, hotels do not create demand – save and except when a location is already considered a “destination”. In that respect, a new hotel would assist in capturing more existing demand to the market, but will not create demand in and of itself.

Table 6-1 summarizes the levels of overall demand for the competitive accommodation market that would be required in order to maintain occupancy levels to support a new 60-room hotel in Kentville over the 2012 to 2019 period.

TABLE 6-1 ACCOMMODATION DEMAND PROJECTIONS KINGS COUNTY/HANTS COUNTY ACCOMMODATION MARKET								
	2012 Actual	2013	2014	2015	2016	2017	2018	2019
Market Occupancy	47.5%	45.7%	46.6%	43.4%	45.6%	46.8%	47.6%	48.1%
Occupied room nights	56,766	57,251	58,307	63,828	67,013	68,804	69,945	70,763
Demand growth	-	0.9%	1.8%	9.5%	5.0%	2.7%	1.7%	1.2%

Source: PKF Consulting

As discussed, adding a potential 60-room hotel to the subject market would generate **induced demand**, as this hotel would be able to recapture much of the demand lost with the closure of the Pine View Inn. In essence, the subject hotel will be recapturing demand lost when the Pine View Inn closed, bringing occupancy rates back to 2008 levels by 2017.

A brief description of the projected performance of each major market segment is presented below and detailed projections by market segment are provided in Exhibit 6-1.

6.3 Corporate/Commercial Market

At 13.8% of demand in 2012, the corporate/commercial segment is the third largest generator of rooms demand in the competitive market. As discussed, corporate/commercial demand has been on the decline in recent years, with many job losses in the agricultural and manufacturing sectors, and less corporate travel for sales and marketing purposes throughout the region.

Nevertheless, based on the positive outlook for the corporate sector in the Kings County area in the short to mid-term, particularly with the Michelin expansion, this segment of demand is projected to realize an increase of 1.0% in 2013, and 5.0% in 2014. With the ramp up of this expansion and the opening of the subject 60-unit hotel, demand is expected to grow by an estimated **15.0% (1,250 occupied room nights) in 2015**, followed by 10.0% growth in 2016, 7.5% in 2017, 5.0% in 2018, and 2.0% in 2019.

6.4 Meeting/Conference Market

Meeting/conference demand accounted for 8.6% of overall demand in 2012 or 4,900 occupied room nights. As discussed the regional meetings market has also been on the decline, with less and smaller meetings generating overnight demand in the Kings County area. Since the closure of the Pine View Inn, much of this business has been absorbed by the Old Orchard Inn, and to some extent the Best Western Aurora in Kingston. However, alongside the potential corporate growth, the corporate meetings/conference market is also expected to pick up in the short to mid-term.

The meeting/conference segment of demand is projected to realize minimal growth of 0.5% in 2013, rising to 2.0% in 2014 alongside increased corporate demand in the area. With increased room inventory and meeting space in the market at the subject 60-room hotel in 2015, this segment is projected to realize a further increase of **7.5% (400 occupied room nights) in 2015**. Demand is expected to grow at 3.0% in 2016, 2.0% in 2017, and normalize at 1.0% for the balance of the projection period.

6.5 Tourist/Leisure Market

As mentioned, the tourist/leisure segment is the largest room night generator in the competitive market, accounting for 56.9% of overall demand in 2012. With minimal growth expected for the regional tourism market, this segment of demand is projected to realize very modest increases of 1.0% in 2013 and 2014.

Due to the increase in room inventory projected with the opening of the subject hotel, it is anticipated that Kentville will be able to accommodate greater volumes of tourist/leisure demand, particularly from the sport tourism segment. Supply induced demand is expected to result in further growth of **10.0% (3,300 occupied room nights) in 2015**. The expectation of new sporting competitions and other celebrations bringing demand to Kentville is expected to boost leisure segment demand growth by another 5.0% in 2016, 2.0% in 2017, normalizing at 1.0% for the balance of the projection period.

6.6 Government/ Other Demand

The government/other segment of demand accounted for 20.6% of overall demand within the competitive market in 2012. Government/other accommodation demand is projected to realize minimal growth of 0.5% in 2013 and 2.0% in 2014, with the Michelin expansion and other corporate growth in the market. Nova Scotia Community College's Kingstec Campus, Acadia University, and the Office of the Department of Agriculture are key drivers in this segment.

With the opening of the subject 60-unit hotel, demand growth in this segment is expected to rise to **5.0% (600 occupied room nights) in 2015**, before dropping to 2.0% in 2016, and 1.0% in 2017 through to 2019, as demand levels return to normal.

6.7 Average Daily Rate Growth

In terms of average daily rate, the primary competitive market witnessed a decline in 2009, due to the global economic crisis and rate discounting. In 2011, rates increased with some level of economic recovery in the market, and the fire at the Pine View Inn drove rates at competitive properties, like the Old Orchard Inn.

As summarized in Table 6-2 below, average daily rates are projected to see a 2.5% increase in 2013 and 2014, before increasing to by 3.0% in 2015 with the subject hotel entering the market, and dropping back to 2.5% for the remainder of the projection period.

TABLE 6-2								
AVERAGE DAILY RATE GROWTH PROJECTIONS								
COMPETITIVE ACCOMMODATION MARKET								
	2012 Actual	2013	2014	2015	2016	2017	2018	2019
Market Average Daily Rate	\$95.22	\$97.60	\$100.04	\$103.05	\$105.62	\$108.26	\$110.97	\$113.74
Rate Growth	-	2.5%	2.5%	3.0%	2.5%	2.5%	2.5%	2.5%

Source: PKF Consulting

6.8 Conclusion

Based on the preceding analysis, Table 6-3 below provides a summary of the occupancy and average daily rate projections for the competitive market over the projection period.

TABLE 6-3 OVERALL PROJECTIONS COMPETITIVE ACCOMMODATION MARKET								
	2012 Actual	2013	2014	2015	2016	2017	2018	2019
Market Occupancy	47.5%	45.7%	46.6%	43.4%	45.6%	46.8%	47.6%	48.1%
Average Daily Rate	\$95.22	\$97.60	\$100.04	\$103.05	\$105.62	\$108.26	\$110.97	\$113.74

Source: PKF Consulting

EXHIBIT 6-1
KING'S COUNTY/HANTS COUNTY, NOVA SCOTIA
ACCOMMODATION MARKET PROJECTIONS

Demand Projections	2012	2013	2014	2015	2016	2017	2018	2019
Corporate				1,249				
occupied room nights	7,854	7,932	8,329	9,578	10,536	11,326	11,893	12,130
<i>demand growth</i>		1.0%	5.0%	15.0%	10.0%	7.5%	5.0%	2.0%
Meeting/Conference				377				
occupied room nights	4,903	4,927	5,026	5,403	5,565	5,676	5,733	5,790
<i>demand growth</i>		0.5%	2.0%	7.5%	3.0%	2.0%	1.0%	1.0%
Leisure								
occupied room nights	32,297	32,620	32,946	36,241	38,053	38,814	39,202	39,594
<i>demand growth</i>		1.0%	1.0%	10.0%	5.0%	2.0%	1.0%	1.0%
Gov't/Other								
occupied room nights	11,712	11,771	12,006	12,607	12,859	12,987	13,117	13,248
<i>demand growth</i>		0.5%	2.0%	5.0%	2.0%	1.0%	1.0%	1.0%
Market Projections	2012	2013	2014	2015	2016	2017	2018	2019
Total Demand								
occupied room nights	56,766	57,251	58,307	63,828	67,013	68,804	69,945	70,763
<i>demand growth</i>		0.9%	1.8%	9.5%	5.0%	2.7%	1.7%	1.2%
Total Supply								
available room nights	119,584	125,195	125,195	147,095	147,095	147,095	147,095	147,095
<i>supply growth</i>		0.0%	0.0%	17.5%	0.0%	0.0%	0.0%	0.0%
Market Occupancy	47.5%	45.7%	46.6%	43.4%	45.6%	46.8%	47.6%	48.1%
Market Average Daily Rate	\$95.22	\$97.60	\$100.04	\$103.05	\$105.62	\$108.26	\$110.97	\$113.74
Market RevPar	\$45.20	\$44.63	\$46.59	\$44.71	\$48.12	\$50.64	\$52.77	\$54.72
<i>rate growth</i>		2.5%	2.5%	3.0%	2.5%	2.5%	2.5%	2.5%

Source: PKF Consulting Inc.

27-Mar-13

7.0 SUBJECT PROPERTY PROJECTIONS

7.1 Preliminary Hotel Development Program

As identified by the Steering Committee, the primary interest in building a proposed hotel in Kentville is to accommodate corporate, leisure, and meeting/conference demand that is currently being lost to other properties outside the Town. Part of PKF's mandate on this project has been to quantify that lost demand, determine the appropriate size of hotel that would be appropriate for Kentville, and to consider where the hotel should be built.

Our research indicates that there is a market opportunity to build a hotel in Kentville. However, it will be challenging to make economic sense of the project in the current economic climate. As a result, we would recommend that the subject hotel should be branded, that the number of rooms not be excessive, and that the property incorporate enough meeting space for groups in the range of 25 to 50 people. To maximize the viability of the proposed hotel, the brand chosen will need to leverage the recreational strengths of the Town, particularly group leisure and independent tourist demand, but should also have sufficient amenities to cater to corporate and other discounted demand (particularly government-based). Our research confirms that a significant portion of the proposed hotel's demand will be generated from the leisure market segment, followed by the corporate, meeting/conference and government markets. Typically the leisure segment has a requirement for double rooms to accommodate group double occupancy (i.e. sport groups) and families.

As described in Section 2.0, we have analyzed the results of a Select-Service hotel with **60 units**, entering the market as of January 1, 2015.

7.2 Subject Property Projections

The following analysis projects future occupancy and market penetration levels for the proposed subject Kentville Hotel, based on numerous factors, including economic influences, and the actual and projected supply/demand relationship in the competitive market. Further assumptions include:

- The proposed property would operate as a **60-room** Select-Service Hotel, which would enter the market as of January 1, 2015; and
- No significant changes in the market over the projection period that would impact the current status of the competitive rooms supply other than as currently identified.

In projecting occupancy performance of the proposed subject property over the projection period, the concept of “fair market share” has been utilized. This concept states that a property will attract rooms demand in the same proportion as its share of rooms supply. The basic assumption is that all things are equal, however, different properties achieve different levels of market penetration based on various competitive factors including location, product and facilities, customer preferences, pricing and marketing strategies. Market penetrations in excess of 100.0% indicate that a hotel possesses competitive advantages relative to the market as whole, competitive weaknesses are reflected in penetrations of less than 100.0%.

Four primary segments were identified as areas the subject property would likely generate demand from:

- Corporate/Commercial
- Meeting/Conference
- Leisure/Tourist
- Government/Other Discounted Sources

7.2.1 Corporate/Commercial Segment

In the **Corporate/Commercial** market segment, the proposed hotel is expected to capture more than its “fair share” of market demand, and achieve a penetration of 200.0% in its third and stabilized year. The quality, location, and surrounding amenities of the hotels in the Kings County/Hants County area are such that a new product could reasonably attract a large portion of the existing corporate business, capture some of the business currently being displaced to Halifax, and potentially induce new business to the area. Based on stakeholder research, and considering seasonal demand patterns and capacity constraints of the proposed property, we have estimated an increase of approximately 1,250 new room nights to the local Kentville market, in part as a result of the new Hotel entering the market in 2015. Overall, at 200% penetration in its stabilized year, this equates to 3,373 occupied room nights per annum at the subject hotel, suggesting that the subject property would be the primary beneficiary of any incremental corporate demand to the area.

TABLE 7-1 SUBJECT PENETRATION – CORPORATE/COMMERCIAL MARKET					
	2015	2016	2017	2018	2019
Market Penetration Rate	180.0%	190.0%	200.0%	190.5%	186.7%
Demand Captured (Occupied Room Nights)	2,567	2,980	3,373	3,373	3,373
Ratio to Total Demand	21.1%	22.2%	23.7%	23.7%	23.7%

Source: PKF Consulting

7.2.2 Meeting/Conference Segment

Although we would not recommend positioning the proposed hotel as a meeting/conference destination hotel in the traditional sense, the proposed hotel would benefit strongly from the **Meeting & Conference** market, primarily competing for regional meetings. Based on our event analysis and knowledge of the area, we estimate that a new Hotel with 60 rooms and 1,000 square feet of meeting space could help to generate an estimated 400 room nights to the Kentville area in 2015. The proposed subject hotel is expected to penetrate the competitive accommodation market at 155.0% in its stabilized year, equating to 1,310 occupied room nights. It is expected that the hotel's Meeting/Conference business would be predominantly captured from a regional demand base, and in direct competition with small to mid-size hotels and resorts throughout the Region and Province.

TABLE 7-2 SUBJECT PENETRATION – MEETING/CONFERENCE MARKET					
	2015	2016	2017	2018	2019
Market Penetration Rate	145.0%	150.0%	155.0%	153.5%	151.9%
Demand Captured (Occupied Room Nights)	1,166	1,243	1,310	1,310	1,310
Ratio to Total Demand	9.6%	9.3%	9.2%	9.2%	9.2%

Source: PKF Consulting

7.2.3 Leisure/Tourist Segment

The **Leisure/Tourist** market consists of demand generated by individuals whose primary reason for visiting the area is for tourist/leisure/recreation purposes, such as independent tourists, and the "VFR" market (visiting friends or relatives), as well as demand generated by groups whose primary purpose is of a leisure or transient nature such as sport tournaments and weddings. Our projections assume that the subject hotel will benefit from the quality of product, proximity to the major recreation facilities and boutique shops and cafes in Downtown Kentville, as well as the proximity to both foodservice and retail establishments in Coldwater. Again considering seasonal demand patterns and capacity constraints, we have estimated an increase of approximately 10.0% in occupied room nights to the local market with the opening of the subject hotel in 2015, and that the proposed hotel would penetrate the competitive market at 127.0% in its third and stabilized year. This equates to a total of 7,339 occupied room nights, and represents 51.5% of the hotel's overall demand. Incremental Tourist/Leisure demand will be derived from local and regional festivals and events being developed for Kentville, major sporting events, and transient leisure travel.

TABLE 7-3 SUBJECT PENETRATION – LEISURE/TOURIST MARKET					
	2015	2016	2017	2018	2019
Market Penetration Rate	120.0%	125.0%	127.0%	125.7%	124.5%
Demand Captured (Occupied Room Nights)	6,475	7,082	7,339	7,339	7,339
Ratio to Total Demand	53.2%	52.8%	51.5%	51.5%	51.5%

Source: PKF Consulting

7.2.4 Government/Other Segment

The **Government/Other** discount segment accounts for approximately 19% of overall demand within the competitive accommodation market. This segment includes civil servants travelling on government business and other guests who enjoy discounted rates, such as students of NSCC Kingstec Campus and Acadia University. It is expected that the subject property will penetrate the market segment at 115.0% of fair share by the property's third and stabilized year, and will be comprised primarily of government-based demand, as opposed to discounting for student groups. This represents 2,224 occupied room nights.

TABLE 7-4 SUBJECT PENETRATION – GOVERNMENT/OTHER DISCOUNT MARKET					
	2015	2016	2017	2018	2019
Market Penetration Rate	105.0%	110.0%	115.0%	113.9%	112.7%
Demand Captured (Occupied Room Nights)	1,971	2,106	2,224	2,224	2,224
Ratio to Total Demand	16.2%	15.7%	15.6%	15.6%	15.6%

Source: PKF Consulting

7.2.5 Rate Positioning

The rate positioning for the proposed hotel is unique given the location and source of demand through its segmentation. On a segmentation basis, the proposed hotel would achieve comparable average daily rates (ADR) to the upper end of the local hotel market within the Government/Other segments, however, the property would expect to drive a much greater rate within the Corporate, Leisure and Meeting/Conference segments. Average Daily rates for the subject hotel are projected to be above fair share, reaching 120.0% rate penetration or \$129.91 by property's third and stabilized year. This rate positioning is comparable to other Select Service properties in the Halifax market, however rates would be constrained by the weekday corporate business originating locally and regionally.

7.2.6 Overall Projections for a Proposed 60-Room Hotel in Kentville

The following table summarizes the preliminary subject projections for 2015-2019.

TABLE 7-5 SUBJECT 60-ROOM HOTEL PROJECTIONS KENTVILLE, NS					
	2015	2016	2017	2018	2019
Subject Occupancy	55.6%	61.2%	65.0%	65.0%	65.0%
Subject Average Daily Rate	\$123.65	\$126.75	\$129.91	\$133.16	\$136.49

Source: PKF Consulting Inc.

Exhibit 7-1 summarizes the projected market position of the property over the 2015-2019 period relative to the Kings County/Hants County competitive accommodation market. At a stabilized 65.0% occupancy, the property will be outperforming the market by an estimated 18 points in occupancy.

Demand for the property in Year 3, its stabilized year of operation, is projected to stem from the following sources.

TABLE 7-6 PROJECTED STABILIZED MARKET MIX BY SEGMENT 60-ROOM HOTEL - KENTVILLE, NS		
Segment	Occupied Room Nights	% of Total Demand
Corporate	3,373	23.7%
Meeting/Conference	1,310	9.2%
Leisure/Tourist	7,339	51.5%
Government/Other	2,224	15.6%
TOTAL	14,245	100.0%

Source: PKF Consulting Inc.

Based on stakeholder interviews, general seasonality constraints, and research and analysis of accommodation demand in both Kentville and the regional Kings County/Hants County area, a new hotel entering the Kentville market could likely be sustained at a stabilized occupancy level of 65.1%, and maximum market penetration level of 139%. At 60-rooms, this means that a new hotel would need to capture approximately **14,245** occupied room nights in and from Kentville and region. Some of this demand already exists in the market, some would be unsatisfied demand returning to Kentville, and some would need to be induced.

**EXHIBIT 7-1
KENTVILLE HOTEL
KING'S COUNTY/HANTS COUNTY, NOVA SCOTIA
PROJECT PROJECTIONS**

SUPPLY	2015	2016	2017	2018	2019
KENTVILLE HOTEL	60	60	60	60	60
Total Supply	403	403	403	403	403
Fair Share of Supply	14.9%	14.9%	14.9%	14.9%	14.9%
DEMAND PROJECTIONS	2015	2016	2017	2018	2019
Corporate					
occupied room nights	9,578	10,536	11,326	11,893	12,130
fair share of demand	1,426	1,569	1,686	1,771	1,806
penetration rate	180.0%	190.0%	200.0%	190.5%	186.7%
total demand captured	2,567	2,980	3,373	3,373	3,373
ratio to total demand	21.1%	22.2%	23.7%	23.7%	23.7%
Meeting/Conference					
occupied room nights	5,403	5,565	5,676	5,733	5,790
fair share of demand	804	828	845	854	862
penetration rate	145.0%	150.0%	155.0%	153.5%	151.9%
total demand captured	1,166	1,243	1,310	1,310	1,310
ratio to total demand	9.6%	9.3%	9.2%	9.2%	9.2%
Leisure					
occupied room nights	36,241	38,053	38,814	39,202	39,594
fair share of demand	5,396	5,665	5,779	5,837	5,895
penetration rate	120.0%	125.0%	127.0%	125.7%	124.5%
total demand captured	6,475	7,082	7,339	7,339	7,339
ratio to total demand	53.2%	52.8%	51.5%	51.5%	51.5%
Gov't/Other					
occupied room nights	12,607	12,859	12,987	13,117	13,248
fair share of demand	1,877	1,914	1,934	1,953	1,972
penetration rate	105.0%	110.0%	115.0%	113.9%	112.7%
total demand captured	1,971	2,106	2,224	2,224	2,224
ratio to total demand	16.2%	15.7%	15.6%	15.6%	15.6%
Total Demand					
occupied room nights	63,828	67,013	68,804	69,945	70,763
total demand captured	12,179	13,411	14,245	14,245	14,245
market occupancy	43.4%	45.6%	46.8%	47.6%	48.1%
market penetration	128.2%	134.4%	139.1%	136.8%	135.2%
Project Occupancy	55.6%	61.2%	65.0%	65.0%	65.0%
RATE PROJECTIONS	2015	2016	2017	2018	2019
Market Average Daily Rate	\$103.05	\$105.62	\$108.26	\$110.97	\$113.74
% Growth	3.0%	2.5%	2.5%	2.5%	2.5%
Rate Penetration Subject	120.0%	120.0%	120.0%	120.0%	120.0%
Project Average Daily Rate	\$ 123.65	\$ 126.75	\$ 129.91	\$ 133.16	\$ 136.49
Market RevPar	\$44.71	\$48.12	\$50.64	\$52.77	\$54.72
Subject RevPar Penetration	153.8%	161.3%	166.9%	164.2%	162.3%
Subject RevPar	\$ 68.77	\$ 77.62	\$ 84.50	\$ 86.62	\$ 88.78

Source: PKF Consulting Inc.

8.0 IMPLICATIONS & CONSIDERATIONS FOR HOTEL DEVELOPMENT

Through the research for this study, PKF has determined that there is a demand for a new Hotel that spans across many segments of the overnight accommodation market in Kentville. Stakeholder interviews and subsequent analysis confirm that there is a “need” for new hotel facilities. Much of the existing accommodation product is tired or lacking from a quality perspective, and with a limited number of units available, there are peak periods wherein potential demand cannot be accommodated. This is particularly true for leisure demand during the summer months, during festivals and events year round, and for sports tourism driven by the Town of Kentville.

However, the study also identifies that the depth of the market is limited, and there would be significant risk and challenges in building such a facility, without demand growth in the corporate market particularly. As described in this report, the competitive accommodation market has recently been operating in the mid to high 40% range, but is challenged by a number of conditions, including proximity to larger urban markets, seasonality of tourist demand, small corporate base in the community, and limited retail and foodservice infrastructure. Although Kentville offers a quaint atmosphere with 5-6 cafés and pubs, and several boutique retail establishments in the downtown core, it would be difficult to sustain a 50+ room hotel with this level of retails and foodservice, particularly within the sport team market.

As such, to maximize the viability of the proposed hotel, the brand chosen will need to leverage the recreational strengths of the Town, particularly group leisure and independent tourist demand, but should also have sufficient amenities to cater to corporate and other discounted demand (particularly government-based), as well as the meeting/conference market. It would be necessary for the product to be branded in order to be financed and compete effectively in the market. Should the project proceed, it would be our recommendation to build a **60-unit select service property**, comparable to a Holiday Inn Express, Hampton Inn, Days Inn, Comfort Inn or similar brand in this location. We are also suggesting that the property offer at least 1,000 square feet of meeting space to accommodate demand in that segment that is currently unsatisfied in the Kentville market directly, and is being displaced to New Minas, Wolfville and Kingston.

Of the four sites that were considered, it is our suggestions that Site #4 - the former Pine View Inn site – represents the most advantageous location for a hotel development in Kentville. This site has excellent visibility and ease of access/egress from both Highways 1 and 101. Furthermore, this site is located in

close proximity to foodservice and retail establishments in Coldwater, and only a short drive to the Downtown core of Kentville, and it is also close to the Valley Industrial Park, Michelin plant, and other corporate demand generators.

Based on the research that PKF has conducted for this study, it is evident that there is business that would be staying in the Kentville market, if some of the existing conditions were improved – and that organic growth is expected in this market. Based upon the existing market conditions, we have projected a stabilized occupancy of 65.0% at the subject hotel, which represents a 139.1% penetration of the competitive market by its stabilized year (2017). We have also projected an opening year ADR of \$123.65, representing a penetration of 120.0% for the competitive market.

The loss of the 70-room Pine View Inn in 2012 had a significant impact on both supply and demand levels in the Kentville market. With 57% of the Kings County/Hants County market demand for accommodation is generated by the Tourist/Leisure segment, in the peak summer periods, the loss of 70 rooms in 2012 limited the amount of demand that could continue to be accommodated in the market. As such, the subject 60-room hotel entering the market in 2015, as the newest property in the market is expected to recapture much of the demand lost with the closure of the Pine View Inn (i.e. **induced demand**), as well as much of the **unsatisfied demand** that has been lost due to issues of seasonal capacity restraints and quality issues. In essence, the subject hotel will be recapturing demand lost when the Pine View Inn closed, bringing occupancy rates in the competitive market back to 2008 levels by 2017.

Given these project occupancy and average daily rate levels, Kentville Development Corporation Ltd. and the Town of Kentville may wish to contact potential developers with an interest in the regional market. Further analysis is recommended to determine operating revenue and expense projections, and a supportable value for the overall project, should a potential investor or developer emerge.

APPENDIX A

GLOSSARY OF INDUSTRY TERMS

Supply / Available Room Nights (ARNs)

Available Rooms Nights refers to the total number of rooms at a property multiplied by the total number of nights the property is open during a given operating season. For example, a 25-room property open year-round (365 nights) would have 9,125 Available Room Nights.

Demand / Occupied Room Nights (ORNs)

Occupied Rooms Nights refers to the sum of the number of nights that each available unit was occupied at a given property during one operating season.

Occupancy Rate

Occupied Rooms refer to the total number of rooms occupied by transient, group and contract guests, without consideration to the number of guests in each room. Occupancy Rate is expressed as the percentage of rooms occupied out of the total rooms available at a property. The calculation is:

$$\text{Occupancy Rate (\%)} = (\text{Rooms Occupied} / \text{Rooms Available}) \times 100$$

Average Daily Rate (ADR)

Although room rates may vary seasonally, by market segment, or by room type within a property, most properties calculate an overall average daily rate (ADR). This rate reveals the average rate charged per occupied room and is calculated by dividing total rooms revenue for a period (usually one year), by the number of rooms occupied during that period. The calculation is as follows:

$$\text{ADR} = \text{Total Rooms Revenue} / \text{Rooms Occupied}$$

Rooms Revenue per Available Room (RevPAR)

RevPAR measures the rooms revenue yield a property achieves, relative to the rooms available in the property for a period of time (usually one year). The metric is influenced by 2 factors – occupancy and overall average daily rates (ADR). RevPAR can be used to compare rooms revenue results with prior period results or to compare actual to budgeted results. In addition, since the rooms revenue is scaled by the number of rooms at the property, it can be used as one comparison of the rooms revenue yield of a property to its competitors or comparable properties. The calculation is as follows:

$$\text{RevPAR} = \text{Total Rooms Revenue} / \text{Rooms Available}$$

Market Segmentation

Refers to the subdividing of a market into distinct subsets of users that behave in the same way or have similar needs. The hotel market segments most commonly used are Corporate, Meeting/Conference, Leisure, and Government/Other.

Market Positioning / Market Penetration

In assessing the market position, the level of market penetration and the concept of “fair market share” are used. This concept states that a property will attract demand in the same proportion as its share of supply and generate an ADR equal to that of its competitors. The basic assumption is that all things are equal, however, different properties achieve different levels of market penetration based on various competitive factors including; location, facilities, accessibility, visibility, ambiance, marketing, pricing strategy, management emphasis and product quality. A property attaining a market penetration above 100% is outperforming the market, while a property attaining a market penetration below 100% is under performing the market.

$$\text{Market Penetration Rate (\%)} = (\text{Subject Hotel Occupancy \%} / \text{Overall Market Occupancy \%}) \times 100$$

Induced Demand

Induced demand is the phenomenon that after supply increases, and more of a good is consumed. In the accommodation industry, after a new hotel enter the competitive market, induced demand refers to the increase in occupied room nights that were not already there, based on issues such as: lack of supply, and seasonal capacity restraints.

Unsatisfied Demand

In the accommodation industry, after a new hotel enter the competitive market, **unsatisfied demand** refers to the increase in occupied room nights that were not already coming to the market, based on issues such as: quality of existing accommodations.



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: January 10, 2023

Subject: Region 6 Solid Waste Management 2023-24 Budget

LEGISLATIVE AUTHORITY

- Municipal Government Act, Part IV Finance, Section 65
- Region 6 Solid Waste Management Services Inter-Municipal Agreement, Items 34 to 39

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that . . .

. . . Council approves the 2023-24 operating budget for Region 6 Solid Waste Management for the amount of \$861,578, as presented on January 10, 2023.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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Region 6 Solid Waste Management is a liaison group of 12 Municipalities, including those located along the South Shore and West Hants in Nova Scotia. It is dedicated to reducing waste in homes, businesses, and communities. Through programs and educational outreach, they promote proper waste sorting and diversion.

As outlined in the Inter-Municipal Agreement, Section 35 each participating Council must approve the proposed budget, or refuse, by March 14th the year the budget applies.

DISCUSSION

After the audit was completed for the 2021-22 fiscal year, Region 6 has an operational surplus of \$6,596. This amount will be removed from the total municipal contributions in 2023-24, paid by each participating Municipal Unit.

Region 6 prepares their annual budget for review by their Technical and Inter-Municipal Committee, which was held on December 2, 2022, with the Inter-Municipal Committee unanimously voting in favour of the draft 2023-24 budget. Now Region 6 requests that each participating Council approve the annual budget.

The 2023-24 budget is in the amount of \$861,578, which is a 10.7% increase from last year's budget of \$788,025. Region 6 has operated on a smaller budget the past couple of years, where educational programs were unable to run, Region 6 is now able to fully open these programs up across the region resulting in the increase cost of service delivery

NEXT STEPS

Notify Region 6 Solid Waste Management once ratified by Council.

FINANCIAL IMPLICATIONS

For the 2023-24 fiscal year, Region 6 has a budgeted increase in Municipal Contributions of 17.0% over the 2022-23 fiscal year. The 2021-22 surplus is applied to this figure proportionately to each unit, resulting in West Hants Regional Municipality's contribution to be \$25,655.84, a 6.2% decrease from the 2022-23 contribution of \$27,364.96.

	2022-23 Budget	2023-24 Budget	Percentage of Change
Total Budget	\$778,025	\$861,578	^ 10.7%
Municipal Contribution	\$109,422	\$127,975	^ 17.0%
Contribution Adjustment *	+ \$20,753	- \$6,596	-
Updated Contribution	\$130,175	\$121,379	∨ 6.8%
WHRM Contribution (21%)	\$27,364.96	\$25,665.84	∨ 6.2%

*Contribution is adjusted each year based on the previous years surplus (deficit)

This amount will be paid by funds in the diversion credit reserve and will have no impact on the general tax rate.

ALTERNATIVES

Council could refuse to approve the Region 6 Solid Waste Management budget and ask that changes be made, by the Committee.

ATTACHMENTS

- Budget Approval Request, Region 6 Solid Waste Management, dated December 9, 2022
- Region 6 Activities Summary 2022

CHIEF ADMINISTRATIVE OFFICER REVIEW

As noted in the financial section of the report the 2023/24 Municipal contribution required from the WHRM is a decrease when compared to the budgeted 2022/23 contribution explained in the notes and the report.

I support the recommendation.

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

Report Approved by: 
Mark Phillips, Chief Administrative Officer



PO Box 639 / 45 School St, Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

Mark Phillips
West Hants Regional Municipality
PO Box 3000
76 Morison Dr
Windsor NS B0N 2T0

December 9, 2022

RE: Budget Approval 2023-24

Dear Mr. Phillips,

On Friday, December 2, 2022, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2023 – March 31, 2024.

The following motion was passed:

MOTION: to recommend approval of the 2023-24 Region 6 Inter-Municipal Committee Budget in the amount of \$121,379.00 to be invoiced to member councils as presented.
M/C

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

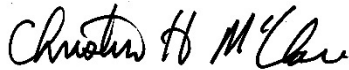
- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.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

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2023 on your approval or refusal.

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

If you require my attendance at the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,

A handwritten signature in black ink, appearing to read "Christine H. McClare". The script is cursive and fluid.

Christine H. McClare BA Psych
Regional Coordinator

encl.



PO Box 639 / 45 School St , Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS BoJ 2Eo

E-mail: Christine.McClare@Region6SWM.ca

Region 6 Solid Waste Management

INCOME	2022-23 Actuals as of September 30	2022-23 Projection	2022-23 Budget	2023-24 ESTIMATE
Contracts/Service Agreements				
Education Contract	25,451	80,392	80,392	80,392
Coordinator Agreement	21,643	43,286	43,286	43,286
Enforcement Contract	13,353	89,425	89,425	89,425
Sub-total	\$ 60,447	\$ 213,103	\$ 213,103	\$ 213,103
Stewardship/Incentives				
Dairy Stewardship	0	75,000	75,000	90,000
Diversion ¹	0	310,000	310,000	350,000
Municipal Approved Programs	0	80,500	80,500	80,500
Interest	1,858	1,858		
Sub-total	\$ 1,858	\$ 467,358	\$ 465,500	\$ 520,500
Municipal Contribution				
Municipal Billing ²	97,631	109,422	109,422	127,975
Sub-total	\$97,631	\$109,422	\$109,422	\$127,975
TOTAL	\$ 159,936	\$ 789,883	\$ 788,025	\$ 861,578
Inter-Municipal Reserves Schedule	Previous Years Expenses	F2022-23 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program	30,000	7,432	30,000	-

EXPENSES	2022-23 Actuals as of September 30	2022-23 Projection	2022-23 Budget	2023-24 ESTIMATE
OPERATING EXPENSE				
Coordinator Salary	33,225	66,450	77,077	85,329
Coordinator Benefits	7,818	12,856	12,856	11,350
Travel (Coordinator)	580	1,161	4,500	3,500
Training and conference	739	1,478	2,000	2,000
Office Rental & Cleaning ³	3,833	7,665	10,000	10,000
Cell phones	356	711	1,100	1,000
Internet/Phone/Fax	519	1,037	1,300	1,300
Office supplies and services	1,605	3,209	3,500	3,500
Computer/materials	524	1,048	1,500	1,500
Insurance	2,582	3,572	3,500	3,700
Administration	-	9,390	9,390	9,390
Legal & Auditor ⁴	8,760	10,000	10,000	10,000
Sub-total	\$ 60,539	\$ 118,576	\$ 136,723	\$ 142,569
EDUCATION				
Education salary	28,535	57,070	59,459	66,305
Educator Benefits	6,314	9,918	9,918	11,279
Travel (education) ⁵	7,580	15,160	10,500	14,000
Advertising	1,570	3,139	1,500	1,500
R6RECYCLES	10,347	11,000	11,000	12,000
Program materials	1,196	2,392	4,000	4,000
Sub-total	\$ 55,542	\$ 98,679	\$ 96,377	\$ 109,084
PAYMENTS TO UNITS				
Enforcement Contract	-	89,425	89,425	89,425
Dairy Stewardship	-	75,000	75,000	90,000
Diversion ¹	-	310,000	310,000	350,000
Municipal Approved Programs	-	80,500	80,500	80,500
Sub-total	\$ -	\$ 554,925	\$ 554,925	\$ 609,925
TOTAL	\$ 116,081	\$ 772,181	\$ 788,025	\$ 861,578
Revenue/Expenditure	\$ 43,855	\$ 17,702	\$ -	\$ -

Notes to BUDGET:

1. Diversion Credits - \$5 million is available Provincial, up from \$4.1 million available last year. It is expected that a new smoothing agreement will take place during this year.
2. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. 2023-24 estimate will be decreased by the 2021-22 surplus of \$6,596.

Actual to be billed to municipal members will be **\$121,379.00**
3. Office Rental and Cleaning have been combined into one line on the budget, this amount includes \$9,500 for the office rental and \$500 for cleaning.
4. Legal and Audit Fees have been combined into one line for the budget, this amount includes \$500 for legal and \$9,500 for audit.
5. Current projections include added expenses related to the Summer Intern. 2023-24 will be the first full year back since Covid.



PO Box 639 / 45 School St , Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS BoJ 2Eo

E-mail: Christine.McClare@Region6SWM.ca

TABLE 1: Municipal billing 2023-24			
<i>Municipal Area Serviced:</i>	<i>2021 Population</i>	<i>% of Region</i>	<i>2023-24</i>
Shelburne Shared Services	6,456	6.99%	\$ 8,490.14
Town of Bridgewater	8,790	9.52%	\$ 11,559.53
Town of Mahone Bay	1,064	1.15%	\$ 1,399.24
Municipality of Lunenburg	25,545	27.68%	\$ 33,593.65
Municipality of Barrington	6,523	7.07%	\$ 8,578.25
Town of Clark's Harbour	725	0.79%	\$ 953.43
Municipality of Chester	10,804	11.71%	\$ 14,208.09
Town of Lunenburg	2,396	2.60%	\$ 3,150.93
Region of Queens Municipality	10,486	11.36%	\$ 13,789.90
West Hants Regional Municipality	19,509	21.14%	\$ 25,655.84
Total	92,298	100.00%	\$ 121,379.00



Region 6 Activities Summary 2022-23

Region 6 staff are responsible to delivery Solid Waste Education and Administration throughout our 12 member municipalities. In addition to representing and liaising for the region at the provincial level and accomplishing the required activities under the Education and Regional Coordinator contracts with Divert NS, some focus areas included:

Education

- Exit 9 Hwy 103 Carpool lot Litter Reduction Pilot Project. A sign and bag dispenser have been installed and instructed users to take a bag, fill it up and take it home. If the pilot is effective, more sites will be considered.
- Collaboration with Scotian Shores group to clean up Ghost Fishing Gear and other litter on our beaches and coastlines. This group of volunteers does the clean up and we work with the municipalities for disposal of what is collected. At Cape Sable (Cape Sable Island, Barrington) they have removed over 75,000 pounds of gear including over 1250 lobster traps!
- An on-going Social Media campaign aims to reduce litter and educate on proper waste management. Posts are an additional and effective way to reach more of our residents and businesses (What Goes Where Wednesday, Let's Be Clear Litter Doesn't Belong Here and many more).
- Outreach to educate MJSB residents and businesses on the changes to organics collection (no plastic-like bags in the cart and fast-food packaging as garbage)
- Assisting municipal By-law Enforcement staff to achieve compliance.

Administration

- Continuing to work with the province to work towards implementing Extended Producer Responsibility for Printed Paper and Packaging (EPR for PPP). Once implemented over the next several years, municipalities will get paid by the manufacturer to manage their products.
- Working with the Province to mitigate the impact to municipalities with the coming ban on pressure treated lumber. New methods will be required to keep pressure treated timber separate from other wood and be sent for disposal/diversion at Municipal Solid Waste landfills rather than Construction & Demolition (C&D) Disposal sites. Additional changes for some units, will be to have a site operating permit for facilities that process, store or transfer C&D. Currently only disposal sites require.
- Working with units to report Datacall (comprehensive reporting to the Province on full cost accounting for management of solid waste) information in the new system. This reporting is critical to obtaining Diversion Credits and Dairy Funding. It is expected that the new system will allow us to access reports for comparing municipalities costs and performance once the data is tabulated.
- In-depth reporting of fluid milk packaging managed to maximize funding to Region 6 units.

Christine H McClare
Regional Coordinator
Dec 9, 2022



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: January 10, 2023

Subject: Grants and Contributions Policy RCOFN-012.00 Amendment

LEGISLATIVE AUTHORITY

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

RECOMMENDATION

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

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐
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It was requested that more information be provided within the policy for the Canada Community Building Fund and its requirements. Specifically, the Municipality's ability to provide funds in advance of projects being completed, giving community groups a better opportunity to participate in the grant process.

DISCUSSION

Staff have reviewed the agreement with the Province regarding the Canada Community Building Fund (former Gas Tax) and have spoken with provincial coordinators to determine best practices for advancing grant payments.

Though, the agreement does not specially indicate the process of releasing funds, it is within the province of Nova Scotia's best practices to receive all receipts and proof of payment from grantees before releasing the funds. The province does allow for an advance of grants up to 50% of the grant value, with the stipulation that grantees provide proof of payments to vendors and a report of all expenses to ensure they are eligible for the program.

At this time, the Municipality has previously provided organizations with up to 75% of the approved grant value in advance to assist in payment to vendors to complete projects. Staff are recommending that this process be added to the Grants and Contributions Policy RCOFN-012.00 to keep a fairness across all grantees. The updated policy, includes a description of the requirements to request an advance, including copies of quotes to ensure that the grant will be used as intended.

NEXT STEPS

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

FINANCIAL IMPLICATIONS

There will be no additional financial implications to providing clarity on advancements for grantees. These advances will be included in the budgeted grant amount each year and will still be expensed by the Municipality within the same fiscal year.

ALTERNATIVES

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

ATTACHMENTS

RCOFN-012.00 Grants and Contribution Policy – Amended December 19, 2022

CHIEF ADMINISTRATIVE OFFICER REVIEW

The amendment to the policy was created due to the hardship of some of our community groups in having the ability / cash flow to cover the cost of a capital related project only to be reimbursed by the Municipality after all the expenses are paid. This is good rationale from a financial perspective but indirectly prevents some groups from applying as they do not have the up-front funds as noted.

An advanced transfer of the grant to the organization does pose a risk to the municipality but I believe we have adequate safeguards or controls in place within the policy to mitigate that risk from becoming a reality. The most obvious risk would be that the Municipality would forward the grant in advance and the community group does not proceed with the project and we must

collect the advanced payment. In addition to the safeguards within the policy many times staff and or Council have an existing relationship and high level of awareness of the community group, their project and ability to carry it out prior to the application being approved.

I support the recommendation.

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

Report Approved by: 
Mark Phillips, Chief Administrative Officer

1.0 PURPOSE

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

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

2.0 POLICY OBJECTIVE

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

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

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

3.0 AUTHORITY

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

4.0 ORGANIZATIONAL ELIGIBILITY

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

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

Heritage Property Act

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

5.0 TYPES OF GRANTS OR CONTRIBUTIONS AND MAXIMUM FUNDING ALLOCATION

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

5.1 Operating Grants

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

5.2 Community Capital Project Grants

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

GRANTS AND CONTRIBUTIONS POLICY

social, heritage, and recreation facilities and/or equipment ~~for projects under \$2,500.~~

- *Funding will not be granted to purchasing recreation equipment that the Municipality can reasonably expect individuals or groups to buy for themselves.*
- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.

5.3 Public Safety Grants

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

5.4 Community Recreation Program Grants

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

5.5 Community Event Grants

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

5.6 Special Events Operations & Promotion Grants

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

5.7 Leadership Grants

- Maximum Contribution \$1,000

GRANTS AND CONTRIBUTIONS POLICY

- Grants available for recreation groups seeking help to provide supervision and leadership to implement a program.
- Wanting to have representatives attend leadership training that will improve the function of the group or the quality of leadership.

5.8 Sponsorship Advertising/Donation of Prizes Requests

- Maximum contribution per organization per year \$100. Grants will only be awarded to the extent the current fiscal budget permits.
- To ~~assist with~~[provide assistance for](#) advertising to local not-for-profit organizations for projects, events or initiatives that benefit residents and are within the mandate of the Municipality.

5.9 Youth Travel Assistance

- Maximum Contribution Limits apply – Grants will only be awarded to the extent that the current fiscal budget permits.
- The Youth Travel Assistance Grant Program applies to residents of the West Hants Regional Municipality, 22 years of age or under, involved in non-profit minor sports or cultural activities, who have qualified to compete in sport championships/cultural events.

5.10 Community Trail Funding Program

- Maximum contribution - \$2,500
- The trail funding program supports community organizations in the maintenance and development of trails for public use.

5.11 Major Capital Project Grants

- To ~~assist with~~[provide assistance for](#) the expansion or improvement of an indoor or outdoor cultural, social, heritage and recreation facilities and/or equipment for capital projects
- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.
- Depending on the funding source identified by staff, additional requirements may be necessary to maintain eligibility.
 - Canadian Community Building Fund requirements:
 - [Agreement to abide by the Municipal agreement with the Province of Nova Scotia, which includes ensuring all costs of the project are eligible, Municipal and Provincial procurement practices are followed, and final report submission is made to the Municipality by March 31st of the fiscal year the grant was approved.](#)
 - [Under special request the Municipality can extend up to 75% of the approved grant value in advance of the](#)

GRANTS AND CONTRIBUTIONS POLICY

project being completed.

- A written request with project quotes must be provided to receive a grant advance.
- Receipt of payments made to vendor must be provided to the Municipality for filing with the Province.
- ~~Agreement to abide by the Municipal agreement with the Province of Nova Scotia, which includes having the ability to pay for the project before reimbursement from the Municipality~~
- Community Energy Systems - \$2,500 limit
- Cultural Infrastructure - \$5,000 limit
- Tourism Infrastructure - \$5,000 limit
- Recreational Infrastructure - \$5,000 limit
- Broadband Connectivity - \$5,000 limit
- Trails - \$2,500 limit

5.12 Recreation Facility Capital Investment Project Grants

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

GRANTS AND CONTRIBUTIONS POLICY

the Province of Nova Scotia, which includes ensuring all costs of the project are eligible, Municipal and Provincial procurement practices are followed, and final report submission is made to the Municipality by March 31st of the fiscal year the grant was approved.~~having the ability to pay for the project before reimbursement from the Municipality.~~

- Under special request the Municipality can extend up to 75% of the approved grant value in advance of the project being completed.
 - A written request with project quotes must be provided to receive a grant advance.
 - Receipt of payments made to vendor must be provided to the Municipality for filing with the Province.

5.13 In-kind Contributions

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

6.0 FUNDING ELIGIBILITY

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

- 6.1 There can only be maximum of two applications per organization per fiscal year.
- 6.2 Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project, or service. The West Hants Regional Municipality should not be considered as a primary source of funding for the organization. (This Section 6.2 is not applicable to those applicants who provide volunteer services on behalf of the Municipality in lieu of the Municipality providing the services directly, e.g., Volunteer Fire Societies.)
- 6.3 Funding requests can be defined as events/projects/programs which support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, safety, and/or health activities for a specific or general demographic or geographic group.

GRANTS AND CONTRIBUTIONS POLICY

- 6.4 Requests for financial assistance for events of a Municipal, Provincial, or National significance which would be expected to bring economic and/or public relations benefit to the Municipality.
- 6.5 The applicant must demonstrate a commitment to all the following principles:
- a) Accessibility (open to all Municipal residents)
 - b) Effectiveness (funding supports specific Municipal goals or objectives)
 - c) Accountability (through sound management and financial practices)
- 6.6 Requests for financial assistance for the Recreation Facility Capital Investment Project must submit audited financial statements for three consecutive years prior to the application year. Requests for financial assistance under this category must also submit details of all funding sources.

7.0 GENERAL INFORMATION

- 7.1 Municipal Council sets the funding limits and annual budget allotments within this Grants and Contributions Policy.
- 7.2 Applicants will complete the appropriate Municipal application form and supply the requested documentation.
- 7.3 Application deadlines and expiry periods may apply.
- 7.4 All applications except for youth travel and sponsorship/donations are approved by Council and applicants will be notified by letter of approval or denial. The letter will state any terms and conditions that apply to the grant approvals.
- 7.5 Applications for youth travel and sponsorship/donations are reviewed and approved by either the Director of Community Development or the Chief Administrative Officer.
- 7.6 Applicants should demonstrate community support, fundraising efforts, and efficient use of resources, sound business practices, and development of volunteers.

GRANTS AND CONTRIBUTIONS POLICY

- 7.7 A financial statement and pertinent documentation must be filed with the Municipality annually.
- 7.8 The Municipality reserves the right to deny any application it deems not within its mandate.
- 7.9 All proposed work must comply with Municipal, Provincial and Federal regulations.
- 7.10 The following are the evaluation criteria that will be applied when reviewing grant applications:
- a. Project/program fits within the mandate (vision/mission) of the Municipality.
 - b. The organization is a not-for-profit and in good standing with the Registry of Joint Stock Companies.
 - c. The application is for a program, event, facility is for public community purpose.
 - d. A financial need is demonstrated.
 - e. The organization is sourcing other funding partners.
 - f. The project is economical.
 - g. The project/program brings value to the residents of the Municipality.
 - h. The funding provided by the Municipality will enable the organization to leverage dollars from other funding agencies.
 - i. The facility, program or event provides a good return on investment.
 - j. The applicant has demonstrated that they will recognize the Municipality's contribution.
 - k. The organization has demonstrated long-term sustainability.
 - l. The applicant has demonstrated its own commitment to the project (i.e., In-kind donations, financial contribution etc.)
- 7.11 Individuals are not eligible for funding under the Grants and Contributions Policy except with written authorization through recognized organizations or where legislation allows the Municipality to do so.

GRANTS AND CONTRIBUTIONS POLICY

- 7.12 Funding will not be provided to offset accumulated deficits or funding shortfalls. Funding consideration is based only on budgeted revenues and expenditures in the year for which the assistance is requested.
- 7.13 The applicant organization must spend or allocate grant funding within the current fiscal year for which it has been approved and for the sole purpose under which it has been granted unless approved by the Municipality.

8.0 APPLICATION PROCESS

- 8.1 Requests for funding under this program must be submitted on or before the third Thursday in February annually. Public notification will be provided of the submission date and requirements for all grant programs.
- 8.2 All applications must be accompanied by the required documentation to be considered complete when received.
- 8.3 Incomplete or late applications received after the deadlines set by Administration may not be processed.
- 8.4 Applicants receiving a grant or contribution under the Grants and Contributions Policy will not be eligible to receive a grant or contribution under any other grant program established by Council in the same fiscal year. This does not apply to organizations exempted under the Property Tax Exemption policy.

9.0 GENERAL TERMS

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

10.0 THE ROLE OF ADMINISTRATION

GRANTS AND CONTRIBUTIONS POLICY

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

11.0 RELATED PROGRAMS & INFORMATION

- 11.1 Youth Travel Assistance Program Guidelines
- 11.2 Community Trail Funding Program Guidelines
- 11.3 Community Development In-kind Contribution Grant
- 11.4 Grants to Recognized Fire Services
- 11.5 Registered Heritage Properties Grant

12.0 REPEAL

GRANTS AND CONTRIBUTIONS POLICY

- 12.1 The Grants and Contribution Policy, RCOFN-012.00, dated October 25, 2022, is hereby repealed.

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

Deanna Snair
Municipal Clerk

Adoption	
<i>Notice to Council:</i>	<i>Date: November 10, 2020</i>
<i>Approval:</i>	<i>Date: November 24, 2020</i>
<i>Description:</i> Initial approval of the Grants and Contribution Policy, RCOFN-012.00.	
Adoption	
<i>Notice to Council:</i>	<i>Date: October 11, 2022</i>
<i>Approval:</i>	<i>Date: October 25, 2022</i>
<i>Description:</i> First Amendment to include the Recreation Facility Capital Investment Project Grant with a maximum of up to \$50,000 per qualifying organization per calendar year.	



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: 
Shelleena Thornton, Municipal Operations Supervisor

Date: January 10, 2023

Subject: Brooklyn Fire Department (BFD) – Pumper-Tanker additions/alterations and over-budget/additional equipment purchase – Supplementary Recommendation Report

LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c. 18 - Section 65(a) – Authorized Municipal Expenditures

Fire and Emergency Services Policy (WHRM), Sections 8 & 9 – Financial Matters and Procurement Practices

RECOMMENDATION

... that Committee of the Whole recommends that Council approve all requested reimbursements and budget overruns associated with the Brooklyn Fire Department's Pumper/Tanker apparatus alterations/additions and equipment purchases, at a value of \$24,356.88 (which includes net tax).

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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At the November 24, 2020 Council meeting, Council approved the purchase of a 2,000 Imperial Gallon Pumper-Tanker fire apparatus for Brooklyn Fire Department at a cost of \$1,082,491.55.

At the March 8, 2022 Committee of the Whole meeting, the attached report was presented to the committee identifying the necessary equipment to outfit the apparatus (which was not included in the budget, tender nor a previous reports to Council).

At the March 22, 2022 Council meeting, Council approved \$74,794.18 plus applicable net taxes for the equipment identified in the list to outfit the apparatus.

Equipment Purchase for New Pumper Tanker Brooklyn Fire Dept.

MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR SHERMAN THAT COUNCIL APPROVE \$74,794.18 PLUS HST FOR EQUIPMENT AS IDENTIFIED IN THE ATTACHED LIST TO OUTFIT BROOKLYN FIRE DEPARTMENT'S 2000 IMPERIAL GALLON PUMPER-TANKER FIRE APPARATUS. MOTION CARRIED

DISCUSSION

Brooklyn Fire Department took possession of the pumper-tanker in June 2022.

Before taking possession of any new apparatus, a final inspection at the manufacturing facility is required. Upon final inspection, it was identified that some components were needed and were not identified within the specifications of the Request for Proposals.

BFD's Fire Chief and Truck Committee members requested the following revisions:

- Four steps added to all four cab doors and hose bed covers.
 - The manufacturer met the tender specifications; however, it wasn't until the final inspection that it was recognized by BFD members that the steps were too high for members dressed in bunker gear to get into the truck. The hose bed covers and hose flex lite suction were inadvertently omitted in BFD's specifications within the Request for Proposals but required.

BFD is seeking reimbursement for the alterations/additions to the apparatus plus the following equipment and tools:

- Those listed in the March 22, 2022 report that came in over their quoted amounts, and
- for additional equipment and tools they purchased to outfit the pumper-tanker that were not on the original list.

The Brooklyn Fire Service and its administration has received training on Municipal procurement. This included both being aware of not procuring un-budgeted items or having to first seek approval from Council on budgeted capital items which exceed the approved value once quotes are received. The service felt the overruns were a priority for various reasons as noted above and proceeded with the purchases using their quarterly operating budget funds to pay for these items and are now requesting Council's consideration for reimbursement.

FINANCIAL IMPLICATIONS

2022/23 Capital Budget – BFD – Pumper-Tanker 1 Equipment

Approved Budget	\$74,794.18
Non-Recoverable Tax (4.29%)	\$3,208.67
Total	\$78,002.85
Cost of All Equipment Purchased	\$98,198.31
Non-Recoverable Tax (4.29%)	\$4,161.43
Total	\$102,359.74
Variance (over estimate)	(\$24,356.89)

During budget deliberations these items were funded through a combination of the Municipal Fire Services Reserve and the Municipal Operating Reserve. These reserves have the capacity to support the additional amount up to \$24,356.88. However, a number of Brooklyn Fire items have been funded through the Fire Services Reserve this year, and it would be advisable to use the operating reserve for this over-budgeted amount to ensure that other departments are able to access the Municipal Fire Services Reserve when needed. Below please find the current balances expected for March 31, 2023.

	<i>Municipal Fire Services Reserve</i>	<i>Municipal Operating Reserve</i>
<i>Beginning Balance (April 1, 2022)</i>	\$60,378	\$659,453
<i>Budgeted Additions (2022-23)</i>	+ \$50,000	+ \$2,003,935
<i>Budgeted Withdraws (2022-23)</i>	- \$21,698	- \$300,353
	<i>Additional Approved Withdraws</i>	
<i>Boundary Review</i>		- \$11,116
<i>Vehicle Lift</i>		- \$7,323
<i>Estimated Ending Balance (March 31, 2023)</i>	<i>\$88,680</i>	<i>\$2,344,596</i>

NEXT STEPS

Staff will proceed with Council's direction.

ALTERNATIVES

- Besides the full amount, Council may opt to approve only a portion(s) of the expenditure(s):
 - \$6,034.25 over-expenditure from the equipment/tool list approved at the March 22, 2022 Council meeting; and/or,

- \$9,141.41 over-expenditure for only the alterations/additional items made to the pumper/tanker fire apparatus (steps, hose bed covers and suction); and/or,
- \$12,178.44 over-expenditure which equates to 50% of the total expenditures.
- Council may choose to not approve any of the over-budget expenditures.

ATTACHMENTS

- March 8, 2022 *“Equipment Purchase for New Pumper-Tanker, Brooklyn Fire Dept – Recommendation Report”*
- Additional list of tools/equipment and their respective costs that were not identified on the original March 22, 2022 list.

CHIEF ADMINISTRATIVE OFFICER REVIEW

As noted above, since the original approval to purchase the apparatus there have been additional stages of evaluation, pricing and approvals for the various components required to outfit the truck. It is unfortunate that the proper approval process was not carried out before making the purchases highlighted. Fire service administration and Operations Supervisor Thornton have revisited the existing procurement policy for awareness and to highlight the need for compliance moving forward. In addition, follow-up training and communications are scheduled with the Fire Service Administration through Supervisor Thornton and Acting Director Gibson.

There are alternatives noted above for Council to consider. Pending Council’s discussion, the overrun can be accounted for within the operating BFD Fire Budget as an overrun creating deficit or offset by a surplus (part or whole of the overrun) should one develop at year-end, by the WHRM operating reserve as noted in the report or through Department efforts most likely in the form of fundraising.

I support the recommendation as noted in the report.

Report Prepared by: 
Shelleena Thornton, Municipal Operations Supervisor

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

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

Report Approved by: 
Mark Phillips, CAO



Committee of the Whole Excerpts
March 8, 2022

Equipment Purchase for New Pumper Tanker, Brooklyn Fire Dept

At the November 24, 2020, Council meeting, Council supported the acquisition of the 2000 Imperial Gallon Pumper-Tanker Fire Apparatus Purchase for the Brooklyn Fire Dept at a cost of \$1,082,491.55. This apparatus is expected to arrive in May 2022. The apparatus purchase approved in 2020 excluded equipment. In order to outfit the apparatus, equipment needs to be sourced now so as to arrive around the same time, mid-May.

The recommended motion was that Committee of the Whole recommend that ...

COUNCIL APPROVE \$74,794.18 PLUS HST FOR EQUIPMENT AS IDENTIFIED IN THE ATTACHED LIST TO OUTFIT BROOKLYN FIRE DEPARTMENT'S 2000 IMPERIAL GALLON PUMPER-TANKER FIRE APPARATUS.



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: 
Shelleena Thornton, Municipal Operations Supervisor

Date: March 8, 2022

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

LEGISLATIVE AUTHORITY

MGA Section 65(a) – Authorized Municipal Expenditures

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

RECOMMENDATION or DECISION REQUEST

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

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

BACKGROUND

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

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

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

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

DISCUSSION

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

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

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

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

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

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

NEXT STEPS

Contact the vendors and order the equipment.

FINANCIAL IMPLICATIONS

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

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

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

ALTERNATIVES

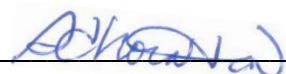
The recommendation may not be supported; however, this is not staff's recommendation as the apparatus requires equipment to function as intended.

ATTACHMENTS

- Equipment Listing

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Report Prepared by: 
Shelleena Thornton, Municipal Operations Supervisor

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

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

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

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

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

Supplier	Invoice Number	Requested Qty	Description	Estimated Price	Price	Quantity	Subtotal	Freight	Net Tax	Total	NOTES / Model information						
Spartan Gladiator Pumper/Tanker # 1 - Original Requested Equipment																	
Drivers/Officers Cab																	
Nova Communications	00040898	1	TMR2 Mobile Radio XTL2500 & Programming	\$	1,985.00	\$	1,324.00	1	\$	1,324.00	\$	56.80	\$	1,380.80	Motorola XPR5550e		
Nova Communications	00041400	1	VHF Mobile Radio	\$	1,320.00	\$	6,929.00	1	\$	6,929.00	\$	-	\$	297.25	\$	7,226.25	These were discontinued so got next model up which will be compatible with TMR3s when they become effective by Province
Nova Communications	00041026 & 00039379	1	VHF Portable	\$	1,750.00	\$	4,047.20	1	\$	4,047.20	\$	-	\$	173.62	\$	4,220.82	
Apple	PO 296461	1	I-pad	\$	1,000.00	\$	1,045.62	1	\$	1,045.62	\$	-	\$	28.34	\$	1,073.96	No Tax calculated for the USD invoice.
NA	NA	1	SCBA with Mask	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-	Transferred from Rescue 11
Cummings Fire & Safety Equipment	C78632	2	Traffic Vests	\$	48.00	\$	23.95	2	\$	47.90	\$	-	\$	2.05	\$	49.95	
Porter's Custom Trophy & Engraving	0439	1	Accountability Card	\$	20.00	\$	20.00	1	\$	20.00	\$	-	\$	0.86	\$	20.86	
K&D Pratt	209820	1	Vulcan 180 Stream Light with charging station	\$	250.00	\$	250.32	1	\$	250.32	\$	-	\$	10.74	\$	261.06	
Nova Fire Equipment	22173	1	Reveal FirePRO X Manual TIC	\$	975.00	\$	975.00	1	\$	975.00	\$	-	\$	41.83	\$	1,016.83	
				\$	7,348.00			\$	14,639.04	\$	-	\$	611.50	\$	15,250.54		
Crew Cab																	
NA	NA	4	SCBA's	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-	Transferred from Rescue 11
Nova Communications	00041026 & 00039379	2	VHF Portable radios	\$	3,500.00	\$	4,047.20	2	\$	8,094.40	\$	-	\$	347.25	\$	8,441.65	Motorola
Nova Fire Equipment	22561	1	Set of Irons/Flat Head Axe with New York Pro Bar 30 inch Halligan	\$	505.00	\$	565.00	1	\$	565.00	\$	-	\$	24.24	\$	589.24	Includes Mounts
NA	NA	1	TIC	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-	Transferred from Rescue 11
K&D Pratt	209820	2	Vulcan 180 Stream Light with charging station	\$	500.63	\$	250.32	2	\$	500.64	\$	-	\$	21.48	\$	522.12	
Nova Fire Equipment	22173	4	Firefighter Streamlights Knucklehead	\$	360.00	\$	90.00	4	\$	360.00	\$	-	\$	15.44	\$	375.44	
K&D Pratt	209820	3	Traffic wands-Red and Green	\$	210.26	\$	70.09	3	\$	210.27	\$	-	\$	9.02	\$	219.29	Red & Green version
Cummings Fire & Safety Equipment	C78632	4	Traffic Vests	\$	96.00	\$	23.95	4	\$	95.80	\$	-	\$	4.11	\$	99.91	Safety required
Nova Fire Equipment	22238 & 22174	1	Medical Bag with all required equipment	\$	800.00	\$	694.75	1	\$	694.75	\$	35.52	\$	31.33	\$	761.60	Entire Kit
				\$	5,971.89			\$	10,520.86	\$	35.52	\$	452.87	\$	11,009.25		
Pump Panel																	
Nova Fire Equipment	22351	1	Driver Side: Jumbo BIV Short 6.0 in Male x 6.0 in Female AQ8NX-NX-PS	\$	3,050.00	\$	2,175.00	1	\$	2,175.00	\$	101.37	\$	97.66	\$	2,374.03	
Nova Fire Equipment	22351	1	Passenger Side: 6.0 in Female x 5.0 in Storz (30 degree angle)	\$	350.00	\$	1,645.00	1	\$	1,645.00	\$	-	\$	70.57	\$	1,715.57	
				\$	3,400.00			\$	3,820.00	\$	101.37	\$	168.23	\$	4,089.60		
Transverse Lines/Bumper Line																	
Nova Fire Equipment	22173	3	1 3/4 in Nozzle	\$	1,650.00	\$	550.00	3	\$	1,650.00	\$	22.41	\$	71.75	\$	1,744.16	
Nova Fire Equipment	22173	1	2 1/2 in Nozzle	\$	925.00	\$	935.00	1	\$	935.00	\$	-	\$	40.11	\$	975.11	
Cummings Fire & Safety Equipment	C78633	550 ft	1 3/4 in Hose	\$	2,829.09	\$	277.85	11	\$	3,056.35	\$	-	\$	131.12	\$	3,187.47	
Cummings Fire & Safety Equipment	C78633	200 ft	2 1/2 in Hose	\$	1,472.84	\$	395.73	2	\$	791.46	\$	-	\$	33.95	\$	825.41	
				\$	6,876.93			\$	6,432.81	\$	22.41	\$	276.93	\$	6,732.15		
Left # 1 Compartment																	
NA	NA	1	1 3/4 in nozzle	\$	257.00	\$	-	0	\$	-	\$	-	\$	-	\$	-	
Cummings Fire & Safety Equipment	C79635	1	6 in female master intake to 5 in Storz	\$	356.00	\$	356.00	1	\$	356.00	\$	-	\$	15.27	\$	371.27	
NA	NA	1	2 1/2 in nozzle	\$	925.00	\$	-	0	\$	-	\$	-	\$	-	\$	-	Not received? Listed on Nova Communications invoice 22197
Cummings Fire & Safety Equipment	C78633	2	50 foot lengths of 5 in LDH	\$	1,492.36	\$	746.18	2	\$	1,492.36	\$	-	\$	64.02	\$	1,556.38	
Cummings Fire & Safety Equipment	C78633	2	25 foot lenths of 5 in LDH	\$	1,022.98	\$	511.49	2	\$	1,022.98	\$	-	\$	43.89	\$	1,066.87	
Nova Fire Equipment	22172	2	5 in to 4 in adaptors	\$	610.00	\$	360.00	3	\$	1,080.00	\$	-	\$	46.33	\$	1,126.33	
Nova Fire Equipment	22172	1	Large Storz wrench's/spanners with Mounts (set of 4)	\$	237.00	\$	179.00	1	\$	179.00	\$	-	\$	7.68	\$	186.68	Comes with Mounts (other don't)
NA	NA	3	Small spanners with Mounts	\$	90.00	\$	-	0	\$	-	\$	-	\$	-	\$	-	Comes with Mounts (other don't)
NA	NA	1	Rubber Mallet	\$	17.00	\$	-	0	\$	-	\$	-	\$	-	\$	-	
K&D Pratt	214861	1	Ram XD Rapid Attack Monitor	\$	2,270.00	\$	2,875.49	1	\$	2,875.49	\$	-	\$	123.36	\$	2,998.85	Tip may be missing
K&D Pratt	214861	1	1 3/4 Straight Bore Nozzle	\$	635.49	\$	635.49	1	\$	635.49	\$	-	\$	27.26	\$	662.75	
				\$	7,912.83			\$	7,641.32	\$	-	\$	327.81	\$	7,969.13		
Hydrant Box Left #1 Compartment																	
Cummings Fire & Safety Equipment	C79635	1	Hydrant front steamer 4.5 inch connection with 5 in Storz	\$	280.00	\$	280.00	1	\$	280.00	\$	-	\$	12.01	\$	292.01	
NA	NA	1	5 inch storz to 4 in storz adaptor	\$	305.00	\$	-	0	\$	-	\$	-	\$	-	\$	-	
Nova Fire Equipment	22172	1	5 in storz to 2 1/2 female adaptor	\$	237.00	\$	284.00	1	\$	284.00	\$	-	\$	12.18	\$	296.18	
Nova Fire Equipment	22172	2	Large Storz spanners with mounts	\$	147.50	\$	127.50	1	\$	127.50	\$	-	\$	5.47	\$	132.97	Comes with Mounts (other don't)
NA	NA	1	2 1/2 in gate valve	\$	480.00	\$	-	0	\$	-	\$	-	\$	-	\$	-	
NA	NA	2	Small spanners with mounts	\$	60.00	\$	-	0	\$	-	\$	-	\$	-	\$	-	Comes with Mounts (other don't)
Princess Auto	Trans # 5342	1	Rubber Mallet	\$	17.00	\$	9.99	1	\$	9.99	\$	-	\$	0.43	\$	10.42	
NA	NA	1	Hydrant Wrench	\$	60.00	\$	-	0	\$	-	\$	-	\$	-	\$	-	
				\$	1,586.50			\$	701.49	\$	-	\$	30.09	\$	731.58		
Left # 2 and # 3 Compartment																	
Nova Fire Equipment	22237	1	Cable / Bolt Cutters	\$	70.00	\$	205.00	1	\$	205.00	\$	-	\$	8.79	\$	213.79	Mid-price due to longevity. Blade strength
K & D Pratt	209820	1	Dry wall hook	\$	97.08	\$	97.08	1	\$	97.08	\$	-	\$	4.16	\$	101.24	
K & D Pratt	209820	1	Pick or bad axe	\$	77.19	\$	77.19	1	\$	77.19	\$	-	\$	3.31	\$	80.50	
K & D Pratt	209820	1	Flat head axe	\$	77.19	\$	77.19	1	\$	77.19	\$	-	\$	3.31	\$	80.50	
Cummings Fire & Safety Equipment	C78632	1	Sledge Hammer	\$	59.00	\$	59.00	1	\$	59.00	\$	-	\$	2.53	\$	61.53	
NA	NA	1	Chimney Bar with "D" ring	\$	75.00	\$	-	0	\$	-	\$	-	\$	-	\$	-	
Windsor Home Hardware	502037	1	Flat Shovel	\$	22.00	\$	15.99	1	\$	15.99	\$	-	\$	0.69	\$	16.68	
NA	NA	1	Round mouth Shovel	\$	24.00	\$	-	0	\$	-	\$	-	\$	-	\$	-	
NA	NA	1	Large Broom	\$	26.00	\$	-	0	\$	-	\$	-	\$	-	\$	-	
Nova Fire Equipment	22237	1	Set of Irons/Flat Head Axe with New York Pro Bar 30 inch Halligan	\$	505.00	\$	558.00	1	\$	558.00	\$	-	\$	23.94	\$	581.94	Includes the Mounts
				\$	1,032.46			\$	1,089.45	\$	-	\$	46.74	\$	1,136.19		
Left # 4 Compartment																	
K & D Pratt	209820	1	Electric Positive Pressure Fan	\$	6,605.17												

Nova Fire Equipment	22172	1	Hard Suction Drafting Float Dock	\$	1,030.00	\$	1,110.00	1	\$	1,110.00	\$	41.82	\$	49.41	\$	1,201.23
Nova Fire Equipment	22172	1	Hard Suction Porta-Tank attachment with Jet Siphon	\$	690.00	\$	835.00	1	\$	835.00	\$	-	\$	35.82	\$	870.82
Nova Fire Equipment	22172	1	Hard Suction Strainer	\$	270.00	\$	318.00	1	\$	318.00	\$	-	\$	13.64	\$	331.64
NA	NA	1	5x5x5 Storz LDH	\$	3,550.00	\$	-	0	\$	-	\$	-	\$	-	\$	-
				\$	6,252.32											
				\$		\$			\$	2,713.00	\$	63.25	\$	119.10	\$	2,895.35

Right # 4 Compartment																
Green Diamond Equipment	2183187	1	Chain Saw Stihl MS 250	\$	459.95	\$	429.99	1	\$	429.99	\$	-	\$	18.45	\$	448.44
Nova Fire Equipment	22561	1	Roof/Rescue Vent Saw Stihl MS 461 RS	\$	1,999.95	\$	2,055.00	1	\$	2,055.00	\$	21.00	\$	89.06	\$	2,165.06
NA	NA	1	Jug for Mixed Fuel	\$	15.00	\$	-	0	\$	-	\$	-	\$	-	\$	-
NA	NA	6	Jugs of Foam	\$	N/A	\$	-	0	\$	-	\$	-	\$	-	\$	-
				\$	2,474.90											
				\$		\$			\$	2,484.99	\$	21.00	\$	107.51	\$	2,613.50

Top of Hose Bed																
Cummings Fire & Safety Equipment	C78633	1000	Feet of 5 inch LDH	\$	13,250.00	\$	1,173.71	10	\$	11,737.10	\$	-	\$	503.52	\$	12,240.62
Cummings Fire & Safety Equipment	C78633	800	Feet of 2 & 1/2 inch Hose	\$	6,800.00	\$	395.73	16	\$	6,331.68	\$	-	\$	271.63	\$	6,603.31
Cummings Fire & Safety Equipment	C78633	400	Feet of 1 & 3/4 inch Hose	\$	2,440.00	\$	277.85	8	\$	2,222.80	\$	-	\$	95.36	\$	2,318.16
				\$	22,490.00											
				\$		\$			\$	20,291.58	\$	-	\$	870.51	\$	21,162.09

Higher priced one due to when can get it
Mid price due to when can get it and currently running it

Miscellaneous Items																
NA	NA	1	Roll of Fire Tape	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-
NA	NA	8	Safety Glasses	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-
NA	NA	1	Box of Garbage Bags	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-
NA	NA	1	Roll Paper Towel	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-
NA	NA	3	Teddy Bears	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-
NA	NA	2	Blankets	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-
NA	NA	2	Hand Sanitizer	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-
NA	NA	1	Package of 9V Batteries	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-
NA	NA	1	Box of Medical Gloves (Sm, Md, Lrg)	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-
NA	NA	1	Box of Face Masks	\$	-	\$	-	0	\$	-	\$	-	\$	-	\$	-
				\$	76,341.58											
				\$		\$			\$	79,816.91	\$	779.13	\$	3,441.06	\$	84,037.10

Spartan Gladiator Pumper/Tanker # 1 - Additional Items Purchased														
Nova Fire Equipment	22172	Universal Wrenchs	\$	153.00	3	\$	459.00	\$	-	\$	19.69	\$	478.69	No actual invoice, so cannot break out tax.
Quality Machining Services Ltd.	55545	Remove & Install new cap	\$	40.00	1	\$	40.00	\$	-	\$	1.72	\$	41.72	
Pumped & Wired Emergency Vehicles Ltd.	1737	Item # 1737	\$	778.06	1	\$	778.06	\$	-	\$	-	\$	778.06	
Sticker Hut	1605	Laminated Decals & Design	\$	42.70	1	\$	42.70	\$	-	\$	1.83	\$	44.53	
Carl Thibault	4665	4 Steps and hose bed covers added to apparatus	\$	5,815.00	1	\$	5,815.00	\$	-	\$	249.46	\$	6,064.46	No tax
Nova Communications	00040094	Install n' run cables for old/new radios	\$	1,126.67	1	\$	1,126.67	\$	-	\$	48.33	\$	1,175.00	
Registry of Motor Vehicles	Ref # 00000005	Registry	\$	13.20	1	\$	13.20	\$	-	\$	-	\$	13.20	
Princess Auto	957955	Strapping	\$	49.96	1	\$	49.96	\$	-	\$	2.14	\$	52.10	
FleetReady	17442	Cap for Item on Line #39	\$	189.06	2	\$	378.12	\$	32.36	\$	17.61	\$	428.09	No receipt so can't claim tax rebate.
FleetReady	17520	Hose Flex Lite Suction (missed on tender)	\$	1,475.19	2	\$	2,950.38	\$	-	\$	126.57	\$	3,076.95	
Safety Source	2022-3141	Mount for Item on Line #20	\$	198.91	1	\$	198.91	\$	60.00	\$	11.11	\$	270.02	
Safety Source	NS-00886499	Vanguard Backpack Water Tank, 5 gallon	\$	182.50	1	\$	182.50	\$	-	\$	7.83	\$	190.33	
Amazon	Posted June 27, 2022	No receipt but on Chiefs Visa	\$	19.21	1	\$	19.21	\$	-	\$	-	\$	19.21	
Princess Auto	Trans # 5342	Bungee Cords, platform, etc	\$	28.93	1	\$	28.93	\$	-	\$	1.24	\$	30.17	
Canadian Tire	Trans #24	Misc Tools	\$	301.65	1	\$	301.65	\$	-	\$	12.94	\$	314.59	
Graybar	11953180-00	Hardware to mount equipment	\$	10.13	1	\$	10.13	\$	-	\$	0.43	\$	10.56	
Windsor Home Hardware	498828	Screws, nuts	\$	37.14	1	\$	37.14	\$	-	\$	1.59	\$	38.73	
Tool Mounts Canada	2022-06-168	Trac Loc Pac	\$	18.20	2	\$	36.40	\$	19.36	\$	2.39	\$	58.15	
Canadian Tire	Trans #227	Dewalt 20V Battery and 10" Start	\$	225.98	1	\$	225.98	\$	-	\$	9.69	\$	235.67	
Kent	1656344241785 & 1656435345314	Mounting hardware	\$	26.30	1	\$	26.30	\$	-	\$	1.13	\$	27.43	
Windsor Home Hardware	498399	Nozzle hose, clamps, adapter	\$	44.94	1	\$	44.94	\$	-	\$	1.93	\$	46.87	
NAPA Auto Parts - Windsor	951-677851	Tool set and Power plug outlet	\$	81.58	1	\$	81.58	\$	-	\$	3.50	\$	85.08	
Brooklyn Home Hardware	214349	Powerbar	\$	36.99	1	\$	36.99	\$	-	\$	1.59	\$	38.58	
Windsor Home Hardware	498696	Blade set	\$	37.99	1	\$	37.99	\$	-	\$	1.63	\$	39.62	
Cummings Fire & Safety Equipment	C79569	Wedge, Drum Wrench, Veh bracket for Line Items 6 & 84	\$	91.00	1	\$	91.00	\$	-	\$	3.90	\$	94.90	
Windsor Home Hardware	498230	Chain, cable, alum. Sleeves	\$	8.57	1	\$	8.57	\$	-	\$	0.37	\$	8.94	
Car Quest Auto Parts	7477 476672	Drain container for fuel leaks	\$	19.99	1	\$	19.99	\$	-	\$	0.86	\$	20.85	
Safety Source	NS-00885860	Drum & Pail Wrench	\$	14.50	1	\$	14.50	\$	-	\$	0.62	\$	15.12	
Windsor Home Hardware	498095	Bushings	\$	8.98	1	\$	8.98	\$	-	\$	0.39	\$	9.37	
Windsor Home Hardware	497666	Box, oil, chain med, stihl motomix, crate	\$	86.43	1	\$	86.43	\$	-	\$	3.71	\$	90.14	
Hood Hardware & Automotive Ltd.	295577	Clamps	\$	4.48	1	\$	4.48	\$	-	\$	0.19	\$	4.67	
Nova Fire Equipment	22237	Irons Nest Mounting Bracket	\$	395.00	1	\$	395.00	\$	48.71	\$	19.04	\$	462.75	
Princess Auto	PO 296480	Spray Bottles	\$	3.48	1	\$	3.48	\$	-	\$	0.15	\$	3.63	
Rocky Mountain Phoenix	IN0135509	Asst'd tools & Fireade Foam	\$	3,887.67	1	\$	3,887.67	\$	-	\$	166.78	\$	4,054.45	
			\$	-										
			\$	17,441.84	\$	160.43	\$	720.37	\$	18,322.64				

Total of Original Requested Equipment	\$	76,341.58	\$	79,816.91	\$	779.13	\$	3,441.06	\$	84,037.10
Total of Additional Equipment Purchased	\$	-	\$	17,441.84	\$	160.43	\$	720.37	\$	18,322.64
Total Spent on Equipment (with net tax)	\$	76,341.58	\$	97,258.75	\$	939.56	\$	4,161.43	\$	102,359.74

Budgeted Amount for Truck #1 Equipment (74,794.18 plus net tax at March 22, 2022 meeting)	\$	78,002.85	\$		\$	78,002.85
Variance (over budget)	\$	1,661.27	\$		\$	(24,356.88)

Summary of Actual Expenses				
	Budgeted Amount	Actual Expense	Variance (over budget)	
Originally Requested Equipment Only	\$ 78,002.85	\$ 84,037.10	(6,034.25)	
Additionally Purchased Equipment Only	\$ -	\$ 18,322.64	(18,322.64)	
All Equipment Purchased	\$ 78,002.85	\$ 102,359.74	(24,356.88)	
Apparatus Steps and hose bed covers only	\$ -	\$ 9,141.41	(9,141.41)	
50% of the total of "All Equipment Purchased"		\$ (12,178.44)		



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by:


Shelleena Thornton, Municipal Operations Supervisor

Date: January 10, 2023

Subject: Supply of a Rescue Engine to Windsor Fire Department (WFD) Tender Award WHRMAD22-03A

LEGISLATIVE AUTHORITY

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

WHRM Procurement & Tendering Policy, Section 4 – Purchasing Authority

RECOMMENDATION or DECISION REQUEST

... that Council approves the award of tender WHRMAD22-03A for the supply of a Rescue Engine for Windsor Fire Department (WFD) to the compliant bidder, Techno Feu Inc., at the tendered price of \$1,496,490.36 plus applicable taxes.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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Fire apparatuses are taking approximately two years to manufacture, resulting in the need to tender in advance. Therefore, council approved the advanced tendering of this item during the 2022/23 fiscal year's discussions recognizing that funds would not be expensed until 2023/24.

DISCUSSION

A Request for Proposals was posted on the Nova Scotia Procurement Website on October 20, 2022 and closed on December 1, 2022. Three proposals were received for this two-envelope process.

Envelope #1 – Supplier responds to the criteria and technical component of the RFP.

Envelope #2 – Supplier provides their bid (financial component) to the RFP.

Envelope #1 – Windsor Fire Department's Truck Committee reviewed and evaluated each tender submission based on the specifications outlined in the Request for Proposals. Each were scored independently before meeting collectively for an overall assessment. Only suppliers' whose proposals met a minimum score of 80% had their financial envelope (#2) opened. If they do not pass with at least 80%, their financial envelope is returned to them un-opened. The three bidders were:

<u>Supplier</u>	<u>Technical Score</u>	<u>Financial Bid before taxes</u>
Techno-Feu (E-One)	99.5%	\$1,496,490.36
Safety Source (Pierce)	68.9%	N/A
Rocky Mountain Phoenix (Rosenbauer)	Did not Qualify	N/A

RFP Posted to Procurement	October 20, 2022
RFP Closing Date	December 01, 2022
60 Calendar Days - Expiry of Pricing	January 29, 2023 <i>(next reg. Council Meeting is Jan. 24, 2023)</i>
Days Remaining Before Expiry	20 Days

This one Rescue Engine will replace two fire apparatus; the 1993 EONE Rescue 4 (30 years old), and the 1991 Tactical 4 (32 years old); thereby, also reducing the fleet and associated maintenance costs. The proposal also identifies that the delivery of the proposed apparatus is of 26 months (780 days) from the completion of the prebuild process and approval of the prebuild documents.

Due to the downsizing of the WFD fleet, each apparatus has a specified role in various responses.

- Engine 4 is structural engine,
- Quint 4 is the aerial unit that backs up the Engine,
- Tanker 4 is a water hauler for the non-hydrant areas,
- and currently, the 1993 EONE Rescue 4 is the first unit that responds for motor vehicle accidents of any kind, whether in District 4 or as the auto aid component to District 5, Hantsport or Brooklyn. It is also the water supply unit for structure fires in hydrant areas, or the fill site engine for non-hydrant areas.

This new R4 unit is designed around the Rescue Engine concept which allows a first in unit to arrive with a set of JAWS, personnel, and suppression resources to affect a rescue and potentially

fight a subsequent or simultaneous vehicle fire. Currently, our rescue equipment is carried on two units (Rescue 4 and Tact 4), where all the extrication equipment will be able to be transported on the new Rescue Engine.

The current Rescue 4 is showing its age. There are electrical problems with the vehicle, as well as a pump packing leak that will cost upwards of \$13,000 to repair (though it will still pump, water cannot be drawn from a static water source such as a pond or lake due to a pump vacuum leak). Component parts are hard to come by; a steering box replacement in the last two years put the unit out of service for two weeks while the part was sourced. It also does not boast safety features (proper occupant restraints, anti-roll systems) that new apparatus is equipped with.

The benefits of this unit are the consolidation of units for responses (one truck will carry all the needed gear for accidents), a more reliable and safer unit to respond to both our district and outside same (the current R4 was recently towed back to the station on the way to a motor vehicle accident – it never did make it there but luckily was not required). This unit will also double as a supply pumper on structure fire calls, or as a first due suppression unit in the event of a mechanical issue with Engine 4. It also allows for coverage in the area should Engine 4 and or Quint 4 be committed out of the district on another call.

This right sizes the WFD portion of the WH fleet to 1 Engine, 1 Rescue Engine, 1 Quint, 1 Tanker, boat, off road vehicle and 2 utility vehicles.

FINANCIAL IMPLICATIONS

2024/25 Capital Budget – WFD – Rescue 4

Quoted Received	\$1,496,490.36
Non-Recoverable Tax (4.29%)	<u>\$64,199.44</u>
Total	\$1,560,689.80
Estimated 2023/24 WFD Capital	\$ 1,250,000.00
Variance (over estimate)	(\$310,689.80)

Windsor Fire Department's Rescue Engine fire apparatus would be funded through long-term debt. This truck would be financed over a 15-year period and would have an annual debt servicing cost of \$123,475. Given the 26-month delivery timeline provided by the vendor, this item will not be expensed until the 2024/25 budget, instead of the original plan of 2023/24.

NEXT STEPS

Pending approval of Council, staff will award formal contract to Techno-Feu and issue a PO to proceed with the supply of the Rescue Engine fire apparatus in accordance with their proposal. With the proposed delivery date of this apparatus being identified of at least 26 months, funding would be identified in the 2024/25 capital budget.

ALTERNATIVES

- Council may choose to not award this tender nor proceed with the purchase of the Rescue Engine.
- Council may choose to re-tender this project.
 - If this is the preferred option, substantial changes would need to be made to the RFP in order to re-issue the RFP.
 - If there are no substantial changes to be made to the RFP, it would not be permitted to be re-tendered for at least 9-12 months as per NS Procurement Operations (which would delay the acquisition of the apparatus at least 3-4 years)

Neither of these alternatives are recommended to council.

ATTACHMENTS

No attachments.

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: 
Shelleena Thornton, Municipal Operations Supervisor

Report Reviewed by: _____
Jamie Juteau, Fire Chief Windsor Fire Department

Report Reviewed by: _____
Chris Spencer, Fire Chief Summerville Fire Department
Peter Johnston, Fire Chief Hantsport Fire Department
Ryan Richard, Fire Chief Brooklyn Fire Department

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

Report Approved by: 
Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: Kathy Kehoe, Director Community Development

Date: January 5, 2023

Subject: West Hants Sports Complex Acoustics

LEGISLATIVE AUTHORITY

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

Nova Scotia Accessibility Act 2017

RECOMMENDATION or DECISION REQUEST

That the Committee of the Whole recommends to Council that the \$52,500 originally approved to increase parking capacity in the 2022/23 Capital Budget be re-directed to improve accessibility within the West Hants Sports Complex by improving the sound quality within the rink facility side of the complex.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐
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At the June 28, 2022, West Hants Council meeting the following motion was passed...

MOVED BY MAYOR ZEBIAN AND COUNCILLOR FRANCIS THAT COUNCIL APPROVE FUNDING FOR THE WEST HANTS SPORTS COMPLEX IN THE AMOUNT OF \$52,500.00 TO GRAVEL NEXT TO THE FRONT PARKING LOT TO INCREASE PARKING CAPACITY TO BE FUNDED FROM THE CAPITAL RESERVE. MOTION CARRIED

DISCUSSION

The original request to install an additional gravel parking lot in front of the Sports Complex is now not being recommended by staff as the existing paved parking (front and back of the complex) is sufficient to meet the needs of most programs and events being offered at the Sports Complex.

Regularly staff have received concerns from the users of the facility that have identified very poor sound quality within the rink portion of the facility. Broadcasting by announcers, music during events and public service announcements are challenging for spectators to hear and interpret impacting their quality of experience while at the facility. This has resulted in some users having to leave the space due to the bouncing noise levels, making this facility not fully accessible.

In the spring of 2022 West Hants Municipal Council approved the West Hants Accessibility Plan which identified areas of focus which included the Build Environment: making public buildings, streets, sidewalks, and shared spaces accessible to all. Within the plan it also notes that there are many different types of disabilities, one of which is hearing.

Staff have connected with an acoustic specialist to assist with a recommendation to increase sound absorption within the space with the end goal of making the facility more accessible for all users and making a more enjoyable experience. Acoustic baffles and panels were recommended as a solution to reduce and in some cases eliminate the “echo” and noise. Acoustic baffles and panels are free hanging sound absorption products that are often used to acoustically treat large spaces. By hanging from the ceiling, they reside in a space where sound tends to get “stuck”. This is because there is not anything up that high to absorb or diffuse the sound waves. A sound baffle is any object designed to reduce airborne sound.

Staff are requesting that the funds originally approved for a parking lot expansion to be redirected to improve the sound quality within the rink portion of the facility.

NEXT STEPS

If approved, staff will commence the procurement of acoustic baffles and ceiling panels for the West Hants Sports Complex within this fiscal year. Included in the procurement process will be a recommendation report to Council for the purchase and installation once bids are received and evaluated by staff if the quotes exceed staff’s approval limits.

FINANCIAL IMPLICATIONS

The approximate cost for the procurement of acoustic panels is coincidentally \$52,000 plus hst. The Canada Community Building Funding allows for the purchase of Sports Infrastructure, which includes Acoustic Baffles for arenas and recreation facilities. The \$52,000 has previously

been approved by Council to come from the Canada Community Building Fund. This funding source must be approved by West Hants Regional Council. The current projected March 31, 2023, balance of the West Hants Regional Municipality's CCBF Reserve is \$759,400.31.

ALTERNATIVES

Council can choose not to approve the procurement of acoustic baffles for the West Hants Sports Complex. This is not the course of action recommended but it is within the Council's purview.

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

The proposed project replacement would provide a much-needed improvement to the Sports Complex. The Accessibility Committee recently held their meeting at the Sports Complex and experienced the noise distortion throughout the space.

I support the recommendation.

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

Report Reviewed by: _____
Kevin Bennett, Manager, Parks and Recreation Facilities

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

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer