

WEST HANTS REGIONAL MUNICIPALITY

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

March 14 , 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) 2023-02-14 Committee of the Whole Minutes
7. Presentations
 - a) Annapolis Valley Regional Library CEO Introduction - Julia Merritt
 - b) Hantsport Memorial Community Centre – Melinda Melanson, Brain Bishop, Nic Zamora and Ben Johnson
 - c) Newport Rink Commission – Greg Kelley
8. Unfinished Business/Postponed Motions
 - a) Noise and Community Standards By-Law Recommendation Report – Supervisor Thornton
 - b) HFD Fire Station TBR Recommendation – Acting Director Gibson
 - c) **Property Assessed Clean Energy (PACE) Policy Recommendation Report - Coordinator Ogilvie**
9. Reports
 - a) CAO Activity Update - Information Report
 - b) Financial Update Ending January 31, 2023 – Acting Director Gibson
10. Correspondence
 - a) Information
 1. Avon Causeway Activity Log as of March 10th, 2023
 2. Correspondence Received Ledger as of March 10th, 2023

- a) 2023-02-17 Seamus Marriot (Zwicker Lake Property Owners Association) Re: Permit Clarification
 - b) 2023-02-28 Carrilee Eddy Re: Affordable Housing Units
 - c) 2023-02-28 Graham Sanford Re: Bog Road - Don't Be The Dirt Advocacy Presentation
 - d) 2023-03-02 Andrew Hardman Re: 997 Highway 14 Distribution Depot - Trans-World Concerns
 - e) 2023-03-02 Seamus Marriot Re: Permit Clarification
 - f) 2023-03-03 FCM Executive Decision Re: Green Municipal Fund application
 - g) 2023-03-09 Letter from Private Road Development Re Petition for Waste Collection Services
 - h) 2023-03-13 Daniel Faulkner Re Gerrish St
- 3. Fort Edward Municipal Lands Activity Log as of March 10th, 2023
- 4. Storm Wastewater Activity Log as of March 10th, 2023
- a. Requests
 - i. 2023-02-23 Windsor Lions Club Re Tourist Bureau Park Request
 - ii. 2023-03-08 Avondale Hall Re Floor Repair and Renovation Request
- b. Out-going Correspondence Ledger as of March 10th, 2023
 - i. 2023-03-03 VREN Re Continued Partnership and Intermunicipal Service Agreement (IMSA)
 - ii. 2023-03-07 (sent 2023-03-10) Minister Masland Re: Provincial Intersection Lighting
- 11. New Business
 - a) John Paris Letter of support Re: Hockey Hall of Fame – Mayor Zebian
 - b) Safety Concerns for Speeding, Failure to Stop, Sound-Amplified Exhausts – Councillor Ivey
 - c) Parking Regulations and Enforcement – Councillor Ivey
 - d) Alternate Development Officer Appointment – Director Poirier
 - e) French Mill Brook Committee Resident Appointment – Clerk Snair
 - f) Regional High School Bursary Policy Amendment Request for Decision - Clerk Snair
 - ~~g) Property Assessed Clean Energy (PACE) Policy Recommendation Report – Coordinator Ogilvie~~
 - h) Spring Debenture Recommendation – Acting Director Gibson
 - i) Albert Street Services & Street Renewal Tender Award – Manager Carrigan
 - j) Brooklyn Fire Station Roof Replacement (WHRMPW22-05) Tender Award Recommendation Report – Manager Carrigan
 - k) Mill Lakes Watershed Road Renewal Tender Award – Manager Carrigan

l) Notice of Motion Re: Waste Collection limits that exist within the West Hants
Regional Municipality -Councillor Ivey

12. Public Participation Period
13. In-Camera
 - a) 2023-02- 14 Committee of the Whole In-Camera Meeting Minutes
 - b) MGA 22(2)(a) Land Matter
 - c) MGA 22(2)(a) Legal Matter
 - d) MGA 22(2)(a) Personnel Matter
14. Next Meeting Date / Adjournment – March 28th, 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		Discussions to occur during Budget Deliberations, following information related to a Rate Study.	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	March 2023	Returning to March COTW	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
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

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Security Cameras - Undertake a review and investigation to bring a report back to Council for further discussion and decision making re: security cameras within the West Hants and that it be in consultation with IT and RCMP on locations.	2022-11-08	2023-03	Approved *Awaiting information from vendors for a report*	PW
Subdivision Street Lighting - Create a policy to come back to Council for review.	2023-01-10	2023-04	Approved, awaiting policy	PW
WFD Rescue Engine - approve the award of tender WHRMAD22-03A for the supply of a Rescue Engine to the compliant bidder, Techno Feu Inc., at the tendered price of \$1,496,490.36 plus applicable taxes.	2023-01-10	2023-10	Re-issue a new tender	CAO
Audit Committee Appointments - Re-appoint Kathryn Duffy for the period of January 1, 2023 - December 31, 2024. Appoint Meagan Halverson for the period of March 1, 2023 - February 28, 2024.	2023-02-14	2023-02-28	Approved	Finance
College Road Tender WHRMPW22-09 - proceed with the release of tender for the College Road Windsor services and street renewal project at \$4,309,060.00, plus applicable taxes (class B estimate)	2023-02-14	2023-02-28	Approved	PW
Meander River Renaming - Council endorse the renaming of the Meander River to the Herbert River.	2023-02-14	2023-02-28	Approved	CAO
Tax Write Off - the outstanding taxes of the property at lot A Panuke Road, TMP (AAN 05063507) and property located at 59 Windsor Back Road, Martock (AAN 04682467 be written off.	2023-02-14	2023-02-28	Approved, Signed	Finance
Temporary Borrowing Resolution - \$95,589.65, for the purpose of Trail Land.	2023-02-14	2023-02-28	Approved, Signed	Finance

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Temporary Borrowing Resolution - \$175,349.35, for the back parking lot paving at the WH Sports Complex.	2023-02-14	2023-02-28	Approved, Signed	Finance
Temporary Borrowing Resolution - \$26,655.68, for the 2023 Ford Transit Van used by the Water Utility.	2023-02-14	2023-02-28	Approved, Signed	Finance
Temporary Borrowing Resolution - \$2,498,894.70 for the Hantsport Fire Department's new station.	2023-02-14	2023-02-28	March COTW	Finance
Temporary Borrowing Resolution - \$828,034.44 for the Brooklyn Fire Department's new pumper tanker.	2023-02-14	2023-02-28	Approved, Signed	Finance
Temporary Borrowing Resolution - \$1,225,350.92 for Windsor Fire Departments new single axle quint.	2023-02-14	2023-02-28	Approved, Signed	Finance
Tregothic Marsh - CAO or designate request an amendment to the Tregothic Marsh Body Land Use Regulations made under the Agricultural Conservation Act by the province of NS to remove items (b) residential or commercial structures and (d) new ponds for non-agricultural uses from the lists of non-permitted uses and that the CAO or designate represent the municipality at future Marsh Body Mtgs.	2023-02-14	2023-02-28	Defeated	CAO

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Valley Regional Enterprise Network (VREN) - provide written notice to the VREN that it withdraws the March 8, 2022 notice of withdraw and termination and remain a partner of the VREN. WHRM continue to accept and approve all the proposed changes substantively the same as proposed by the IMSA working group to the VREN and proposed changes to article 38 in the draft be a minimum of two (2) years notice to the VREN and other partners should a participant wish to withdraw.	2023-02-14	2023-02-28	Approved, Letter sent	CAO
Provincial Intersection Lighting - write a letter to the Province regarding the intersection lighting as noted in the Feb. 28th report.	2023-02-28	2023-03-14	Approved, Letter sent	CAO
Reimagination of the Waterfront Area Correspondence - send a letter to the NS Premier, Public Works Minister, Minister of Environment and Climate Change, Minister of Fisheries, Federal Minister of Fisheries Oceans and Canadian Coast Guard, Minister of Economic Development, MP Blois, MLA Sheehy-Richard expressing interest in a reimagination of the Windsor waterfront that aligns with the new operating scenario of aboiteau.	2023-02-28	2023-03	Approved, currently drafting letter	CAO

West Hants Regional Municipality
Dangerous or Unsightly Premises
Dashboard (Action List) March 9, 2023

Matter	Meeting
Textile Building - Staff continue to monitor the site. ON-GOING	Nov 8, 2022 COTW
74 Bowman Road - File remains open. A second piece of correspondence has been sent. ON-GOING	Nov 8, 2022 COTW

Annapolis Valley Regional Library

New CEO Introduction &
2022-23 Update



**Serving just over 103,000
people in Annapolis County,
Kings County, and the West
Hants Regional Municipality.**



**ELEVEN BRANCH
LIBRARIES**



**DOWNLOADABLE
EBOOK AND
AUDIOBOOKS**



**1 PROVINCE
1 CARD**





8

 **Partner Regions**

1,000,000+

 **Items to Borrow**

1

 **Library Card**

- Launched April 2022
- Fast service
- Increased breadth and depth of collections
- More effective use of resources
- # of items checked out has increased 44% YTD over 2021-2022



RENEW
YOUR
CURIOSITY



TRANSIT 250

Are you following us?
www.valleylibrary.ca

Thank you!



Tennis/Pickleball Facility

Hantsport Memorial Community Centre

Introductions

- HMCC Board President – Nick Zamora
- Memorial Courts Committee member(s)

Presentation Goal

- To provide council with an overview of a special project envisioned for the tennis/pickleball courts at HMCC
- Supports HMCC request of a Hants West Municipality Recreation Facility Capital Investment Projects Grant for the improvement/renovation project



Celebrating 75th Anniversary
of providing cultural,
recreational and fitness
programs to Hantsport
community and
surrounding areas.

Project Overview



RENDA VANDERTOORN MEMORIAL COURTS



Renda (Mrs. V.)'s life-long association with the HMCC began as a youngster: swimming, skating and playing sports here. It was on these premises Renda fostered a love for sport and recreation that inspired her to become a physical education teacher. Upon graduation and employment at our community school; the HMCC fields, hills, track, rink and courts became her outdoor classroom. For over forty years Mrs V. taught, coached and mentored hundreds of students and adults, encouraging them to adopt a physically active lifestyle and an enjoyment for recreation and sport.

- Dedication of tennis/pickleball facility in memory of Renda VanderToorn
- Project aims are within HMCC Mission to provide rec facilities & programs
- Scope of project:
 - Signage for Memorial Courts
 - Improvements/renovation to courts & 43 year old building
- Project approach in 3 phases
 - This presentation provides insight into the final vision for the facility however the HMCC grant application requests funding toward Phase 1 (this fiscal year) of \$50k



Facility - Current State

- Courts – surface deteriorated
- Fencing – leaning & being braced
- Building – showing its depreciation but structurally sound; only used for storage
- Lighting – not LED, not bright enough



- Does not support Accessibility
- Does not support a growing pickleball and tennis player community
- Unable to host events

Facility – Future State

- Professionals were hired to design future state based on requirements including accessibility, safety, appearance, player & spectator experience with consideration of costs
- Accessibility to courts, building & public washroom achieved through landscaping and concrete ramps (Phase 2 & 3 when funded)

Play Future State Movie on Next Slide
1 minute long



Closing Statements

- Outcome of the project will be an enhanced facility:
 - attracting residents and visitors
 - multi-purpose
 - venue for hosting events

Questions?

Thank you



GFL

NEWPORT RECREATION CENTER

A Sustainable Modern Arena

A Key Cornerstone for residents of our Municipality



A partner with the community

- We are a not-for-profit charity with a facility located in Brooklyn.
- We are governed by a volunteer board of directors.
- 50 + years providing a safe and affordable place for active living

**The past and ongoing
support of the West Hants
Regional Municipality is
greatly appreciated!**

A 3D blue 'Thank You!' graphic is centered on a light blue rectangular card with a white border. The card is tilted slightly to the right. The text 'Thank You!' is rendered in a bold, blue, 3D cursive font. The card is set against a light gray background with a subtle dot pattern. At the bottom of the slide, there are decorative wavy lines in shades of blue and teal.

**Thank
You!**

Partnering with our users





Our way forward

- Continue to keep recreational activity affordable
- 5-year business plan (Completion Spring 2023)
- Ensuring a sustainable facility for community users
- Identify new opportunities usage of facility
- Clearly outlining capital expenditures for the future
- Facilitate funding with partners both public and private

Our ask to Council

For this budget planning cycle

- Support for the ice plant compressor rebuild \$25K

Looking to the Future

- Support for operations built into the West Hants Regional Municipality budget
- Support for future Capital Expenditures as part of our 5-year plan (Ice plant replacement over 3 years)



Thank you

We appreciate your time and consideration.



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: 
Shelleena Thornton, Municipal Operations Supervisor

Date: March 14, 2023

Subject: Noise and Community Standards By-law – Supplementary Recommendation Report to the following previous reports: Jan 10, 2023 COTW Report; Feb. 14, 2023 COTW Report; and Feb. 28, 2023 Council presentation.

LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c. 18 – 172(1) (d) – Power to make by-laws.

BACKGROUND

Property ☐	Public Opinion ☒	Environment ☒	Social ☒	Economic ☒	Councillor Activity ☐
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Council provided direction for a regional Noise By-law to be established.

RECOMMENDATION

Committee of the Whole recommends...

“that Council give First Reading to the Noise and Community Standards By-law RN-001.00 at the March 28, 2023 Council meeting (as presented to Committee of the Whole on March 14, 2023).

DISCUSSION

At the February 28, 2023 Council meeting, staff was directed to revise the proposed Noise By-law (that was presented at the January 10, 2023 Committee of the Whole meeting) with the following:

- Change Monday-Friday (weekday) quiet hours to 10:00 p.m. – 7:00 a.m.

- Insert a clause/section that would provide opportunity for exemptions by way of an application.

The proposed changes were made.

- Section 5.1 – weekday time was changed to 10:00 p.m. – 7:00 a.m.
- Section 7 includes a “Temporary Exemptions” section outlining that application can be made for a temporary exemption to the Noise and Community Standards By-law.

This section includes wording that is quite similar to both the former Towns of Hantsport and Windsor by-laws. A key difference is that the authority for exemption is granted to the CAO or Designate. With Council meetings being held once a month, this proposed revision provides residents, businesses, and/or organizations with a timely review of their application by appropriate staff, as well as a timely response.

NEXT STEPS

Should Council support the recommendation, First Reading would be held at the March 28, 2023 Council Meeting.

ALTERNATIVES

- Not support proceeding with First Reading and provide further direction to staff.

ATTACHMENTS

- Proposed 2023-03-14 Noise and Community Standards By-law RN-001.00

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation including the addition of Clause 6.8 as noted above.

Report Prepared by: 
Shelleena Thornton, Municipal Operations Supervisor

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 7:00 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. TEMPORARY EXEMPTIONS

An exemption from this By-law may be granted by the CAO or Designate under the following terms:

- 7.1 Notwithstanding anything contained in this By-law, any person may make application to the CAO to be granted an exemption from any of the provisions of this By-law with respect to the emission of noise for which that person might be persecuted.
- 7.2 In deciding whether to grant an exemption, the CAO or Designate will consider the social and/or commercial benefit of the proposed activity to the Municipality, the proposed hours of operation of the noise making activity, and the proposed duration of the subject activity.
- 7.3 The CAO or Designate may refuse the application or grant partial or full exemption. Any exemption granted will specify the time period, not in excess of six months, during which the exemption will be effective.
- 7.4 The exemption will be in written form by the CAO or Designate and include terms and conditions deemed appropriate.
- 7.5 Any alleged breach of the terms and conditions by the applicant or their affiliates will be investigated and reviewed by the CAO or Designate. If it is determined that a breach occurred, the exemption may be revoked, and penalty enforced.

8. ENFORCEMENT / PENALTY

- 8.1 Each day during which any violation, contravention, or breach of the By-law continues will be deemed a separate offence.
- 8.2 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.
- 8.3 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.
- 8.4 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.



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

RN-001

- 8.5** 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.

9. REPEAL & REPLACE

- 9.1** 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

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:	



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: March 14, 2023

Subject: Temporary Borrowing Resolutions

LEGISLATIVE AUTHORITY

- *Municipal Government Act* Part IV Finance, Section 65 and 66.

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that ...

... Council rescinds the motion previously approved at the February 28, 2023 Council Meeting, worded as follows:

Committee of the Whole recommends that Council approves the renewal of a temporary borrowing resolution in the amount of \$1,443,284.70 for the Hantsport Fire Department's new station.

AND

... Council approves the renewal of a temporary borrowing resolution in the amount of \$1,774,924 for the Hantsport Fire Department's new station.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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A Temporary Borrowing Resolution (TBR) is a required step in the process to secure the necessary borrowing to support the purchase of items of significant cost required by the Municipality. A TBR requires Council approval to move forward.

West Hants Regional Council approved a temporary borrowing resolution for the Hantsport Fire Department's new station for \$2,625,000 at the February 22, 2022 Council Meeting.

With the Spring Debenture call scheduled for mid-April 2023, this temporary borrowing resolution will expire before they are able to be used during the call. As a result, staff prepared and presented a report requesting Council to approve a TBR in the amount of \$2,498,844.70 at the February 14, 2023 COTW meeting. That request was supported and presented at the February 28, 2023 Council meeting for approval. A question was raised regarding the capital contribution for the fire station from the County of Kings and whether their contribution was factored into the over cost of the project influencing the TBR value. As a result, an amended value was recommended at the Council meeting to support a TBR value of \$1,443,284.70 and was approved to position the municipality to meet the TBR application deadline.

Staff have further reviewed the total project costs and all funding sources resulting in a revised TBR value of \$1,774,923.64 as noted below.

DISCUSSION

Since the February 28th meeting, a full review of the project costs and funding have been completed:

Total Cost to Date	\$3,956,638.64
Budgeted CCBF Fire Station Funding	\$1,000,000.00
Kings County Capital Contribution	\$1,055,610.00
Debt Servicing Collected to-date	\$126,105.00
Required Borrowing Request	\$1,774,923.64

NEXT STEPS

1. Minister approval of the temporary borrowing resolutions.
2. Recommendation report to West Hants Regional Council to apply for the Spring 2023 Debenture call, scheduled for mid-April.

FINANCIAL IMPLICATIONS

The financing charges (debt servicing) for this project was included in the 2022-23 operating budget, so that expense is carried forwarded and accounted for resulting into the draft 2023/24 operating budget.

ALTERNATIVES

- Council could reject the proposed TBR, but in doing so would have to direct staff as to how the item will be funded.

ATTACHMENTS

- TBR – HFD Fire Station Build

CHIEF ADMINISTRATIVE OFFICER REVIEW

Apologies to Council for the corrective action needed to accurately reflect the borrowing requirements for this project.

I support the recommendation.

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

Report Approved by: 
Mark Phillips, Chief Administrative Officer

MUNICIPAL COUNCIL OF THE

West Hants Regional Municipality

TEMPORARY BORROWING RESOLUTION

Amount: \$ 1,774,924

Purpose: HFD - New Station

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of HFD - New Station;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding one-million, seven-hundred seventy-four thousand, nine-hundred twenty-four Dollars (\$ 1,774,924) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding one-million, seven-hundred seventy-four thousand, nine-hundred twenty-four Dollars (\$ 1,774,924) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the ____ day of _____, 2023.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this ____ day of _____, 2023.

Clerk



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
John Ogilvie, Climate Action Coordinator

Date: March 14, 2023

Subject: PACE Policy

LEGISLATIVE AUTHORITY

West Hants Regional Municipality *Property Assessed Clean Energy (PACE) By-law*
Nova Scotia *Municipal Government Act* (NS MGA) Section 81A

RECOMMENDATION

...that Committee of the Whole recommends that Council approve the PACE Program Policy in a manner substantively the same as the draft set out in Attachment A of the report to the Committee of the Whole titled "PACE Policy", dated March 14, 2023.

BACKGROUND

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

On October 25, 2022, Council held Second Reading of the WHRM PACE By-law, giving the Municipality the ability to create a PACE program to finance sustainability upgrades on private properties within the Municipality. Approving a PACE Policy will further delineate program details such as loan terms, eligible upgrades, and the requirements of participation agreements.

On February 15, 2023, the Municipal Climate Change Action Plan (MCCAP) Committee discussed the draft PACE Policy. The Committee appreciates that a broad and inclusive Policy will encourage robust uptake in the Municipal PACE program, which will reduce greenhouse gas emissions and improve energy security throughout the Region.

DISCUSSION

The MCCAP Committee discussed the broad scope of the PACE Policy and the list of upgrades in *Section 9 Eligible Upgrades*. The listed upgrades are intended to address various concerns regarding climate change in the Region and the Municipal Climate Action Plan, including both mitigation and adaptation. A broad policy that allows for both small, incremental upgrades and large renovations increases access to the program for individuals with various socio-economic backgrounds. Low-income individuals who need and desire assistance most often may only be able to afford small upgrades over time. Due to the 1:1 savings to loan ratio principle, this program can improve their financial standing and reduce greenhouse gas emissions.

The MCCAP Committee approved the PACE Policy with one amendment: to include clotheslines in the list of eligible upgrades. I added this item as *Section 9.10.1* under the category *Other* upgrades. This item will show the Municipality is serious about including small, impactful actions that most people can undertake. Installing a clothesline can save an individual 216 kWh of electricity per year, based on an average 3000-Watt dryer machine used 3 times per week. This results in annual savings of approximately \$35 and 147 kg of greenhouse gas emissions avoided. When combined with other household measures, an individual can see a significant impact on their power bills and environmental footprint.

NEXT STEPS

1. PACE Policy approval
2. Creation of Participation Agreements
3. Spring 2023 – Tentative PACE program launch

FINANCIAL IMPLICATIONS

The recommendation of a PACE Policy does not have any direct financial implications. The creation of the PACE program will have an initial impact on Municipal finances. On December 13, 2022, Council approved a \$300,000 allocation toward the program from Municipal Reserves. This money will continue to be cycled through the program as it is returned by program applicants through the loan process, in keeping with the user-pay model. Staff and PACE Atlantic CIC are continuing to investigate leveraging additional funding from lenders, the Canada Greener Homes Initiative, and the Federation of Canadian Municipalities' Community Efficiency Financing program to improve and amplify available funding to residents seeking assistance to perform sustainable upgrades.

ALTERNATIVES

The Committee of the Whole may:

- a. recommend the PACE Policy as drafted, or as specifically revised by the Committee; or
- b. provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A	Draft PACE Policy
Attachment B	MCCAP Committee Report – February 15, 2023 “PACE Policy”

CHIEF ADMINISTRATIVE OFFICER REVIEW

Many of the unknown variables associated with the early development of the program have been ironed out through the by-law or the policy as it relates to the program.

It should be noted that the interest rate / charges associated with any funding above and beyond the approved \$300,000 to be taken from municipal reserves are unknown at this time. This unknown rate / fee will be added to the 5% administration fee associated with the project cost should borrowing be required.

Example:

Project Cost	\$25,000.00
Administration Fee (5%)	\$1,250.00
<i>– cost of administering home inspection, application, project assessment, agreement administration, etc...</i>	
Interest Rate Charge / Fee (example: 3.75%)	\$937.50
Total Charged to Program Applicant	\$27,187.50

The recommendation, policy and supporting bylaw continue to be in alignment with MCCAP Committee and Council’s direction.

I support the recommendation.

Report Prepared by: _____
John Ogilvie, Climate Action Coordinator

Report Reviewed by: _____
Sara Poirier, Director of Planning and Development

Report Approved by:  _____
Mark Philips, Chief Administrative Officer



Attachment A

WEST HANTS REGIONAL MUNICIPALITY PROPERTY ASSESSED CLEAN ENERGY (PACE) POLICY

RCOXX-###.00

1. TITLE

This policy shall be known, and cited, as the Property Assessed Clean Energy (PACE) Policy.

2. SCOPE AND PURPOSE

2.1. This policy is applicable to the PACE Program for West Hants Regional Municipality and all participating or interested residential properties. This policy shall only apply to upgrades installed using the Municipal PACE Program

2.1.1. PACE programming may evolve in the future to offer financing for commercial properties and buildings.

2.2. The purpose of this policy is to define the operational parameters of the West Hants Regional Municipality's PACE Program, including the eligible home upgrades, qualifying properties, and details regarding financing and Participation Agreements.

2.3. The intent of the PACE Program is to operate as a user-pay system through participating individuals.

3. REFERENCES

3.1. West Hants Regional Municipality *Property Assessed Clean Energy (PACE) By-law*

3.2. Nova Scotia *Municipal Government Act* (NS MGA) Section 81A

4. DEFINITIONS

4.1. All words in this PACE Policy carry the same meaning as defined in the WHRM PACE By-law.

4.2. "1:1 savings to loan ratio" means the total cost of an installation or upgrade, including material, labour, program fees and the cost of borrowing, is equal to the estimated energy savings during the life of the upgrade(s).

5. QUALIFICATION

5.1. To qualify for participation, the following conditions must be met:

-
- 5.1.1. The property must be located within the boundaries of the Municipality;
 - 5.1.2. The owner of the property cannot be a level of government;
 - 5.1.3. The owner of the property cannot be in arrears of any Municipal taxes, including penalties and interest;
 - 5.1.4. The building must be an existing dwelling unit;
 - 5.1.5. The proposed upgrade(s) should strive to meet or exceed the 1:1 savings to loan ratio, resulting in a net positive investment for the owner; and
 - 5.1.6. The proposed upgrade(s) must not exceed a cost of \$40,000 or 25% of the property's taxable value, whichever is less.

6. APPLICATION AND APPROVAL

- 6.1. Applications will be considered on a rolling, first-come first-served basis.
- 6.2. Applications are subject to written approval by the CAO or their designate on behalf of the Municipality, if the participation qualifications specified in *Section 5 Qualifications* of this policy have been met.
- 6.3. In addition, the CAO or their designate may take the following into account:
 - 6.3.1. The availability of funds for the Municipality to provide financing under the PACE Program; and
 - 6.3.2. Whether approving the application would directly or indirectly, itself or in combination with other pending or approved applications, negatively impact the stability or sustainability of the Municipal PACE Program.

7. PARTICIPATION AGREEMENT

- 7.1. The property owner must execute the Participation Agreement with the Municipality, which must be approved by the CAO or their designate.
- 7.2. The Participation Agreement must contain clauses that:

-
- 7.2.1.** Require the owner, or their approved contractor, to obtain all necessary permits and approvals;
 - 7.2.2.** Require the owner to indemnify the Municipality;
 - 7.2.3.** Enable the Municipality to claim environmental credit associated with the upgrade(s), while still acknowledging owners' efforts;
 - 7.2.4.** Acknowledge that the installation(s) is the property and responsibility of the property owner;
 - 7.2.5.** Identify the type of equipment involved in the upgrade(s);
 - 7.2.6.** Define the Program Charge including administrative fees, financed amount, financing interest rate, and general loan terms and conditions the owner agrees to with the Municipality prior to installation;
 - 7.2.7.** Identify that the Participation Agreement will create a lien on the property; and
 - 7.2.8.** Describe any other terms consistent with the PACE By-law and PACE Policy that the CAO, or their designate, deems necessary.

8. PROGRAM CHARGE

- 8.1.** The Program Charge to applicants shall be:
 - 8.1.1.** Payable through pre-authorized payments over the term specified in the individual Participation Agreement, agreed to by the owner and the Municipality;
 - 8.1.2.** Eligible to be paid in full at any time by the owner; and
 - 8.1.3.** Composed of any additional elements specified in the PACE By-law and Participation Agreements.
- 8.2.** Participating projects shall be subject to:
 - 8.2.1.** An interest rate determined by the cost of borrowing and ongoing costs associated with loan administration;

8.2.2. A 5% administration fee;

8.2.3. Additional penalties and fees associated with late and/or missed payments or defaults, which shall be treated by the Municipality in the same manner as unpaid taxes; and

8.2.4. Any additional requirements defined in the PACE By-law and Participation Agreements.

9. ELIGIBLE UPGRADES AND INSTALLATIONS

9.1. Building envelope:

9.1.1. Air sealing, weather stripping, and caulking

9.1.2. Insulation

9.2. Windows and doors:

9.2.1. Exterior door

9.2.2. Exterior window

9.2.3. Exterior window film

9.2.4. Exterior window shading device

9.2.5. Skylight and tubular daylight device

9.3. Heating, ventilation, and air conditioning (HVAC):

9.3.1. Air-source and geothermal heat pumps – ducted and ductless, and pool heaters

9.3.2. Attic and ceiling fans

9.3.3. Biomass/wood stove

9.3.4. Programmable and smart thermostats

9.3.5. Duct replacement and/or sealing

9.3.6. Hydronic radiant heating system

9.3.7. Heat/energy recovery ventilators

9.4. Lighting:

9.4.1. LED light fixtures

9.4.2. Dimmer switches

9.4.3. Motion control

9.5. Domestic hot water:

9.5.1. Drain water heat recovery

9.5.2. Electrification of hot water system – including heat pump hot water systems

9.5.3. Water heater blanket

9.6. Solar energy:

9.6.1. Solar PV panels

9.6.2. Solar thermal – including pool heaters

9.7. Water conservation:

9.7.1. Low-flow fixtures

9.8. Climate change adaptation:

9.8.1. Back-flow prevention valve

9.8.2. Sump pump



**WEST HANTS REGIONAL MUNICIPALITY
PROPERTY ASSESSED CLEAN ENERGY (PACE) POLICY**

RCOXX-###.00

9.8.3. Basement waterproofing

9.9. Alternative energy:

9.9.1. EV charging station

9.9.2. Home energy storage system (battery)

9.10. Other:

9.10.1. Clothesline

- 10. Notwithstanding any previous provisions in this Policy and the PACE By-law, the CAO or their designate retains the right to approve or refuse any application to the PACE Program on any grounds they deem relevant.**

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

Adoption	
Notice to Council	Date
Approval	Date
Description	



Attachment B

WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
John Ogilvie, Climate Action Coordinator

Date: February 15, 2023

Subject: PACE Policy

LEGISLATIVE AUTHORITY

West Hants Regional Municipality *Property Assessed Clean Energy (PACE) By-law*
Nova Scotia *Municipal Government Act* (NS MGA) Section 81A

RECOMMENDATION

...that the MCCAP Committee recommends that Committee of the Whole recommends that Council approve the PACE Program Policy in a manner substantively the same as the draft set out in Attachment A of the report to the MCCAP Committee titled "PACE Policy", dated February 15, 2023.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☒	Social ☐	Economic ☒	Councilor Activity ☐
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On October 25, 2022, Council held Second Reading of the WHRM PACE By-law, giving the Municipality the ability to create a PACE program to finance sustainability upgrades on private properties within the Municipality. The next step is drafting a PACE Policy to further delineate specific program details such as loan terms, eligible upgrades, and the requirements of participation agreements.

DISCUSSION

The draft PACE Policy includes sections regarding qualifying properties, approval of applications, structure of Participation Agreements, payment of the program charge, and eligible upgrades. Prior to program launch, Participation Agreements will be drafted by PACE Atlantic CIC and reviewed by staff, the Director of Finance, and the CAO. I have listed specific clauses in the draft Policy that are often required for PACE Participation Agreements.

At this time, I have drafted the policy to include only residential properties, with a subsection stating that commercial programming could be developed in the future. Defining eligible properties as existing dwelling units will allow rental properties to participate; this will help renters improve their homes with the consent of their landlord(s). Low-income individuals are often renters and may need the most assistance making their homes more efficient and cost-effective. Because of the 1:1 savings to loan ratio, this may result in a positive feedback loop where low-income individuals are able to further use their savings from energy efficient installations. These projects can shrink their environmental footprint and improve their economic situation – which is also good for the local economy.

I drafted the Policy to be broad and to enable quick and robust residential uptake. In having a broad scope, more residents will find the program useful to their needs. This will help the Municipality move forcefully in reducing residential building emissions and improving climate change adaptation. Many buildings in Canada, Nova Scotia, and specifically West Hants are old and inefficient, and burn fossil fuels for heat. Improving efficiency and electrifying residential processes are generally the simplest and most cost-effective ways to significantly reduce emissions. The technology to do so is commonplace and trained installation professionals are easily found. PACE programming with broad reach and strong uptake can be a major tool to reduce community emissions toward the Municipal 45% reduction target by 2030.

NEXT STEPS

1. PACE Policy approval
2. Creation of Participation Agreements
3. Spring 2023 – Tentative PACE program launch

FINANCIAL IMPLICATIONS

The recommendation of a PACE Policy does not have any direct financial implications. The creation of the PACE program will have an initial impact on Municipal finances. On December 13, 2022, Council approved a \$300,000 allocation toward the program from Municipal Reserves. This money will continue to be cycled through the program as it is returned by program applicants through the loan process, in keeping with the user-pay model. Staff and PACE Atlantic CIC are continuing to investigate leveraging additional funding from private sources, the Canada Greener Homes Initiative, and the Federation of Canadian Municipalities’

Community Efficiency Financing program to improve and amplify available funding to residents seeking assistance performing sustainable upgrades.

ALTERNATIVES

The MCCAP Committee may:

- a. Recommend the PACE Policy as drafted, or as specifically revised by the Committee; or
- b. Provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Draft PACE Policy

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: _____
John Ogilvie, Climate Action Coordinator

Report Reviewed by: _____
Sara Poirier, Senior Planner

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



Attachment A

WEST HANTS REGIONAL MUNICIPALITY PROPERTY ASSESSED CLEAN ENERGY (PACE) POLICY

RCOXX-###.00

1. TITLE

This policy shall be known, and cited, as the Property Assessed Clean Energy (PACE) Policy.

2. SCOPE AND PURPOSE

2.1. This policy is applicable to the PACE Program for West Hants Regional Municipality and all participating or interested residential properties. This policy shall only apply to upgrades installed using the Municipal PACE Program

2.1.1. PACE programming may evolve in the future to offer financing for commercial properties and buildings.

2.2. The purpose of this policy is to define the operational parameters of the West Hants Regional Municipality's PACE Program, including the eligible home upgrades, qualifying properties, and details regarding financing and Participation Agreements.

2.3. The intent of the PACE Program is to operate as a user-pay system through participating individuals.

3. REFERENCES

3.1. West Hants Regional Municipality *Property Assessed Clean Energy (PACE) By-law*

3.2. Nova Scotia *Municipal Government Act* (NS MGA) Section 81A

4. DEFINITIONS

4.1. All words in this PACE Policy carry the same meaning as defined in the WHRM PACE By-law.

4.2. "1:1 savings to loan ratio" means the total cost of an installation or upgrade, including material, labour, program fees and the cost of borrowing, is equal to the estimated energy savings during the life of the upgrade(s).

5. QUALIFICATION

5.1. To qualify for participation, the following conditions must be met:

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 - 5.1.4. The building must be an existing dwelling unit;
 - 5.1.5. The proposed upgrade(s) should strive to meet or exceed the 1:1 savings to loan ratio, resulting in a net positive investment for the owner; and
 - 5.1.6. The proposed upgrade(s) must not exceed a cost of \$40,000 or 25% of the property's taxable value, whichever is less.

6. APPLICATION AND APPROVAL

- 6.1. Applications will be considered on a rolling, first-come first-served basis.
- 6.2. Applications are subject to written approval by the CAO or their designate on behalf of the Municipality, if the participation qualifications specified in *Section 5 Qualifications* of this policy have been met.
- 6.3. In addition, the CAO or their designate may take the following into account:
 - 6.3.1. The availability of funds for the Municipality to provide financing under the PACE Program; and
 - 6.3.2. Whether approving the application would directly or indirectly, itself or in combination with other pending or approved applications, negatively impact the stability or sustainability of the Municipal PACE Program.

7. PARTICIPATION AGREEMENT

- 7.1. The property owner must execute the Participation Agreement with the Municipality, which must be approved by the CAO or their designate.
- 7.2. The Participation Agreement must contain clauses that:

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- 7.2.1.** Require the owner, or their approved contractor, to obtain all necessary permits and approvals;
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8.2. Participating projects shall be subject to:

- 8.2.1.** An interest rate determined by the cost of borrowing and ongoing costs associated with loan administration;

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9. ELIGIBLE UPGRADES AND INSTALLATIONS

9.1. Building envelope:

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- 9.2.1.** Exterior door
- 9.2.2.** Exterior window
- 9.2.3.** Exterior window film
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9.3. Heating, ventilation, and air conditioning (HVAC):

- 9.3.1.** Air-source and geothermal heat pumps – ducted and ductless, and pool heaters
- 9.3.2.** Attic and ceiling fans
- 9.3.3.** Biomass/wood stove
- 9.3.4.** Programmable and smart thermostats

9.3.5. Duct replacement and/or sealing

9.3.6. Hydronic radiant heating system

9.3.7. Heat/energy recovery ventilators

9.4. Lighting:

9.4.1. LED light fixtures

9.4.2. Dimmer switches

9.4.3. Motion control

9.5. Domestic hot water:

9.5.1. Drain water heat recovery

9.5.2. Electrification of hot water system – including heat pump hot water systems

9.5.3. Water heater blanket

9.6. Solar energy:

9.6.1. Solar PV panels

9.6.2. Solar thermal – including pool heaters

9.7. Water conservation:

9.7.1. Low-flow fixtures

9.8. Climate change adaptation:

9.8.1. Back-flow prevention valve

9.8.2. Sump pump



**WEST HANTS REGIONAL MUNICIPALITY
PROPERTY ASSESSED CLEAN ENERGY (PACE) POLICY**

RCOXX-###.00

9.8.3. Basement waterproofing

9.9. Alternative energy:

9.9.1. EV charging station

9.9.2. Home energy storage system (battery)

- 10. Notwithstanding any previous provisions in this Policy and the PACE By-law, the CAO or their designate retains the right to approve or refuse any application to the PACE Program on any grounds they deem relevant.**

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

Adoption	
Notice to Council	Date
Approval	Date
Description	

West Hants Regional Municipality
March 14, 2023
Chief Administrative Officer Report



The following report captures activities and events between the February 2023 COTW meeting and the date of the report.

Governance

- Meetings and Events
 - COTW – February 14th
 - Council – February 28th
- Visit by Federal Minister of Public Safety, The Honourable Marco Mendicino - Minister Mendicino visited the municipality on March 1st with MP Bloise, Councillors Francis and Ivey (regrets from Mayor Zebian) Supervisor Thornton, Kings and Hants Senior Safety representatives and I in attendance. The Minister shared some of the current activities of his department including gun legislation and RCMP contract negotiations. Senior Safety representatives commented on their programming and challenges reaching clients. WHRM representatives expressed concerns about outstanding RCMP retroactive salary costs and current RCMP collective bargaining costs and municipal representatives.

Administration

- Meetings and Events
 - Antigonish Consolidation Meeting
- The Town and County of Antigonish continue to prepare for their planned consolidation. Municipal officials visited WHRM to discuss the Windsor/West Hants Consolidation process.
- CAO Vacation – February 21st to 24th

Finance

- Meetings and Events
 - Audit Committee Meeting – March 8th
 - Budget Planning – ongoing departmental meetings regarding 2023/24 draft Operating and Capital budgets.

Community Development

- Meetings and Events
 - Operational Meetings regarding Sports Complex, Trails, Parks and Open Spaces, Economic Development, Capital Projects and Community Events

- West Hants Active Transportation Meeting – February 16th
 - Newport Arena – Multi Year Infrastructure / Fiscal Planning Meeting
 - Newport Arena – Interviewed by Consultant conducting a multi-year Business Plan
- Former Mantua to Stanley Rail line – The CD Department has started to address the safety concerns associated with a washed-out of a culvert on the Brooklyn side of the former rail line. Preliminary work is also being carried out to assess a bridge on the eastern end of the trail. Correspondence has been prepared for adjacent landowners to the former rail line making them aware of the ownership of the WHRM and making them aware of community input meetings TBD. Most of the feedback to-date has been positive. There have been some property owners with concerns or historic encroachment. The department is meeting with these folks individually to better understand the concerns and to find solutions.

Planning and Development

- Meetings and Events
 - PAC /HAC Meeting
 - Brison Development Growth Meetings
 - West Hants Housing Coalition Meeting

Economic Development

- Meetings and Events
 - VREN LOC Meeting – February 15th
 - VREM IMAS Meeting – March 3rd

Public Works and Infrastructure

- PW staff continue to busy themselves with Winter weather event plowing and clean up in addition to the recent watermain repairs.
- Work continues on Clifton Pond Stormwater project.
- The new Programmable Logic Controller (PLC) was installed in Falmouth without any issues.

Protective Services

- Meetings and Events
 - Fire Chiefs Meeting – March 6, 2023
 - RCMP Budget Planning

Sincerely,

Mark Phillips

Mark Phillips, Chief Administrative Officer
West Hants Regional Municipality

2022-23 WEST HANTS REGIONAL OPERATING BUDGET UPDATE
TENTH MONTH ENDING JANUARY 31, 2023

REVENUE	2022-23 BUDGET	% OF THE BUDGET	FORECAST MARCH 31, 2023	VARIANCE % (BASED ON FORECAST)	VARIANCE (BASED ON FORECAST)	ACTUALS JANUARY 31, 2023	VARIANCE % (BASED ON ACTUALS)
TAXES	\$ 20,647,877	78%	\$ 20,201,855	-2.2%	\$ (446,022.00)	\$ 20,201,855	2.2%
BUSINESS PROPERTY / DEED TRANSFER TAX	\$ 2,214,540	8%	\$ 3,102,201	40.1%	\$ 887,660.76	\$ 2,738,140	-23.6%
GRANTS	\$ 90,085	0%	\$ 125,648	39.5%	\$ 35,563.00	\$ 125,648	100.0%
SERVICES PROVIDED TO OTHER GOVERNMENTS ¹	\$ 1,093,713	4%	\$ 1,347,229	23.2%	\$ 253,515.80	\$ 808,792	26.1%
SALES OF SERVICES	\$ 920,058	3%	\$ 720,564	-21.7%	\$ (199,494.40)	\$ 629,496	31.6%
OTHER REVENUE ²	\$ 624,247	2%	\$ 930,464	49.1%	\$ 306,217.00	\$ 832,938	-33.4%
UNCONDITIONAL TRANSFERS	\$ 662,151	2%	\$ 662,224	0.0%	\$ 73.00	\$ 380,870	42.5%
TRANSFERS FROM FED OR PROV GOVT.	\$ 147,008	1%	\$ 274,647	86.8%	\$ 127,639.00	\$ 274,647	-86.8%
TRANSFERS FROM OTHER LOCAL GOVERNMENTS	\$ 164,256	1%	\$ 164,256	0.0%	\$ -	\$ 126,003	23.3%
TOTAL	\$ 26,563,894	100%	\$ 27,529,087	3.6%	\$ 965,152.16	\$ 26,118,389	1.7%
EXPENSES							
GENERAL GOVERNMENT SERVICES ³	\$ 3,570,877	13%	\$ 3,649,449	2.2%	\$ 78,572.00	\$ 3,121,955	12.6%
PROTECTIVE SERVICES ⁴	\$ 8,260,732	31%	\$ 8,528,399	3.2%	\$ 267,666.60	\$ 5,099,266	38.3%
TRANSPORTATION	\$ 1,581,716	6%	\$ 1,638,815	3.6%	\$ 57,098.80	\$ 1,365,679	13.7%
ENVIRONMENTAL HEALTH SERVICES ⁵	\$ 1,530,580	6%	\$ 1,528,981	-0.1%	\$ (1,598.80)	\$ 1,274,151	16.8%
PUBLIC HEALTH SERVICES ⁶	\$ 276,825	1%	\$ 293,887	6.2%	\$ 17,062.00	\$ 212,062	23.4%
PLANNING	\$ 1,002,094	4%	\$ 878,964	-12.3%	\$ (123,130.00)	\$ 732,470	26.9%
RECREATION	\$ 2,790,004	11%	\$ 2,720,855	-2.5%	\$ (69,149.20)	\$ 2,247,051	19.5%
EDUCATION	\$ 4,680,803	18%	\$ 4,680,803	0.0%	\$ -	\$ 3,902,120	16.6%
PRINCIPAL INSTALLMENTS	\$ 2,666,411	10%	\$ 2,666,411	0.0%	\$ -	\$ 1,535,144	42.4%
NET TRANSFERS	\$ 203,893	1%	\$ 203,893	0.0%	\$ -	\$ -	100.0%
TOTAL	\$ 26,563,894	100%	\$ 26,790,456	0.9%	\$ 226,521.40	\$ 19,489,898	26.6%
SURPLUS / DEFICIT	\$ -		\$ 738,631			\$ 6,628,491	

Please note that if revenue and expenditures were incurred evenly over the year approximately 83% 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 \$738,631. The surplus funds, minus the budgeted deficit for sewer will be moved to the Operating Reserve as per the Reserves policy.

Keynotes:

1. This summary sheet has been updated to show only the general operations amounts. This means that sewer revenue and expenses have been removed from the table.

2. Revenue:

- Overall, we are seeing an increase in several revenue areas, with our currently year-end projection of being 3.6% over the budgeted values.
- We have received federal and provincial grants in excess of what was estimated during budget deliberations.
- Current Deed Transfer Tax actual is at \$2.32 million at January 31, 2023. We have received the January Deed Transfer Tax Payments and as of today, our actual is \$2.46 million. The year end projection has increased to \$2.68 million, up from the \$1.8 million budgeted for the year. This increase room for the February and March taxes to be received. We do receive these funds a month behind, previously it was stated we had received February already, but it was actually for the sales that occurred in January. Therefore we have 2 months left to receive for 2022-23.
- 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.

3. Expenses:

- Overall projections are showing a small excess in expenses, coming in 0.9% over the budgeted values.
- Planning continues to see the greatest savings, as they continue to seek employees for vacant positions.
- Protective Services is projection a deficit based on costs to date. The majority of this is related to additional fuel costs through the fiscal year
- Public Health Services is showing an increase as our payment for the Public Housing Deficit came in over the budgeted value.

LEGEND:

1 - SERVICES PROVIDED TO OTHER GOVERNMENTS INCLUDES: RECYCLING/ENFORCMENT, HOST COMMUNITY FEES, ADMINISTRATION FEES, COURTHOUSE

2 - OTHER REVENUE INCLUDES: INTEREST & PENALTIES, RETURN ON INVESTMENTS, ADMINISTRATIVE RENTALS AND LEASES, FINES, LICENSES & PERMITS

3 - GENERAL GOVERNMENT SERVICE INCLUDES: LEGISLATIVE, ADMINISTRATION, FINANCIAL SERVICES, FACILITIES, LIBRARIES

4 - PROTECTIVE SERVICES INCLUDES: RCMP, FIRE, REMO, BY-LAW, COURTHOUSE, BUILDING INSPECTION

5 - ENVIRONMENTAL HEALTH SERVICES INCLUDES: SEWER, WASTE COLLECTION, WASTE DIVERSION, LANDFILL

6 - PUBLIC HEALTH SERVICES INCLUDES: CEMENTERIES, PUBLIC HOUSING

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

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

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

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

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

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

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

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

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

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

Avon River Causeway Correspondence

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

[illegible]

Correspondence Received

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Katherine	Mcleod, P.Eng, Dept. Environment and climate change	2021-10-28 (Received)	2022-01-11 COTW
Hants County Legion		2021-11-25	2021-12-07 COTW
Hon. Melissa	Sheehy-Richard	2021-11-30	2021-12-07 COTW
Hon. John	Lohr	2021-11-30	2021-12-07 COTW
Hon. Kim	Masland	2021-12-01	2021-12-16 Council
NSUARB		2021-12-10	2021-12-16 Council
Bennet	Mary Lou	2021-12-13	2021-12-16 Council
Hon. Kim	Masland	2021-12-17	2022-01-11 COTW
Bland	Lisa	2021-01-17	2022-01-11-COTW
Wilson	John	2021-12-21	2022-01-11 COTW
Pineo	Shirley	2021-12-17	2022-01-11 COTW
Nelson	Gary	2022-01-11	2022-01-25 Council
Hon. Kody	Blois	2022-01-13	2022-01-25 Council
Denise	Forrand	2022-01-19	2022-01-25 Council
Dawn	Allen	2022-01-18	2022-01-25 Council
Sarah	Brothers	2022-01-19	2022-01-25 Council
Roland	Newcombe	2022-01-20	2022-01-25 Council
Valerie	Newcombe	2022-01-20	2022-01-25 Council
Andrea	Moore	2022-01-21	2022-01-25 Council
Gary	Nelson	2022-01-26	2022-02-08 COTW
Hon. Minister	Johns	2022-01-27	2022-02-08 COTW
Hon. John	Lohr	2022-02-01	2022-02-08 COTW
Hon. Joyce	Murray	2022-02-02	2022-02-08 COTW
Kim	MacQuarrie	2022-02-06	2022-02-22 Council
Sheldon	Hope	2022-02-08	2022-02-22 Council
Brad	Carrigan	2022-01-24	2022-03-08 COTW
Dr. Gordon	Haliburton	2022-02-14	2022-03-08 COTW
Hon. Kim	Masland	2022-03-01	2022-03-08 COTW
East Hants		2022-03-01	2022-03-08 COTW
Hon. John	Lohr	2022-03-22	2022-04-12 COTW
Andrea	Parker	2022-03-28	2022-04-12 COTW
Bulk Water Haulers		2022-03-30	2022-04-12 COTW
Mark	Wainman	2022-04-04	2022-04-12 COTW
Jeff	Houser	2022-03-23	2022-04-12 COTW
Kathrin	Winkler	2022-04-05	2022-04-12 COTW
Joseph, PVSC	Feeney	2022-04-14	2022-04-26 Council

Correspondence Received

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

Correspondence Received

Darren	Porter	2022-09-16	2022-09-27 Council
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

Graham Sandford	Re: response to outstanding concerns sent after the presentation to Council on December 13th, 2022.	2023-01-09	2023-01-10 COTW
Graham Sanford	Re: File to Rezone Lots along Bog Road	2023-01-24	2023-01-24 Council
Nova Scotia Department of Public Works Request	Re: Pothier Motors Crosswalk Request	2023-02-03	2023-02-14 COTW
Windsor Township Business Association	Re: Expression of Thanks and Continued Conversations	2023-02-09	2023-02-14 COTW
Hants County Federation of Agricultural and the Great Falmouth Marsh Body	Re: Remaining ACOA funds	2023-02-23	2023-02-28 Council
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-02-17	2023-03-14 COTW
Windsor Lions Club	Re Tourist Bureau Park Request	2023-02-23	2023-03-14 COTW
Carrilee Eddy	Re Affordable Housing	2023-02-28	2023-03-14 COTW
Graham Sanford	Re: Don't Be The Dirt Advocacy Presentation	2023-02-28	2023-03-14 COTW
Andrew Hardman	Re 997 Highway 14 Distribution Depot - Trans-World Concerns	2023-03-02	2023-03-14 COTW
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-03-02	2023-03-14 COTW
FCM Executive Decision	Re Green Municipal Fund application	2023-03-03	2023-03-14 COTW
Avondale Hall	Re Floor repair and renovation request	2023-03-08	2023-03-14 COTW
Letter From Private Road Development	Re Petition for Waste Collection Services	2023-03-09	2023-03-14 COTW
Daniel Faulkner	Re Gerrish St	2023-03-13	2023-03-14 COTW

reply by end of business on Wednesday, February 22nd. We are hopeful that the Municipality can be open and transparent with the information requested and not push this matter into a judicial review process.

Regards,
Seamus Marriott
Core Committee Zwicker Lake Property Owners

From: [Abraham Zebian](#)
To: [Deanna Snair](#)
Subject: Fwd: Affordable housing units
Date: Tuesday, February 28, 2023 10:22:32 PM

From: Carrilee E
Date: February 28, 2023 at 7:41:05 PM AST
To: Sara Poirier <spoirier@westhants.ca>, Kathy Kehoe <kkehoe@westhants.ca>, Todd Richard <trichard@westhants.ca>, Mark Phillips <MPhillips@westhants.ca>, Shelleena Thornton <SThornton@westhants.ca>, Carlee Rochon <crochon@westhants.ca>
Cc: Debbie Francis <DFrancis@westhants.ca>, Abraham Zebian <AZebian@westhants.ca>, Laurie Murley <lmurley@westhants.ca>, Jim Ivey <jivey@westhants.ca>
Subject: Affordable housing units

Good day all!

A discussion on Facebook about housing development in WHRM prompted this letter.

I want to see WHRM require developments to have a percentage of affordable (related to income, not market value) units whenever any housing development is approved.

I wasn't aware of the perception "the Shore" or Three Mile Plains is as a low income area until someone told me. I have friends in both areas with a range of incomes and was surprised that is the perception.

I believe we can and should purposefully avoid allowing low income/high income areas, especially in areas that are historically seen as low income areas.

West Hants is a beautiful place to live with fantastic people who deserve well-planned housing for all.

Thank you,
Carrilee Eddy
Windsor, NS



Windsor and District Lions Club

February 23, 2023

West Hants Council

My name is Tara-Lee Whattam. As a former member of the Windsor and District Junior Chamber of Commerce, and as the newest member of the Windsor and District Lions Club, I am writing you about a special project that we feel is a need in the town of Windsor.

I am talking specifically about the park where the old Tourist Bureau was located. I remember what this area looked like when the Windsor and District Junior Chamber of Commerce maintained it.

Over the summer myself and my boyfriend Robbie Taylor, also a member of the Windsor District Lions Club, went there so I could show him this beautiful corner of Windsor that he hadn't seen yet. I was surprised to see how little has been done over the years.

Broken branches in the pond making it difficult for the ducks to enjoy their stay, we used to feed those ducks when the tourist bureau was there and the Windsor and District Junior Chamber of Commerce took care of it. Long grass, so if you wanted to sit on the ground for a picnic under the beautiful willow's you can't! Those willows used to play background for some amazing prom, graduation and wedding photos. Not now, not like this.

We took this information back to our local club and asked if this was a project we would like to consider taking on. Their answer was yes.

So, as members of the Windsor and District Lions Club, we would like to put a proposal of adopting this property in partnership with the municipality. The municipality would maintain the basic lawn maintenance, Lions and their partners would maintain gardens.

Our goal is to bring this park back to life. We would take care of any fundraising needed for painting and maintaining the picnic tables and gazebo. We will install and maintain new flowerbeds, remove all branches from the pond and surrounding area. We would like to install a Little Free Library in the gazebo area as well as plaques for all the partners with the project.

We also think this would be a great joint project and would invite the Windsor Rotary club to participate along with any other interested groups. We would also like to put part of this project out to our schools by inviting the students to participate in a contest to rename park.

This brings awareness to the park as well as gets our youth and community members involved in the rejuvenation of the park. As our Lions International President Brian Sheehan says "Together We Can."

Yours in Lionism,

Project Chair and contact:

Lion Tara-Lee Whattam, (902) 788-0923

Co-Chair :

Lion Robbie Taylor, (647)220-0858

A handwritten signature in blue ink, appearing to read 'Paul Burgess', with a long horizontal line extending to the right.

Windsor and District Lions Club President:

Lion Paul Burgess, (902) 798-7921

From: Graham Sanford
To: [PublicOnlyCouncilEmail](#)
Subject: Graham Sanford-Don't Be The Dirt Advocacy Presentation
Date: Tuesday, February 28, 2023 6:39:17 PM
Attachments: PH Letter Feb 3-23 Front.pdf
CORR571 - Sanford - Bog Road - Signed.pdf
PH Letter Feb 3-23 Back.pdf
CORR571 -Subdivision Plan 2006.pdf
Public Hearing Feb 28-23.docx

Caution [External Email]

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

Dear Councillors.

Please find attached the document I read from, and the letter from the Honorable Minister of Housing and Municipal Affairs office.

Please see my website, www.dontbethedirt.ca for photos with descriptions of the mess that has been made on less than 2 acres.

The photos in the email submission, of the ravine with brown water, was taken Feb 20/23, with other photos proving the dirty flow is from the excavation site. I'm really concerned how this became 20 more acres, with a significant border on the ravine, and one whole border along a tidal river.

And, the main issue, how 26 acres became R2, when it was O2, with a request into the NS Archives for the documents referenced in the Honorable Ministers Office.

I can provide a copy of the petition upon request.

Best regards,

Graham Sanford
Don't Be The Dirt Advocacy



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

February 22, 2023

Graham San

VIA EMAIL: [REDACTED]

Dear Graham Sanford:

Thank you for your email of February 7, 2023, regarding a property in the West Hants Regional Municipality.

When was PID 45046315 zoned to R-2?

Although there were previous planning documents adopted in 1985 which may provide the details on zoning you are searching for, these documents were transferred to the Nova Scotia Archives. You may wish to contact the Archives, either by email at archivesnovascotia.ca or phone at 902-424-6060, to inquire whether these files are available.

Town Boundary

We have reviewed our files and the Land Registry online database. The most recent document establishing the Town boundary on this property can be found on the attached approved 2006 Subdivision Plan, available from Property Online. This plan indicates that the surveyor established an approximate location for the former Town boundary; however, the Department has no map showing the location of the boundary in relation to the barn.

Agrologist

Since the Nova Scotia Institute of Agrologists is responsible for administering the *Agrologists Act* (<https://nslegislature.ca/sites/default/files/legc/statutes/agrologi.htm>) and regulating membership, you may wish to contact them directly to discuss your concerns. They may be reached at info@nsagrologists.ca.

Statement of Interest regarding Agriculture

The Department is responsible for implementing a Statement of Provincial Interest (SPI) regarding Agricultural Land. The SPI is intended to protect the most viable agricultural land, but provides flexibility to consider the local context, such as existing land uses, economic conditions and the size of existing agricultural operations.

Policy 8.6.1 of the West Hants Municipal Planning Strategy enables Council to consider requests for non-farm uses on land designated for agriculture only when an Agrologist report is provided. This report must confirm that at least 90% of the development site is not suitable for agricultural uses. This policy meets the intent of the SPI.

The former Town of Hantsport did not identify any active farms in the Municipal Planning Strategy. Although there may be some portions of Hantsport with suitable soil quality for agricultural uses, towns are often the growth centres in rural communities, which means allowing for more residential growth within a town can be used as a tool to protect farmland outside of the town. Residential growth policies within a town discourage demand for residential development outside of the town because there is enough land in the town to meet the needs of the community. This leaves larger rural land available for a variety of agricultural uses. The flexibility within the SPI enables towns to apply this approach.

In closing, we appreciate your passion for the future of agriculture in Nova Scotia and hope you continue to actively participate in land use matters in your local area.

Sincerely,



Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: Melissa Sheehy-Richard, MLA - Hants West

CORR571/ss

REGISTERED OR RECORDED AT 14:19 O'CLOCK
AUG 23 2006
A.D. 2006 AS NO. 85951516
JANET BURNS ACTING
Tina Landzaat, Registrar
Form 28

Cover Page for Plans Affecting Registered Parcels
Land Registration Act, S.N.S., 2001 C.6

Registration District: Hantsport
Registrant User Name: 500002168
Submitter's Name/Firm Municipal File Number or Land Registration File Number
H-01-08-06

IN THE MATTER OF a plan filed pursuant to the Land Registration Act

AND IN THE MATTER OF Registered Owner [REDACTED]

TAKE NOTICE THAT the attached plan relates to the following parcels registered pursuant to the Land Registration Act:

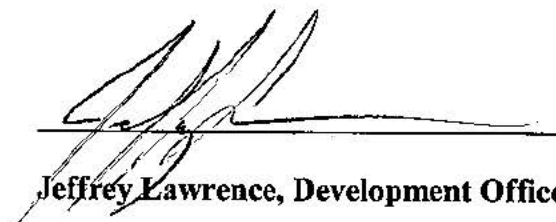
Parent PIDS

45046315

New PIDs

45366465-Lot#1
45366473-Lot#2
45366481-Lot#3
45366499-Lot#4
45366507-Lot#5
45366515-Lot#6

DATED at Hantsport in the County of Hants, Province of Nova Scotia, this 22nd day of August 2006.



Jeffrey Lawrence, Development Officer

The Town of Hantsport
PO Box 399, Hantsport, NS
B0P 1P0
Phone: 902-684-3211
Fax: 902-684-3227
E-Mail: Jeff@hantsportnovascotia.com

Form 28
Cover Page for Plans Affecting Registered Parcels
Land Registration Act, S.N.S. 2001, c. 6

Registration district: HANTS
Registrant user number: 1948
Submitter's name/firm: The Municipality of West Hants

Municipal file number or land registration file number: 32-06

In the matter of (*select one*)

☒ a plan filed under the *Land Registration Act*; or

The recording of the following non-enabling instrument :

- ☐ boundary line agreement
- ☐ instrument of subdivision
- ☐ statutory declaration regarding *de facto* consolidation
- ☐ condominium declaration
- ☐ initial condominium bylaws
- ☐ repeal of subdivision
- ☐ other (*specify*) _____

REGISTERED OR RECORDED AT 14:19 O'CLOCK
AUG 23 2006 A.D. JB AS NO. 85951516
JANET BURNS, Acting
Tina Landzaat, Registrar

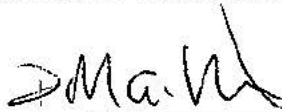
And in the matter of registered owner [REDACTED]

Take notice that the attached plan/document relates to the following parcels registered under the *Land Registration Act*:

Parent parcels	45046315	New parcels	45366481
		PID:	
PID:		PID:	
(Expand box for additional PIDs.)		(Expand box for additional PIDs.)	

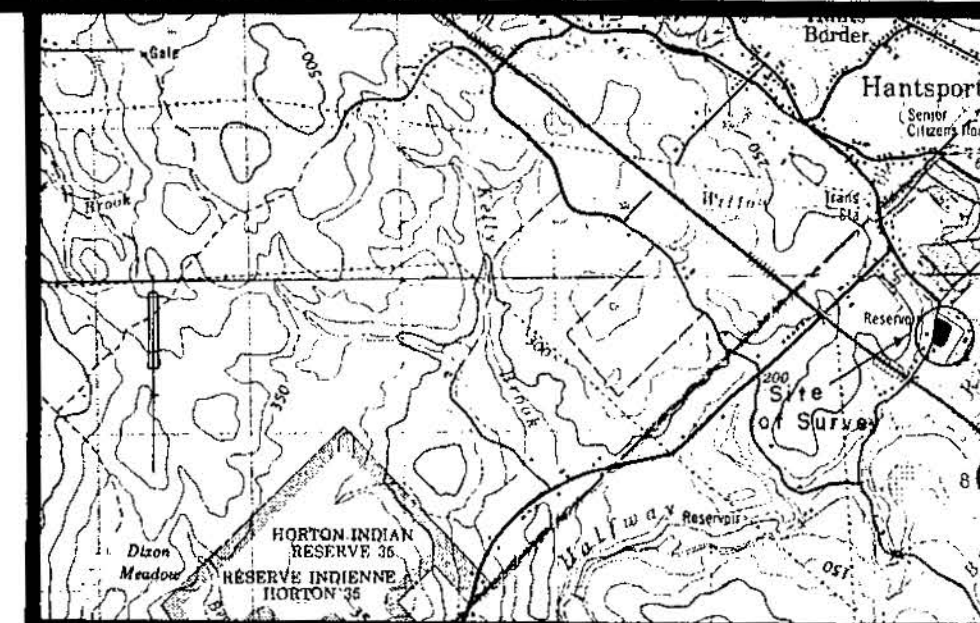
Note: An amending Parcel Description Certification Application is required.

Dated at Wentworth Creek, in the County of Hants, Province of Nova Scotia, August 23, 2006.



Signature of municipal official
Name: Doug MacInnis, Development Officer
Address: Municipality of West Hants
Box 2230, Windsor, NS, B0N 2T0
Phone: (902) 798-6900
Email: dmacinnis@windsorwesthantsplanning.ns.ca
Fax: (902) 798-8553

Effective May 16, 2005



KEY PLAN SCALE 1" = 50,000'

LEGEND:

- S.M. SURVEY MARKER
- I.P. IRON PIPE
- I.B. IRON BAR
- C.P. CALCULATED POINT
- R.P. ROCK POST
- △ N.S.C.M. NOVA SCOTIA CONTROL MONUMENT
- W.P. WOODEN POST
- Fd. FOUND
- WIT. WITNESS
- P.C. POINT OF CURVATURE
- R, A, C, T. RADIUS, ARC, CHORD, TANGENT
- (D), (M), (P), (C) DEED, MEASURED, PLAN, CALCULATED
- C/L, T/L CENTRELINE, TIE LINE
- O.H.W.M. ORDINARY HIGH WATER MARK
- LANDS DEALT WITH BY THIS SURVEY
- LINE NOT TO SCALE

THIS SURVEY WAS CONDUCTED DURING THE PERIOD OF
MAY 2 - JUNE 1, 2005

SCALE FACTOR WAS NOT APPLIED TO DISTANCES.

COMPASS RULE ADJUSTMENT WAS APPLIED TO MEASUREMENTS.

BEARINGS ARE REFERRED TO THE NOVA SCOTIA 5th MODIFIED TRANSVERSE
MERIDIAN GRID, ZONE 5, CENTRAL MERIDIAN 64°30' WEST AND WERE
DERIVED FROM THE LINE JOINING N.S.C.M. 8456 TO N.S.C.M. 8457
HAVING A BEARING S 41°41'34"E.

REGISTERED OR RECORDED AT 1:11:20 O'CLOCK
AUG 23 2006 A.D. AS NO. 85951516
JANET BURNS ACTING
Hants Land Registrar

PLAN OF SURVEY SHOWING

LOTS 1 to 6

SUBDIVISION OF LAND OF

ANDREW JOHN MARSH AND
ARLETTE MARIE COMEAU-MARSH

BOG ROAD, HANTSPORT,

HANTS COUNTY, NOVA SCOTIA.

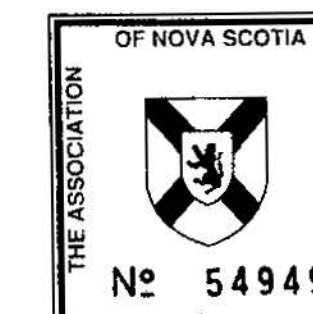


SURVEYORS CERTIFICATE
I, D. ALLAN CYR, NOVA SCOTIA LAND SURVEYOR,
HEREBY CERTIFY THAT THE SURVEY REPRESENTED
BY THIS PLAN WAS CONDUCTED UNDER MY SUPER-
VISION AND THAT THE SURVEY AND PLAN WERE
MADE IN ACCORDANCE WITH THE NOVA SCOTIA
LAND SURVEYORS ACT AND THE REGULATIONS
MADE THEREUNDER.

DATED THIS 7th DAY OF JUNE, 2005

NSLS

SCALE: 1" = 40'
40 30 20 10 0 40 80 120

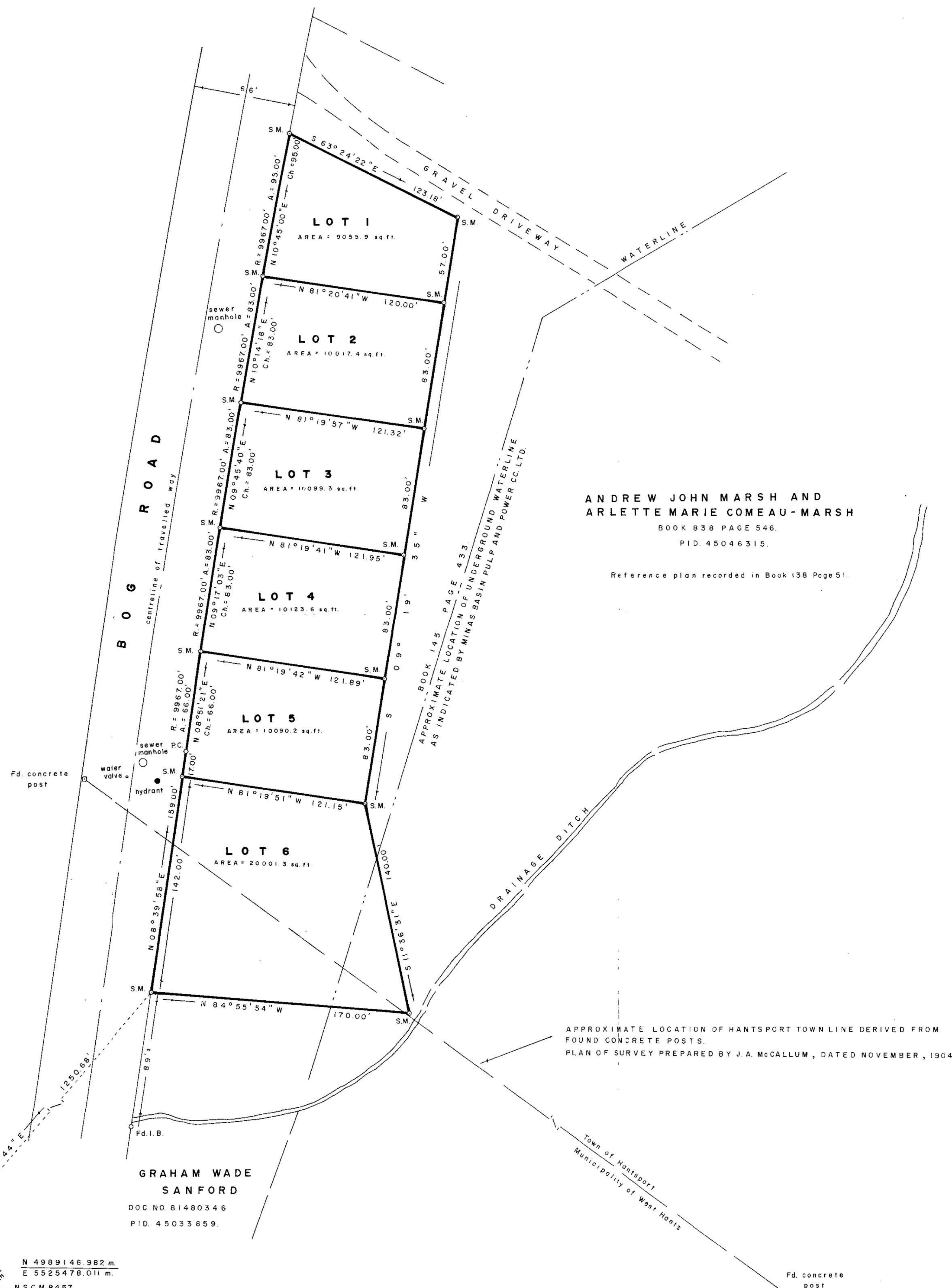


CYR SURVEYS

D. ALLAN CYR,
Nova Scotia Land Surveyor
P.O. Box 904,
Kentville, N.S.
B4N 4H8

DATE OF PLAN JUNE 7, 2005

PLAN NO. S-1-2005-024



MUNICIPALITY OF WEST HANTS
FINAL PLAN APPROVED

PLAN No. 32-06

APPROVAL OF LOT 6

REMARKS: No. 32-06, OF ANY SIZE, 4990379.259 m.

1 certify that this plan of subdivision has been duly

approved in accordance with the provisions of the

Municipal Government Act

Date Signed D. Mark

Aug 23/2006 WEST HANTS MUNICIPAL
DEVELOPMENT OFFICER

GRAHAM WADE
SANFORD

DOC. NO. 81480346

PID. 45033859

N 4989146.982 m
E 5525478.011 m
N.S.C.M. 8457

PROPOSAL INFORMATION SHEET

Address: Bog Road, Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515)

Request: Semi-detached residential dwellings

Proposal Description: Rezoning to the Two Unit Residential (R-2) zone.

Community:

Hants Border

Designation:

Residential / Agriculture

Current Zone:

Single Unit Residential /
Agricultural Priority Two (AR-2)

Location:



West Hants Regional Municipality

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

902-798-8391 www.westhants.ca



February 2, 2023

Dear Property Owner:

Re: Public Hearing

Bog Road, Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515)

This letter is being sent to you as you are an owner of land within 500 feet of the above property.

You are invited to attend a Public Hearing. The meeting is scheduled to be held in person at 76 Morison Drive, Windsor on **Tuesday, February 28 at 5:00pm**. If you would like to attend the meeting virtually, please contact Deanna Snair (dsnair@westhants.ca) by noon, Friday, February 24. The meeting can also be viewed live on the Municipal Facebook page at www.facebook.com/RMWindsorWestHants.

The meeting is to explain and receive comments on a proposed rezoning to the Two Unit Residential (R-2) zone.

If you would like to virtually attend the meeting, please contact Deanna Snair (dsnair@westhants.ca) by February 24. Members of the public are welcome to submit comments or questions on the proposed development agreement to Alex Dunphy by February 24 by:

Phone	902-798-8391 ext. 118
Email	adunphy@westhants.ca
Mail	76 Morison Drive, PO Box 3000 Windsor NS B0N 2T0
Drop box	Regional office at 76 Morison Drive

Sincerely,

Vanessa Lake
Planning Assistant



Graham Sanford

[REDACTED] Hantsport.

[REDACTED]

[REDACTED]

and Petition Signers.

West Hants Regional Municipality

Public Hearing, Bog Road, Hants Border

February 28, 2023, 5PM

76 Morison Drive, Windsor, NS

PIDs 45366473, 45366481, 45366499, 45366507, 45366515

This meeting is to explain and receive comments on a proposed rezoning to the Two Unit Residential (R2) zone.

Current Zone Single Unit Residential (R1) /Agricultural Priority Two (AR-2)

Good evening.

First, congratulations to Director of Planning and Development, Sara Poirier. It is always nice to see people move up within an organization.

I have in my hand a hard copy original petition with thirty-six (36) signatures from ninety-two percent (%92) of the homes from the Halfway River Bridge to the end of the Bog Road at Holmes Hill.

For six months I have been navigating through how to gather valid, correct information on several concerns. Those folks on the petition respectfully request the same.

Important Related Concerns with abutting land, same landowner, open:

-Removal of topsoil and trucked off site, with Nova Scotia Department of Environment and Climate Change, video evidence from 09/29/22 to 10/27/22 submitted February 22, 23.

-Alteration of a watercourse without a permit. Conflicting answers from Nova Scotia Department of Environment and Climate Change. In progress.

Important Related Concerns with abutting land, same landowner, closed:

-Former Town of Hantsport boundary line with West Hants Regional Municipality, addressed in a response letter received from the Honorable Minister of Housing and Municipal Affairs office. Note we had commitments from the Nova Scotia Office of the Ombudsman, that the Municipality would respond with confirmation of this boundary within two (2) weeks from January 23, 23. That did not happen, at all, so we e-mailed the Honorable Ministers Office.

Important Related Concerns with West Hants Regional Municipality, open:

Residential Two Unit (R2) zoning of PID 45046315 that exists within former Town of Hantsport boundary (26 acres of farmland that sits behind the lots in the application). This zoning has been questioned, as four (4) conflicting answers had been received from the Municipality. How did this farmland (behind and abutting the lots in the application) become Residential Two Unit (R2) zoning, when the former owner only worked to have the lots along the road subdivided, which are, as noted in this application, Residential Single Unit (R1)?

Town of Hantsport Zoning Map from 1976 shows this land as Conservational.

Per the letter from the Honorable Minister of Housing and Municipal Affairs office, there were planning documents adopted in 1985, and as such we reached out to the Nova Scotia Archives for this information, as mentioned to do so in the Honorable Minister's letter:

"Although there were previous planning documents adopted in 1985 which may provide the details on zoning you are searching for, these documents were transferred to the Nova Scotia Archives. You may wish to contact the Archives, either by email at archives@novascotia.ca or phone at 902-424-6060, to inquire whether these files are available."

The Agrologist report is also partly based on adjacent uses, which assumes that Residential Two Unit (R2) zoning portion of PID 45046315 is correct. Since this is in dispute, please consider that portion of the Agrologist report not valid currently.

Closing comments:

The way the Municipality has gone about their interaction with me on these issues, was not an efficient use of taxpayer funded time.

The call I received from my MLA on these issues, was triggering.

If any councillors are being pressured to vote in a manner that they do not want to, there are resources available. At the end of the day, IF, it is proven that the current Residential Two Unit (R2) zoning of PID

45046315 that exists within former Town of Hantsport boundary, is invalid, all is not lost. The agrologist can perform their work, report it to the Municipality, and we can go through the process of rezoning it, correctly.

The value of the Agrologist report. During the January 24/23 Council Meeting, First Reading of this application, Councillor Rupert Jannasch offered that this needs discussion, referencing another file to do with rezoning away from Agricultural Land, where the comments from another Agrologist were the same as in this report? We offer, the issue is with the outdated basis by which an Agrologist assesses the current, and POTENTIAL suitability of land for food production. They totally ignore Regenerative Agriculture, with three (3) examples nearby of how land can be brought back to production capable.

The timing of the Agrologist report. Councillor Jim Ivey asked planner Alex Dunphy when the Agrologist from PEI was approved to perform their work in Nova Scotia. The response was August 22/22, which is after the work was preformed, August 5/22, PID 45360914 , 31 acres. We have an e-mail into the Nova Scotia Institute of Agrologists to confirm this timing.

In summary.

The concerns with this process as outlined above, indicates this process to date has connected, unanswered, valid concerns. Considering this, and the petition, we ask Council to require further study on these matters.

Thank you,

Don't Be The Dirt Advocacy, Graham Sanford and Petition Signers
February 28, 2023

From: Andrew Hardman
To: Doug MacInnis
Cc: Sara Poirier; "Mark Kehoe"; bmaxner "Chrystal Fuller"; PublicOnlyCouncilEmail; Mark Phillips
Subject: FW: 997 Highway 14 Distribution Depot - Trans-World
Date: Thursday, March 2, 2023 10:42:26 AM
Attachments: [image854677.png](#)
[image854677.png](#)

Caution [External Email]

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

Doug

See the email thread and your reply below. I am not "suggesting" that it is an industrial distribution operation. I am telling you that it is.

I am a Professional **Industrial** Engineer and have been for over 30 years.

THIS IS A FORMAL COMPLAINT that there is an Industrial Distribution and Storage and facility at 997 Highway 14, Upper Vaughan.

The clues you may be looking for are in the pictures attached, which were taken today at the site, 997 Highway 14. The words "Industrial" and "Distributing" are clearly marked on the side of the road trailers.

At the very least, they are storing sea containers, road trailers and material handling equipment.

In your reply to Mr. Sherman below you said that you will conduct an investigation the next time you are in the area. Has this been done? If not, maybe you should make a special trip.

Andrew Hardman, P.Eng.

From: Doug MacInnis <DMacInnis@westhants.ca>
Sent: November 2, 2022 2:11 PM
To: Andrew Hardman [REDACTED]
Subject: FW: 997 Highway 14 Distribution Depot - Trans-World



Doug MacInnis

Development Officer
West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N2T0

T [902-798-8391 Ext. 120](tel:902-798-8391)
E DMacInnis@westhants.ca
W www.westhants.ca

Please Note: Only the issuance of a development permit guarantees your proposed development complies with the requirements of the Land Use By-law. In the absence of a detailed application for your proposal, I am unable to

warrant that the proposal complies with the requirements.

From: Ed Sherman <esherman@westhants.ca>
Sent: Wednesday, November 2, 2022 1:11 PM
To: Doug MacInnis <DMacInnis@westhants.ca>
Cc: Abraham Zebian <AZebian@westhants.ca>; Mark Phillips <MPhillips@westhants.ca>; Madelyn LeMay <MLeMay@westhants.ca>; Tim Leslie <TLeslie@westhants.ca>
Subject: Re: 997 Highway 14 Distribution Depot - Trans-World

Thanks Doug

Sent from my iPhone

On Nov 2, 2022, at 5:06 PM, Doug MacInnis <DMacInnis@westhants.ca> wrote:

Ed,
Records show we received an application on September 1, 2020 for a storage building at 997 Highway#14. A permit was issued for a steel storage building on September 10, 2020. Normal inspections were carried out by Building Official staff with no anomalies recorded. Other than Mr. Hardman suggesting this is an "Industrial Distribution Operation" we have no complaints on record and have not witnessed any unusual activities. We can make arrangements to conduct a site visit the next time we are in the area.
Thank you
Doug



Doug MacInnis

Development Officer
West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N2T0

T [902-798-8391](tel:902-798-8391) Ext. 120
E DMacInnis@westhants.ca
W www.westhants.ca

Please Note: Only the issuance of a development permit guarantees your proposed development complies with the requirements of the Land Use By-law. In the absence of a detailed application for your proposal, I am unable to warrant that the proposal complies with the requirements.

From: Ed Sherman <esherman@westhants.ca>
Sent: Wednesday, November 2, 2022 12:10 PM
To: Doug MacInnis <DMacInnis@westhants.ca>; Abraham Zebian <AZebian@westhants.ca>; Mark Phillips <MPhillips@westhants.ca>
Subject: Fwd: 997 Highway 14 Distribution Depot - Trans-World

Hi Doug, do you know when a response will be coming to this question.
Thanks
Ed

Sent from my iPhone

Begin forwarded message:

From: Andrew Hardman [REDACTED]

Date: November 2, 2022 at 2:16:46 PM GMT+1
To: Ed Sherman <esherman@westhants.ca>
Cc: Abraham Zebian <AZebian@westhants.ca>
Subject: FW: 997 Highway 14 Distribution Depot - Trans-World

Caution [External Email]

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

Mr. Sherman

There is an obvious industrial distribution operation at the above address. This being the case, it is in conflict with our LUB.

It's also pretty obvious that the development permit is questionable.

I sent an email to WHRM on Friday and also have complained about it in the past. No response.

Are you still an active councillor? Are you going to hop in on this conversation and advocate for your constituents?

If you are not an active councillor, could Mayor Zebian point me to the person who now advocates for people in our district?

Sincerely,

Andrew Hardman, P.Eng.
Upper Vaughan, NS

[REDACTED]

From: Andrew Hardman [REDACTED]
Sent: October 28, 2022 10:33 AM
To: 'Doug MacInnis' <DMacInnis@westhants.ca>
Cc: 'Madelyn LeMay' <MLeMay@westhants.ca>; 'Mark Phillips' <MPhillips@westhants.ca>; 'azebian@westhants.ca' <azebian@westhants.ca>; 'esherman@westhants.ca' <esherman@westhants.ca>; 'pmorton@westhants.ca' <pmorton@westhants.ca>; 'jivey@westhants.ca' <jivey@westhants.ca>
Subject: 997 Highway 14 Distribution Depot - Trans-World

Doug

Thank you for providing ALL of the DPs for the PIDs I provided. I trust that the information you have provided is complete.

This (attached) DP raises more questions.

In the DP you refer to section 5(d) of the LUB which states

d) Not (sic) accessory building or structure shall be constructed:
(i) prior to the time of construction of the main building to which it is accessory, except that a boat house, dock or storage shed may be built prior to construction of a seasonal dwelling only on a lot located in the General Resource (GR) zone; or
(ii) prior to the establishment of the main use of the land where no main building is to be built

This section of the LUB, as you have previously explained, is to allow lakefront / lake access property owners in the GR zone to enjoy their property prior to establishing a main building

- 1) The attached DP C2020-371 refers to Section 5(d) of the LUB.
 - a) If the DP refers to section 5(d)(i), there is no provision for a detached garage to be constructed without a main building. Only boat house, dock or storage shed.
 - b) If the DP refers to Section 5(d)(ii) there clearly cannot be an accessory building.

Under what authority did you issue a Development Permit for a stand alone detached garage in the GR zone?

- 2) You have issued the Development Permit for a detached garage for personal storage purposes only. The DP was issued to numbered NS LLC. [REDACTED]
[REDACTED] Which has a registered address of [REDACTED]

How is it possible to issue a development permit to a Limited Company for personal storage purposes only?

- 3) The Property at 997 Highway 14 is obviously being used currently as a storage and distribution depot for Trans World Distribution. See attached pictures taken a couple of days ago. Unremarkably, the very same company that has an address at [REDACTED]
[REDACTED], where the numbered company, noted above, has a registered address. The address is that of Trans-World Distribution Limited.

There are some very upset residents in Upper Vaughan. What are you going to do about this seemingly illegally run distribution depot?

Doug, please hit the "Reply All" when responding. We are looking forward to hearing your answers.

Andrew Hardman, P.Eng.

From: Doug MacInnis <DMacInnis@westhants.ca>
Sent: October 21, 2022 3:12 PM
To: Andrew Hardman [REDACTED]
Subject: FW: permits

Andrew,
This should be it.
Take care
Doug

Doug MacInnis

Development Officer
West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N2T0

T [902-798-8391 Ext. 120](tel:902-798-8391)
E DMacInnis@westhants.ca
W www.westhants.ca

Please Note: *Only the issuance of a development permit guarantees your proposed development complies with the requirements of the Land Use By-law. In the absence of a detailed application for your proposal, I am unable to warrant that the proposal complies with the requirements.*

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

From: WH-IT-Services@cpmitservices.ca <WH-IT-Services@cpmitservices.ca>

Sent: Friday, October 21, 2022 3:11 PM

To: Doug MacInnis <DMacInnis@westhants.ca>

Subject:

ECOSYS M6535cidn
[00:17:c8:02:d1:3c]

<doc03994020221021141107.pdf>

<IMG_2676.jpg>

<IMG_2678.jpg>

<WH LUB Consolidated November 18 2021.pdf>

From: Seamus Marriott
To: Doug MacInnis; PublicOnlyCouncilEmail
Cc: Sara Poirier; Mark Kehoe; Andrew Hardman; bmaxner; Faylene Lunn; Chrystal Fuller
Subject: Re: FW: Permit Clarification
Date: Thursday, March 2, 2023 8:05:02 AM
Attachments: image969457.png
Screen Shot 2023-02-27 at 11.15.50 AM.png

Caution [External Email]

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

Hello Doug,

Thank you for your reply, but again you have not provided a solid rationale for your decision and the issue of zone encroachment upon our community continues. We have made you aware of two zoning issues within our community, yet you appear unwilling to provide our community with a solid rationale to support permit decisions.

The first matter concerns an industrial distribution center, though you continually say the building is a personal storage shed. A land title search shows that the building is owned by a numbered company from Dartmouth. A warehouse sized building, metal gates, semi-trailers on the grounds, folk lifts and stacked multiple containers are hardly personal storage. A professional engineer assessed the facility and deemed it to be an industrial distribution center.

The second matter is the purchase of a residential property by the Pisiquid Canoe Club (PCC) with funds provided by ACOA (\$689,894) and the Province (\$600,000). Close to 1.3 million taxpayer dollars in 2022 alone, for a private club of 25 or fewer year around members. More than was awarded to Ski Martock, which actually provides economic spin-offs to the community. Wow! This does not include other funds which may have been granted by the Province or the Municipality. Apologies for the aside.

Last summer you provided the PCC with a permit to store equipment on the property. The PCC operated from the property beginning in April 2022. The PCC used all the facilities including the house on the property to host events and run day camps, without proper occupancy or any other permits, which is an obvious violation of the LUB, but the Municipality turned a blind eye. Recently (February 6th) you approved a permit for the PCC to operate seasonal day camps at the property.

Last year, in e-mails from the Municipality's Director of Planning(retired) to the Development Officer (DO), the Director outlined the need for the PCC to seek an amendment to the current bylaw, for in both the Director's view and your view as the DO the PCC's use of the property in question was not compliant within the current LUB.

Email from Director (May 24,2022): *"Brad will be pushing, if the canoe club has purchased, and clearly there will be a push-back in the area. Maybe the definition would help – if that doesn't, please contact Brad, (he is commadore of the club) tell him it looks like they need an amendment (maybe add private clubs to the list of permitted uses) and he should get on it - ... But it won't be instant and would not be effective this summer. (FOIPOP)*

Email from Doug MacInnes (June 2, 2022): *"Brad - I would suggest the canoe club make application for a land use bylaw amendment to amend the definition of community center.(FOIPOP)*

Email from D MacInnes to M.Phillips & A Zebian: *I am receiving complaints and up until now have been able to avoid the issue of notifying the canoe club that they are in violation of our land use regulations. We need the canoe club to continue to move forward, if not it places me in a position where I must notify them that they are in violation. I suggest in an effort to help the canoe club avoid being placed in a position of violation we recommend that it would be in their best interest of the canoe club to lift the "hold" on the amendment to the definition of Community Centre and move forward with the public information meeting. ..."(FOIPOP)*

Note from M LeMay to D. MacInnes (Aug 8, 2002) *... until the canoe club applies for and receives a development permit as a community centre it remains in violation. Nothing has changed."*(FOIPOP)

The fact that the Director is concerned that another Municipal employee will be "pushing" the matter raises several questions and perhaps is at the crux of this whole matter. Despite this fact, we wonder if an entity has no legal right to operate within the LUB in the first place without an amendment or perhaps a development agreement, then how can permits be granted to allow for activities to take place on the property?

We have outlined below from the Municipality's LUB the uses permitted within the General Resource Zone. Reviewing the permitted uses, we once again ask the question how is the Municipality legitimizing the existence of the PCC within the zoning criteria? We understand the DO can interpret land use bylaws, but how can one interpret uses that are not outlined within the LUB? We are not aware of any changes to the definition of Community Center within the LUB, yet in your recent response you highlighted the term local board and community. Are you now stating that the property of Zwicker Lake which is owned, maintained and operated by the PCC; a private club which only allows access through membership, is being recognized by the Municipality as a Community Center in Upper Vaughan?

Despite community questions of Land Use Bylaw (LUB) since May of 2022, your office appears resolute to exclude community concerns. This was made clear in an internal email within the Municipal Planning Dept. that stated, *"resident's concerns are neither here nor there"*. (FOIPOP). As residents we are tired of the politics and the internal games being played. We have continually advocated for a Development Agreement that would work to the resolution of issues and provide success for all involved. Again, we are not opposed to the PCC but are seeking a few small concessions to allow for equitable use of the lake and wish to ensure that whatever activity occurs on this property complies with the relevant municipal and provincial regulations.

From our perspective, there appears to be resistance for any sort of public input on these zoning issues and a need to maintain control within the Municipality. As Development Officer (DO) you have continually avoided the bigger question of where and how the operation of the PCC and the Industrial Distribution Center fit within the LUB and the permitted uses of land within the General Resource category? We offer this

final opportunity to provide a comprehensive rationale for each of these matters and hope you can provide an open and transparent response.

We have included all of Council in this letter well past time to bring all of them into the loop. They need to be made aware of the actions of Municipal Officers and their continuous efforts to disregard Land use Bylaws and/or turn a blind eye to flagrant violations of these same bylaws for which they are employed to uphold and enforce.

Core Committee - Zwicker Lake Property Owners

Andrew Hardman
Barry Maxner
Debbie Innes
Faylene Lunn
Mark Kehoe
Seamus Marriott

22.0 GENERAL RESOURCE (GR)

Permitted Uses

22.1 The following uses shall be permitted in the General Resource (GR) zone:

- Agricultural support uses
- Agricultural uses
- Automobile service stations
- Churches, community centres and fire halls
- Farm equipment sales and service
- Forestry and forestry related activities
- Indoor storage facilities accessory to an agricultural use subject to Section 5.19 (Amendment 18-03 Effective December 25, 2018)
- Manufactured homes
- Personal service shops
- Restaurants
- Retail stores under 5,000 ft² (139.35 m²) in commercial floor area
- Seasonal dwellings on private roads
- Single and two unit dwellings
- Structures associated with sand and gravel extraction operations
- Existing automobile, truck and motorcycle sales, service and rental establishments
- Existing commercial and institutional uses (Amendment WHLUB 14-01 Effective January 22, 2015)

On Thu, Feb 23, 2023 at 1:57 PM Doug MacInnis <DMacInnis@westhants.ca> wrote:

Seamus,

Section 2.4 & 22 of the West Hants Land Use Bylaw, sections 244, 246, of the MGA give the development officer the authority to request and issue a development permit for a use of land, building or structure. Pisaquid Canoe Club requested a permit to allow an athletic day camps and related equipment storage on their properties in Upper Vaughan. Please find attached a copy of the permit issued to Pisaquid Canoe Club. This permit applies only to land uses and does not apply to any uses on the water. When reviewing an application the development officer has many resources to draw upon, including, authors of documents, staff opinions, internal meetings, bylaw interpretation, research and legal opinions. The General Resource zone allows a wide range of community non-commercial activities. Pisaquid Canoe Club is governed by a local board registered under the Societies Act as a not for profit organization which carries out community activities not unlike a tennis club, or soccer club, or softball association which provides sporting and/or training activities to any community members who wish to register and participate for the programs offered. Fees associated with the cost of running programs and maintaining facilities are considered commercial, similar to any community activity mentioned

here.

I refer only to Land Use requirements. Pisaquid Canoe Club also must meet requirements of the nation Building code for Fire and personal safety.



Doug MacInnis

Development Officer

West Hants Regional Municipality

PO Box 3000, 76 Morison Drive, Windsor, NS, B0N2T0

T 902-798-8391 Ext. 120

E DMacInnis@westhants.ca

W www.westhants.ca

Please Note: Only the issuance of a development permit guarantees your proposed development complies with the requirements of the Land Use By-law. In the absence of a detailed application for your proposal, I am unable to warrant that the proposal complies with the requirements.

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

From: WH-IT-Services@cpmitservices.ca <WH-IT-Services@cpmitservices.ca>

Sent: Thursday, February 23, 2023 12:47 PM

To: Doug MacInnis <DMacInnis@westhants.ca>

Subject:

ECOSYS M6535cidn

[00:17:c8:02:d1:3c]



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

March 3, 2023

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Taneen Rudyk
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Town of Vegreville, AB

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Maire
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Strathroy-Caradoc, ON

Chief Executive Officer

Cheffe de la direction

Carole Saab
Ottawa, ON

His Worship Mayor Abraham Zebian
and Members of Council
Municipality of West Hants
76 Morison Dr.
Windsor, NS
B0N 2T0

Project Title: Designing a clean energy program for West Hants Regional
Municipality and the Town of Kentville, Nova Scotia

Application Number: GMF 18554

Dear Mayor Abraham Zebian and Members of Council

On behalf of the Green Municipal Fund (GMF) Council and FCM's Executive Committee, I would like to congratulate Municipality of West Hants on its successful funding application for the above-noted initiative.

It is my pleasure to confirm that Municipality of West Hants has been approved for a grant in the amount of up to \$168,800.

In the near future, Jasmine Lum will contact Municipality of West Hants to finalize the agreement for this funding. FCM's obligation to fund the above-noted initiative will only become binding once the agreement is signed.

FCM, in partnership with the Government of Canada, oversees public announcements regarding GMF-funded initiatives. In the coming weeks, our media relations team will contact the Municipality of West Hants to discuss the process for a public announcement. Until that time, before making any public statements related to the status of the application process for GMF funding (with the exception of reporting to Council), please contact the FCM media team at 613-907-6395 or by email at media@fcm.ca.

.../2

24, rue Clarence Street
Ottawa, Ontario, K1N 5P3

T. 613-241-5221
F. 613-241-7440

www.fcm.ca



Thank you for your interest in GMF. We look forward to working with you to improve the quality of life in your community, and to sharing the results of your initiative with communities across Canada.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan De Sousa". The signature is fluid and cursive, with the first name "Alan" and last name "De Sousa" clearly distinguishable.

Alan De Sousa
Chair, Green Municipal Fund Council

ADS/JL:bm

cc: Mark Phillips, Chief Administrative Officer

Waste Services Coordinator
West Hants Regional Municipality
76 Morison Dr., P.O. Box 3000
Windsor, NS B0N 2T0

Petition for waste collection on Destination Way and Cozy Crescent

To the Council of the Municipality of the District of West Hants,
From the current owners of Destination Way, Cozy Crescent and Moonshadow Run.

The owners hereby request the Municipality to include Destination Way and Cozy Crescent in Area 1 collection routes.

Currently 22 lots have been sold, with at least 5 properties already issued occupancy permits. Once the development is complete, there will be approximately 50 single family homes. This development already generates significant additional tax revenue, while still not increasing expenses for the Municipality for road maintenance and snow removal. Not being afforded proper waste collection (to include recycling and green cart collection) risks posing a safety and health issue should all residents be required to deposit their bags/carts at the corner of New Ross Rd and Destination Way. Having such a concentration of bags in the open also risks attracting more wildlife, posing a risk to animals and motor vehicles traveling on New Ross Rd.

Therefore, representing current owners of Destination Way, Cozy Crescent and Moonshadow Run, the undersigned request curb-side waste collection as per the Municipality of the District of West Hants Solid Waste Management By-Law.

Name	Signature	Lot Number or Civic Address
Patricia Corbeil and Thomas Sheehan	DocuSigned by: <i>Patricia Corbeil</i> 8AB0A9C4AE04B6F	79 Destination Way
Ali Beaver and Greg Hutchings	DocuSigned by: <i>Ali Beaver</i> D5B45A71DD9C47B	Lot 17 Destination Way
Angela and Barry Spearns	DocuSigned by: <i>Barry Spearns</i> DDB4E9A9A94DE	67 Destination Way
Charles and Angelina Cooke	<i>Charles Cooke</i> 5EE36DC20600440	116 Destination Way
Rob Blackwood	<i>Rob Blackwood</i> DocuSigned by:	51 Destination Way
Thomas and Sarah Duggan	DocuSigned by: <i>[Signature]</i> 4EB	115 Destination Way
Natalie Lane and Jeff Bell	DocuSigned by: <i>Natalie and Jeff Bell</i> DCECB97219B041F	132 Destination Way
Brad and Samantha Ross	DocuSigned by: <i>Brad and Sam Ross</i> EAC6BBA513741AD	19 Destination Way

Christina Wyatt	DocuSigned by: <i>Christina Wyatt</i> 17FD53F42EFC41E...	30 Moonshadow Run

On behalf of the undersigned

Patricia Corbeil
Patricia Corbeil
196 Maple Grove Av
Timberlea, NS
B3T0C4



From: Abraham Zebian
To: Deanna Snair
Subject: Fwd: Gerrish St
Date: Monday, March 13, 2023 8:28:39 AM

Correspondence for March COTW.

Mayor Abraham Zebian
West Hants Regional Municipality
76 Morrison Drive
Windsor NS
B0N 2T0
902-790-1566

Begin forwarded message:

From: Daniel Faulkner [REDACTED]
Date: March 12, 2023 at 10:49:55 PM ADT
To: "dfrancis@westhants.ca" <dfrancis@westhants.ca>, "azebian@westhants.ca" <azebian@westhants.ca>, "pmorton@westhants.ca" <pmorton@westhants.ca>
Subject: Gerrish St

Caution [External Email]

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

Good evening,

I had a thought, that I think could improve our down town area. I believe that it would be good for both business and the general public. If Gerrish st was too be turned into a one way street, you would be able to increase parking by 3 or 4 times what is there now by having angled parking on both sides of the street. This would allow more people to enjoy our down town core and allow for increased enjoyment and patronage of the business in and around Gerrish st.

With homes continuing to be built our community will only continue to grow and the down town area will only see more traffic . It would be great to increase parking and at the same time allow business to thrive and for every one to enjoy our down town core.

For your consideration
Daniel Faulkner

Sent from [Mail](#) for Windows

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 NS	10/18/2022	2022-10-25 Council

Richard
Jon

Skelton
Hall

2/2/2023
2/16/2023

2023-02-14 COTW
2023-02-28 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



Windsor and District Lions Club

February 23, 2023

West Hants Council

My name is Tara-Lee Whattam. As a former member of the Windsor and District Junior Chamber of Commerce, and as the newest member of the Windsor and District Lions Club, I am writing you about a special project that we feel is a need in the town of Windsor.

I am talking specifically about the park where the old Tourist Bureau was located. I remember what this area looked like when the Windsor and District Junior Chamber of Commerce maintained it.

Over the summer myself and my boyfriend Robbie Taylor, also a member of the Windsor District Lions Club, went there so I could show him this beautiful corner of Windsor that he hadn't seen yet. I was surprised to see how little has been done over the years.

Broken branches in the pond making it difficult for the ducks to enjoy their stay, we used to feed those ducks when the tourist bureau was there and the Windsor and District Junior Chamber of Commerce took care of it. Long grass, so if you wanted to sit on the ground for a picnic under the beautiful willow's you can't! Those willows used to play background for some amazing prom, graduation and wedding photos. Not now, not like this.

We took this information back to our local club and asked if this was a project we would like to consider taking on. Their answer was yes.

So, as members of the Windsor and District Lions Club, we would like to put a proposal of adopting this property in partnership with the municipality. The municipality would maintain the basic lawn maintenance, Lions and their partners would maintain gardens.

Our goal is to bring this park back to life. We would take care of any fundraising needed for painting and maintaining the picnic tables and gazebo. We will install and maintain new flowerbeds, remove all branches from the pond and surrounding area. We would like to install a Little Free Library in the gazebo area as well as plaques for all the partners with the project.

We also think this would be a great joint project and would invite the Windsor Rotary club to participate along with any other interested groups. We would also like to put part of this project out to our schools by inviting the students to participate in a contest to rename park.

This brings awareness to the park as well as gets our youth and community members involved in the rejuvenation of the park. As our Lions International President Brian Sheehan says "Together We Can."

Yours in Lionism,

Project Chair and contact:

Lion Tara-Lee Whattam, (902) 788-0923

Co-Chair :

Lion Robbie Taylor, (647)220-0858

A handwritten signature in blue ink, appearing to read 'Paul Burgess'.

Windsor and District Lions Club President:

Lion Paul Burgess, (902) 798-7921

From: Devin Lake
To: Deanna Snair
Cc: Mark Phillips; Kathy Kehoe; Scott McLean; Dawson Sheehy; Ryan Beecroft
Subject: Avondale Hall - floor repair and renovation request
Date: Wednesday, March 8, 2023 5:08:03 PM
Attachments: [image.png](#)

Caution [External Email]

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

To West Hants Municipal Council:

We are writing to request a 1-time contribution of \$10,000 to the Avondale Hall (Avondale Community Club non-profit).

Unfortunately, after discovering issues in need of immediate attention, we had to do a substantial repair to the floor of the building and have used most of our reserve funds (that were around \$12,000) to carry out this work. Right now, our floor is sitting with OSB covering and we are looking for additional funds to finish our project and get the hall back up and usable ASAP. Our vision is to make the repairs an opportunity to have a more presentable, refreshed space we can all be proud of.

The Avondale Hall is the former schoolhouse in our community and holds great historic value. The indoor space is used regularly for card parties, dances, private events, senior's exercise, yoga, ping pong, open mics, elections, dances, fundraisers, public meetings, kids events and many other community-focused happenings. The outdoor space is used as parking and a trailhead for the public community trail (West Hants Trails Association) and is also a regular gathering place for local residents and visitors. It took many years to build our reserves and we are committed to running a financially sustainable organization. In the upcoming grant funding requests, we were requesting a larger amount to deal with finishing our upgrades but given the timeline/emergency, we are requesting this ask be dealt with right away and we would amend our grant request to our typical ask that goes toward our annual fixed operating costs (\$3500+ for electricity, heat, small repairs, insurance, etc) and also to run our annual Avondale Wharf Day event. Once we get the hall back up and running – our fundraising and event efforts can help to build our reserves again. We wouldn't expect to have another "emergency" ask like this again (anytime soon) as the rest of our infrastructure is solid. A broad summary of costs is included here for your information.

What we have spent on to-date:

Materials: \$8,000 (lumber, OSB, hardware, etc)

Labour: \$2,000 (+in-kind contribution)

Tipping fees and demolition: \$1,000

Things we want to do to further enhance/finish the space:

Additional materials: \$7,000 (flooring, base board, last of materials for outdoor stage, hardware, etc)

Labour \$2,000 (+in-kind contributions)

Electrical \$1,000

As part of the coming work, we are planning a 10'x26' stage/covered porch on the parking lot side of the building that we hope can enhance the trail head for the public and allow us to have outdoor performances at the hall. We have most of the material for this now. We also hope to have public internet access that could be used from our outdoor porch by folks in need.

We feel everything we do at the hall in Avondale is aligned with what Council is trying to achieve and we hope to continue our positive relationship moving forward.

Let us help you make a smart investment in one of your vibrant rural areas.

We are requesting a time at your March 28th Council meeting to present the contents of this letter, show some pictures and answer questions. Myself and Dawson Sheehy would be there to present. We are hoping our request can be dealt with in a timely manner so we can move forward and re-open our hall. If there is a more efficient way to deal with our request, please advise.



Sincerely,

Dawson Sheehy, Devin Lake and the Avondale Community Club Board Members

Correspondence Sent

First Name	Last Name	Correspondence Date	Meeting / logged
Katherine MacLeod	MacLeod, Dept. Envir. and Climate Change	2021-10-27	2022-01-11 COTW
Robyn	Homans	2021-11-23	2021-12-07 COTW
Hon. Kim	Masland	2022-01-20	2022-01-25 Council
Hon. Kim	Masland re: clarity on correspondence sent 2022-02-20	2022-02-16	2022-02-08 COTW
Hon. Joyce	Murray	2022-02-02	2022-02-08 COTW
Hon. Greg	Morrow	2022-02-04	2022-02-08 COTW
VREN		2022-03-10	2022-03-22 Council
Station Food Hub		2022-04-28	2022-05-10 COTW
MLA Melissa	Sheehy-Richard re: Avon River Eco/Tourism	2022-05-02	2022-05-02 COTW
MLA Melissa	Sheehy-Richard re: exit 6	2022-05-02	2022-05-02 COTW
Hon. Joyce	Murray	2022-05-06	2022-05-10 COTW
KMK Assembly Mi'kmaw Chiefs		2022-05-06	2022-05-10 COTW
The Premier	The Hon. Tim Houston	2022-06-27, sent 2022-06-30	2022-07-09 COTW
The Premier	The Hon. Tim Houston	2022-06-30	2022-07-09 COTW
Hon. Kim	Masland	2022-08-23	2022-09-13 COTW
POSSE		2022-09-14	2022-09-27 Council
Minister Murray	re Pumpkin Regatta	2022-10-20	2022-10-25 Council
VREN	Re: IMSA and request for a presentation to Council	2022-12-20	2023-01-10 COTW
MLA Sheehy-Richard	Re: Invitation to meet with Council re: Highway 101 Twinning project	2022-12-21	2023-01-10 COTW
MP Kody Blois	Re: Invitation to meet with Council re: Highway 101 Twinning project	2022-12-21	2023-01-10 COTW
Deputy Minister of Environment and Climate Change	Re: Costs incurred for fencing at 417 Wentworth Road	2023-02-15	2023-02-24 Council
VREN	Re Continued Partnership and Intermunicipal Service Agreement (IMSA)	2023-03-03	2023-03-14 COTW
Minister Masland	Re Provincial Intersection Street Lighting	2023-03-10	2023-03-14 COTW



March 3, 2023

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: Continued Partnership and Intermunicipal Service Agreement (IMSA)

Dear Mr. Winsor,

The West Hants Regional Municipality would like to thank the Valley Regional Enterprise Network (VREN), for their attendance and presentation at the January 24, 2023, Council meeting. Council was very appreciative of the information presented in addition to recognizing the value and increased level of attention/investment into the programs and initiatives aimed at supporting the economic climate within the Annapolis Valley.

Following the presentation received by the VREN, Council has had several discussions related to the VREN's amended Intermunicipal Service Agreement (IMSA), specifically 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" noted in the October 31, 2022, correspondence received from Jennifer Boyd, Chief Administrative Officer for the Town of Berwick, representing the IMSA Working Group.

To formally express the current position of the Council who met on February 28, 2023 to discuss this matter the following motions were ratified.

"THAT THE WEST HANTS REGIONAL MUNICIPALITY PROVIDE WRITTEN NOTICE TO THE VALLEY REGIONAL ENTERPRISE NETWORK (VREN) THAT IT WITHDRAW THE MARCH 8, 2022 NOTICE OF WITHDRAW AND TERMINATION AND REMAIN A PARTNER WITHIN THE VALLEY REGIONAL ENTERPRISE NETWORK (VREN)"

"THAT THE WEST HANTS REGIONAL MUNICIPALITY CONTINUE TO ACCEPT AND APPROVE ALL PROPOSED CHANGES SUBSTANTIVELY THE SAME AS PROPOSED BY THE INTERMUNICIPAL SERVICE AGREEMENT WORKING GROUP TO THE VALLEY REGIONAL ENTERPRISE NETWORK AND PROPOSED THE CHANGES TO

ARTICLE 38 IN THE DRAFT BE A MINIMUM OF TWO (2) YEARS NOTICE TO THE VALLEY REN AND OTHER PARTNERS SHOULD A PARTICIPANT PARTY WISH TO WITHDRAW"

WHRM is hopeful that the VREN IMSA Working Group and existing VREN parties will consider amending the Withdrawal clause reflect the two (2) year notice should a participant party wish to withdraw. As noted in previous correspondence all other amendments are acceptable to Council.

Upon further reflection the West Hants Regional Municipality would like to continue its partnership to the VREN for the period of April 1, 2023, to March 31, 2025. The increased communication and strategic vision for our region has brought a renewed sense of value for Council. We look forward to collectively working with the VREN to promote and showcase West Hants as the place where "Something Inspiring Awaits" at every turn.

With this awareness, please consider our previous letter sent on March 8, 2022 withdrawn (enclosed for reference).

Respectfully,

A handwritten signature in blue ink, appearing to read 'Abraham Zebian', with a long horizontal stroke extending to the right.

Abraham Zebian Mayor
az/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, jtufts@valleyren.ca
Paul Dixon, Valley REN, Chair, paul@safeguardservices.ca

WHRM Council
Mark Phillips, Chief Administrative Officer
Shelleena Thornton, Municipal Operations Supervisor



March 08, 2022

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

Delivered electronically to ssnow@kentville.ca

RE: Notice of Withdrawal and Termination

Dear Ms. Snow,

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

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

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

Sincerely,

Abraham Zebian
Mayor

mp/ds

Respectfully,

CC: Mayor Zebian and WHRM Council
Mark Phillips, CAO

Shelleena Thornton, Municipal Operations Supervisor

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

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

West Hants Regional Municipality

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

902-798-8391 • www.westhants.ca



March 7, 2023

Minister of Public Works, Kim Masland
2nd Floor, Johnston Building
1672 Granville Street
P.O. Box 186
Halifax, NS
B3J 2N2

publicworksminister@novascotia.ca

Dear Honourable Kim Masland,

RE: Provincial Intersection Street Lighting

Please accept the following letter on behalf of the West Hants Regional Municipal(WHRM) Council regarding concerns related to street lighting on provincially owned and maintained roads located in the following areas:

1. The Intersection of Hwy 14 and Hwy 215 by the Brooklyn Petro-Canada, Brooklyn District Elementary School, West Hants Middle School, and Newport and District Rink in Brooklyn.
2. The Intersection of Hwy 215 and Hwy 14 by The Monument, Old Irving Garage Site and pizza shop in Brooklyn.
3. The intersection of Hwy 14 and Avondale Road by Tidal Bore Farm Market and Mantua Bridge between the communities of Sweets Corner and Brooklyn.
4. The intersection of The Lawrence Road, Hwy 215 and Hwy 236 in Union Corner.

During the WHRM Council meeting held on February 28, 2023 a concern was raised pertaining to the ongoing safety of those who live, work, attend schooling and travel within these areas of our communities.

It is felt that these intersections are poorly lit, specifically in the early morning and evening hours and due to their close proximity to schools and local businesses (and the activities they support), there is increased concern for the safety and wellbeing of pedestrians and travellers.

For your information, most mornings between 5:30 a.m. to 5:30 p.m. a large volume of traffic pass through these four (4) intersections. The vast majority of this traffic consists of large heavy trucks on route to the West Hants landfill, other commercial vehicles, school buses transporting students to the two (2) schools in addition to local traffic.

To formally express the current position of the Council who met on February 28, 2023, to discuss this matter the following motion was ratified.

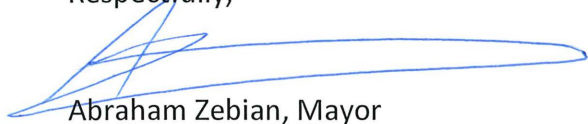
"THAT COUNCIL DIRECT STAFF TO WRITE A LETTER TO THE PROVINCE ASKING THAT THEY INVESTIGATE AND ADDRESS THE SAFETY CONCERNS OF (NOT ENOUGH STREET LIGHTING) AT INTERSECTIONS LISTED BELOW WITHIN OUR REGION:

- 1. INTERSECTION OF HWY 14 AND HWY 215 BY THE BROOKLYN PETRO CAN, SCHOOLS AND NEWPORT RINK*
- 2. INTERSECTION OF HWY 215 AND HWY 14 BY MONUMENT, OLD IRVING GARAGE (DEMOED NOW) AND PIZZA SHOP.*
- 3. INTERSECTION OF HWY 14 AND AVONDALE ROAD BY TIDAL BORE FARM MARKET AND MANTUA BRIDGE*
- 4. INTERSECTION OF HIGHWAY 14 AND HWY 236 UNION CORNER"*

Council is of the understanding that in the future the intersections/roadways listed above will undergo some form of a provincial upgrade. Municipal Council hopes this would be an opportune time to further explore options for improved lighting. West Hants Regional Municipality asks that you consider an approach that will see increased safety measures are in place that address these concerns for the residents of our region.

We look forward to a response that will address these safety concerns for the residents of the West Hants Regional Municipality.

Respectfully,



Abraham Zebian, Mayor

ds/az

CC: Member of Parliament for Kings-Hants, Kody Blois
MLA Hants West, Melissa Sheehy-Richard
WHRM Council
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 (West Hants Regional Municipality)

Submitted by: Jim Ivey, Councillor Windsor South

Date: March 14, 2023

Subject: Parking Regulations Downtown Windsor

LEGISLATIVE AUTHORITY

MGA Part XII: Streets and Highways | Traffic Authority
Motor Vehicle Act ("MVA"): Vehicle Parking Time Limit
Motor Vehicle Act: Regulations Summary Offence Booklet

RECOMMENDATION or DECISION REQUEST

Council request staff undertake a review of the downtown Windsor business district to determine if sufficient parking capacity exists for residents, businesses and visitors to the area.

Further that the review determines if the regulations and enforcement through fines defined within the MVA are sufficiently effective to meet the needs of the businesses and consumers in our area.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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Parking regulations and their enforcement have been an issue for both the business and consumer sectors of our downtown community.

For the business community a need exists to have parking available year-round for their customers to access the local shops and services. Additionally, some merchants rely on street parking to attend to their own businesses needs. Different types of businesses have varied requirements.

Consumers also have a need for easy access (and accessible access), to shop and do business in the downtown area. Ensuring that parking is reasonably available serves to ensure that consumer traffic continues to visit the shops in the downtown core ensuring a long-term business vitality in the area continues.

DISCUSSION

Over the past 5 years we have seen an increase in retail and consumer-focused business in the downtown area. This has also resulted in increased vehicle traffic and needs for parking on the main streets and private lots.

Concerns raised by consumers and business operators appears to indicate it could be an appropriate time determine if we have sufficient capacity to meet the demands for parking or if we should be considering future sources of supply.

Concerns of note include vehicles parking beyond time permitted, lack of available accessible parking spaces, merchants using street parking to attend to their own businesses which removes parking capacity for visiting consumers.

A review of parking signage along the streets indicates that it lacks consistency.

Along Gerrish and Water St these three messages can be found.

2 Hour Parking Mon – Sat 09:00 – 18:00	2 Hour Parking	2 Hour Parking Mon-Fri 9am – 5 pm
---	-----------------------	--

While bylaw enforcement officers administer the parking regulations there is a case to be made for having a consumer-friendly environment that is not a deterrent for local and visiting consumers. We might also like to consider an economic development or promotional viewpoint that waives overtime parking fines in December, or a policy that that does not ticket visiting vehicles from out of province.

In conclusion the starting point of the report is to gauge the available capacity and demand for parking as well as considering the cost / format of regulatory enforcement.

NEXT STEPS

TBD

FINANCIAL IMPLICATIONS

Staff time initially in undertaking and preparing a report.

ALTERNATIVES

N/A

ATTACHMENTS

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Applicable” if report is from staff which already incorporates CAO review.)

Report Prepared by: **Jim Ivey, Councillor Windsor South, District 11**

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Sara Poirier, Director of Planning and Development

Date: 2023-03-14

Subject: Appointment of Alternate Development Officer

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 243, Development Officer

RECOMMENDATIONS

...that Committee of the Whole recommends that Council revoke the appointment of Madelyn LeMay as Development Officer for West Hants Regional Municipality.

...that Committee of the Whole recommends that Council appoint Christopher Burns as alternate Development Officer in the absence of the Development Officer effective March 29, 2023 in accordance with Section 243 of the Municipal Government Act.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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Currently West Hants Regional Municipality only has one Development Officer, Doug MacInnis, appointed to administer the Land Use By-law's and Subdivision By-law's of the Municipality. In anticipation of Doug taking vacation during 2023, Christopher Burns should be appointed to act as Development Officer in Doug's absence.

DISCUSSION

Development Officers administer the Land Use By-law's and Subdivision By-law's of the Municipality which includes responding to general property inquiries, writing zoning confirmation letters, issuing development permits for as-of-right development, and approving plans of subdivision. It is reasonable to appoint an alternate to act as Development Officer in response to any extended leave or vacation of the Development Officer.

West Hants Regional Municipality had two appointed Development Officers: Doug MacInnis and Janet Redden. In September 2020, Council also appointed Madelyn LeMay as Development Officer to act as back-up when needed. Following Janet's unexpected passing in 2022, WHRM hired two new staff members to train as Development Officers. One staff member has since moved onto another opportunity.

Christopher Burns was hired in March 2022 and has been training with Doug for the past year. Christopher should be appointed to act as Development Officer in Doug's absence to ensure requests and applications are dealt with in a timely manner.

A request to fully appoint Christopher Burns as Development Officer will be submitted to Committee of the Whole once he has completed the requirements to become certified through the Nova Scotia Municipal Development Officers Association.

NEXT STEPS

Appointment by Council

FINANCIAL IMPLICATIONS

There are no financial implications related to the appointment as the salary is established within the budget.

ALTERNATIVES

COTW could recommend that Council not appoint the required alternative Development Officer, resulting in an inability to administer and enforce the Land Use By-law's and Subdivision By-law's of the Region in a timely manner in the absence of the Development Officer.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: _____
Sara Poirier, Director of Planning and Development

Report Reviewed by: _____
Doug MacInnis, Development Officer

Report Approved by:  _____
Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by:

Deanna Snair, Clerk

Date: March 14, 2023

Subject: French Mill Brook Advisory Committee Resident Appointment

LEGISLATIVE AUTHORITY

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

RECOMMENDATION

... that Committee of the Whole recommends that Council appoint Lonny Curry as a resident member to the French Mill Brook Watershed Committee beginning April 1, 2023 and ending October 31, 2024.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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At the October 2022 Council meeting resident committee members were appointed to the three watershed committees, Davidson Lake Watershed, French Mill Brook Watershed and the Mill Lakes Watershed. At this time a vacancy remained on the French Mill Brook Watershed Committee, as there were no interested parties.

Mr. Marsters, who sat on another committee agreed to fill the vacancy until such time that an interested party could be found to fulfill the committee's composition.

DISCUSSION

In February 2023, Mr. Curry expressed interest in becoming a member of the French Mill Brook Watershed Committee.

Mr. Curry is the son of a former long-standing member of committee resulting in him not only being familiar with the mandate of the committee but also a stakeholder himself.

NEXT STEPS

Once approved by Council, Mr. Curry will be notified of the appointment.

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

Council can choose to provide staff with an alternate direction.

ATTACHMENTS

Appendix G French Mill Brook Watershed Committee

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Approved by:



Mark Phillips, Chief Administrative Officer

- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representative must own land in the Davidson Lake Watershed and will not include the Municipality.

6. ADMINISTRATION

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

APPENDIX G

French Mill Brook Watershed Advisory Committee

1. PREAMBLE

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

2. DEFINITIONS



WEST HANTS REGIONAL MUNICIPALITY
MEETING AND COMMITTEE PROCEDURAL POLICY

RCOGE-003.00

-
- 2.1. In Appendix G,
- a) "Committee" means the Falmouth Watershed Advisory Committee;
 - b) "Councillor" means an elected member of the Council of the Municipality;
 - c) "Municipality" means the West Hants Regional Municipality.
3. PURPOSE
- 3.1. The primary objective of the French Mill Brook Watershed Committee is to provide a forum for the Landowners, the Municipality, and other stakeholders to work cooperatively to maintain the water quality and quantity in the French Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.
- 3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.
4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE
- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook Watershed.
- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
 - b) assist with revisions of the regulations for the Protected Water Area as required;
 - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
 - d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
 - e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
 - f) advise on forest matters and other land use issues;
 - g) develop Best Management Practices (BMP) for activities in the French Mill Brook Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
 - h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
 - i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the French Mill Brook Watershed;
 - j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the

- Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
- k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

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

6. ADMINISTRATION

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

APPENDIX H

Fences Arbitration Committee

1. PURPOSE



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: March 14, 2023

Subject: Regional High School Bursary Policy RCOFN-013.00

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

If Council wishes to proceed with the amended Regional High School Bursary Policy RCOFN-013.00, the following motion would be in order:

COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE ATTACHED AMENDED REGIONAL HIGH SCHOOL BURSARY POLICY RCOFN-013.00 AS PRESENTED AT THE MARCH 14TH COMMITTEE OF THE WHOLE MEETING.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐
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At the January 24th, 2023, meeting Council approved the Regional High School Bursary Policy RCOFN-013.00 option 2 as presented at the January 10th, 2022 committee of the Whole Meeting.

DISCUSSION

Following the policy adoption staff reached out to each high school with an update regarding the new Regional High School Bursary Policy and determine the best practice to distribute the newly approved policy.

Through follow up conversations WHRM was advised that the Windsor and Area Education Fund Association (WAEFA); the organization that distributes bursaries to graduating students did not have the capacity to review and recommend candidates to the municipality outside of their normal bursary practice.

With this new awareness the current policy as written would require all applications from the four (4) high schools (approximately 250 applications per bursary for an approximate total of 1000 applications) be submitted to the municipality which would result in council reviewing each application (to ensure the criteria identified within each bursary was met), select four (4) recipients from all applications received. Staff would then need to connect with each applicant and post-secondary school during the second term to confirm enrollment and ensure the funds were distributed accordingly.

Due to increased awareness of the number of potential applications that may be required to be reviewed and staff are recommending that each bursary be assigned to a school and the decision-making process be left with each school as they are experienced in these processes and know the students best. By doing so, a sense of balance is created in knowing that all graduating students have the opportunity to apply for a bursary.

In recognizing that Avon View High School has the larger number of potential graduates per year, there was value seen in providing two (2) bursaries to this school. This option still provides the remaining high schools with opportunities.

High Schools	Dr. Garth Vaughan Memorial Bursary (\$1,000) AND Fred Fox Memorial Bursary (\$1,000)	Jeanne Bourque Carpe Diem Memorial Bursary (\$1,000)	Inspire West Hants Bursary (\$1,000)
Avon View High School	✓		
Horton High School		✓	

Adult High School (Both Windsor and West Hants)	✓
--	---

NEXT STEPS

If approved as amended, staff will implement the Regional High School Bursary Policy RCOFN-013.00 and contact the schools to advise of the change.

FINANCIAL IMPLICATIONS

There are no financial implications to the amended policy.

ALTERNATIVES

- Committee of the Whole may choose to not approve the policy, leaving the criteria unchanged and proceed as status quo, resulting in Council reviewing up to 250 applications per bursary, confirming applicants meet the criteria identified within each bursary and confirming acceptance and second semester enrollment of the successful recipients.
- Committee of the Whole may choose to not approve the policy as presented and provide staff with a different direction.

ATTACHMENTS

- *"Draft Amended"* Regional High School Bursary Policy RCOFN-013.00

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the revised policy and process as noted in the report.

Report Prepared by: _____

Deanna Snair, Municipal Clerk

Report Approved by: _____

Mark Phillips, Chief Administrative



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:
 - 5.1.1 The total amount ~~paid~~ dispersed annually from this Student Bursary Reserve will be \$4,000. Eligible graduating students who reside within West Hants will receive up to \$1,000 each.
 - 5.1.2 Bursaries will be ~~paid~~ dispersed according to the criteria outlined in each bursary.
 - 5.1.3 ~~Two (2) eligible candidates~~ Successful recipients 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.~~

6. AWARDS

- 6.1 The Dr. Garth Vaughan Memorial Bursary - \$1,000.
- 6.2 The Jeanne Bourque Carpe Diem Memorial Bursary - \$1,000.
- 6.3 The Fred Fox Memorial Bursary - \$1,000.
- 6.4 The Inspire West Hants Bursary - \$1,000.

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



WEST HANTS REGIONAL MUNICIPALITY
REGIONAL HIGH SCHOOL BURSARY/GRANT POLICY

RCOFN-013.00

- c) Bursary cheque be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.
- 7.4 The Inspire West Hants Bursary
The applicant must:
- a) Be a graduating student ~~residing within the West Hants Regional Municipality~~ **from the Windsor Adult High School or the West Hants Adult High School.**
 - b) Be enrolled in a Post Secondary Institute.
 - c) Bursary cheque be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.

8. REPEAL

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

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

I, Deanna Snair, Municipal Clerk of West Hants Regional Municipality, Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of West Hants Regional Municipality at a meeting duly called and held on the **24th** day of ~~January, 2023.~~

Deanna Snair
Municipal Clerk

Adoption	
Notice to Council:	January 10, 2023
Approval:	January 24, 2023



**WEST HANTS REGIONAL MUNICIPALITY
REGIONAL HIGH SCHOOL BURSARY/GRANT POLICY**

RCOFN-013.00

Description: Initial approval of the Regional High School Bursary/Grant Policy	
Adoption	
Notice to Council:	March 14, 2023
Approval:	March 28, 2023
Description: Second Amendment that distinguished the Fred Fox and the Dr. Garth Vaughan Memorial Bursaries be distributed to students attending Avon View High School, the Jeanne Bourque Carpe Diem Memorial Bursary be distributed to a student attending Horton High School and the Inspire West Hants Bursary be distributed to a student attending the Windsor or West Hants Adult High School.	



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: March 14, 2023

Subject: MFC Spring Debenture

LEGISLATIVE AUTHORITY

Municipal Government Act, Part VI, Power to Spend Money, Section 65 (A) and Power to Borrow Money, Section 66.

RECOMMENDATION or DECISION REQUEST

Committee of the Whole Recommends ...

... Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6% to enable West Hants Regional Municipality to issue a 20-year debenture of \$95,590, for the purchase of trail land.

... Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6% to enable West Hants Regional Municipality to issue a 20-year debenture of \$175,349, for back parking lot paving at the West Hants Sports Complex.

... Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6% to enable West Hants Regional Municipality to issue a 5-year debenture of \$26,656, for the 2023 Ford Transit Van used by the Water Utility.

... Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6% to enable West Hants Regional Municipality to issue a 15-year debenture of \$828,034, for the Brooklyn Fire Department's new

pumper tanker.

... Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6% to enable West Hants Regional Municipality to issue a 15-year debenture of \$1,225,351 for the Windsor Fire Department's new single axel quint.

... Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6% to enable West Hants Regional Municipality to issue a 20-year debenture of \$1,774,924, pending Minister approval of the Temporary Borrowing Resolution, for the Hantsport Fire Department's new station.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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In budget deliberations, West Hants Regional Council approved the following capital projects:

- 2020-21 Capital Budget, approved on June 3, 2020:
 - Windsor Fire Department new single axel quint in the amount of \$1,400,000
 - Brooklyn Fire Department new pumper/tanker in the amount of \$930,000
- 2021-22 Capital Budget, approved on June 6, 2021
 - Recreation Property Opportunities in the amount of \$150,000 for trail land purchase.
 - Sports Complex Parking in the amount of \$250,000
- 2022-23 Capital Budget, approved on June 2, 2022:
 - PW Truck Replacement in the amount of \$45,000

And the former Municipality of the District of West Hants Council approved the following capital project:

- 2019-20 Capital Budget
 - Hantsport Fire Department new station in the amount of \$2,620,800

At the February 28th Council Meeting, the temporary borrowing resolutions for the Windsor Fire Department, Brooklyn Fire Department, Recreation Property Opportunities, Sports Complex Parking, and PW Truck Replacement were approved.

A Special Council Meeting is planned for March 14th to approve the temporary borrowing resolution for the Hantsport Fire Department to ensure the Municipality is eligible to take this item to the Spring Debenture.

DISCUSSION

The Municipal Finance Corporation (MFC) offers favourable, fixed lending rate for municipal capital purchases. To meet the necessary lending requirements a Temporary Borrowing Resolution (TBR) is required, which needs Council and Minister approval.

To be able to participate in the upcoming MFC, semi-annual, debenture call, a 'Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate' must be approved by Council. Approving this now would qualify the Municipality to take part in the Spring debenture call.

NEXT STEPS

Should Council approve the Resolution for Pre-Approval of Debenture Issuances, a time will be schedule for the Mayor and Municipal Clerk to sign the documents. The package will be prepared for submission to the Municipal Finance Corporation by noon on April 21, 2023.

FINANCIAL IMPLICATIONS

The full financing charges for these capital projects make up a part of the current fiscal year's budget, and as such have no impact on the upcoming operating budget.

ALTERNATIVES

- Council could reject moving forward with the MFC spring debenture and direct staff as to how the item is to be funded. This is not the recommended approach.

ATTACHMENTS

- Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate for each item.
- Signed Temporary Borrowing Resolutions for each item.
- Spring Debenture Committee Letter

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support this recommendation.

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

Report Approved by: 
Mark Phillips, Chief Administrative Officer

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the “Act”) provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on February 28, 2023.
(council’s TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

West Hants Regional Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$26,656 , for a period not to exceed 5 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

West Hants Regional Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #:

Minister signed:

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the West Hants Regional Municipality

(Name of Unit)

held on the 28 day of March 2023

GIVEN under the hands of the Mayor/Warden and the Clerk of the West Hants Regional Municipality

(Name of Unit)

this day of 20

Mayor/Warden

Clerk

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the “Act”) provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on February 28, 2023.
(council’s TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

West Hants Regional Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$828,034 , for a period not to exceed 15 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

West Hants Regional Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the West Hants Regional Municipality

(Name of Unit)

held on the 28 day of March 2023

GIVEN under the hands of the Mayor/Warden and the Clerk of the West Hants Regional Municipality

(Name of Unit)

this day of 20

Mayor/Warden

Clerk

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the “Act”) provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on March 14, 2023.
(council’s TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

West Hants Regional Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$1,774,924 , for a period not to exceed 20 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

West Hants Regional Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #:

Minister signed:

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the West Hants Regional Municipality
(Name of Unit)

held on the 28 day of March 2023

GIVEN under the hands of the Mayor/Warden and the Clerk of the West Hants Regional Municipality
(Name of Unit)

this day of 20

Mayor/Warden

Clerk

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the “Act”) provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on February 28, 2023.
(council’s TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

West Hants Regional Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$95,590 , for a period not to exceed 20 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

West Hants Regional Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the West Hants Regional Municipality

(Name of Unit)

held on the 28 day of March 2023

GIVEN under the hands of the Mayor/Warden and the Clerk of the West Hants Regional Municipality

(Name of Unit)

this day of 20

Mayor/Warden

Clerk

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the “Act”) provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on February 28, 2023.
(council’s TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

West Hants Regional Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$175,349 , for a period not to exceed 20 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

West Hants Regional Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the West Hants Regional Municipality

(Name of Unit)

held on the 28 day of March 2023

GIVEN under the hands of the Mayor/Warden and the Clerk of the West Hants Regional Municipality

(Name of Unit)

this day of 20

Mayor/Warden

Clerk

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the “Act”) provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on February 28, 2023.
(council’s TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

West Hants Regional Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$1,225,351 , for a period not to exceed 15 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

West Hants Regional Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the West Hants Regional Municipality

(Name of Unit)

held on the 28 day of March 2023

GIVEN under the hands of the Mayor/Warden and the Clerk of the West Hants Regional Municipality

(Name of Unit)

this day of 20

Mayor/Warden

Clerk

MUNICIPAL COUNCIL OF THE

West Hants Regional Municipality

TEMPORARY BORROWING RESOLUTION

Amount: \$ 1,774,924

Purpose: HFD - New Station

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of HFD - New Station;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding one-million, seven-hundred seventy-four thousand, nine-hundred twenty-four Dollars (\$ 1,774,924) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding one-million, seven-hundred seventy-four thousand, nine-hundred twenty-four Dollars (\$ 1,774,924) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the ____ day of _____, 2023.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this ____ day of _____, 2023.

Clerk

MUNICIPAL COUNCIL OF THE
West Hants Regional Municipality
TEMPORARY BORROWING RESOLUTION

Amount: \$ 95,590

Purpose: Recreation Property Opportunities

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of Recreation Property Opportunities;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding ninety-five thousand, five-hundred ninety Dollars (\$ 95,590) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding ninety-five thousand, five-hundred ninety Dollars (\$ 95,590) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the 28th day of February 2023.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this 01 day of March, 2023.

Niana Anwar
Clerk

MUNICIPAL COUNCIL OF THE
West Hants Regional Municipality
TEMPORARY BORROWING RESOLUTION

Amount: \$ 175,349

Purpose: Sports Complex Parking

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of Sports Complex Parking;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding one-hundred seventy-five thousand, three-hundred, forty-nine Dollars (\$ 175,349) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding one-hundred seventy-five thousand, three-hundred, forty-nine Dollars (\$ 175,349) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the 28th day of February, 2023.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this 01 day of March, 2023.

Niana Anvari
Clerk

MUNICIPAL COUNCIL OF THE
West Hants Regional Municipality
TEMPORARY BORROWING RESOLUTION

Amount: \$ 828,034

Purpose: BFD - Pumper Tanker

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of BFD - Pumper Tanker;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding eight-hundred twenty-eight thousand, thirty-four Dollars (\$ 828,034) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding eight-hundred twenty-eight thousand, thirty-four Dollars (\$ 828,034) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the 28th day of February, 2023.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this 01 day of March, 2023.

Dianna Anwar
Clerk

MUNICIPAL COUNCIL OF THE
West Hants Regional Municipality
TEMPORARY BORROWING RESOLUTION

Amount: \$ 26,656

Purpose: 2023 Ford Transit Van

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of 2023 Ford Transit Van;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding twenty-six thousand, six-hundred fifty-six Dollars (\$ 26,656) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding twenty-six thousand, six-hundred fifty-six Dollars (\$ 26,656) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the 28th day of February 2023.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this 01 day of March, 2023.

Nianna Anair
Clerk

MUNICIPAL COUNCIL OF THE
West Hants Regional Municipality
TEMPORARY BORROWING RESOLUTION

Amount: \$ 1,225,351

Purpose: WFD - Single Axel Quint

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the _____
West Hants Regional Municipality _____, subject to the approval of the Minister
of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the _____ West Hants Regional Municipality _____ has
adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are
so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the _____ West Hants Regional Municipality _____ has
determined to borrow for the purposes of WFD - Single Axel Quint _____;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the
_____ West Hants Regional Municipality _____ borrow a sum or sums not exceeding
one-million, two-hundred twenty-five thousand, three-hundred fifty-~~00~~ Dollars (\$ 1,225,351) for the
purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the
_____ West Hants Regional Municipality _____ to such an amount as the Council deems
necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act
and that the Council borrow from time to time a sum or sums not exceeding
one-million, two-hundred twenty-five thousand, three-hundred fifty-~~00~~ Dollars (\$ 1,225,351) in total from
any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the
approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read
and duly passed at a meeting of the Council of the
_____ West Hants Regional Municipality _____
held on the 28th day of March, 2023.

GIVEN under the hands of the Clerk and under the seal of the
_____ West Hants Regional Municipality _____
this 01 day of March, 2023.

Manna Anvari
Clerk



March 7, 2023

Paul Wills, Chief Executive Officer/Treasurer,
Nova Scotia Municipal Finance Corporation,
8 North, Maritime Centre
1505 Barrington Street,
P.O. Box 850, Station "M",
Halifax, N.S. B3J 2V2

Re: 2023 Spring Debenture Funding

Please accept this letter as a firm commitment by the Council or Board of the West Hants Regional Municipality to participate in the NSMFC Spring 2023 Debenture Issue.

We request long-term funding for the following completed municipal capital project(s) for the following amount(s) and term(s):

Purpose:	Loan Amount	Loan Term	Loan Amort *	TBR #	Project Completion Date dd/mm/yyyy	Federal and/or Provincial Funding?
WFD – Single Axel Quint	\$1,225,351	15 Years	25 Years		26/11/2022	[] Yes [x] No
2023 Ford Transit Van (Water Utility)	\$26,656	5 Years	10 Years		13/09/2022	[] Yes [x] No
BFD – Pumper/Tanker	\$828,034	15 Years	25 Years		12/06/2022	[] Yes [x] No
Sports Complex Parking	\$175,349	20 Years	25 Years		01/10/2022	[] Yes [x] No
Recreation Property Opportunities	\$95,590	20 Years	25 Years		30/01/2023	[] Yes [x] No

HFD – New Station	\$1,774,924	20 Years	50 Years	20/12/2022	[x] Yes [] No
Total Debenture Requirement	\$4,125,904				

Also, please find enclosed the “Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate” for each project, which have been duly passed by Council.

Sincerely,



Diana Gibson
Acting Director, Financial Services



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Todd Richard, Director, Public Works

Date: March 14, 2023

Subject: Albert Street Services & Street Renewal (WHRMPW22-06)

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

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

Council approve the award of tender WHRMHPW22-06 for Albert Street Windsor Services & Street Renewal to the low compliant bidder, Gary Parker Excavating Limited, for the tendered price of \$1,063,920, plus a 15% construction project contingency of \$159,588, plus applicable taxes.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐
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As identified in 2021-22 , Albert Street (from Wiley Avenue to King Street) was identified as a priority for services and street renewal. This determination was based on

the condition of sanitary sewer mains, need for improved storm water management along Albert Street, and condition of the existing roadway.

This project includes the following infrastructure improvements:

- replacement of gravity sanitary sewer with 200mm DR35 and DR18 PVC pipe, along with 525mm DR35 PVC pipe
- separation of sanitary and storm sewer to dedicated mains
- replacement of all associated sewer laterals to occupied and empty lots
- addition of new gravity storm sewer main with 300-525mm DR18 PVC pipe, manholes, catch basins and leads
- street reconstruction with new surge, gravels and asphalt roadway
- addition of low-back concrete curb and gutter on the south side of the street
- reinstatement of driveways, sidewalk and associated topsoil and sod landscaping
- replacement line painting and replacement signposts

DISCUSSION

On January 20, 2023 staff issued a public tender on NS Procurement for construction services for this project, closing on February 9, 2023. The call for proposals resulted in five bids being submitted for evaluation.

The following bids were received:

• Gary Parker Excavating Limited	\$1,063,920. ⁰⁰	plus HST
• Dexter Construction Co. Ltd.	\$1,185,735. ⁰⁰	plus HST
• Atlantic Road Construction & Paving Ltd.	\$1,534,707. ⁰⁰	plus HST
• Harbour Construction Company Limited	\$1,566,007. ⁰⁰	plus HST
• Brycon Construction Limited	\$1,999,500. ⁰⁰	plus HST

As this work is bid as a unit price contract, there may be need for some variance to project scope as work proceeds with actual physical execution. It has been noted that contingency of 15% for this project should be sufficient for project variance.

Our engineer of record for this capital project, WSP, has also reviewed all proposals and has provided his recommendation to proceed with Gary Parker Excavating Limited for this project.

Water System (water upgrades not required in scope)	\$0.
Sanitary System	\$230,987.
Storm System	\$329,431.
Street Construction	\$385,660.
Curb & Gutter, Sidewalk Construction & Realignment	\$111,367.
Landscaping	\$6,475.
Sub-Total:	\$1,063,920.00
15% Project Contingency:	\$159,588.00
Total (applicable taxes extra):	\$1,223,508.00

NEXT STEPS

Pending contract approval of Council, staff will award the construction tender to the successful proponent. It is planned for construction to begin in Spring 2023, with project completion required before the end of construction season October 31, 2023.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	January 20, 2023
Closing Date	February 29, 2023
Price Expiry Date	April 10, 2023
Days Remaining	27 Days

2022-23 Capital Budget – Albert Street Renewal

Tender Pricing	\$1,063,920.00
Contingency (15%)	\$159,588.00
Non-Recoverable Tax (4.29%)	\$52,488.49
Project (tender related) Total	\$1,275,996.49
Project Management/Engineering Costs	\$32,307.48
Less: Project Management Paid in 2021-22	(\$17,265.92)
Project Total	\$1,291,038.05
2022-23 Budgeted Value	\$981,625.00
Variance (over budget)	(\$309,413.05)

In the 2022-23 capital budget the Albert Street renewal project was scheduled to be funding through the capital reserve, long-term debt, and Canada Community Building Fund.

Total Funding Breakdown:

Sewer Reserve	\$83,109.24
Windsor Infrastructure Reserve	\$250,000.00
Canada Community Building Fund	\$133,566.34
Long-Term Debt	\$824,362.47
	\$1,291,038.05

Currently, the reserves have the following March 31, 2023 projected balances, including the budgeted spend for the Albert Street project:

Sewer Reserve	\$640,487.00
Windsor Infrastructure Reserve	\$276,000.00
Canada Community Building Fund	\$2,181,925.00

Based on these balances, the reserves can fund the additional overbudget tender pricing for this project. The new long-term debt requirement will result in approximately \$52,010 in annual debt servicing costs.

ALTERNATIVES

1. Council may choose not to proceed with this project. This is not the recommendation to Council.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The project is in alignment with Council's project approval through the budget process. It is noted that the total cost for the project exceeds the budgeted value. Reserves have been identified as the recommended funding source for the overage. This matter is for Council's approval.

I support the recommendation.

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

Report Reviewed by: _____
Todd Richard, Director of Public Works

Report Approved by:



Mark Phillips, Chief Administrative Officer



West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Todd Richard, Director, Public Works

Date: March 14, 2023

Subject: Brooklyn Fire Station Roof Replacement (WHRMPW22-05)

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

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

Council approve the award of tender WHRMPW22-05, Brooklyn Fire Station Roof Replacement to the low compliant bidder, Acadia Roofing & Contracting Limited, for the tendered price of \$482,187, plus a 10% construction project contingency of \$48,218.70, plus applicable taxes.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐
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As identified in the 2022-23 approved capital budget, the replacement of the roof at Brooklyn Fire Station #1 (995 Highway 215, Newport) was identified. The existing roof of the building is already leaking and has had multiple repairs in the past 12 months. It

is showing continued wear that will result in additional leaks being formed within the upcoming months.

This capital replacement project includes all labour, equipment, and materials to remove the existing stone ballast and Ethylene Propylene Diene Monomer (EPDM) membrane roof system, install a two-ply Styrene-Butadiene-Styrene (SBS) modified bitumen roofing system including flashings in strict accordance with the manufacturer's instructions, the drawings, and specifications. The 2-ply modified bitumen roof membrane will be applied using a mechanically fastened base sheet and heat welded granulated cap sheet over asphaltic core board, polyisocyanurate and vapour retarder.

DISCUSSION

On February 6, 2023 staff issued a public tender on NS Procurement for construction services for this project, closing on March 2, 2023. The call for proposals resulted in three bids being submitted for evaluation.

The following bids were received:

- | | | |
|--|---------------------------|----------|
| • Acadia Roofing & Contracting Limited | \$ 482,187. ⁰⁰ | plus HST |
| • Metro Roofing Limited | \$ 694,219. ⁰⁰ | plus HST |
| • CentiMark Ltd. | \$ 790,600. ⁰⁰ | plus HST |

This work is bid as a lump sum price contract, however there may be a requirement for additional work around the existing roof structures that would be currently hidden with the existing roof system. There may be need for some variance to project scope as work proceeds with actual physical execution. It has been noted that a contingency of 10% for this project should be sufficient for project variance.

Bids were reviewed by Municipality staff to ensure that proposed systems would be in compliance with the specifications provided. Based on review of both technical criteria and commercial criteria stated within the tender package, the bids were scored:

Bidding Contractor	Technical	Commercial	Total Score
Acadia Roofing & Contracting Limited	50	50	100
Metro Roofing Limited	50	34.7	84.7
CentiMark Ltd	50	30.5	80.5

Our consulting engineer for this capital project, Tate Engineering, reviewed all proposals and provided the recommendation to proceed with Acadia Roofing and Contracting Limited for this project (letter attached).

NEXT STEPS

Pending contract approval of Council, staff will award the construction tender to the successful proponent. It is planned for construction to begin as soon as the weather permits this year.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	February 6, 2023
Closing Date	March 2, 2023
Price Expiry Date	May 1, 2023
Days Remaining	48 Days

2022-23 Capital Budget – BFD 1 – Civic Centre Roof

Tender Pricing	\$482,187.00
Contingency (10%)	\$48,218.70
Non-Recoverable Tax (4.29%)	<u>\$22,754.40</u>
Project (tender related) Total	\$553,160.10
Project Management/Engineering Costs	<u>\$15,643.50</u>
Project Total	\$568,803.60
2022-23 Budgeted Value	\$500,000.00
Variance (over budget)	(\$68,803.60)

In the 2022-23 capital budget the Civic Centre Roof was scheduled to be funding through long-term debt, the over budget value of \$568,804 (\$68,803.60 over budget) will result in approximately \$45,351 in annual debt servicing costs.

ALTERNATIVES

1. Council may choose not to proceed with this project. This is not the recommendation to Council.

ATTACHMENTS

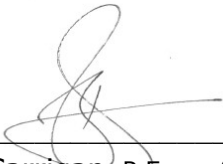
None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The project aligns with Councils direction through the approved 2022/23 Capital Budget. The anticipated added cost of \$68,803.60 is noted in the report.

I support the recommendation.

Report Prepared by:


Brad Carrigan, P.Eng., Capital Projects Engineer

Report Reviewed by: _____
Todd Richard, Director of Public Works

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Todd Richard, Director, Public Works

Date: March 14, 2023

Subject: Mill Lakes Watershed Road Renewal

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

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

Council approve the award of tender WHRMPW22-08 for the Mill Lakes Watershed Road Renewal to the low compliant bidder, Howard E. Little Excavating Limited, for the tendered price of \$413,013.96, plus a 15% unit price bid contingency of \$61,952.09 for estimated quantities, plus applicable taxes.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☒	Social ☐	Economic ☐	Councillor Activity ☐
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Public Works intends to perform Mill Lakes Road access improvements, including roadway clearing and grubbing, excavation and common borrow, minor road

realignment, installation of new and replacement culverts, ditching and new Type 1 and Type 2 gravels.

In July 2021, Council awarded a Mill Lakes design contract to CBCL for the following professional services:

1. Provide engineering and design services to meet Dam Safety Specifications¹;
2. Include hydrology and engineering review to meet plant withdraw limit permits and meet DFO regulations²;
3. Include environmental planning and permitting required for the execution of all work;
4. Include quality control field and laboratory testing services; and
5. Include overall project management, construction site monitoring and close-out report.

DISCUSSION

Following design acceptance by Public Works for the Mills Lakes Road Renewal project; Public Works issued the public tender request on NS Procurement for unit pricing associated with the following road renewal project:

Road Access Improvements

- Land clearing
- Ditch stabilization and rough road grading (approximately 2.8 km)
- Widened watercourse crossing
- Replacement road culverts
- Aggregate road bedding
- Erosion mitigation and sediment control

On January 20, 2023, staff issued a public tender WHRMPW22-08 for this project, along with two subsequent addendum clarifications, with the bids closing and a public opening held on February 9, 2023. This tender call resulted in four bids being submitted for evaluation. The proposals were evaluated by CBCL and WHRM staff for completeness.

The following bids were received:

• Howard E. Little Excavating Limited	\$ 413,013. ⁹⁶	plus HST
• Brycon Construction Limited	\$ 568,000. ⁰⁰	plus HST
• Dexter Construction Company Ltd.	\$ 797,000. ⁰⁰	plus HST
• Axeman Landscape & Construction Inc.	\$ 1,028,675. ⁰⁰	plus HST

Howard E. Little Excavating was deemed to be the lowest compliant bidder and has substantial previous experience and qualification with the Windsor Water Utility and the Mill Lakes Watershed; as such has been recommended to Council for award of this contract.

As this scope of work has been bid as a Unit Price contract with estimated quantities, it has been recommended that the Municipality add a contingency of up to 15% to

¹ Stantec report, July 2019

² CBCL report, May 2018

account for actual quantities. If any additional quantities are proposed, they shall be field verified by WHRM staff and verified by CBCL engineering staff.

NEXT STEPS

Pending approval of Council and the UARB approval of Windsor Water Utility spending; staff will award formal contract to Howard E. Little Excavating to proceed with construction work in accordance with their bid.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	January 20, 2023
Closing Date	February 29, 2023
Price Expiry Date	April 10, 2023
Days Remaining	27 Days

2022-23 Capital Budget – Sluice Gate – Water Control Structure & Dam Upgrades and Road Construction

Tender Pricing	\$413,013.96
Contingency (15%)	\$61,952.09
Non-Recoverable Tax (4.29%)	<u>\$20,376.04</u>
Project (tender related) Total	\$495,342.09
Project Management/Engineering Costs	\$282,277.57
Less: Project Management Costs Paid in 2021-22	<u>(\$98,797.15)</u>
Project Total	\$678,822.51
2022-23 Budgeted Value	<u>\$1,538,806.00</u>
Variance	\$859,983.49

In the 2022-23 capital budget the Sluice Gate Project was scheduled to be funding through long-term debt. Based on the tendering price, this project is within the budgeted amount and the long-term debt will result in approximately \$42,828 in annual debt servicing costs.

ALTERNATIVES

1. Council may choose not to proceed with this project.

ATTACHMENTS

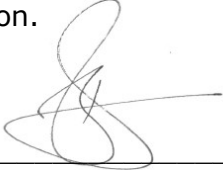
None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The project aligns with the approvals and Capital Budget approved in the 2022/23 Capital Budget as noted in the report.

The total project cost including this tender and contingency is significantly below the budget amount of \$1,538,806.00.

I support the recommendation.

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

Report Reviewed by: _____
Todd Richard, Director of Public Works

Report Approved by: 
Mark Phillips, Chief Administrative Officer