

**WEST HANTS REGIONAL MUNICIPALITY**  
**Committee of the Whole - Meeting Agenda **AMENDED****  
**May 9, 2023 - 6:00 p.m.**  
**Sanford Council Chambers, 76 Morison Dr, Windsor, NS**  
**Virtual via Zoom (also FB Livestream)**

*Agenda is subject to change due to additions that may not be able to be reflected until after the meeting.*

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**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) 2023-04-11 Committee of the Whole Minutes
7. Presentations
  - a) West Hants Historical Society (Fort Edward) – Shirley Pineo, President and Gary Nelson, Vice President
8. Unfinished Business/Postponed Motions
  - a) Underwood and Edward Electronic Gate System – Councillor Bob Morton
  - b) FCM Community Buildings Retrofit Funding Report – Coordinator Ogilvie
  - ~~c) Fibre Network Connection and Security Camera Report – Phase 3 – Director Gibson and Matt Povah~~
  - d) Former Tourist Bureau Information Report (Lion's Club Request) – Director Kehoe
  - e) Private Road Solid Waste Collection Information Report – Director Richard
  - f) Mills Lake Watershed Upgrade WWHPW23-01 Recommendation Report -Director Richard
9. Reports
  - a. CAO Activity Update - Information Report
  - b. Financial Update Ending March 31, 2023 – Acting Director Gibson
  - c. Capital Update Ending March 31, 2023 – Acting Director Gibson
  - d. MCCAP Update Report – Coordinator Ogilvie
10. Correspondence

- a. Information
  - 1. Avon Causeway Activity Log as of May 9<sup>th</sup>, 2023
  - 2. Correspondence Received Ledger as of May 9<sup>th</sup>, 2023
    - i. 2023-04-26 Andrew Hardman Re 997 Highway 14 - Zoning Change challenge
    - ii. 2023-04-26 Guide Furlani Re Concerns re 20 deer roaming and eating anything they can.
    - iii. 2023-04-26 Trevor Levy Re Scotch Village Station Rd. PID 45166915 Development Agreement
    - iv. 2023-04-27 Denise Forand Re Windsor Causeway and my Windsor's township waterfront vision
    - v. 2023-04-29 Barry Maxner Re 50% Tax Reduction Request pertaining to Zwicker Lake Property and Pisiquid Canoe Club Concerns
    - vi. 2023-05-02 Margot Bureaux Re Banners
    - vii. 2023-05-03 Grant Thomas Re Theft
    - viii. 2023-05-04 Aissa Thomas Re Windsor Textile Development
    - ix. 2023-05-06 Art Ward Re Scotch Village Station Road PID 45166915
    - x. 2023-05-08 Core Committee Zwicker Lake Property Owners Re CCBF Funding and the Canoe Club
  - 3. Fort Edward Municipal Lands Activity Log as of May 9<sup>th</sup>, 2023
  - 4. Storm Wastewater Activity Log as of May 9<sup>th</sup>, 2023
- a. Requests
  - b. Out-going Correspondence Ledger as of May 9<sup>th</sup>, 2023
- 11. New Business
  - a) Draft Downtown Parking By-Law Request for Decision – Mayor Zebian
  - b) Short Term Rental Recommendation Report – Councillor Ivey
  - c) 2023 Grants & Contributions Recommendation Report - Director Kehoe
  - d) 2023 Standing Offer Asphalt Paving Services WHPW23-02 Recommendation Report - Director Richard
  - e) Notice to Amendment to Definition of Community Centre – Councillor Ivey
- 12. Public Participation Period
- 13. In-Camera
  - c) MGA 22(2)(a) Land Matter
  - a) 2023-04-11 Committee of the Whole In-Camera Minutes
  - b) MGA 22(2)(a) Legal Matter

- d) MGA 22(2)(a) Land Matter
- e) MGA 22(2)(a) Land Matter
- g) MGA 22(2)(a) Legal Matter
- f) MGA 22 (2)(a) Personnel Matter

14. Next Meeting Date / Adjournment – May 23<sup>rd</sup> Council Meeting at 6 p.m.

| <u>Matter</u>                                                                                                                                                                                                                                                                      | <u>Start Date</u> | <u>Deadline / Update</u>                          | <u>Status/Progress Updates</u>                                                                                                                                                   | <u>Resp.</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Sewer Billing Review</b> - Staff explore what the sewer rates would be if sewer util. fees were put back on the taxes.                                                                                                                                                          | 2020-05-12        |                                                   | Discussions to occur once the Rate Study was completed.                                                                                                                          | CAO/Fin      |
| <b>Pedestrian Signage and Barriers</b> - 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<br>2021-07, On-going | Pending Beautification Strategy.<br>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 |
| <b>W. B Stephens Building Design Project Management Tender Award (Municipal Office)</b> - 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                                     | Ongoing                                                                                                                                                                          | CAO          |
| <b>Panuke Rd Event</b> - Event to be arranged by Mayor                                                                                                                                                                                                                             | 2021-03-09        | Spring/Summer 2023                                | On-going, an event will be scheduled this year.                                                                                                                                  | Mayor        |
| <b>Noise By-law</b> - Staff revise by-law (Peace and Good Order)                                                                                                                                                                                                                   | 2021-03-23        | <b>March 2023</b>                                 | DEFEATED - No direction provided.                                                                                                                                                | CAO          |
| <b>Glooscap First Nation &amp; WHRM Council Meeting</b> - Send formal invite for a meeting to discuss many topics including reconciliation.                                                                                                                                        | 2021-06-22        |                                                   | Met on March 15, 2022                                                                                                                                                            | Mayor        |
| <b>Request to Meet with Avon Causeway Gate Stakeholders</b> - 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        |                                                   | Pending, Meeting date being confirmed                                                                                                                                            | Mayor/CAO    |
| <b>65 Fort Edward Street (Municipal Lands)</b> - the Public Hearing and Second Reading be adjourned until October 2023                                                                                                                                                             | 2022-06-28        | 2023-10                                           | On-going meetings with Dr. Fowler (pending plan submission and approval) <b>POSTPONED SECOND READING UNTIL OCTOBER, 2023</b>                                                     | CAO/Planning |



| Matter                                                                                                                                                                                                                                                                                                          | Start Date | Deadline / Update | Status/Progress Updates                         | Resp.   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------|-------------------------------------------------|---------|
| <b>Security Cameras</b> - 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 | *2023-06*         | Approved, Report expected for May COTW          | Finance |
| <b>Subdivision Street Lighting</b> - Create a policy to come back to Council for review.                                                                                                                                                                                                                        | 2023-01-10 | 2023-04           | Approved, Report will be presented at May COTW  | PW      |
| <b>WFD Rescue Engine</b> - 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 when permitted            | CAO     |
| <b>Waste Collection</b> - staff prepare a report on the waste collection request for Destination Way, Cozy Crescent and Moonshine Run incl. info on private road collection and what that may look like going forward.                                                                                          | 2023-03-14 | 2023-04-11        | Approved, Report coming to May COTW             | PW      |
| <b>Former Tourist Bureau Park request</b> - staff prepare an information report re: details needed to be reviewed (costs, etc.) for maintaining the lawn care at the former tourist bureau site.                                                                                                                | 2023-03-14 |                   | Approved, Report coming to May COTW             | CD      |
| <b>Parking Regulations</b> - review the downtown WBD to determine if there is sufficient parking capacity for residents, businesses and visitors and further review if the regulations and enforcement (defined within the MVA) are effective and meet the needsof both the business and consumers in the area. | 2023-03-14 | 2023-04-25        | Presented at April 25th Mtg.                    | By-Law  |
| <b>Avon Street, Hantsport</b> - Staff to liaise with Kings County staff to explore the Disaster Mitigation funding program & others and report back to Council in a month.                                                                                                                                      | 2023-03-28 | 2023-04-25        | Approved, Reportpresented at April Council mtg. | Plan    |

| <u>Matter</u>                                                                                                                                                                                                                                                                                                                                                                                                                                 | <u>Start Date</u> | <u>Deadline / Update</u> | <u>Status/Progress Updates</u>        | <u>Resp.</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|---------------------------------------|--------------|
| <b>Waste Collection By-Law</b> - initiate the process for consolidating the Windsor and West Hants waste by-law to remove the disparities that exist between the two.                                                                                                                                                                                                                                                                         | 2023-03-28        | 2023-06                  | Approved, awaiting report/By-Law      | PW           |
| <b>Public Participation Policy</b> - staff explore amending the Public Participation Program Policy (PPPP) to include strengthening public notice of information meetings.                                                                                                                                                                                                                                                                    | 2023-03-28        | 2023-05-23               | Approved, awaiting report             | Plan         |
| <b>WH Historical Society Proclamation</b> - proclamation will return to the July 25th meeting for official declaration within chambers.                                                                                                                                                                                                                                                                                                       | 2023-03-28        | 2023-07-25               | Approved, will return to July meeting | CAO          |
| <b>Community Beautification</b> - approve the award of tender WHCD23-04 (consulting services) for the WHRM community beautification plan contract to WSP Canada Inc. for the tendered price of \$56,425 + hst.                                                                                                                                                                                                                                | 2023-04-11        | 2023-04-25               | Approved                              | CD           |
| <b>Invasive Plant Species</b> - staff engage the NS Invasive Species Council to establishing a plan to address invasive plant species within the WHRM at a cost of \$12,828 net HST included (funded through the WHRM Operating Reserves) and these funds be allocated annually to support ongoing education to the community regarding invasive species and management practices of invasive species within our capacity on municipal lands. | 2023-04-11        | 2023-06                  | Approved                              | CD           |
| <b>Poplar Grove Funding Request</b> - approve \$4,000 in emergency funding to be taken from the WH CCBF to complete repairs to the Poplar Grove Hall.                                                                                                                                                                                                                                                                                         | 2023-04-11        | 2023-04-25               | Approved                              | Finance      |

| <u>Matter</u>                                                                                                                                                                                                                                                                                                   | <u>Start Date</u> | <u>Deadline / Update</u> | <u>Status/Progress Updates</u>                       | <u>Resp.</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|------------------------------------------------------|--------------|
| <b>Cogmagun and Beaverpond Roads</b> - write a letter of support to the WH MLA, Dept. Public Works Minister, Area Manager, District Director and the NS Premier for reconstruction of the Cogmagun and Beaverpond Roads in the 2023 construction year.                                                          | 2023-04-11        | 2023-04-25               | Approved, drafting the letter                        | CAO          |
| <b>Gerrish and Water Street Intersection</b> - prepare a report on options to make the intersection at Gerrish and Water Street safer to navigate.                                                                                                                                                              | 2023-04-11        | 2023-04-25               | Approved, Report presented at April 25th Council Mtg | PW           |
| <b>Local Bus Service</b> - prepare a report on the possibility of creating a local bus service operated by WHRM incl. costs, times, potential routes, (Looking at past examples from others that may have created similar programs to address concerns/issues with the goal of creating a sustainable service.) | 2023-04-11        | 2023-04-25               | Approved, awaiting report                            |              |
| <b>Sidewalk Extension from Wentworth Road to the WH Sports Complex</b> - prepare a report on what is required to extend the sidewalk from Wentworth Rd. to the WH Sports Complex and as a second step to include extending the sidewalk to the end of the block (intersection of Wentworth and Tregothic).      | 2023-04-11        | 2023-04-25               | Approved                                             | PW           |
| <b>Insurance</b> - engage a consultant (if needed) to do a review of insurance costs across the Municipality (across all operations) to be able to do a review to optimize insurance expenditures.                                                                                                              | 2023-04-12        | 2023-04-12               | Approved, awaiting report                            | Fin          |
| <b>Bulk Water Options</b> - staff explore options to have bulk water rates reduced and report back in June.                                                                                                                                                                                                     | 2023-04-19        | 2023-04-12               | Approved, awaiting report                            | PW/Fin       |

| <u>Matter</u>                                                                                                                                                                                                                                       | <u>Start Date</u> | <u>Deadline / Update</u> | <u>Status/Progress Updates</u> | <u>Resp.</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|--------------------------------|--------------|
| <b>Electric Vehicles for the Planning Department</b> - provide pre-approval for Building Inspection for 2 EV as stated in the budget.                                                                                                               | 2023-04-19        | 2023-05-09               | Approved                       | Plan/Fin     |
| <b>2023-24 WH and Windsor Water Utility</b> - Approve the WH & Windsor Water Utility budgets.                                                                                                                                                       | 2023-04-19        | 2023-04-25               | Approved                       | Fin          |
| <b>2023-24 Operating Budget</b> - Approve the budget as presented at the Apr. 19, 2023 mtg, total general rated expenses and transfers of \$19,351,075; total area rated expenses and                                                               | 2023-04-19        | 2023-04-25               | Approved                       | Fin          |
| <b>2023-24 Reserve Budget</b> - Approve the 2023-24 Reserve budget as presented at the Apr. 19, 2023 mtg.                                                                                                                                           | 2023-04-19        | 2023-04-25               | Approved                       | Fin          |
| <b>2023-24 Taxing Resolution</b> - Approve the 2023-24 Taxing Resolution as presented at the Apr. 19, 2023 mtg.                                                                                                                                     | 2023-04-19        | 2023-04-25               | Approved                       | Fin          |
| <b>2023-24 Capital Budget</b> - Approve the 2023-24 Capital budget as presented at the Apr. 19, 2023 mtg.                                                                                                                                           | 2023-04-19        | 2023-04-25               | Approved                       | Fin          |
| <b>2023-24 HMCC Area Rate Budget</b> - Approve the following amounts Residential - \$0.0932 per \$100 of taxable assessment and Commercial - \$0.4814 per \$100 of taxable assessment for a combined total of \$100,735, for the 2023-24 Fiscal yr. | 2023-04-19        | 2023-04-19               | Approved                       | Fin          |

| <u>Matter</u>                                                                                                                                                                                                                                                                                           | <u>Start Date</u> | <u>Deadline / Update</u> | <u>Status/Progress Updates</u>                  | <u>Resp.</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|-------------------------------------------------|--------------|
| <b>2023 Residential Property Tax Assistance -</b><br>Approve an increase in the property owner's gross income from all sources including the income of all person's residing within the home to \$46,000 or less. In addition to increasing the Residential Community cap to \$400 for all communities. | 2023-04-19        | 2023-04-19               | Approved                                        | Fin          |
| <b>2023-24 Tax Exemption List -</b> Approve Schedules A, B, and C of the Annual Tax Exemption Property Listing for Fiscal Year 2023-24.                                                                                                                                                                 | 2023-04-19        | 2023-04-25               | Approved                                        | Fin          |
| <b>2023-24 Resident Association Uniform Charges</b> (Blomidon View, Chalet Hamlet, Chaeau Village, Falls Lake West, Innes Lane, North Canoe Lake) - Approve the Uniform Association charges for the 2023-24 year.                                                                                       | 2023-04-19        | 2023-04-19               | Approved                                        | Fin          |
| <b>Council Chamber Improvements -</b> Direct staff to add up to \$30,000 to the budget to renovate Chambers and bring a report to Council on the costs.                                                                                                                                                 | 2023-04-19        | 2023-05-09               | Approved, awaiting report                       | CAO          |
| <b>Bulk Water Options -</b> staff explore options for having bulk water rates reduced to previous levels prior to regulation from the UARB.                                                                                                                                                             | 2023-04-19        | 2023-04-19               | Approved, awaiting report                       | Fin          |
| <b>MCCAP (International Compost Awareness Week) -</b> Council declare the first full week in May as International Compost Awareness                                                                                                                                                                     | 2023-04-25        | 2023-04-25               | Approved                                        | Plan         |
| <b>John Paris Jr. Naming -</b> WHRM names the Rink at the West Hants Sports Complex the John Paris Jr. Rink.                                                                                                                                                                                            | 2023-04-25        | 2023-04-25               | Approved, awaiting final design and cost report | CD, Fin      |
| <b>Hants County Seniors Safety Association -</b> grant \$25,000 for this budget year and make the organization a yearly line item in the budget equally \$25,000.                                                                                                                                       | 2023-04-25        | 2023-04-25               | Approved                                        | Fin          |

| <u>Matter</u>                                                                                                                                                                                                  | <u>Start Date</u> | <u>Deadline /<br/>Update</u> | <u>Status/Prograss Updates</u> | <u>Resp.</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------|--------------------------------|--------------|
| <b>MCCAP (Coastal Protection Act)</b> - Council write a letter to the Provincial Government expressing concern about the implementation of the Coastal Protection Act regulations and copy the Hants West MLA. | 2023-04-25        | 2023-05                      | Approved, drafting the letter  | Plan/CAO     |
|                                                                                                                                                                                                                |                   |                              |                                |              |
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**West Hants Regional Municipality  
Dangerous or Unsightly Premises  
Dashboard (Action List)  
May 9, 2023**

| Matter                                                                 | Meeting                 |
|------------------------------------------------------------------------|-------------------------|
| <b>Textile Building</b> - Staff continue to monitor the site. ON-GOING | <b>Nov 8, 2022 COTW</b> |
| <b>74 Bowman Road</b> - File remains open. ON-GOING                    | <b>Nov 8, 2022 COTW</b> |
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The background of the slide is a photograph of a historic site. In the foreground, a black cannon is mounted on a wooden platform. Behind it, a grassy hill rises to a wooden tower with a dark, conical roof. The tower has a small window and a door. The background is filled with trees and a clear sky.

# **Proposed Use of Lands Adjacent to Fort Edward Historic Site**

Presentation to West Hants  
Regional Municipal Council  
May 9<sup>th</sup>, 2023

by  
**West Hants Historical Society**  
Shirley Pineo, *President*  
Gary Nelson, *Vice-President*



## Heritage/Cultural Centre

A Committee of stakeholders and those interested in the use of the land adjacent to Fort Edward National Historic Site began meeting in January, 2023. General discussions took place with respect how this land could continue to be used for the public, as it has been since the first Agricultural Fair was held there in 1765. This use was to tie into and enhance the historical significance of the hill upon which Fort Edward stood. That historical importance extends back long before that fortification was erected.

The concept that fulfilled that criteria was a Heritage/Cultural Centre.

# COMMITTEE

- **West Hants Historical Society**
- **Mi'kmaq Warriors Society**
- **Glooscap First Nation**
- **La Fédération acadienne de la Nouvelle-Écosse**
- **Les Amis de Grand-Pré (The Friends of Grand-Pré)**
- **African Nova Scotian Community**
- **Royal Canadian Legion**
- **Parks Canada**
- **Hantsport & Area Historical Society**
- **West Hants Regional Municipality**

- **Nova Scotia Museum – Grand-Pré Research Assistant**
- **Anthropology Dept., St. Mary's University**
- **Heritage Trust of Nova Scotia**
- **84<sup>th</sup> Regiment 2<sup>nd</sup> Battalion Reenactors**
- **Community-led Vision for Fort Edward Hill**

## **Via Updates**

- **Windsor Agricultural Society**
- **Mi'kmaq Cultural Centre**
- **Boreas Heritage Consulting**

# Culture and Heritage Timeline

- **For millennia – Indigenous/Mi'kmaq**
- **1680 ± - Acadians settled, dyked and farmed Pisiquid area**
- **1722 - Built - Parish Church of Notre-Dame-de-l'Assomption**
- **1750 - British/Military/Trading Post**
- **1755 - Le Grand Dérangement (Expulsion of the Acadians)**
- **1760/61 - New England Planters**
- **1760-63 - Acadian Prisoners at Fort Edward**
- **1765 - Oldest Agricultural Fair in North America**
- **1765-1918 - Military & Defence - American Revolution, War of 1812, World War I**
- **1922 - Designated National Historical Site**

Indigenous peoples had lived in this area for millennia prior to the arrival of Europeans in what is now Nova Scotia. The hill where Fort Edward is now situate was of great importance to the Mi'kmaq - it was a meeting place, probably the site of a longhouse and possibly a burying ground.





# Mi'kmaq Longhouse

Governing council structure, a community gathering and meeting place, also occasionally, a residence.





*About 1680 Acadians settled the valley of this river that the Mi'kmaq named "Tooetunook" and the new French speaking inhabitants referred to it by another Mi'kmaq name "Peseqitk". In 1722 the Acadians erected one of their Parish Churches on this hill – Notre-Dame-de-l'Assomption.*



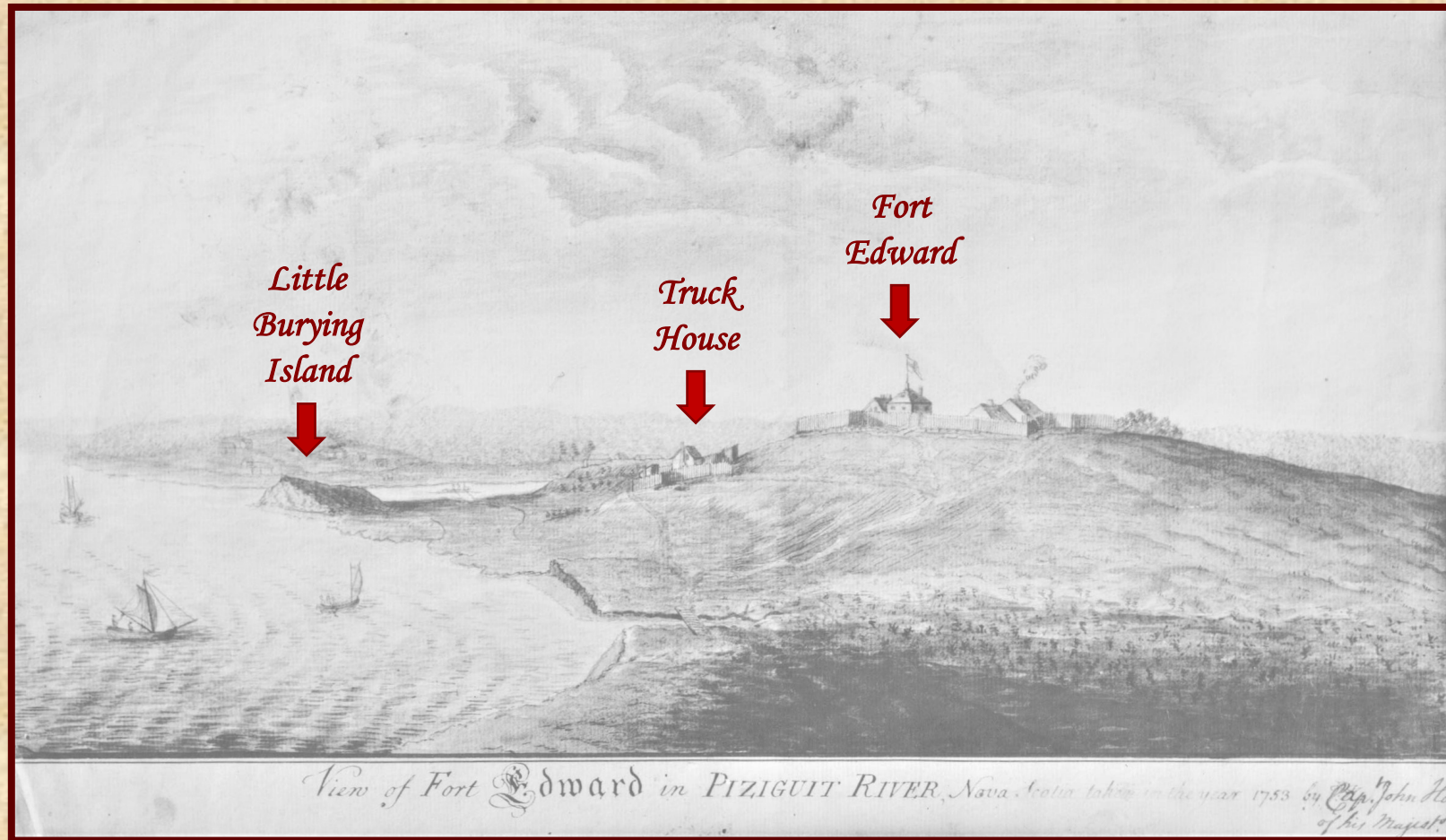


## *The Parish Church of Notre-Dame-de-l'Assomption*

*Erected in 1722, was located approximately where the Blockhouse was built.  
Some of the material from it was likely used in the construction of Fort Edward in 1750.*



*In 1750, the British built Fort Edward. Joshua Mauger's truck house, managed by Isaac DesChamps, was built about the same time.*



**View of Fort Edward from Piziquit River, N.S.  
painted in the year 1753 by J. Hamilton (water colour)**



*Overlay of Fort Edward & its grounds  
on aerial view of the present area*



# **FORT EDWARD & LE GRAND DÉRANGEMENT**

## **(EXPULSION OF THE ACADIANS)**

### **1755**

- **Sept. 2, 1755 - At Fort Edward Lieutenant-Colonel John Winslow and Captain Alexander Murray, Fort Edward Commandant, drafted the Proclamation to the Inhabitants, informing them they were being deported and their property confiscated.**
- **Sept. 5, 1755 - The Proclamation was read at Fort Edward and Grand Pré to an assembly of all Acadian men and boys (over 10 years). Murray at Fort Edward wrote: "I have succeeded finally and have got 183 men [& boys] into my possession. I believe that there are very few left excepting the sick."**
- **Sept. 8, 1755 - Murray at Fort Edward: "I am extremely pleased that things are so clever at Grand Pré and that the poor devils so resigned." This seems naive as they knew the penalty for resistance and provocation.**

# **FORT EDWARD & LE GRAND DÉRANGEMENT**

## **(EXPULSION OF THE ACADIANS)**

### **1755**

- Dec. 18, 1755 - The last Acadians embarked from Grand Pré. Winslow informed the Governors that in addition to those from Grand Pré there had been others from Pesegitk. Winslow set the total deported from Pesegitk at 1100.
  - \* Pesegitk is what Rev. Silas T. Rand, who spoke Mi'kmaw, stated is the indigenous name for the area the French called Pipiquit or Pegiquit and the English, Pessyquid, Pisiqid or Piziquit.
    - *Source: "Windsor, Nova Scotia, a journey in history"*
    - L. S. Loomer, 1996, pp. 48 – 53



- 1760 – 1763 - Acadian prisoners from Cape Breton, Prince Edward Island and Eastern New Brunswick were held in and round the fort.



**New England  
Planters  
arrived  
in 1760 – 61  
to take  
over former  
Acadian  
farms.**



## **Resolution Incorporating the Township of Windsor December 24, 1764**

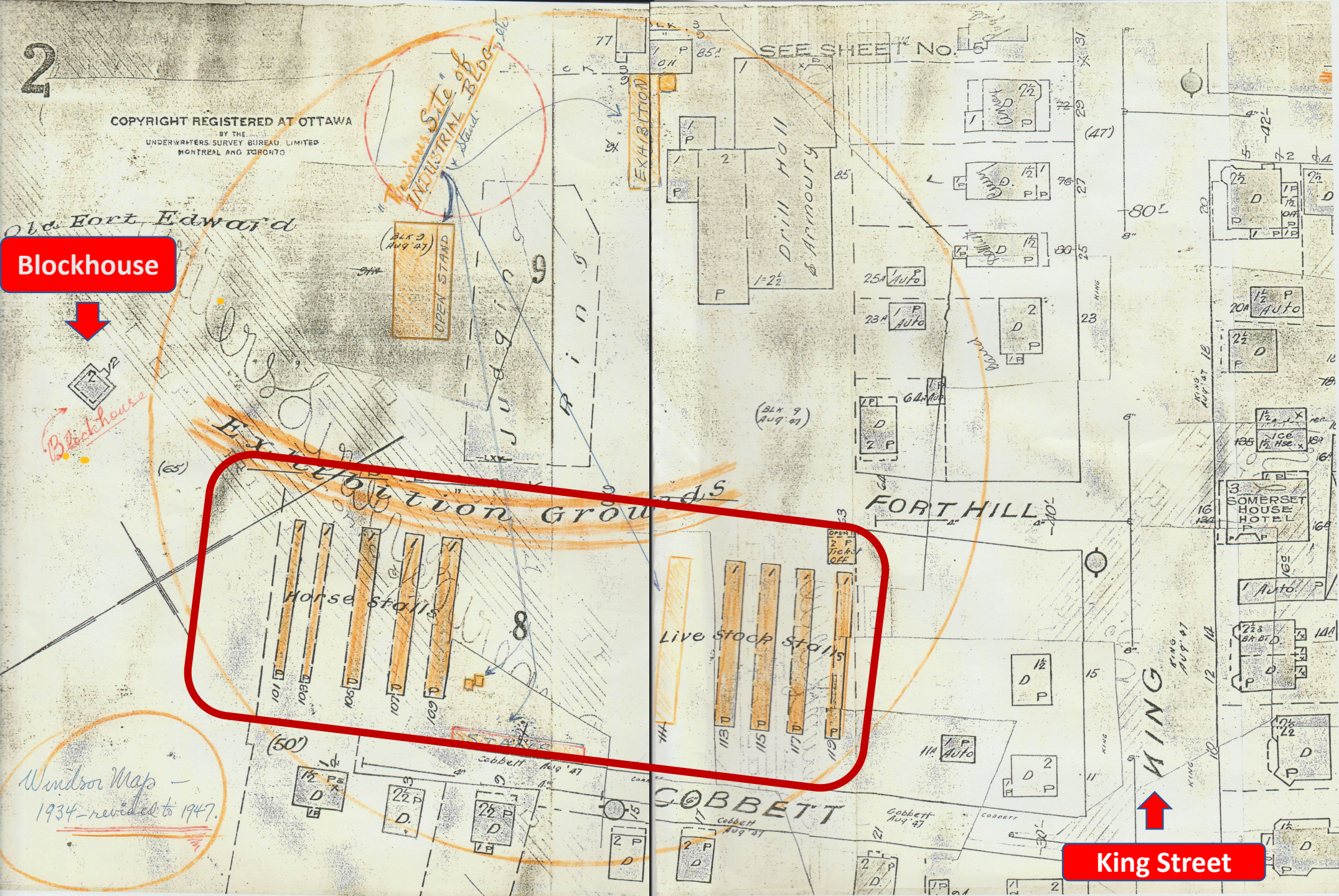
**“Resolved. that part of the tract of land formerly called Piziquid on the South East of the river commonly known as the Piziquid River, in this province of Nova Scotia, shall be erected and incorporated into a Township, hereinafter to be known and called by the name of Windsor.”**

## **First Agricultural Fair Held May 21<sup>st</sup>, 1765**

**The first agricultural fair was held outside the wooden palisade of Fort Edward, basically on the parcel of land that is now being discussed.**



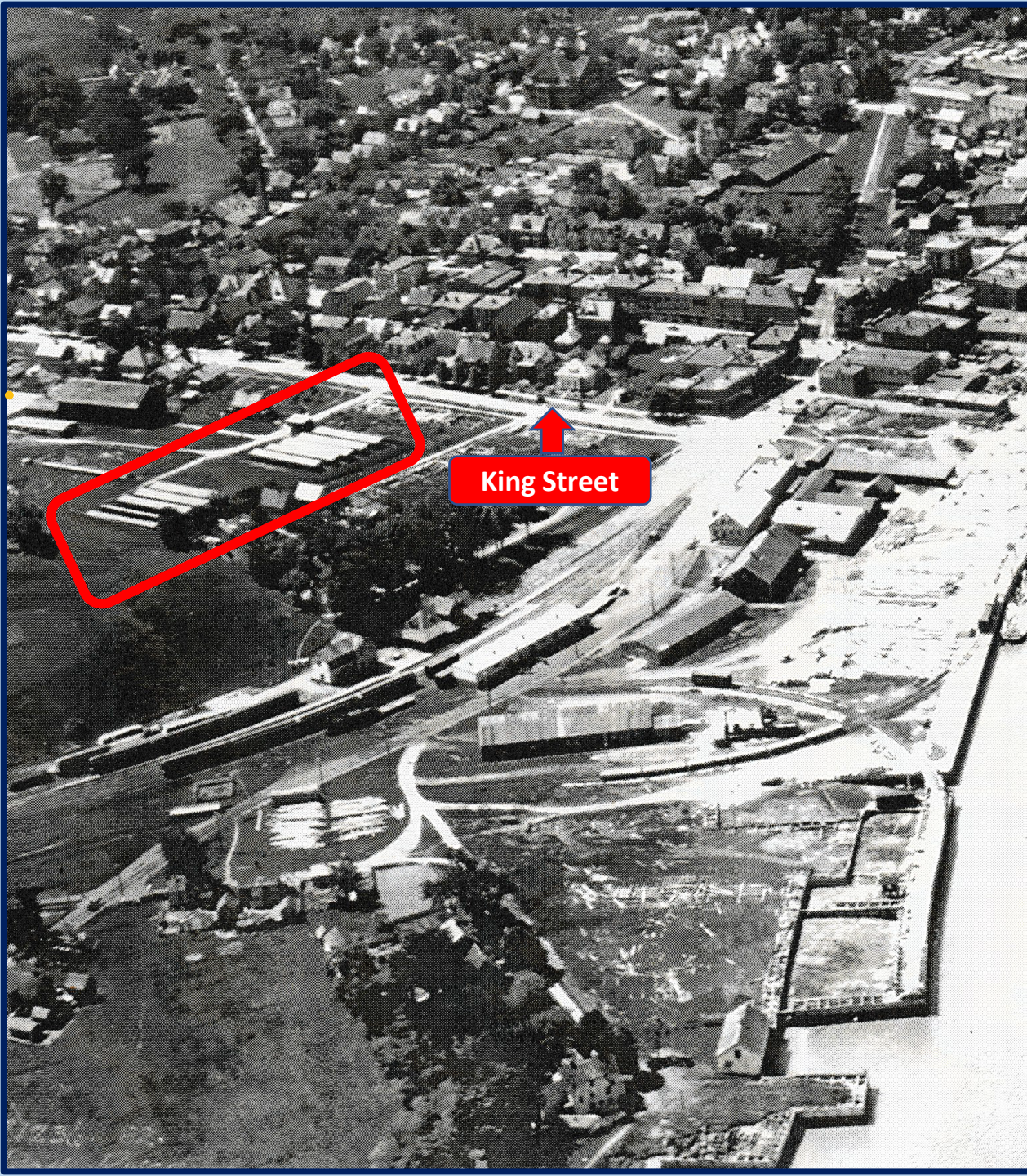
**Map  
showing  
buildings  
on former  
exhibition  
site –  
being  
subject  
lands**





Aerial photo  
showing  
buildings on  
former  
exhibition site  
– being  
subject lands

Blockhouse



King Street

Aerial  
photograph  
taken  
in  
1925  
by  
RCAF





# THE WINDSOR AGRICULTURAL FAIR L'EXPOSITION AGRICOLE DE WINDSOR

The Agricultural fair, a traditional showcase and recreational outlet for the farmer, reputedly had its Canadian beginnings on 21 May 1765 on Fort Edward Hill in Windsor. The fair, authorized when Windsor township was created in 1766, featured livestock, produce and sports, with prizes provided by interested Halifax gentlemen. A charter for the holding of future fairs was granted in 1766 and over a number of years the fair was held irregularly, until it eventually ceased. In 1815 a new charter revived the event and since that date the fair has been held with considerable regularity.

Cette exposition agricole, dite traditionnelle des agriculteurs, est tenue, le 21 mai 1765, à la colline du fort Edward à Windsor. On y présente du bétail, des produits agricoles et des compétitions sportives, les prix étant offerts par des personnalités intéressées d'Halifax. En 1766, on accorde une charte pour la tenue d'autres expositions, qui eurent lieu de façon irrégulière pendant quelques années, avant de disparaître. Depuis sa nouvelle charte de 1815, l'exposition de Windsor a eu lieu assez régulièrement.

Historic Sites and Monuments Board of Canada  
Commission des lieux et monuments historiques du Canada

Government of Canada • 1997 • Gouvernement du Canada

## **Military Significance**

- **During the American Revolution, Fort Edward was repaired and garrisoned to protect the area, now called Windsor, from attack by American raiders.**
- **One of the captains of the British regiment occupying the Fort was Allan Macdonald, husband of Flora Macdonald, the latter had won fame as the rescuer of Bonnie Prince Charlie (the “Young Pretender”) following the defeat of his Highland forces at the Battle of Culloden in 1746. Flora spent the winter of 1778-79 at Fort Edward before she returned to Scotland.**
- **When war broke out between Britain and the United States in 1812, military officials feared an attack on the Windsor area. Fort Edward was hastily repaired and manned.**
- **In 1832 the Fort became the home garrison of the Hants County Militia.**

# World War I

- During World War I, the Fort was utilized as a training depot for Canadian and British soldiers. It became known informally as "Camp Fort Edward".
- The British Army used the fort to establish a training depot for Jewish men training. Known as The Jewish Legion, this unit and consisted of 1100 Jewish troops.







## West Hants Historical Society

*(Incorporated 1973)*

### *Incorporation Objective*

4. To promote the Restoration and Preservation of FORT EDWARD, Windsor, N.S. and the erection of other Structures and Services incidental thereto.

# Remember when...

## HANTS HISTORY



**CAROLE MORRIS-UNDERHILL**

✉ carole.morris-underhill

@saltwire.com

🐦 @CMUnderhill

Here's a look at what was making the news 15 and 50 years ago in the Hants Journal.

### 50 YEARS AGO (MID- TO LATE-APRIL 1973 EDITIONS)

■ The Department of Northern Affairs announced Windsor's Fort Edward site ownership was being returned to the federal government so it could be developed as a

historic site. It was hoped that guides would be made available and an interpretation centre constructed in the future.

# Concept Drawings

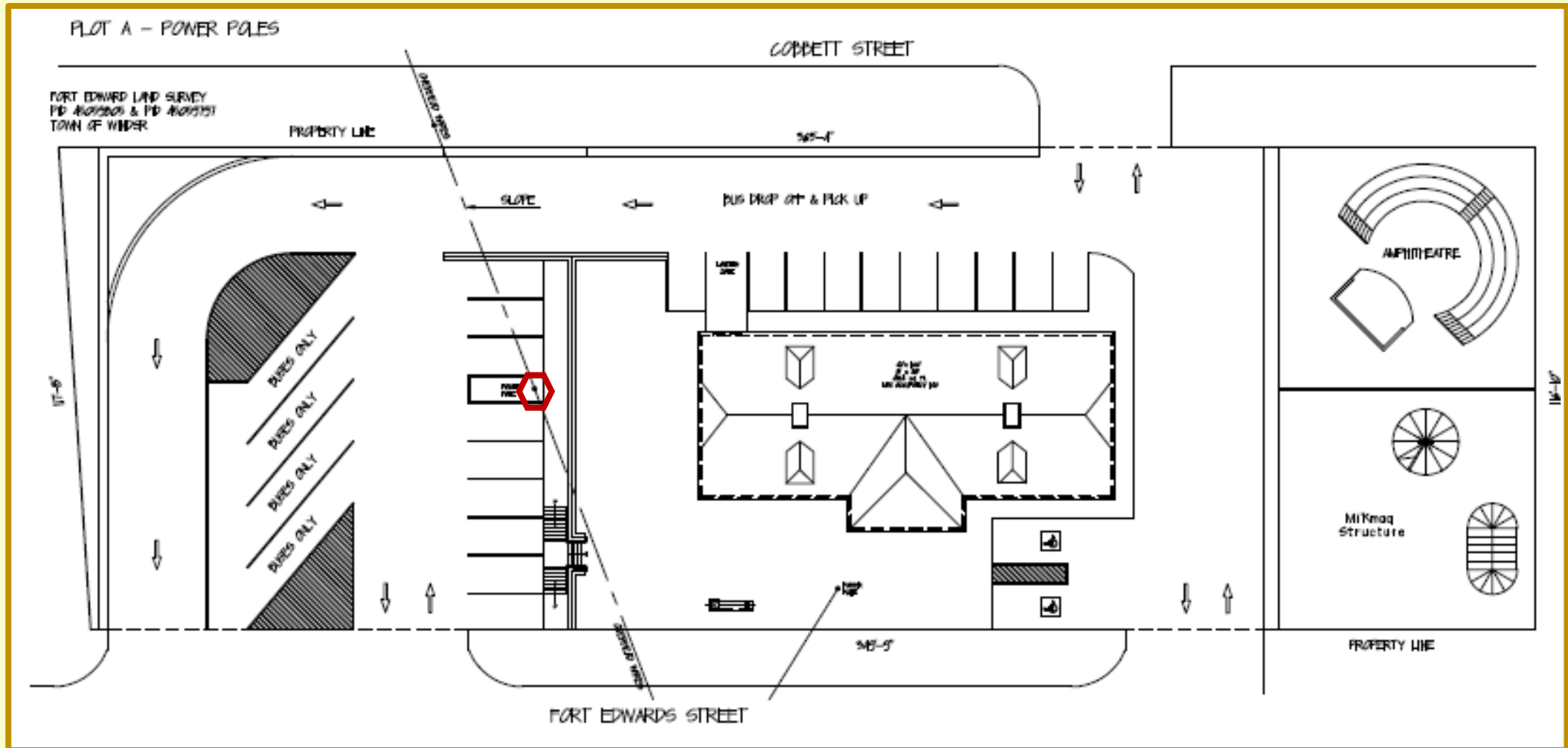
Gabriel Gehue, a member of the Mi'kmaq community, who possessed the skill, expertise and experience to put the concepts that the Committee envisaged onto paper. He very graciously offered to so.

He came up with essentially two variations of these ideas - Plan A & Plan B. The main differences are location of the structure on the lot and a full, functional basement. Both of these depend upon whether a power pole may be relocated.



# Concept Drawings – Plan A

## Small Basement + Slab, Pole Remains



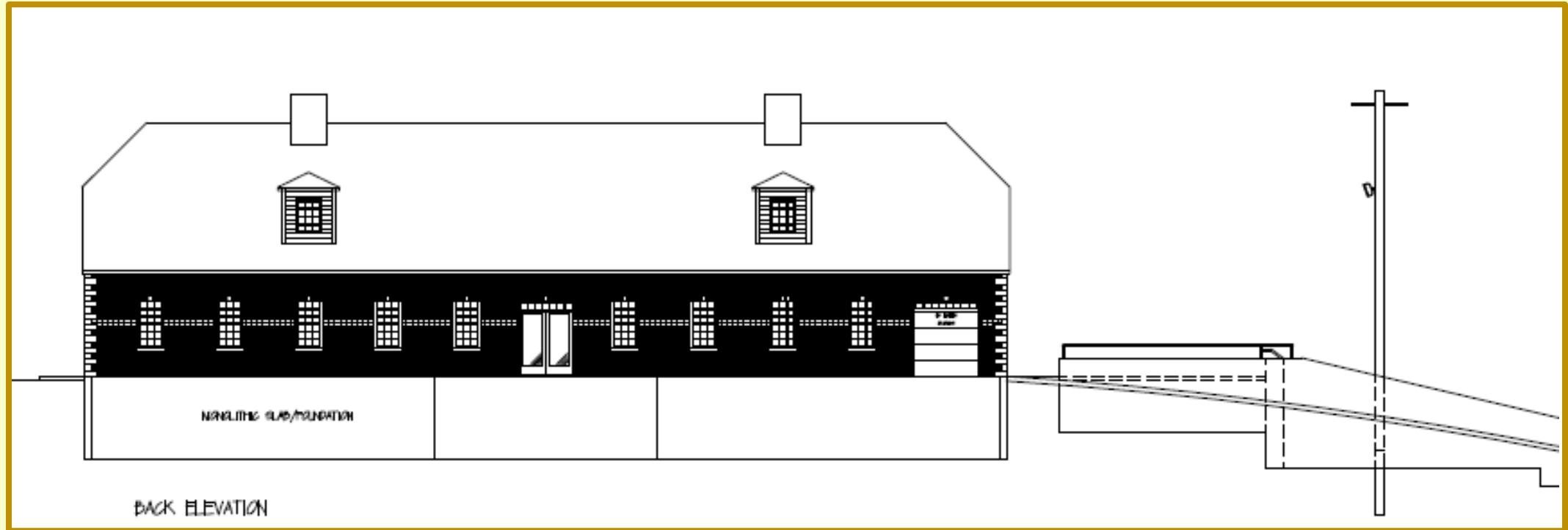
# Concept Drawings – Plan A

Front Elevation – facing extension of Fort Edward Street



# Concept Drawings – Plan A

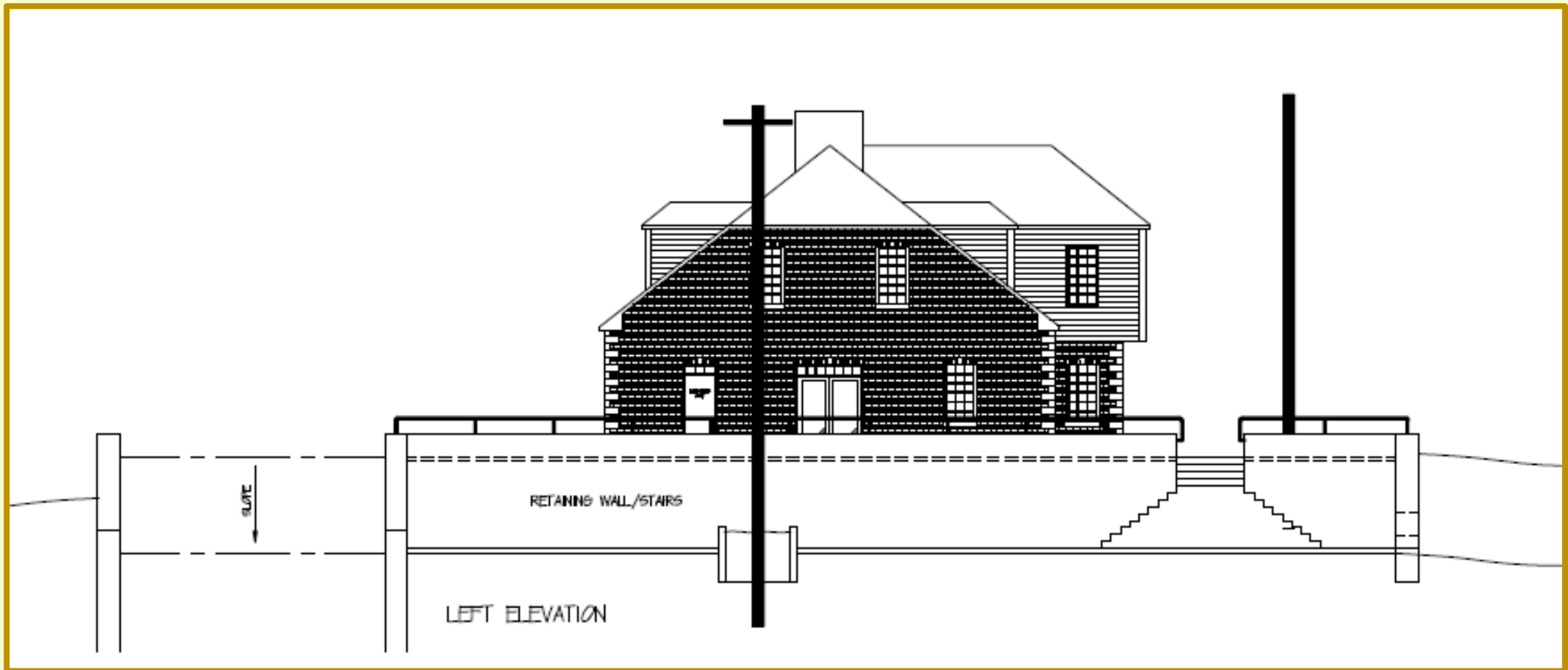
## Back Elevation – facing Cobbett Street





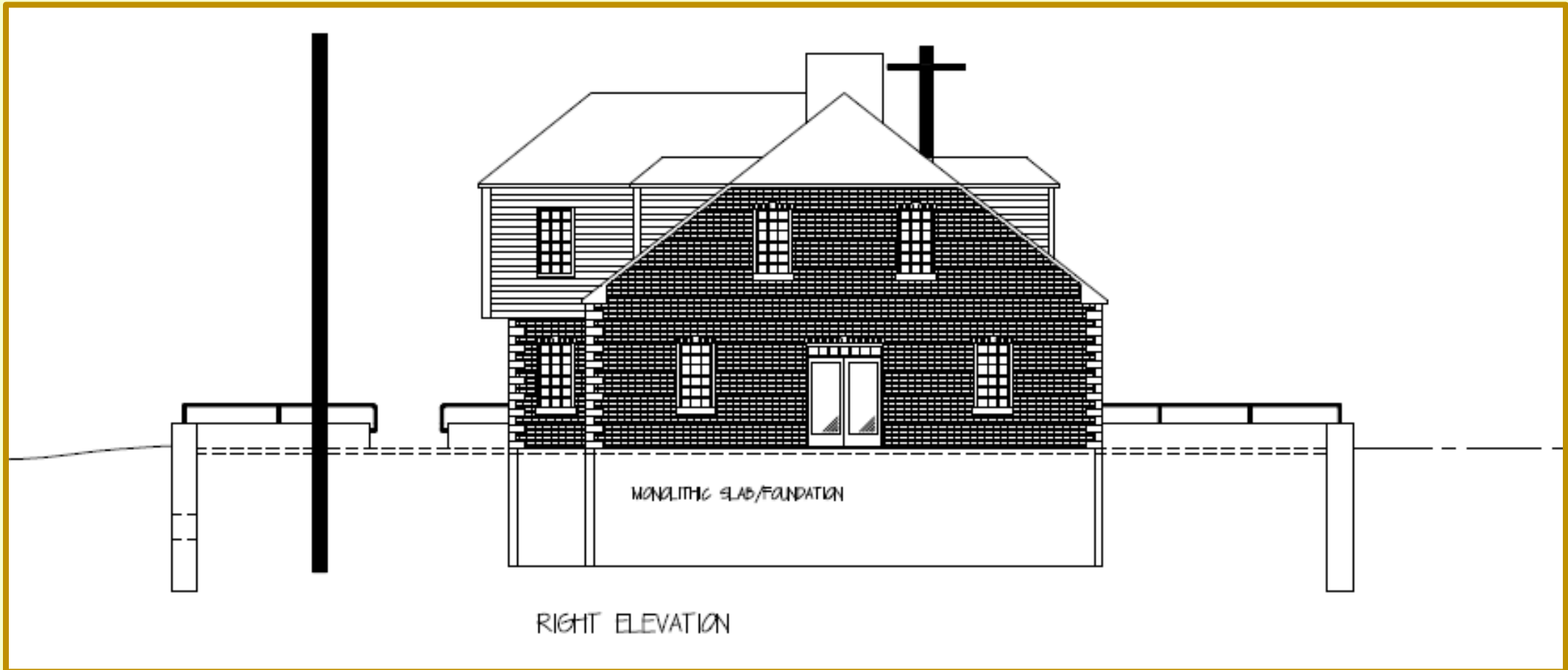
# Concept Drawings – Plan A

Left Elevation - facing King Street



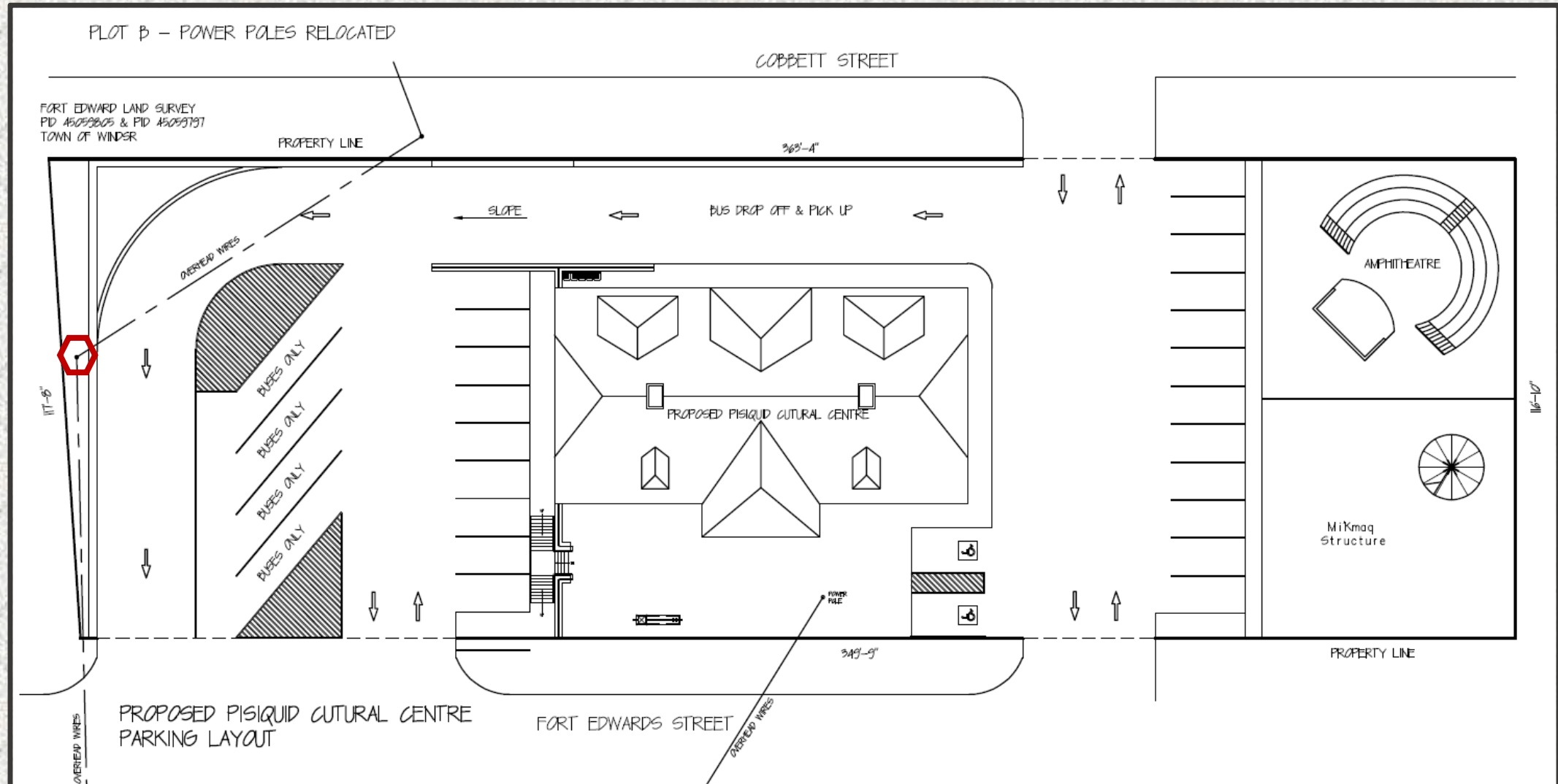
# Concept Drawings – Plan A

Right Elevation - facing Blockhouse



# Concept Drawings – Plan B

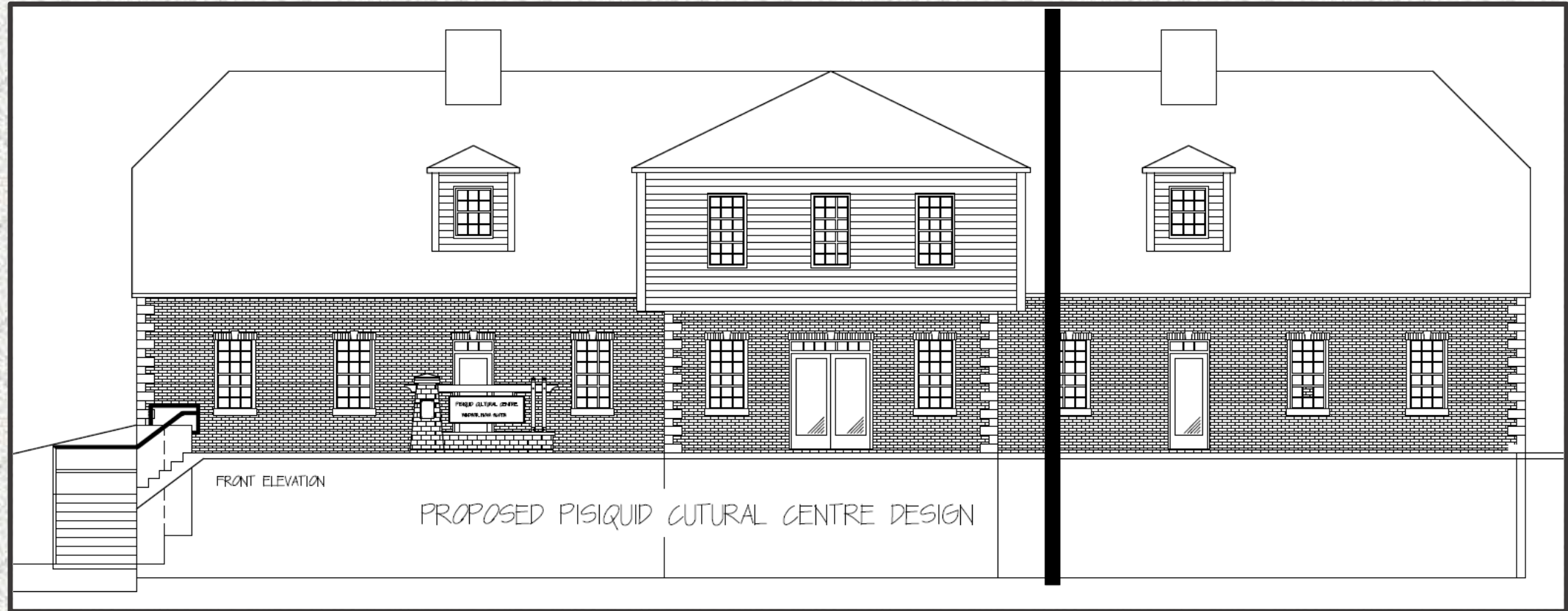
## Full Basement - Pole Relocated





# Concept Drawings – Plan B

## Front Elevation – facing extension of Fort Edward Street



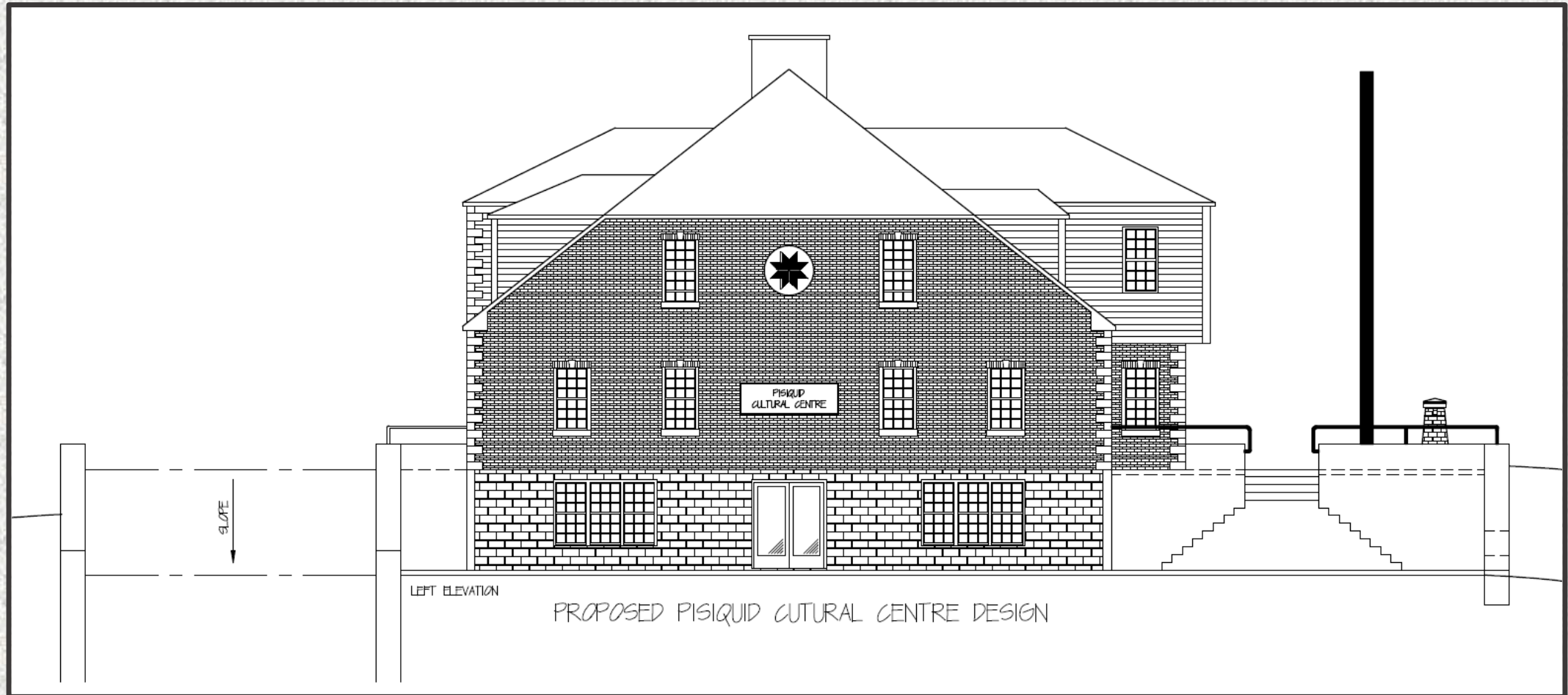
# Concept Drawings – Plan B

## Back Elevation – from Cobbett Street



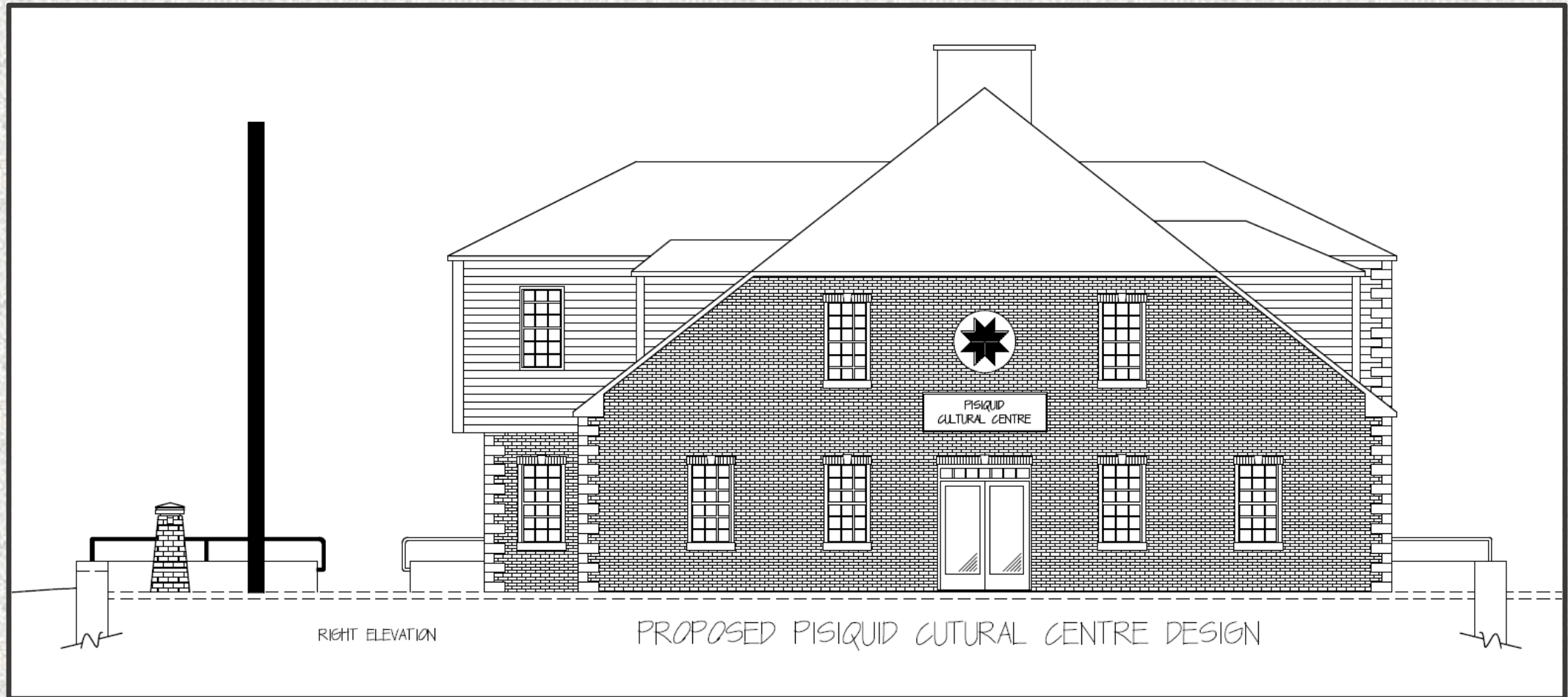
# Concept Drawings – Plan B

Left Elevation – from King Street



# Concept Drawings – Plan B

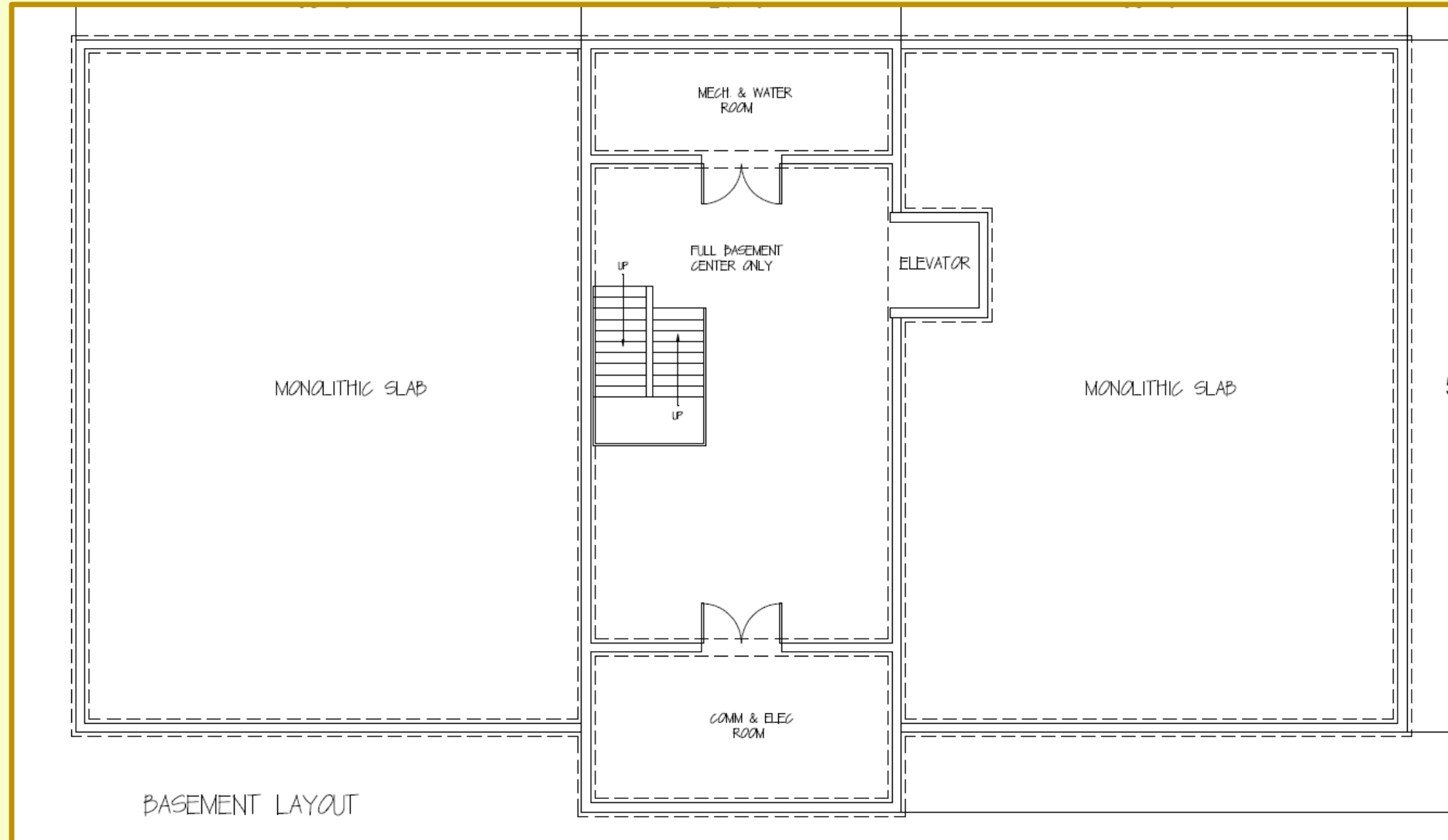
Right Elevation - from the Blockhouse





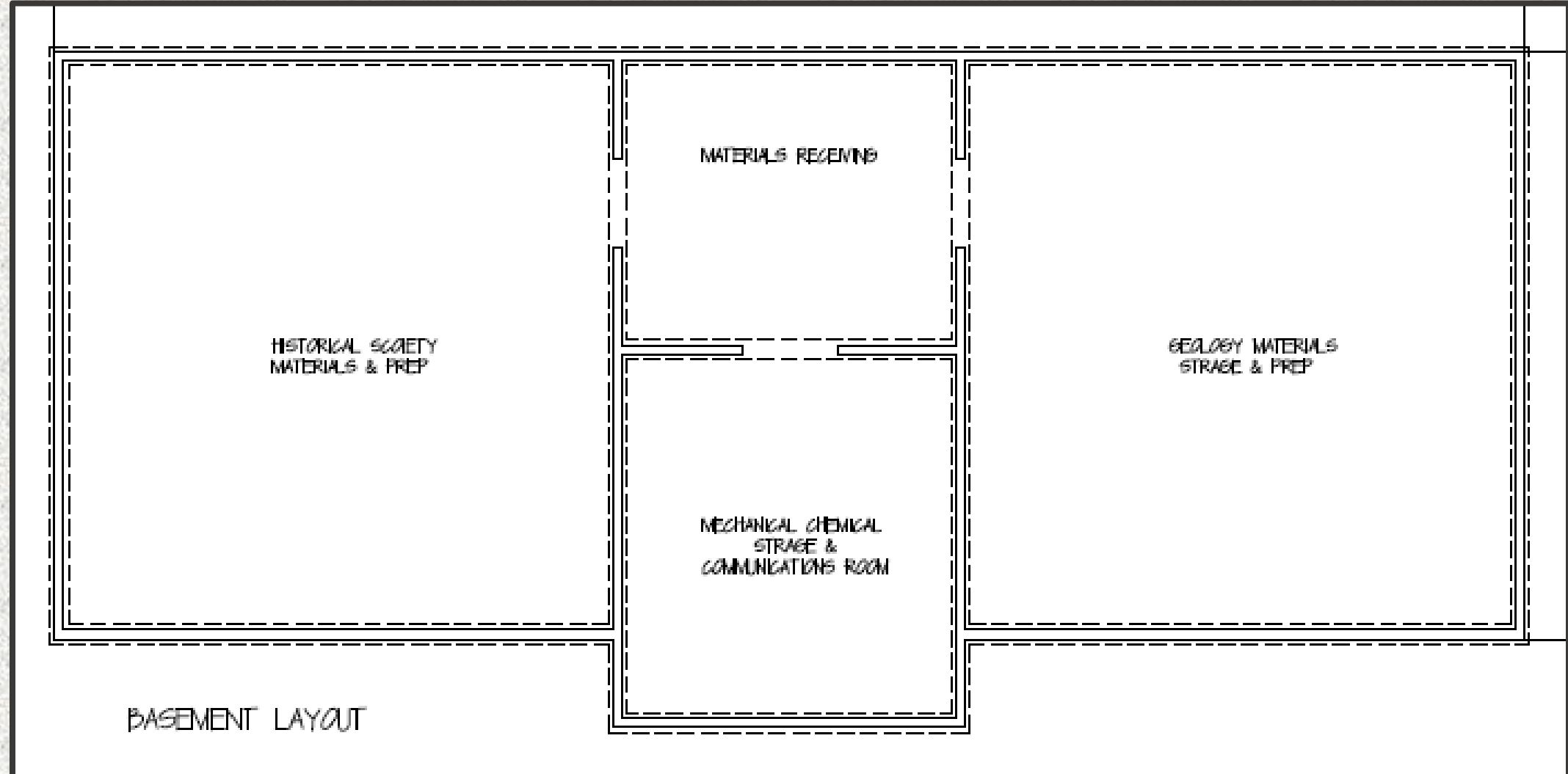
# Concept Drawings – Plan A

## Basement + Slab



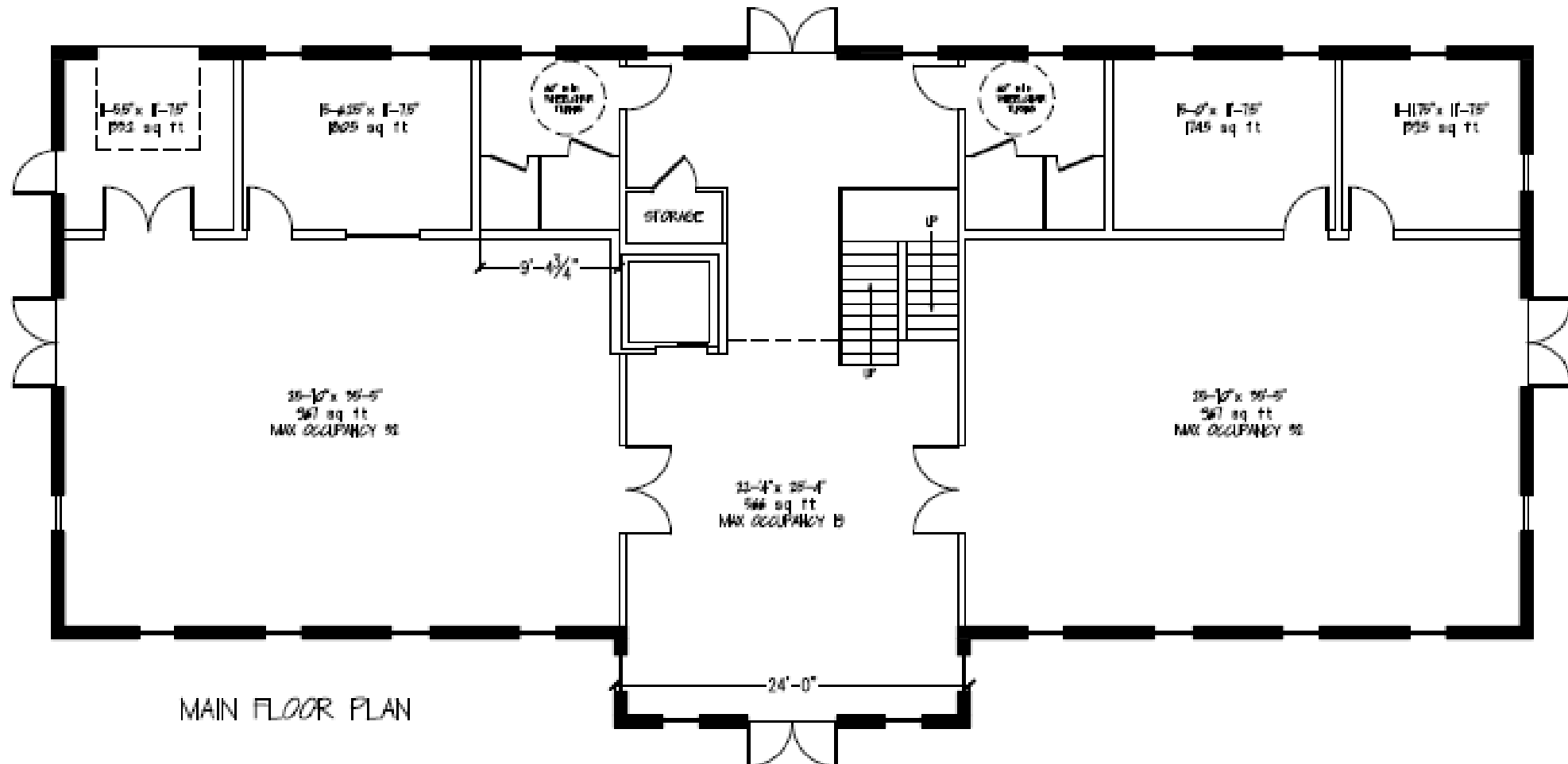
# Concept Drawings – Plan B

## Full Basement



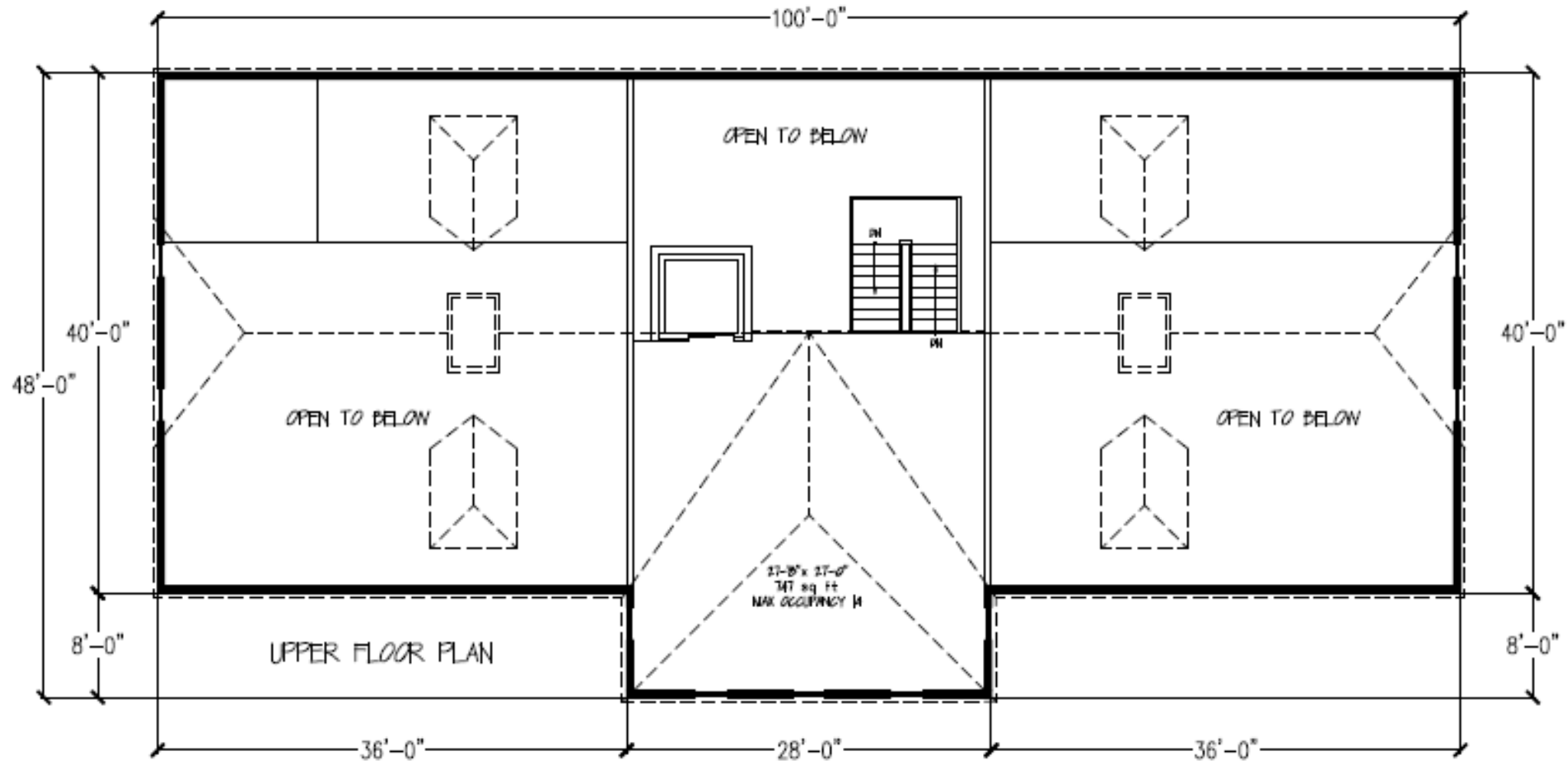
# Concept Drawings – Plan A or B

## Main Floor



# Concept Drawings – Plan A or B

## Upper Floor





# Problem Pole



# Benefits

- ❖ **Enhanced attraction for locals, tourists and visitors.**
- ❖ **Draw more people passing on Highway 101 to Windsor and area.**
- ❖ **Parks Canada relies on community interest as a guide to improvements and expenditures on its sites. This project shows great community interest in Fort Edward.**
- ❖ **This centre will have great educational value and will attract school and other groups. For example, it will be the site of one of the few Mi'kmaq longhouses in the province.**
- ❖ **Historic and military re-enactments.**
- ❖ **Different and seasonal exhibits will be featured – eg. Christmas.**
- ❖ **The amphitheatre will be available for various presentations, small concerts, programs, etc.**
- ❖ **A site for weddings and/or wedding photos or graduation photos.**
- ❖ **Family excursions and events – walks, kite-flying, etc.**
- ❖ **Fireworks for July 1<sup>st</sup> and other celebrations**



# Benefits





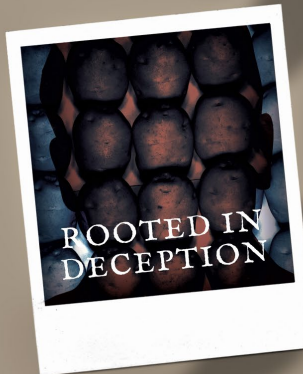
# WHHS Community Activities

## Book Launch

Sunday  
December  
4<sup>th</sup>  
2022

LAURA CHURCHILL  
DUKE  
DISCUSSES HER  
NOVEL  
*ROOTED IN  
DECEPTION*

A true crime story from  
Ellershouse, 1906



Sunday,  
December 4

2-4 pm  
Ellershouse  
Community Hall

Copies of the book will be sold (\$25)  
as well as historical calendars from  
the society (\$10).



*At the turn of the century, an  
ex-convict from Ireland arrives  
in Ellershouse, whereupon he  
is accused of murdering  
Freeman Harvey.*

*Rooted in Deception follows  
the life of John Kavanagh and  
how this petty criminal  
deceives everyone in his path  
until he is eventually accused  
of a heinous and violent crime  
for which he is ultimately  
hanged.*

Sponsored by the  
West Hants  
Historical Society

Laura  
Churchill  
Duke

Ellershouse  
Community  
Hall



# Summerville Plane Crash Memorial

**Dedication  
Ceremony**

**Sunday  
June 25<sup>th</sup>  
2023**

**2:00 pm**

**Musgrove  
Road  
Cemetery**

**80<sup>th</sup>  
Anniversary  
of the  
Crash**

June 25



1943

## SUMMERVILLE WORLD WAR II - PLANE CRASH



NZ422262

PO George Wellington Cowie

Pilot

Age 21

Wellington, New Zealand

Buried

Maplewood Cemetery  
Windsor, Nova Scotia



NZ421703

PO Clifford Avery Griffiths

Navigator

Age 29

Auckland, New Zealand

Buried

Maplewood Cemetery  
Windsor, Nova Scotia



J/26843

PO John Clarke Loucks

Air Gunner

Age 19

Bracebridge, Ontario

Buried

St. Thomas Anglican Cemetery  
Bracebridge, Ontario



AUS422234

Sgt. Arthur Cornelius Mulcahy

Wireless Air Gunner

Age 24

Sydney, Australia

Buried

St. John The Evangelist  
Roman Catholic Cemetery  
Windsor, Nova Scotia

Before dawn on Friday, June 25, 1943 five Ventura Mk II AJ186 light bombers left the British Commonwealth Air Training Plan airbase at Pennfield Ridge, New Brunswick on a low-flying cross-country navigation exercise. It was the last day of school in Summerville, Nova Scotia when, about mid-morning while two were flying over the beach along the Avon River, schoolchildren rushing home and other residents saw that one of the bombers, AJ186, had an engine, perhaps both, fail. It turned inland towards Stanley airfield, when, with fire coming from an engine, it lost altitude, struck a large pine tree, somersaulted and crashed along Musgrove Road within sight of this memorial. Its four crewmen commemorated here, all perished.

# Questions





# **Thank You**

## **West Hants Historical Society**

**Shirley Pineo, *President***

**Gary Nelson, *Vice-President***





## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                      |                                         |                                                      |                                              |
|--------------------------------------|-----------------------------------------|------------------------------------------------------|----------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input type="checkbox"/> | Decision Request <input checked="" type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|--------------------------------------|-----------------------------------------|------------------------------------------------------|----------------------------------------------|

**To:** Committee of the Whole

**Submitted by:** Councillor Bob Morton

**Date:** May 9, 2023

**Subject:** Underwood/Edward Gate - Electronic System

---

### LEGISLATIVE AUTHORITY

**Municipal Government Act**

### RECOMMENDATION or DECISION REQUEST

....Council direct staff to prepare an information report for Council to consider an electronic gate system for Underwood/Edward Drive.

### BACKGROUND

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

The gate at the end of underwood and Edward has been a long-standing concern.

### DISCUSSION

Currently it is operational as an emergency gate only. However, there have been times of emergency that the gate has not been opened forcing ambulances to go around adding an extra

5 or so minutes on to the response time. Attached, please find a copy of a quote provided by a resident for an electronic gate system that operates with the sound of sirens. The emergency response vehicle would sound their siren as they approach the gate, and it will open.

#### **NEXT STEPS**

Request staff report, review, and take action if deemed warranted.

#### **FINANCIAL IMPLICATIONS**

No monetary implications with requesting a report other than the costs of staff time in preparation.

Possible future costs relating to recommendations on reducing the risks of danger.

#### **ALTERNATIVES**

Council may request something different.

#### **ATTACHMENTS**

Electronic Gate Quote

#### **CHIEF ADMINISTRATIVE OFFICER REVIEW**

Report Prepared by: Councillor Bob Morton

Report Reviewed by: \_\_\_\_\_  
Mark Phillips, Chief Administrative Officer

|               |              |
|---------------|--------------|
| ESTIMATE      | #28          |
| ESTIMATE DATE | Feb 16, 2023 |
| TOTAL         | \$6,332.52   |

cathy

✉ maccat76@gmail.com

#### CONTACT US

7601 County Rd 91  
Stayner, ON L0M 1S0

☎ (855) 484-2837

✉ tammy@agocltld.ca

## ESTIMATE

| Services                                                               | qty | unit price | amount     |
|------------------------------------------------------------------------|-----|------------|------------|
| 20-LIFTMASTER LA400<br>LIFT MASTER LA400 24V OPENER                    | 1.0 | \$2,818.00 | \$2,818.00 |
| 20-LIFTMASTER LA400 ACTUATOR<br>LIFT MASTER LA400 SECONDARY ARM        | 1.0 | \$1,354.00 | \$1,354.00 |
| 20-LIFTMASTER SOS<br>LIFTMASTER SIREN OPERATED SENSOR                  | 1.0 | \$698.00   | \$698.00   |
| 20-LIFTMASTER 5 KEYPAD<br>LIFTMASTER 5 CODE KEY PAD-WIRELESS           | 1.0 | \$254.00   | \$254.00   |
| 20-LIFTMASTER 3 BUTTON VISOR<br>LIFT MASTER 3 BUTTON TRANSMITTER VISOR | 1.0 | \$80.00    | \$80.00    |
| 23-SHIPPING CHARGE<br>SHIPPING CHARGE                                  | 1.0 | \$400.00   | \$400.00   |

Services subtotal: \$5,604.00

| Materials         | qty | unit price | amount |
|-------------------|-----|------------|--------|
| ***SUPPLY ONLY*** |     |            |        |



Materials subtotal: \$0.00

|          |            |
|----------|------------|
| Subtotal | \$5,604.00 |
|----------|------------|

|                  |          |
|------------------|----------|
| Tax (HST ON 13%) | \$728.52 |
|------------------|----------|

|              |                   |
|--------------|-------------------|
| <b>Total</b> | <b>\$6,332.52</b> |
|--------------|-------------------|

Estimates are valid for thirty (30) days from receipt.

Client is responsible for providing power at gate location where applicable.

Client is responsible for any and all locates.

Client is responsible for and required civil work.



## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                      |                                                    |                                           |                                              |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** Mayor Zebian and Members of West Hants Regional Municipality Council

**Submitted by:** \_\_\_\_\_  
John Ogilvie, Climate Action Coordinator

**Date:** May 9, 2023

**Subject:** Federation of Canadian Municipalities (FCM) Community Building Retrofit Funding

---

### LEGISLATIVE AUTHORITY

West Hants Regional Municipality (WHRM) Greenhouse Gas (GHG) Emission Local Action Plan: Action Items 1.1, 2.1, and 5.4

### RECOMMENDATION

...that Committee of the Whole recommend that Council approve in principle funding 20% as the Municipal contribution of an application to the FCM Community Building Retrofit initiative to support a feasibility study, up to a maximum Council contribution of \$40,000, to be funded through the Regional Operating Reserve.

### BACKGROUND

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

On April 12, 2023, the Municipal Climate Change Action Plan (MCCAP) Committee discussed the Community Building Retrofit funding opportunity available through the FCM. This funding provides municipalities up to 80% of the cost of developing feasibility studies that outline renovations to reduce GHG emissions for Municipal facilities. The Committee made the following motion:

“...that the MCCAP Committee recommend to Committee of the Whole to recommend that Council approve in principle funding 20% as the Municipal contribution of an application to

the FCM Community Building Retrofit Initiative to support a feasibility study, up to a maximum Council contribution of \$40,000, to be funded through the Regional Operating Reserve.”

## **DISCUSSION**

Municipally owned buildings are the second largest source of emissions in the corporate portfolio. Therefore, it is imperative that the Municipality reduce emissions from this source. Without doing so, it will be difficult to meet the Municipal emissions reduction goal of 45% by 2030. Addressing building inefficiencies can be a relatively easy and cost-effective way to achieve major reductions. Potential renovations could include insulation upgrades, lighting improvements, and fuel switching. Some of these actions are being completed over time, but external funding such as the FCM Community Buildings Retrofit fund would accelerate the process.

During discussion on April 12, 2023, the MCCAP Committee noted that applying to this funding opportunity for a portfolio of Municipal buildings/facilities would allow for the best value from the grant and Municipal funds. The feasibility studies can be used to apply for capital funding from the FCM and may help with other funding opportunities.

## **NEXT STEPS**

- 1) Motion and recommendation from Committee of the Whole to Council for May 23, 2023.
- 2) If the motion is approved by Council, staff will create a list of buildings in the Municipal portfolio to include in the application and request quotes for feasibility studies to support an application to the FCM Community Building Retrofit initiative.
- 3) Pre-application to the FCM for funding to complete feasibility studies.

## **FINANCIAL IMPLICATIONS**

If Council approves the recommendation, quotes for feasibility studies will be obtained to be included in the FCM application. With a conditional Municipal contribution of \$40,000, the maximum available grant amount is \$160,000 – up to 80% of the study costs.

The WHRM Operating Reserve is currently projecting a March 31, 2024, balance of \$3.3 million and has the capacity to fund the \$40,000 Municipal contribution for this grant application.

## **ALTERNATIVES**

The Committee of the Whole may:

- recommend that Council approve in principle funding 20% as the Municipal contribution of an application to the FCM Community Building Retrofit initiative to support a feasibility study; or
- provide alternative direction such as requesting further information on a specific topic.

## **ATTACHMENTS**

Attachment A      April 12, 2023 MCCAP Committee Report – Federation of Canadian  
Municipalities Community Building Retrofit Funding

## **CHIEF ADMINISTRATIVE OFFICER COMMENTS**

The report and recommendation is in alignment with the MCCAP committee and their discussions. The feasibility study would serve as a good foundation for better awareness as to what energy projects would provide the greatest benefit to the municipality as well as cost estimates.

I support the recommendation.

## **REVIEWED**

Report Prepared by: \_\_\_\_\_  
John Ogilvie, Climate Action Coordinator

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

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

Report Approved by:  \_\_\_\_\_  
Mark Phillips, Chief Administrative Officer





## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                      |                                                    |                                           |                                             |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|---------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request <input type="checkbox"/> | Councilor Activity <input type="checkbox"/> |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|---------------------------------------------|

**To:** Municipal Climate Change Action Plan (MCCAP) Committee

**Submitted by:** \_\_\_\_\_  
John Ogilvie, Climate Action Coordinator

**Date:** April 12, 2023

**Subject:** Federation of Canadian Municipalities (FCM) Community Building Retrofit Funding

---

### LEGISLATIVE AUTHORITY

West Hants Regional Municipality (WHRM) Greenhouse Gas (GHG) Emission Local Action Plan, Action Items 1.1, 2.1, and 5.4

### RECOMMENDATION

...that the MCCAP Committee recommend to Committee of the Whole to recommend that Council approve in principle funding 20% as the Municipal contribution of an application to the FCM Community Building Retrofit Initiative to support a feasibility study, up to a maximum Council contribution of \$40,000, to be funded through the Regional Operating Reserve.

### BACKGROUND

|                                   |                                            |                                                 |                                 |                                              |                                                |
|-----------------------------------|--------------------------------------------|-------------------------------------------------|---------------------------------|----------------------------------------------|------------------------------------------------|
| Property <input type="checkbox"/> | Public<br>Opinion <input type="checkbox"/> | Environment <input checked="" type="checkbox"/> | Social <input type="checkbox"/> | Economic <input checked="" type="checkbox"/> | Councilor<br>Activity <input type="checkbox"/> |
|-----------------------------------|--------------------------------------------|-------------------------------------------------|---------------------------------|----------------------------------------------|------------------------------------------------|

The Federation of Canadian Municipalities (FCM) offers community buildings retrofit funding through its Green Municipal Fund. This funding can be used to perform feasibility studies and capital upgrades that target emission reductions over the short and long term. The funding can be used for one facility or a portfolio of facilities – but at least one community facility must be part of the application.

Action item 1.1 of the Local Action Plan is to perform internal building conditions surveys. Through the summer of 2022, Will Chapple and I performed those surveys for Municipal

facilities including the Windsor Community Centre (78 Thomas St.), Brooklyn Fire Station and Civic Centre (995 Hwy 215), Hants Aquatic Centre (306 Stannus St.), and Municipal water/wastewater utility facilities. These facilities were chosen because they are large sources of corporate emissions and/or are frequently used by the public – making them highest priority. Other Municipal facilities will be part of the building conditions surveys in the future. The surveys and resulting data are a preliminary understanding of existing inefficiencies and opportunities for improvement. Action item 2.1 is to switch fuel sources for heating and cooling to electric heat pumps. Many Municipal facilities still rely on oil-fired boilers for heat, and some lack air conditioning altogether. Action item 5.4 is to make current and future renewable energy investments and sustainability practices visible and known to the community.

## **DISCUSSION**

Municipally owned buildings constitute the second largest source of emissions in the corporate portfolio, making up 39% (1,387 tonnes) of total corporate emissions. Council has a goal to reduce annual emissions by 45% by 2030; in addition to the ongoing greening of the Nova Scotia power grid, WHRM must reduce emissions by 35.3 tonnes by 2030 to meet the goal. Addressing building inefficiencies is a relatively easy and cost-effective way to achieve major reductions through insulation, lighting improvements, and fuel switching among other upgrades. Some of these actions are being completed over time, but external funding such as the FCM Community Buildings Retrofit fund would accelerate the process.

The available funding for feasibility studies comes in the form of a grant, up to 80% of eligible costs. Studies can be performed on 1 building to a maximum of \$65,000, or a portfolio of buildings to a maximum of \$200,000, where the average cost per building does not exceed \$65,000. The portfolio can include a combination of Municipal buildings and non-profit owned buildings in the Region. The study is a prerequisite to applying to the FCM for capital funding for building retrofits and could be used in the future for other applications. The study must look at reducing emissions by at least 50% within 10 years and by at least 80% (near net-zero) within 20 years, and the implementation of co-benefits are encouraged. Using the Windsor Community Centre as an example, a feasibility study could investigate improving efficiency and eliminating oil heat while also addressing accessibility issues – another upcoming Provincial requirement.

I circulated a survey to Directors and staff that are involved in day-to-day building use, to gain more perspective on the need for building renovations. The facilities suggested for feedback in the survey were: Windsor Community Centre (78 Thomas St.), Brooklyn Fire Station and Civic Centre (995 Hwy 215), and the Falmouth Wastewater Facility for solar generation (48 Falmouth Connector) – with a note that other water/wastewater utility facilities could also be included. I also left a question open for further suggestions; I received specific suggestions including: the Windsor and Hantsport water treatment plants, 100 King St. and 76 Morison Dr., and the Hants County Courthouse (240 King St.). Both 100 King St. and 76 Morison Dr (the WHRM administrative buildings) are pending an office location review by direction of Council. Through discussions with other staff, I gathered that expenses such as furnace oil at the Courthouse are reimbursed by the Province – so Municipal facilities would be better targets for emissions reductions and financial savings.

The feedback largely agreed with what Will and I found during building conditions surveys – that the Windsor Community Centre is in dire need of upgrades and would be a good centerpiece of an application to the FCM. Additionally, some staff mentioned that using the opportunity to investigate other buildings would be beneficial, as many are inefficient. By revamping community focused facilities to reduce corporate emissions, the Municipality will create educational focal points where people of the Region congregate. This will encourage residents and visitors to consider environmental initiatives, which would also reduce community emissions and energy poverty in the Region and more widely.

## **NEXT STEPS**

- 1) Motion and recommendation from the MCCAP Committee to Committee of the Whole for May 9, 2023.
- 2) If the motion is approved by Council, quotes for feasibility studies will be requested to support an application to the FCM for funding.
- 3) Pre-application to the FCM for funding to complete feasibility studies.

## **FINANCIAL IMPLICATIONS**

If Council approves the motion from the MCCAP Committee, quotes for feasibility studies will be obtained. Based on the FCM setting the maximum allowable cost at \$200,000, the minimum Municipal contribution of 20% would be \$40,000. This would allow WHRM to receive up to 80% of eligible costs from the FCM: \$160,000.

The WHRM Operating Reserve is currently projecting a March 31, 2024, balance of \$2.8 million and has the capacity to fund the \$40,000 municipal contribution for this grant application.

## **ALTERNATIVES**

The MCCAP Committee may recommend that Committee of the Whole:

- recommend that Council approve in principle funding 20% as the Municipal contribution of an application to the FCM Community Building Retrofit Initiative to support a feasibility study as drafted or as specifically revised by direction of the MCCAP Committee; or
- provide alternative direction such as requesting further information on a specific topic.

## **ATTACHMENTS**

There are no attachments to this report.

**REVIEW**

Report Prepared by: \_\_\_\_\_  
John Ogilvie, Climate Action Coordinator

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

Report Approved by: \_\_\_\_\_  
Sara Poirier, Director of Planning and Development





## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                                 |                                         |                                           |                                              |
|-------------------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input checked="" type="checkbox"/> | Recommendation <input type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|-------------------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** West Hants Committee of the Whole

**Submitted by:** \_\_\_\_\_  
Kathy Kehoe, Director Community Development

**Date:** May 13 2023

**Subject:** Former Tourist Bureau Lands

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### LEGISLATIVE AUTHORITY

Municipal Government Act Section 65

### RECOMMENDATION or DECISION REQUEST

N/A

### BACKGROUND

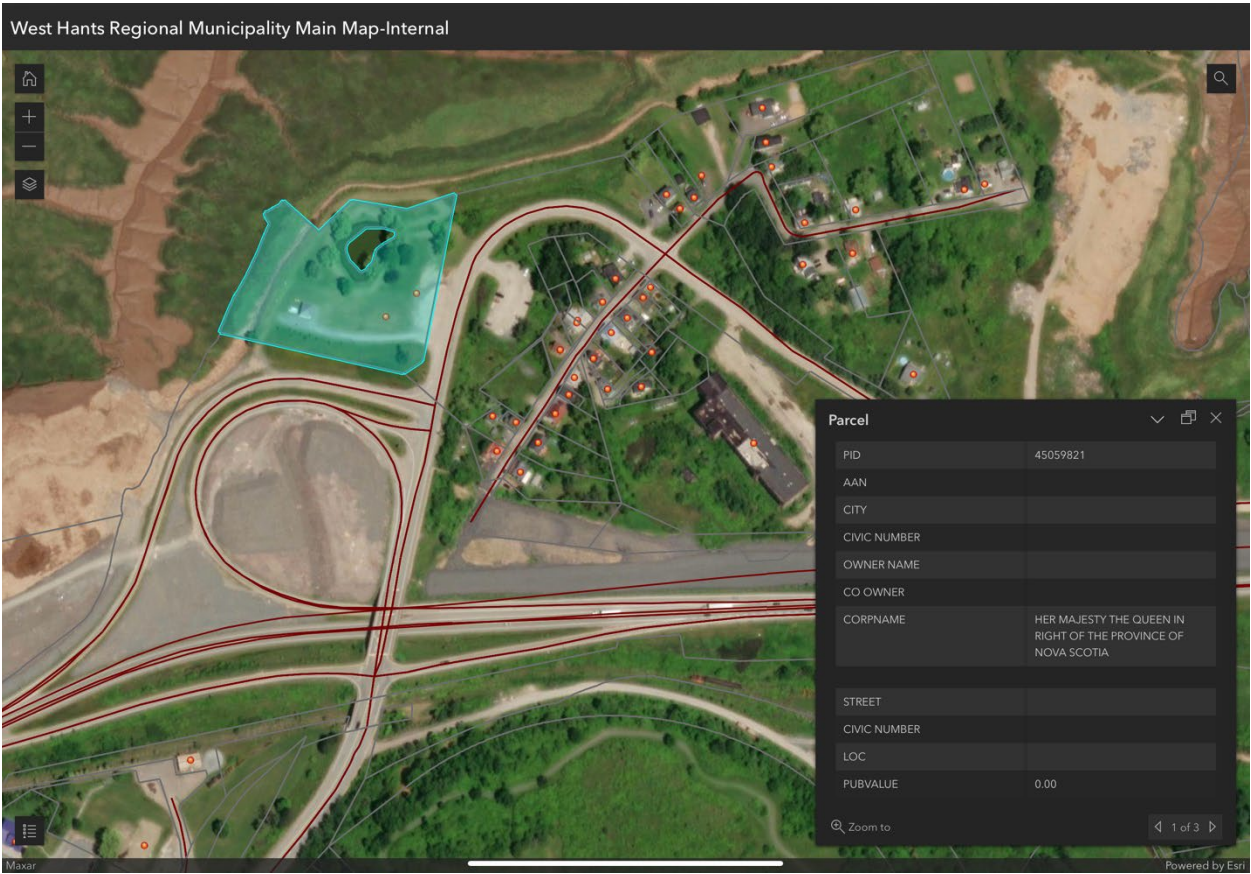
|                                              |                                            |                                      |                                            |                                              |                                                 |
|----------------------------------------------|-----------------------------------------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

At the March Committee of the Whole meeting a letter was received from the Windsor & District Lions Club requesting a partnership between the West Hants Regional Municipality and the Windsor & District Lions Club to maintain the former Windsor Tourist Bureau property.

At the March Committee of the Whole meeting the following motion was passed:

..... THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL RECEIVE AN INFORMATION REPORT FROM STAFF ON THE DETAILS NEEDED TO BE REVIEWED (COSTS, ECT) FOR MAINTAINING THE LAWN CARE AT THE FORMER TOURIST BUREAU.

A lease agreement was signed in December 1983 between the former Town of Windsor and the Province of Nova Scotia for PID 45059821 which is the property that was original location of the Windsor Tourist Bureau.



**DISCUSSION**

Staff have connected with the NS Department of Public Works, Windsor Office, to determine if the lands would be required for the new highway project.

Staff have received information from the NS Department of Public Works, Windsor office that the Manager of Real Estate is suggesting that we wait until construction has been completed to determine what lands may be available for use.

**NEXT STEPS**

Once the construction project is complete staff will continue dialogue with the NS Department of Public Works to determine what lands will be available for the West Hants Regional Municipality to maintain as a park.

After WHRM is notified of the lands remaining West Hants Regional Municipality can enter into a partnership with the Windsor & District Lions Club to facilitate the request for the organization and their partners to maintain the flower gardens at this site.

#### **FINANCIAL IMPLICATIONS**

Funding to maintain this location can be included in the funds currently expended for Parks & Grounds maintenance within the regional municipality.

#### **ALTERNATIVES**

N/A

#### **ATTACHMENTS**

N/A

#### **CHIEF ADMINISTRATIVE OFFICER REVIEW**

A “wait and see” approach seems reasonable at this time with the high level of construction and decommissioning of former road systems in the area defined.

I support the comments made by the Director. Further, the Director should communicate with and maintain a relationship with the Lions Club to ensure their interest is appreciated and their engagement is coordinated when the final configuration of the roads are completed.

Report Prepared by: \_\_\_\_\_  
Kathy Kehoe, Director Community Development

Report Reviewed by: \_\_\_\_\_  
Diana Gibson, Acting Director, Financial Services

Report Approved by:  \_\_\_\_\_  
Mark Phillips, Chief Administrative Officer



## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                                 |                                         |                                           |                                              |
|-------------------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input checked="" type="checkbox"/> | Recommendation <input type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|-------------------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** Council

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

**Date:** May 4, 2023

**Subject:** Municipal Funded Solid Waste Collection – Private Roads

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### LEGISLATIVE AUTHORITY

Municipal Government Act, Section 65 (q) collecting, removing, managing and disposing of solid waste; authorizes Council to expend funds for municipal purposes.

### RECOMMENDATION or DECISION REQUEST

March 28, 2023 Council Meeting: Moved by Councillor Francis and Deputy Mayor P. Morton that staff prepare a report on the waste collection request for Destination Way, Cozy Crescent and Moonshadow Run including information on private road collection and what that may look like going into the future. Motion carried.

### BACKGROUND

|                   |                         |                      |                                 |                   |                                              |
|-------------------|-------------------------|----------------------|---------------------------------|-------------------|----------------------------------------------|
| Property <b>X</b> | Public Opinion <b>X</b> | Environment <b>X</b> | Social <input type="checkbox"/> | Economic <b>X</b> | Councillor Activity <input type="checkbox"/> |
|-------------------|-------------------------|----------------------|---------------------------------|-------------------|----------------------------------------------|

### Waste Collection Request for Destination Way, Cozy Crescent, and Moonshadow Run

In February of 2023, WHRM staff received a letter addressed to Council from property owners on Destination Way, Cozy Crescent and Moonshadow Run in Vaughan (See Appendix A). Nine property owners requested curbside waste collection service and suggest a health and safety risk is posed by bags in the open at the shared collection point at the intersection of Destination Way and New Ross Rd. They are also concerned a risk is posed with wildlife and vehicle interaction at the communal location.



Public Works was tasked with providing an information report on the request, including private road collection and what this could look like in the future.

### **Municipal-funded Solid Waste Collection – Current Day**

On March 15, 2017, Council approved the motion to award a contract to Royal Environmental Inc. (Regroup) and subcontracted by Green For Life (GFL) Inc., for the Provision of Services for Collection and Transportation of Waste for West Hants for the period of April 1, 2018, to March 31, 2023. The contract has since been extended to March 31, 2024.

Bi-weekly waste collection consists of garbage one week and recyclables and organics the following week. Collection occurs on highways plowed and maintained by the Department of Transportation or the Municipality. Waste from private roads is collected from a common collection point where the private road meets the public road/highway.

The larger private road developments of Chateau Village, Falls Lake West and Falls Lake Resort in Vaughan, receive weekly garbage collection from a front load bin (dumpster) currently located on private property with the collection location by mutual agreement between the contractor and the Property Owners' Association. Chalet Hamlet bins are located where their private road meets Highway 14.

The decision to move to a front load bin service for these larger developments was a decision between the contractor and the property owners' associations and occurred during the 2012 to 2017 waste collection contract. Challenges were experienced as each development used a shed(s) to store garbage at the common collection point.

Removing garbage from the shed(s) presented safety risks to the workers as sharp objects were mixed with bags, and bags often fell from the shed as the buildings were full to capacity. Much time was required to safely remove material. As a result, the contractor (GFL Environmental) suggested providing front-load collection bins (dumpsters) to eliminate handling the garbage and thereby reduce the risk to workers. The bins would be serviced weekly by their commercial collection vehicle at no additional cost to the municipality, apart from tipping fees associated with disposal. Recyclables collection would remain unchanged and occur bi-weekly from the designated shed.

GFL Environmental met with each of the Property Owners' Associations to discuss the change to front-load bins and agree upon a location for the bins. Convenience and safety factors were considered. Three of the parties agreed to placing the bins on private property, away from the intersection of their private road and the public road/highway and travelling on the private road to access the bins. Chalet Hamlet desired to switch to the front-load bins but were not

able to find an alternate location. Bins were installed at the common collection point at Highway 14.

It is important to note that the municipality did not instruct GFL to install commercial containers, increase frequency, nor to travel on private roads. The arrangement was agreed upon between the parties.

## **DISCUSSION**

Private road services have been an important aspect of waste management in many rural and suburban areas. As municipalities continue to grow and expand, there is a need to provide reliable and efficient waste collection services to all residents, including those living on private roads. As developments become more complex and the cost of services increases, municipalities are exploring new ways to deliver services to private roads while balancing the needs of all taxpayers. In this section, we will examine some of the possible changes that may shape the future of private road services in West Hants.

### **Municipal Planning Strategy**

The West Hants Municipal Planning Strategy (WHMPS) would provide direction for development in this area of the Municipality. This policy document of Council is enabled by the Municipal Government Act which in Section 217(1) states: *“a municipality shall not act in a manner that is inconsistent with a municipal planning strategy”*.

The WHMPS (page 81) speaks to private roads and Council’s wishes on the provision of services.

**“Council wishes to ensure that West Hants offers many lifestyle and housing choices, including the option of permanent residency on private roads; but providing services to scattered and often remote areas is both expensive and inefficient. It is important to Council that those who choose to live on private roads do not place a burden upon municipal servicing.”**

**Policy 9.1.9     It shall be the policy of Council that, except for emergency protective services, municipal services such as school busing, snow plowing, garbage collection and any other service normally included within the general or a special area assessment rate shall not be provided to developments which are located on a private road.”**

Section 23 of the West Hants Solid Waste Bylaw aligns with the WHMPS and states *“The Municipality, its servants, agents or independent contractors, shall provide collection services to all households within the Municipality located on highways plowed by the Department of*

*Transportation or the Municipality in accordance with a schedule approved by the Municipality from time to time”.*

The result of the requirement of the MGA that Council is not inconsistent with policies within the Municipal Planning Strategy, and the WHMPS policy which clearly states Council’s intention not to service private roads, is that an amendment to the Municipal Planning Strategy would be required before Council could consider providing collection services of solid waste on private roads within West Hants. Alterations to existing development agreements and the West Hants Solid Waste By-Law would also be required. As Council is aware, this is a comprehensive and time-consuming undertaking.

Furthermore, it should be noted that because private roads may not be constructed nor maintained to the same specifications as public roads/highways, liabilities are presented to both the contractor and the owner of the private road. In many cases, the collection of waste from private roads would not be possible using the same equipment to provide the services to the rest of the municipality.

With this in mind: In 2017, the Public Works Department conducted a financial impact study to determine the cost of extending waste collection services to private roads in Cottage Country and other areas in the Municipality of West Hants. Two options were proposed for waste collection, both with the standard required safety packages. However, some areas may require both options due to road restrictions and turning limitations.

These costs would be added to the existing collection and transportation contract costs and recovered through a per-unit rate or general rate.

|                                                                                                                              |                           |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Mini-Single Axle Rear Load Compactor Truck <ul style="list-style-type: none"><li>• 2-person safety package</li></ul>         | \$197,380 per year        |
| 1-Ton Extended Box / Lift Gate and Tilt-Deck Truck <ul style="list-style-type: none"><li>• 1-person safety package</li></ul> | \$95,080 per year         |
| <b>Requirement for both equipment options to accommodate all roads:</b>                                                      | <b>\$292,460 per year</b> |

GFL recently provided a cost estimate for servicing all private roads in West Hants that included waste, recycling, and compost collection. This updated quote considers the addition of curbside composting since the 2017 quote provided by Regroup. Given the increase in costs of equipment and wages over the past seven years, **the minimum annual cost to service private roads curbside is now estimated to be over \$400,000.**

## **Comparing Waste Collection Policies in Other Nova Scotia Municipalities**

West Hants Regional Municipality is not unique in facing the challenge of providing waste collection services to residents on private roads. While the majority of municipalities in Nova Scotia do not provide waste collection services on private roads, we found that several have established specific criteria that private roads must meet in order to be eligible for waste collection services.

The Municipalities of Antigonish, Lunenburg, East Hants and HRM created policies that outline the criteria that private roads must meet in order to be eligible for waste collection services from the municipality. Some allow for a seasonal or year-round collection request. An application is required to illustrate that the standards will be met for minimum width and grade requirements, be free of any obstructions or obstacles that would prevent safe and efficient collection, have adequate turning areas, etc. The determination for collection is made by the collection contractor. Continuing responsibilities of the road owner are described.

### **NEXT STEPS**

Council could:

1. Continue to provide waste collection service consistent with the WHMPS and inform the Property owners on Destination Way, Cozy Crescent and Moonshadow Run that waste collection services are provided at the intersection of Destination Way and New Ross Rd. Should the property owners wish to store waste at this location, adequate and sufficient protection for waste would be required to prevent disturbance by animals and environmental factors. The contractor may be amenable to placing a front load bin for their waste at this location.
2. Have staff investigate if an application-based collection system on private roads is appropriate for some private roads in West Hants Regional Municipality.
3. Investigate the cost to provide curbside collection to private roads by contracting additional equipment to provide the service, including how costs would be recovered through a per-unit rate or general rate.

### **FINANCIAL IMPLICATIONS**

Any changes to the collection of waste on private roads will have additional cost in staff time to investigate, implement and administer the changes. Contracting new services would have the greatest impact and have budget implications.



## ALTERNATIVES

Staff investigations have not revealed additional alternatives.

## ATTACHMENTS

- Petition letter from Destination Way, Cozy Crescent and Moonshadow Run

## CHIEF ADMINISTRATIVE OFFICER REVIEW

The Director makes several points highlighting the current policy noted in the West Hants Municipal Planning Strategy (WHMPS) in relation to waste collection on private roads as well as road construction standards and potential increases costs associated with a modified service delivery. Currently waste collection on private roads is not permitted and would require the amendment of the WHMPS, Bylaws and other amendments.

If Council is in favor of amending existing language to accommodate the request for this added service, additional consultation with all homeowners may be warranted to ensure a change in service is supported by the majority or by consensus.

Staff await Council's direction on this matter.

Report Prepared by: Kristyn Remme  
(Name and Title)

Report Reviewed by:   
(Name and Title)

Report Approved by:   
Mark Phillips, Chief Administrative Officer



## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                      |                                                    |                                           |                                              |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** Committee of the Whole

**Submitted by:** \_\_\_\_\_  
Todd Richard, Director Public Works

**Date:** May 9, 2023

**Subject:** Mill Lakes Watershed Dam Upgrades

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### 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 WHPW23-01 for the Mill Lakes Watershed Dam Upgrades to the low compliant bidder, Mid Valley Construction 1997 Ltd., for the tendered price of \$843,200, plus a 15% construction contingency of \$126,480, for a project total of \$969,680, plus applicable taxes.**

### BACKGROUND

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

Public Works intends to perform Mill Lakes Watershed dam improvements, including necessary repairs and upgrades to the Mill Lakes Dam control structure, upgrades to the stoplog control dam, and upgrades to the Windsor Water Treatment Plant (WWTP) reservoir concrete dam, including the raw water intake structure.

## **DISCUSSION**

Following design acceptance by Public Works for the Mills Lakes Watershed Dam Upgrades project by Consulting Engineer CBCL Limited, Public Works issued the public tender request on NS Procurement for capital project pricing associated with the following road renewal project:

- Replacement Main Intake Screen, including air compressor and air receiver, including mechanical installations
- Concrete Repair for Structures
  - Main Intake Structure
  - Holding Dam Inflow Structure
  - Emergency Intake Structure
  - Dam Structure
- Crack Repair for Structures
  - Main Intake Structure
  - Holding Dam Inflow Structure
  - Emergency Intake
- Guard Railing
  - Holding Dam Inflow Structure
  - Dam Structure
- Gate for Main Intake Fencing
- Water Management, Erosion and Sediment Control during Construction
  - Main Intake Structure
  - Holding Dam Inflow Structure
  - Emergency Intake Structure
  - Dam Structure

On April 6, 2023, staff issued a public tender WHPW23-01 for this project, along with four subsequent addendum clarifications, with the bids closing and a public opening held on May 4, 2023. This tender call resulted in a single bid being submitted for evaluation. The proposal was evaluated by CBCL and WHRM staff for completeness.

The single bids received included:

- Mid Valley Construction 1997 Ltd. \$ 843,200. plus HST

Mid Valley Construction was deemed to be the lowest compliant bidder and has previous experience and qualification with the Town of Windsor and Windsor Water Utility; as such, has been recommended to Council for award of this contract.

As this scope of work has been bid with estimated quantities for concrete and crack repair, it has been recommended that the Municipality add a contingency of 15% to

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

## NEXT STEPS

Pending approval of Council; staff will award formal contract to Mid Valley Construction 1997 Ltd. to proceed with construction work in accordance with their bid.

## FINANCIAL IMPLICATIONS

Tendering Timeline:

|                       |               |
|-----------------------|---------------|
| Posted to Procurement | April 6, 2023 |
| Closing Date          | May 4, 2023   |
| Price Expiry Date     | June 29, 2023 |
| Days Remaining        | 52 Days       |

2023-24 Capital Budget – Sluice Gate Upgrades (deferred from 2022-23)

|                                              |                       |
|----------------------------------------------|-----------------------|
| Tender Pricing                               | \$843,200.00          |
| Contingency (15%)                            | \$126,480.00          |
| Non-Recoverable Tax (4.29%)                  | <u>\$145,452.00</u>   |
| <b>Tender Total</b>                          | <b>\$1,115,132.00</b> |
|                                              |                       |
| Project Management/Engineering Costs         | \$135,333.00          |
| Less: Project Management Paid before 2023-24 | <u>(\$93,379.77)</u>  |
| <b>Project Total</b>                         | <b>\$1,157,085.23</b> |
|                                              |                       |
| 2023-24 Budget Value                         | \$850,000.00          |
| Variance (over budget)                       | <b>(\$307,085.23)</b> |

In the 2023-24 draft capital budget the Sluice Gate project was scheduled to be funded through long-term debt. Given the over budget project value, this will increase the annual debt servicing costs by \$16,336. As this is for the Windsor Water Utility, the long-term debt does not affect the Municipal Debt Servicing Ratio.

## ALTERNATIVES

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

## ATTACHMENTS

None

## CHIEF ADMINISTRATIVE OFFICER REVIEW



The project and recommendation are in alignment with past project planning and approvals. The tendered cost exceeds the anticipated budget as noted and should be considered by Council.

The tender and its compliance has been reviewed by our project engineer.

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**  
**May 9, 2023**  
**Chief Administrative Officer Report**



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

**Governance**

- Meetings and Events
  - COTW – April 11<sup>th</sup>
  - Council – April 25<sup>th</sup>
  - Special COTW Budget Meetings (April 12<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup>)

**Administration**

- Meetings and Events
  - CUPE Collective Bargaining (Scheduled for the week of May 15<sup>th</sup>)
  - Outreach Into Marginalized Populations Training
- WHRM Fort Edward Lands – Jonathon Fowler has been engaged to start the initial scan of the noted parcel (s) which will lead to the execution of the Phase 2 Archeological assessment. A plan has been discussed with Community Culture and Heritage representatives as part of the approval process. It is hopeful that the scan will highlight priority resource areas which will in-turn influence the grid patterns for hand digging.
- Outreach Into Marginalized Populations Training – A second session of training was carried out with selected staff primarily from the Community Development, Administration and Public Works Department following, Harm Reduction Training, to improve our awareness to the challenges facing marginalized populations in our community and beyond. The training is aimed to assist with service and program delivery to ensure we have an improved sense for equity and equality in our day to day operations not only as staff but in our person to person relations. Special Thanks to POSSE for the impactful teachings.

**Finance**

- Meetings and Events
  - Budget Meetings (April 12<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup>)

- 2023 /34 Budget Deliberations – Very historic budget deliberations have concluded. Tax rates have been adjusted to reflect the needs for ongoing service delivery, debt financing requirements and reserve preservation and growth. The municipality is experiencing historic growth.

## Proposed Residential Tax Rate 2023-24

Proposed General Residential Rate of \$0.5314

| Rates                 | West Hants* | Hantsport* | Windsor*   |
|-----------------------|-------------|------------|------------|
| General               | \$0.5314    | \$0.5314   | \$0.5314   |
| Area Rate             | \$0.4509    | \$0.8323** | \$1.1250   |
| Proposed Total        | \$0.9823    | \$1.3637   | \$1.6564   |
| 2022-23 Rates         | \$1.0223    | \$1.6500   | \$1.8700   |
| Increase / (Decrease) | (\$0.0400)  | (\$0.2863) | (\$0.2136) |

\*per \$100 of assessed value

\*\* Hantsport combined area rate with West Hants (\$0.3814 + \$0.4509)

## Proposed Commercial Tax Rate 2023-24

Proposed General Commercial Rate of \$0.98

| Rates                 | West Hants* | Hantsport* | Windsor*  |
|-----------------------|-------------|------------|-----------|
| General               | \$0.98      | \$0.98     | \$0.98    |
| Area Rate             | \$0.80      | \$2.77**   | \$2.87    |
| Proposed Total        | \$1.78      | \$3.75     | \$3.85    |
| 2022-23 Rates         | \$1.78      | \$3.75     | \$3.85    |
| Increase / (Decrease) | No Change   | No Change  | No Change |

\*per \$100 of assessed value

\*\* Hantsport combined area rate with West Hants (\$1.9700 + \$0.8000)

## Community Development

- Meetings and Events
  - Operational Meetings regarding Sports Complex, Trails, Parks and Open Spaces, Economic Development, Capital Projects and Community Events
  - Fort Edward Site / West Hants Historical Society Concept Meetings
  - Windsor Agricultural Society Operations Meeting (Water / Sewer)
  - Sport Nova Scotia – Milk Sport Fest
  - Fight League Atlantic (FLA) Event
- Fort Edward Site / West Hants Historical Society Concept Meetings – The West Hants Historical Society and project representatives will be presenting a conceptual plan to Council updating Council of their ideas for the municipal lands alongside Fort Edward

Street. A cultural centre is the primary focus of the group at the current time to encompass historic activities, cultural representation, and tourist attraction.

- Sports Complex Activities – The complex has successfully hosted two of its largest events recently. The Nova Scotia Milk Sport Fest and Fight League Atlantic events generated a large number of visitors to the area and showcased the facility and its capacity to host medium to large scale events. Several other events and rentals are being coordinated for 2023.

### **Planning and Development**

- Meetings and Events
  - PAC /HAC Meeting
  - Brison Development Growth Meetings
  - Municipal Climate Change Action Plan (MCCAP) Committee Meeting
  - United Gulf Development Community Meeting – May 3<sup>rd</sup>
- United Gulf Development Community Meeting – May 3<sup>rd</sup> – United Gulf representatives held an information session with residents of Mills Island so that they could interact with their neighbors. The developer has very ambitious and impactful plans for the former textile site and wished to share the plans with the neighboring community prior to the formal planning process lead by the WHRM. The residents and larger community are encouraged to participate in the planning process when it is initiated. Traditional communications will be issued for the planning process.

### **Economic Development**

- Meetings and Events

### **Public Works and Infrastructure**

### **Protective Services**

- Meetings and Events
  - Fire Chiefs Meeting
  - Police Advisory Board (PAB) Meeting
  - RCMP “H” Division Headquarters Tour

Sincerely,

*Mark Phillips*

Mark Phillips  
Chief Administrative Officer  
West Hants Regional Municipality



**2022-23 WEST HANTS REGIONAL OPERATING BUDGET UPDATE  
TWELFTH MONTH ENDING MARCH 31, 2023**

| REVENUE                                                    | 2022-23<br>BUDGET    | % OF THE<br>BUDGET | FORECAST<br>MARCH 31, 2023 | VARIANCE %<br>(BASED ON<br>FORECAST) | VARIANCE<br>(BASED ON<br>FORECAST) | ACTUALS<br>MARCH 31,<br>2023 | VARIANCE %<br>(BASED ON<br>ACTUALS) |
|------------------------------------------------------------|----------------------|--------------------|----------------------------|--------------------------------------|------------------------------------|------------------------------|-------------------------------------|
| <b>TAXES</b>                                               | \$ 20,647,877        | 78%                | \$ 20,201,419              | -2.2%                                | \$ (446,458.00)                    | \$ 20,201,419                | 2.2%                                |
| <b>BUSINESS PROPERTY / DEED TRANSFER TAX</b>               | \$ 2,214,540         | 8%                 | \$ 3,079,395               | 39.1%                                | \$ 864,855.00                      | \$ 2,981,395                 | -34.6%                              |
| <b>GRANTS</b>                                              | \$ 90,085            | 0%                 | \$ 244,765                 | 171.7%                               | \$ 154,680.00                      | \$ 244,765                   | 100.0%                              |
| <b>SERVICES PROVIDED TO OTHER GOVERNMENTS <sup>1</sup></b> | \$ 1,093,713         | 4%                 | \$ 1,364,431               | 24.8%                                | \$ 270,718.00                      | \$ 818,962                   | 25.1%                               |
| <b>SALES OF SERVICES</b>                                   | \$ 920,058           | 3%                 | \$ 818,442                 | -11.0%                               | \$ (101,616.00)                    | \$ 818,442                   | 11.0%                               |
| <b>OTHER REVENUE <sup>2</sup></b>                          | \$ 624,247           | 2%                 | \$ 1,141,705               | 82.9%                                | \$ 517,458.00                      | \$ 1,033,296                 | -65.5%                              |
| <b>UNCONDITIONAL TRANSFERS</b>                             | \$ 662,151           | 2%                 | \$ 668,606                 | 1.0%                                 | \$ 6,455.00                        | \$ 668,606                   | -1.0%                               |
| <b>TRANSFERS FROM FED OR PROV GOVT.</b>                    | \$ 147,008           | 1%                 | \$ 281,032                 | 91.2%                                | \$ 134,024.00                      | \$ 281,032                   | -91.2%                              |
| <b>TRANSFERS FROM OTHER LOCAL GOVERNMENTS</b>              | \$ 164,256           | 1%                 | \$ 164,256                 | 0.0%                                 | \$ -                               | \$ 126,003                   | 23.3%                               |
| <b>TOTAL</b>                                               | <b>\$ 26,563,894</b> | <b>100%</b>        | <b>\$ 27,964,051</b>       | <b>5.3%</b>                          | <b>\$ 1,400,116.00</b>             | <b>\$ 27,173,920</b>         | <b>-2.3%</b>                        |
| <b>EXPENSES</b>                                            |                      |                    |                            |                                      |                                    |                              |                                     |
| <b>GENERAL GOVERNMENT SERVICES <sup>3</sup></b>            | \$ 3,570,877         | 13%                | \$ 3,633,773               | 1.8%                                 | \$ 62,896.00                       | \$ 3,623,773                 | -1.5%                               |
| <b>PROTECTIVE SERVICES <sup>4</sup></b>                    | \$ 8,260,732         | 31%                | \$ 7,715,247               | -6.6%                                | \$ (545,484.82)                    | \$ 7,332,825                 | 11.2%                               |
| <b>TRANSPORTATION</b>                                      | \$ 1,581,716         | 6%                 | \$ 1,646,015               | 4.1%                                 | \$ 64,299.00                       | \$ 1,646,015                 | -4.1%                               |
| <b>ENVIRONMENTAL HEALTH SERVICES <sup>5</sup></b>          | \$ 1,530,580         | 6%                 | \$ 1,538,247               | 0.5%                                 | \$ 7,667.00                        | \$ 1,538,247                 | -0.5%                               |
| <b>PUBLIC HEALTH SERVICES <sup>6</sup></b>                 | \$ 276,825           | 1%                 | \$ 293,887                 | 6.2%                                 | \$ 17,062.00                       | \$ 212,062                   | 23.4%                               |
| <b>PLANNING</b>                                            | \$ 1,002,094         | 4%                 | \$ 896,691                 | -10.5%                               | \$ (105,403.00)                    | \$ 896,691                   | 10.5%                               |
| <b>RECREATION</b>                                          | \$ 2,790,004         | 11%                | \$ 2,655,409               | -4.8%                                | \$ (134,595.00)                    | \$ 2,655,409                 | 4.8%                                |
| <b>EDUCATION</b>                                           | \$ 4,680,803         | 18%                | \$ 4,680,803               | 0.0%                                 | \$ -                               | \$ 4,292,332                 | 8.3%                                |
| <b>PRINCIPAL INSTALLMENTS</b>                              | \$ 2,666,411         | 10%                | \$ 2,666,411               | 0.0%                                 | \$ -                               | \$ 1,535,386                 | 42.4%                               |
| <b>NET TRANSFERS</b>                                       | \$ 203,893           | 1%                 | \$ 203,893                 | 0.0%                                 | \$ -                               | \$ -                         | 100.0%                              |
| <b>TOTAL</b>                                               | <b>\$ 26,563,894</b> | <b>100%</b>        | <b>\$ 25,930,376</b>       | <b>-2.4%</b>                         | <b>\$ (633,558.82)</b>             | <b>\$ 23,732,740</b>         | <b>10.7%</b>                        |
| <b>SURPLUS / DEFICIT</b>                                   | <b>\$ -</b>          |                    | <b>\$ 2,033,675</b>        |                                      |                                    | <b>\$ 3,441,180</b>          |                                     |

Please note that if revenue and expenditures were incurred evenly over the year approximately 100% 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 \$2,033,675. The surplus funds, minus the budgeted deficit for sewer will be moved to the Operating Reserve as per the Reserves policy.

NOTE: There are still year-end entries and expenses being entered into the system, and therefore this surplus value may not be completely accurate for when the year is fully closed, but this gives an idea as to where we are at before these year-end entries happen.

Keynotes:

1. Revenue:

- Overall, we are seeing an increase in several revenue areas, with our currently year-end projection of being 5.3% over the budgeted values.
- Current Deed Transfer Tax actual is at \$2.57 million, with one more to be accounted for in March, bringing the total for 2023 to \$2.6 million, up from \$1.8 million budgeted.
- Adding to the overage in other revenue is a larger than expected revenue for permits, licenses, rentals, and return on investment.

2. Expenses:

- Overall projections are showing a savings in expenses, coming in 2.4% under the budgeted values.
- Planning continues to see the greatest savings, related to staffing levels during the year.
- Recreation is seeing a savings as well, as actual costs for programs and facilities get closer to year-end values.
- Protective Services is projection a surplus based on costs for RCMP coming in lower than budgeted for.
- 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/ENFORCEMENT, HOST COMMUNITY FEES, ADMINISTRATION FEES, COURTHOUSE

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

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

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

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

6 - PUBLIC HEALTH SERVICES INCLUDES: CEMENTERIES, PUBLIC HOUSING

# WEST HANTS REGIONAL MUNICIPALITY - 2022-23 Capital Update

**Note:** Below is a review of all 2022-23 capital projects, with a status update, expensed to date will be provided to Council, once March 31 year-end entries and expenses have all been entered to provide a more accurate report on the 2022-23 spend.

| GENERAL/RECREATION/COURTHOUSE                                                              | APPROVED<br>CAPITAL SPEND | APPROVED FUNDING SOURCE     | STATUS |
|--------------------------------------------------------------------------------------------|---------------------------|-----------------------------|--------|
| Website Redevelopment - Branding                                                           | \$ 37,000                 | Operating Reserve           |        |
| Core Switches - Main Core Stack                                                            | \$ 23,253                 | Operating Reserve           |        |
| Server Replacement - Seneca Xprotec (2022)                                                 | \$ 5,100                  | Operating Reserve           |        |
| Old Parish Cemetery - SE Wall Restoration (2022)                                           | \$ 637,991                | CCBF                        |        |
| Recreation Property - Active Transportation & Community Trail Opportunities (2022)         | \$ 250,000                | CCBF/Loan                   |        |
| Hobarts Beach Recreation Site - Boat Launch (2022)                                         | \$ 100,000                | CCBF                        |        |
| Plans & Strategies - Community Beautification Plan (2022)                                  | \$ 65,000                 | Operating Reserve           |        |
| P&G Truck - 1/2 Ton Truck (2022)                                                           | \$ 55,000                 | Capital Reserve             |        |
| Hants Aquatic Centre - Underground Pipe Repairs (2022)                                     | \$ 42,000                 | Operating Reserve           |        |
| Community Beautification Products - Waste Stations & Seasonal Community Decorations (2022) | \$ 115,000                | Operating Reserve           |        |
| Windsor Skatepark - Ramp Extension & Feature (2022)                                        | \$ 37,000                 | CCBF                        |        |
| Victoria Park - Gazebo Repair (2022)                                                       | \$ 35,000                 | Operating Reserve           |        |
| Windsor Waterside Park - Gazebo (2022)                                                     | \$ 35,000                 | CCBF                        |        |
| P&G Small Equipment - Plow & Side-by-Side (2022)                                           | \$ 20,000                 | General Ops/Capital Reserve |        |
| Elmcroft Park - Correct Drainage Issues (2022)                                             | \$ 15,000                 | Operating Reserve           |        |
| Equipment Loan Program - Mobile Storage Trailer (2022)                                     | \$ 15,000                 | Operating Reserve           |        |
| P&G Truck - 2019 Previous Approved                                                         | \$ 9,189                  | General Operations          |        |
| Windsor Community Centre - Automatic Door System - Wheelchair Ramp (2022)                  | \$ 10,000                 | CCBF                        |        |
| Maplewood Cemetery - Equipment Storage (2022)                                              | \$ 9,000                  | Operating Reserve           |        |
| Glooscap First Nations Community Led Tribute Project                                       | \$ 30,000                 | Operating Reserve           |        |
| Replacement of Hantsport Historical Society Museum Mural                                   | \$ 10,000                 | Operating Reserve           |        |
| Rubberized Track (Carry forward, approved in 2021-22)                                      | \$ 129,159                | CCBF/Grant                  |        |
| Sports Complex Upgrades                                                                    | \$ 130,000                | Carryover Reserve/CCBF      |        |
| MCCAP - Electric Vehicle Charging Stations                                                 | \$ 48,000                 | Operating Reserve/Grants    |        |
| Small Scale Solar Project                                                                  | \$ 20,000                 | CCBF                        |        |
| <b>TOTAL</b>                                                                               | <b>\$ 1,882,692</b>       | <b>10.7%</b>                |        |

| FIRE SERVICES                                                    | APPROVED<br>CAPITAL SPEND | APPROVED FUNDING SOURCE    | STATUS |
|------------------------------------------------------------------|---------------------------|----------------------------|--------|
| MFS - Hose Tester                                                | \$ 7,926                  | Fire Equip Reserve         |        |
| MFS - BFD 1 & 2 Radios (4 Radios)                                | \$ 20,858                 | RBC/MFC/Loan               |        |
| HFD - 100' Quint Replace Engine 11 (Preapproved 2022-23)         | \$ 1,716,750              | RBC/MFC/Loan               |        |
| HFD - SCBA Replacement                                           | \$ 25,000                 | RBC/MFC/Loan               |        |
| HFD New Fire Station - (Previously Approved 2021)                | \$ 3,888,974              | CCBF/Loan                  |        |
| BFD 1 - Extrication Tools, Batteries, & Chargers                 | \$ 52,314                 | RBC/MFC/Loan               |        |
| BFD 1 - Civic Centre Roof                                        | \$ 500,000                | Capital Reserve/Loan       |        |
| BFD 2 - Building Generator - (Previously Approved 2020)          | \$ 76,000                 | RBC/MFC/Loan               |        |
| BFD 2 - Equipment/Tools for New Truck #1                         | \$ 75,000                 | Operating/Capital Reserves |        |
| BFD 2 - Boiler Replacement                                       | \$ 20,000                 | RBC/MFC/Loan               |        |
| SFD - Reside Main Station - (Previously Approved 2021)           | \$ 30,000                 | RBC/MFC/Loan               |        |
| SFD - Pave Truck Bay Entrance - (Previously Approved 2021)       | \$ 25,000                 | RBC/MFC/Loan               |        |
| WFD - Rescue 4 - Preapproval Truck for 2023-2024, Equipment 2022 | \$ 60,000                 | Capital Reserve/Loan       |        |
| WFD - Thermal Imaging Cameras (x2)                               | \$ 22,300                 | Fire Equip Reserve         |        |
| WFD - Electric Jaws Cutter                                       | \$ 19,810                 | Fire Equip Reserve         |        |
| <b>TOTAL</b>                                                     | <b>\$ 6,539,932</b>       | <b>37.1%</b>               |        |

| SEWER SYSTEM                                                   | APPROVED<br>CAPITAL SPEND | APPROVED FUNDING SOURCE | STATUS |
|----------------------------------------------------------------|---------------------------|-------------------------|--------|
| <b>West Hants Sewer</b>                                        |                           |                         |        |
| Hantsport Sewer Renewal Projects 2022 - Bog Road (Preapproved) | \$ 42,241                 | Capital Reserve         |        |
| L/S Submersible Pump                                           | \$ 40,000                 | Capital Reserve         |        |
| L/S Chambers/Piping                                            | \$ 35,000                 | Capital Reserve         |        |
| L/S Access Doors                                               | \$ 5,000                  | Capital Reserve         |        |
| L/S Panel/SCADA                                                | \$ 30,000                 | Capital Reserve         |        |
| New Service Laterals                                           | \$ 20,000                 | Users                   |        |
| Cutter Stacks for Grinder                                      | \$ 5,000                  | Capital Reserve         |        |
| Replacement Crane for Service Truck                            | \$ 5,000                  | Capital Reserve         |        |
| FSTP Heater for Headworks Building                             | \$ 6,000                  | Capital Reserve         |        |
| Subtotal West Hants Sewer                                      | \$ 188,241                | 1.1%                    |        |
| <b>Windsor Sewer</b>                                           |                           |                         |        |
| Windsor Sewer Renewal Projects 2022 - Albert Street            | \$ 319,500                | Capital Reserve/Loan    |        |
| L/S Submersible Pump                                           | \$ 40,000                 | Capital Reserve         |        |
| L/S Chambers/Piping                                            | \$ 35,000                 | Capital Reserve         |        |
| L/S Access Doors                                               | \$ 5,000                  | Capital Reserve         |        |
| L/S Panel/SCADA                                                | \$ 30,000                 | Capital Reserve         |        |
| L/S #1 New Rotating Assembly                                   | \$ 8,000                  | Capital Reserve         |        |
| Lagoon Drive - Study - Headworks Connection                    | \$ 60,000                 | Capital Reserve         |        |
| WSTP Spare Equipment                                           | \$ 15,000                 | Capital Reserve         |        |
| Replacement of Crane for Service Truck                         | \$ 5,000                  | Capital Reserve         |        |
| Subtotal Windsor Sewer                                         | \$ 517,500                | 2.9%                    |        |
| <b>TOTAL SEWER SYSTEM</b>                                      | <b>\$ 705,741</b>         | <b>4.0%</b>             |        |

| WATER SYSTEM                                                   | APPROVED<br>CAPITAL SPEND | APPROVED FUNDING SOURCE | STATUS |
|----------------------------------------------------------------|---------------------------|-------------------------|--------|
| <b>West Hants Water</b>                                        |                           |                         |        |
| Hantsport Water Renewal Projects 2022 - Bog Road (Preapproved) | \$ 49,571                 | Capital Reserve         |        |
| TMP Booster Station Upgrade (Previously Approved)              | \$ 605,000                | CCBF                    |        |
| FWTP SCADA Panel Upgrade                                       | \$ 200,000                | CCBF                    |        |
| Main/Service Repairs                                           | \$ 155,000                | Capital Reserve         |        |
| Falmouth Watershed Roads                                       | \$ 40,000                 | Capital Reserve         |        |
| HWTP PRV Chamber Upgrades                                      | \$ 40,000                 | Capital Reserve         |        |
| Treatment Plants Gate & Security                               | \$ 17,500                 | Capital Reserve         |        |
| Upgrade Meter Reading Device (Itron)                           | \$ 32,000                 | Capital Reserve         |        |
| New Water Meters                                               | \$ 30,000                 | Users                   |        |
| Falmouth FWTP Plant Upgrades                                   | \$ 30,000                 | Capital Reserve         |        |
| HWTP - Process Upgrades                                        | \$ 25,000                 | Capital Reserve         |        |
| New Customer Laterals                                          | \$ 20,000                 | Users                   |        |
| Leak Detection                                                 | \$ 20,000                 | Capital Reserve         |        |
| Hantsport WTP - Filter Cartridge Replacement                   | \$ 20,000                 | Capital Reserve         |        |
| TMP Replace Main Valves                                        | \$ 15,000                 | Capital Reserve         |        |
| System Assessment Report - FWTP & HWTP                         | \$ 15,000                 | Capital Reserve         |        |
| Hantsport Distribution Pump                                    | \$ 10,000                 | Capital Reserve         |        |
| Falmouth Standpipe Corrosion Control                           | \$ 10,000                 | Capital Reserve         |        |
| Automatic Flushing Station Upgrades                            | \$ 8,000                  | Capital Reserve         |        |
| Falmouth FWTP Chemical Pumps                                   | \$ 5,000                  | Capital Reserve         |        |
| Hantsport HWTP Chemical Pump                                   | \$ 5,000                  | Capital Reserve         |        |
| Subtotal West Hants Water                                      | \$ 1,352,071              | 7.2%                    |        |
| <b>Windsor Water</b>                                           |                           |                         |        |
| Wentworth Road Watermain Replacement                           | \$ 85,125                 | Capital Reserve         |        |

|                                                                          |           |                  |                      |  |
|--------------------------------------------------------------------------|-----------|------------------|----------------------|--|
| Water Storage Tank Facility                                              | \$        | 3,200,000        | RBC/MFC/Loan         |  |
| Sluice Gate-Water Control Structure & Dam Upgrades and Road Construction | \$        | 1,538,806        | RBC/MFC/Loan         |  |
| Electronic Meter Reading System (Itron)                                  | \$        | 150,000          | Capital Reserve/Loan |  |
| Actuator Replacement Program                                             | \$        | 80,000           | Capital Reserve      |  |
| Lime Building Upgrades                                                   | \$        | 50,000           | Capital Reserve      |  |
| Treatment Plant Gate & Security                                          | \$        | 17,500           | Capital Reserve      |  |
| Automatic Flushing Station Upgrades                                      | \$        | 16,000           | Capital Reserve      |  |
| Replace Geotubes                                                         | \$        | 15,000           | Capital Reserve      |  |
| System Assessment Report                                                 | \$        | 15,000           | Capital Reserve      |  |
| Containerized Workshop at Lagoons                                        | \$        | 15,000           | Capital Reserve      |  |
| Meter Replacement                                                        | \$        | 10,800           | Users                |  |
| Subtotal Windsor Water                                                   | \$        | 5,193,231        | 27.80%               |  |
| <b>TOTAL WATER SYSTEM</b>                                                | <b>\$</b> | <b>6,545,302</b> | <b>37.2%</b>         |  |

| <b>PUBLIC WORKS</b>                                           | <b>APPROVED<br/>CAPITAL SPEND</b> | <b>APPROVED FUNDING SOURCE</b> | <b>STATUS</b> |
|---------------------------------------------------------------|-----------------------------------|--------------------------------|---------------|
| <b>Roads</b>                                                  |                                   |                                |               |
| General Roads Rehabilitation - Active Sealing Program         | \$ 50,000                         | Capital Reserve                |               |
| Hantsport Road Renewal Projects 2022 - Bog Road (Preapproved) | \$ 143,396                        | Capital Reserve                |               |
| Windsor Road Renewal Projects 2022 - Albert Street            | \$ 662,125                        | Capital Reserve/Loan/CCBF      |               |
| Windsor Stormwater Cunnabel Creek Project                     | \$ 200,000                        | RBC/MFC/Loan                   |               |
| Avondale Boat Launch & Dyke Repair                            | \$ 390,000                        | CCBF                           |               |
| Crosswalk Rapid Flashing Signals                              | \$ 24,000                         | CCBF                           |               |
| Traffic Radar Signs                                           | \$ 10,000                         | Capital Reserve                |               |
| <b>Equipment</b>                                              |                                   |                                |               |
| Replace 2006 Sidewalk Machine with Flail Mower                | \$ 280,000                        | RBC/MFC/Loan                   |               |
| Vehicle Lift                                                  | \$ 50,000                         | Operating/Capital Reserves     |               |
| <b>Facility</b>                                               |                                   |                                |               |
| Hantsport PW Garage Upgrades                                  | \$ 20,000                         | Transition/Reserve             |               |
| <b>Vehicles</b>                                               |                                   |                                |               |
| Replace 2014 Dodge 2500 (Unit 30) with 3500                   | \$ 45,000                         | RBC/MFC/Loan                   |               |
| PW Service Truck - (Previously Approved 2019)                 | \$ 7,600                          | General Operations             |               |
| Sidewalk Plow - (Previously Approved 2019)                    | \$ 8,853                          | General Operations             |               |
| Truck 51 - New Dump Body                                      | \$ 50,000                         | Capital Reserve                |               |
| <b>TOTAL</b>                                                  | <b>\$ 1,940,974</b>               | <b>11.0%</b>                   |               |
| <b>TOTAL 2022-23 COST \$ 17,614,640</b>                       |                                   |                                |               |



## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                                 |                                         |                                           |                                              |
|-------------------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input checked="" type="checkbox"/> | Recommendation <input type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|-------------------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** Mayor Zebian and Members of West Hants Regional Municipality Council

**Submitted by:** \_\_\_\_\_  
Councillor Rupert Jannasch, Chair of the Municipal Climate Change Action Plan (MCCAP) Committee

\_\_\_\_\_  
John Ogilvie, Climate Action Coordinator

**Date:** May 9, 2023

**Subject:** MCCAP Committee Updates

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### LEGISLATIVE AUTHORITY

MCCAP required within the 2010 – 2014 Gas Tax Agreement and the Municipal Funding Agreements

WHRM Policy RCOGE-003.00: Meeting and Committee Procedural Policy, Section 17.3 (j)

WHRM Policy RADPL-003.04 MCCAP Committee Terms of Reference

### RECOMMENDATION or DECISION REQUEST

As this is an information report, there is no recommendation or decision request.

### BACKGROUND

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

The MCCAP Committee provides updates twice a year to Council regarding items the Committee is working on. The Committee wishes to ensure that Council and the community are aware of projects that are being worked on to counter the negative effects of climate change.



## DISCUSSION

The MCCAP Committee workplan for 2023 was discussed at the regular meeting on November 9, 2022, and was submitted to Council for consideration. It was placed on file by Council on November 22, 2022. Project items in the 2023 workplan are described in the table below.

| 2023 Workplan Item                                                                                                 | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Goal: Reduce GHG emissions</i>                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Hire a dedicated GHG emissions reduction employee                                                                  | John Ogilvie is currently on a 1-year term as Climate Action Coordinator. During 2023-24 budget deliberations, Council approved the creation of a full-time permanent climate action position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Work on Milestone 4 of the PCP program by implementing actions from the Local Action Plan developed in Milestone 3 | John Ogilvie is working with other staff/external resources to advance action items and research available funding for implementation. The Municipal PACE program is under development with PACE Atlantic CIC, and WHRM has received a grant from the FCM to help with program design. John is drafting an application to the FCM for funding for feasibility studies to renovate Municipal community buildings and other facilities to reduce GHG emissions. Efficiency NS is being engaged to investigate efficiency improvements at WHRM water utility facilities. John is researching the feasibility of a local transit service for Council, based on cost, nearby examples, previous studies and environmental benefits. John is continuing to investigate other action items and associated funding for feasibility and cost-benefit. |
| Explore the potential for a small to medium scale solar energy project                                             | The MCCAP Committee applied in November 2022 to the NS Sustainable Communities Challenge Fund and is awaiting a funding decision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Implement an electric vehicle charging station                                                                     | WHRM has 2 public charging stations (with 2 ports each) that were installed in October 2022 – 1 at the Sports Complex and 1 at the Windsor Community Centre. A grand opening was held at the Sports Complex on December 1, 2022. John is monitoring activity to provide annual reporting. To-date, there have been                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                               | 97 separate charging sessions at the Windsor Community Centre and 110 separate charging sessions at the West Hants Sports Complex. In total to-date, there have been 207 charging sessions at the stations, which have reduced GHG emissions by 2,920 kg – the equivalent of planting 74 trees and allowing them to grow for 10 years.                                                                                                  |
| Participate in a feasibility study for electric vehicle (EV) fleet conversion | The Clean Foundation authored a report on the feasibility of converting the Planning and Development Department fleet to EVs. The overarching results show a positive financial and emissions reduction outlook for converting the Municipal fleet to electric when feasible. John has circulated the report to staff, the MCCAP Committee and Council; results will be incorporated by staff into existing criteria for fleet renewal. |
| <i>Goal: Increase awareness of local best practices</i>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Continue the recognition program for businesses and community groups          | The MCCAP Committee approved the updated Green Business Initiative at the November 9, 2022, meeting. John is preparing to circulate it on the Municipal website and Facebook page, and to the local business community through associations and chambers of commerce.                                                                                                                                                                   |

Since the update to Council in November, the MCCAP Committee has met 4 times. Regular meetings were held on November 9, February 15, and April 12. There was a special meeting held on November 24 to discuss the Nova Scotia Sustainable Communities Challenge Fund, where the Committee recommended that Council approve in principle funding the Municipal portion of an application to that fund.

In February 2023, Planning and Development Director Sara Poirier and John travelled to Ottawa to participate in a Community Efficiency Financing Forum hosted by the FCM. The event focused on making local PACE programming equitable and accessible, while sharing information between municipalities that are at varying stages of program implementation. Sara and John returned with insights to develop a fair PACE program for WHRM that achieves emissions reductions and energy savings for the Region.

The next MCCAP Committee meeting is scheduled for September 13, 2023; staff will notify the Committee Chair if additional meetings are needed.

## **NEXT STEPS**

The MCCAP Committee and John will continue to make progress on the workplan and other climate change projects. The MCCAP Committee Chair and climate action employee will continue to provide updates to Council twice a year in May and November.

## **FINANCIAL IMPLICATIONS**

Funding for individual projects is and will continue to be requested through individual reports to Council. External funding sources are always investigated by staff to aid in funding climate change and greenhouse gas emissions related projects. Because this is an information report, there are no anticipated costs to the Municipality.

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

The work of the MCCAP Committee has been impactful and measurable. Progress on the action items have been a direct result of a dedicated staff person able carry out the work. The projects on the horizon continue to promote emissions reduction and energy savings.

Report Prepared by: \_\_\_\_\_

Councillor Rupert Jannasch, Chair of the MCCAP Committee

\_\_\_\_\_  
John Ogilvie, Climate Action Coordinator

Report Reviewed by: \_\_\_\_\_

Sara Poirier, Director of Planning and Development

Report Approved by:  \_\_\_\_\_

Mark Phillips, Chief Administrative Officer

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

| <b><u>First Name</u></b> | <b><u>Last Name</u></b>                        | <b><u>Correspondence Date</u></b> | <b><u>Meeting / logged</u></b> |
|--------------------------|------------------------------------------------|-----------------------------------|--------------------------------|
| 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)

| <b><u>First Name</u></b> | <b><u>Last Name</u></b>         | <b><u>Correspondence Date</u></b> | <b><u>Meeting / logged</u></b> |
|--------------------------|---------------------------------|-----------------------------------|--------------------------------|
| 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)

| <b><u>First Name</u></b> | <b><u>Last Name</u></b>   | <b><u>Correspondence Date</u></b> | <b><u>Meeting / logged</u></b> |
|--------------------------|---------------------------|-----------------------------------|--------------------------------|
| 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)

| <b><u>First Name</u></b> | <b><u>Last Name</u></b> | <b><u>Correspondence Date</u></b> | <b><u>Meeting / logged</u></b> |
|--------------------------|-------------------------|-----------------------------------|--------------------------------|
| 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)

| <b><u>First Name</u></b> | <b><u>Last Name</u></b>                         | <b><u>Correspondence Date</u></b> | <b><u>Meeting / logged</u></b> |
|--------------------------|-------------------------------------------------|-----------------------------------|--------------------------------|
| 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

| <b><u>First Name</u></b> | <b><u>Last Name</u></b>                             | <b><u>Correspondence Date</u></b> | <b><u>Meeting / logged</u></b> |
|--------------------------|-----------------------------------------------------|-----------------------------------|--------------------------------|
| 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    |

### Correspondence Received

|                                                                           |                                                                                                     |            |                    |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------|--------------------|
| Graham Sanford                                                            | 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    |
| Hon. Greg Morrow                                                          | Response to Expenses incurred due to fencing                                                        | 2023-03-14 | 2023-03-28 Council |
| Sarah Reddington                                                          | Re Hantsport Memorial Community Center and Pickleball Facility                                      | 2023-03-14 | 2023-03-28 Council |
| Core Committee - Zwicker Lake Property Owners                             | Re Permit Clarification                                                                             | 2023-03-14 | 2023-03-28 Council |
| Hantsport Community Rep                                                   | Re: Apple Blossom Festival Sponsorship Request                                                      | 2023-03-15 | 2023-03-28 Council |
| MLA Sheehy-Richard                                                        | Request for a Nomination for the Order of Nova Scotia                                               | 2023-03-15 | 2023-03-28 Council |
| VREN I                                                                    | Re Response to continued partnership and IMSA                                                       | 2023-03-16 | 2023-03-28 Council |
| NS Power                                                                  | Re Avon Hydro System Relicensing                                                                    | 2023-03-20 | 2023-03-28 Council |
| Public Health                                                             | Re New alcohol guidance on harms and risks for residents                                            | 2023-03-20 | 2023-03-28 Council |
| Kody Blois                                                                | Re: Letter to the Hon. Kim Masland                                                                  | 2023-03-21 | 2023-03-28 Council |

### Correspondence Received

|                                                               |                                                                                       |            |                    |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------|------------|--------------------|
| Margot Bureaux                                                | Re Cancellation of ABF Leadership Competition                                         | 2023-03-21 | 2023-03-28 Council |
| Shawna Nichols                                                | Re: Lego program                                                                      | 2023-03-23 | 2023-03-28 Council |
| West Hants Historical Society                                 | Proclamation Request                                                                  | 2023-03-23 | 2023-03-28 Council |
| Pisiquid Canoe Club                                           | Re: Funding Request                                                                   | 2023-03-24 | 2023-03-28 Council |
| KMK Negotiation Office                                        | Re: Expression of interest to meet and discuss the Avon River and downtown waterfront | 2023-03-28 | 2023-04-11 COTW    |
| Markus Kehoe                                                  | Re Expression of appreciation                                                         | 2023-03-29 | 2023-04-11 COTW    |
| Chantelle Hill                                                | Re Proclamation of Parental Alienation Bubbles of Love Day April 25 2023 Request      | 2023-03-30 | 2023-04-11 COTW    |
| Communities in Bloom                                          | Re Invitation to participate                                                          | 2023-03-30 | 2023-04-11 COTW    |
| David Simpson                                                 | Re Rails-to-trails to Windsor                                                         | 2023-03-30 | 2023-04-11 COTW    |
| Mark Kehoe                                                    | Re Permit D2023-019 Pisiquid Canoe Club Day Camps - Not Valid                         | 2023-03-30 | 2023-04-11 COTW    |
| Minister Lohr DMA                                             | Re Sustainability Services Growth Fund (SSGF)                                         | 2023-03-30 | 2023-04-11 COTW    |
| Hon. Masland                                                  | Re Intersection Lighting                                                              | 2023-04-03 | 2023-04-11 COTW    |
| Brenda Shiers Chair West Hants Uniacke Community Health Board | Re Request for Funding Support                                                        | 2023-04-04 | 2023-04-11 COTW    |
| Windsor Township Business District                            | Reimagine Lake Pisiquid                                                               | 2023-04-04 | 2023-04-11 COTW    |
| Poplar Grove Community Hall                                   | Funding Request                                                                       | 2023-04-06 | 2023-04-11 COTW    |
| Heather Lake                                                  | Re Cogmagun and Beaver Pond Petition                                                  | 2023-04-11 | 2023-04-11 COTW    |
| Laurent Breault, General Director                             | Re International Day Against Homophobia and Transphobia, May 17, 2023                 | 2023-04-09 | 2023-04-25 Council |
| Trudy Flynn                                                   | Re Light up Municipal office Purple for May 12 Fibromyalgia Awareness Day.            | 2023-04-10 | 2023-04-25 Council |
| Zwicker Lake Core Committee                                   | Re Letter of Complaint - Disrespectful Behaviour                                      | 2023-04-10 | 2023-04-25 Council |
| Gloria Shanks                                                 | S Re Old Shanks Road dated March 30, 2023                                             | 2023-04-10 | 2023-04-25 Council |
| Response to MP Blois                                          | Re Highway 101 Twinning                                                               | 2023-04-11 | 2023-04-25 Council |
| Hants County Federation of Agriculture                        | Re Expression of Appreciation for meeting                                             | 2023-04-11 | 2023-04-25 Council |
| Trevor Levy                                                   | Re Scotch Village Station Road Development                                            | 2023-04-14 | 2023-04-25 Council |

## Correspondence Received

|                                                           |                                                                                                   |            |                    |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------|--------------------|
| Mark Kehoe                                                | Re 2023-24 Tax Exemption Concern - Upper Vaughan                                                  | 2023-04-16 | 2023-04-25 Council |
| Tom Levy                                                  | Re 301 Station Road Development                                                                   | 2023-04-16 | 2023-04-25 Council |
| Roberto Gueli and Anke Kungl                              | Re Community feedback for Sustainable Hill proposal                                               | 2024-04-17 | 2023-04-25 Council |
| Glooscap First Nation                                     | Letter of Intent Re Proposed Addition to Reserve, Glooscap First Nation                           | 2023-04-18 | 2023-04-25 Council |
| VREN to WHRM                                              | Re Regional Enterprise Networks Review                                                            | 2023-04-18 | 2023-04-25 Council |
| Mike Smith                                                | Re Support of the Proposal from Sustainable Hill Campground and Yoga Dome                         | 2023-04-20 | 2023-04-25 Council |
| Kathy Blois, Chair Hants County Senior Safety Association | Re Letter of Notice                                                                               | 2023-04-20 | 2023-04-25 Council |
| Seamus Marriot                                            | Re FOIPOP Follow up                                                                               | 2023-04-20 | 2023-04-25 Council |
| Erin Naugler                                              | Re Falmouth Highway Access                                                                        | 2023-04-23 | 2023-04-25 Council |
| Jessica and Allan Hill                                    | Re Additional Considerations for Sustainable Hill's Application                                   | 2023-04-24 | 2023-04-25 Council |
| Karen Bourque-Ward and Art Ward                           | Re Scotch Village Station Road PID 45166915                                                       | 2023-04-24 | 2023-04-25 Council |
| Wesley Petite                                             | Re MPSA Retroactive Pay                                                                           | 2023-04-24 | 2023-04-25 Council |
| Hants County Federation of Agriculture                    | Re Scotch Village Rezoning Application                                                            | 2023-04-25 | 2023-04-25 Council |
| Andrew Hardman                                            | Re 997 Highway 14 - Zoning Change challenge                                                       | 2023-04-26 | 2023-05-09 COTW    |
| Guide Furlani                                             | Re Concerns re 20 deer roaming and eating anything they can                                       | 2023-04-26 | 2023-05-09 COTW    |
| Trevor Levy                                               | Re Scotch Village Station Rd. PID 45166915                                                        | 2023-04-26 | 2023-05-09 COTW    |
| Denise Forand                                             | Re Windsor Causeway and my Windsor's township waterfront vision                                   | 2023-04-27 | 2023-05-09 COTW    |
| Barry Maxner                                              | Re 50% Tax Reduction Request pertaining to Zwicker Lake Property and Pisiquid Canoe Club Concerns | 2023-04-29 | 2023-05-09 COTW    |
| Margot Bureaux                                            | Re Banners                                                                                        | 2023-05-02 | 2023-05-09 COTW    |
| 2023-05-03 Grant Thomas                                   | Re Theft                                                                                          | 2023-05-03 | 2023-05-09 COTW    |
| Aissa Thomas                                              | Re Windsor Textile Development                                                                    | 2023-05-04 | 2023-05-09 COTW    |
| Art Ward                                                  | Re Scotch Village Station Road PID 45166915                                                       | 2023-05-06 | 2023-05-09 COTW    |



## Correspondence Received

[illegible]

**From:** Andrew Hardman  
**To:** [PublicOnlyCouncilEmail](#)  
**Cc:** "outlook; Seamus Marriott; "Mark Kehoe"; "Barry Maxner"; "Ada & Ed Smith"; "Andrew"; Andrew Hardman; "beverly.lake; "Brian Peveril"; "daveinwhitehorn; "Denise Thibault"; "Doug Christie"; "Faylene Lunn"; "goleary; "Heather Peveril"; "Heidi"; "Janet Maxner"; "JANIS KINNIE"; "Joanne OLeary"; "johnabrownless; "joshinny; Kevin Smith; "ktcopeland@me.com"; "Lee"; "Liam Kelley"; Marcel Simard; "Nick"; "Robin Christie"; "Ron Smith"; "Seamus Marriott"; "sharon daniels"; "Shirley Pineo"; "Shirley Walker"; "Smeltzers"; "Stewart Russell"; "Thelma Chandler"; "Traci Curry"  
**Subject:** 997 Highway 14 - Zoning Change challenge  
**Date:** Wednesday, April 26, 2023 7:32:58 PM  
**Attachments:** [997 Zoning Change Application - Hardman Challenge.pdf](#)

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**Caution [External Email]**

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Hello Mr. Mayor and Councillors

In case you haven't driven through our quiet community lately, this is another example of what we have had to put up with for the past 2 or 3 years.

Bravo Development Department!!

Insincerely,

Andrew Hardman

**Challenge to proposed change to Resource Industrial (M1)**

**997 Highway 14, PID 45041902**

**By: Andrew Hardman**

**This is the existing development permit #C2020-371**

**Proposed use: Garage**

|                                                        |                                       |                                        |                      |
|--------------------------------------------------------|---------------------------------------|----------------------------------------|----------------------|
| <b>Permit #:</b> C2020-371                             |                                       | <b>Issued Date:</b> September 10, 2020 |                      |
| <b>Property Address:</b> 997 Highway 14, Upper Vaughan |                                       | <b>PID:</b> 45041902                   | <b>AAN:</b> 00136514 |
| <b>Land Use Zone(s):</b> GR                            |                                       | <b>Lot:</b>                            |                      |
| <b>Class of Work:</b> Construction                     | <b>Bldg Type:</b> Garage/Carport/Shed | <b>Designation:</b>                    |                      |
| <b>Estimated Cost of Construction:</b> \$175,000.00    |                                       |                                        |                      |
| <b>Proposed Use:</b> Garage                            |                                       |                                        |                      |
| <b>Use Description:</b> Storage building               |                                       |                                        |                      |
| <b>Owner:</b><br>3222228 Nova Scotia Limited           |                                       | <b>Applicant:</b><br><div></div>       | <b>Contractor:</b>   |

**Conditions:**

Development permit issued for a detached garage to be used for personal storage purposes only. As per section 5.1(d) of L.U.B. Setbacks from property lines approved as per site plan submitted with application. Height not to exceed 20 feet. This Development permit shall automatically expire 12 months from the date of issue if the development has not commenced.

**Important Notes:**

- 1. The Permit was issued to a corporate entity: 32222228 Nova Scotia Limited**
- 2. The permit was issued for “personal storage purposes only” – TO A CORPORATE ENTITY!**
- 3. The proposed use of this building was garage. In the GR zone, only a boathouse, dock or storage shed may be built prior to a seasonal dwelling. The intent of 5.1 (d) was to allow people to enjoy future seasonal properties by building a smaller building first. The seasonal dwelling must be on a private road (22.1)**

## 5.0 GENERAL PROVISIONS FOR ALL ZONES

### Accessory Buildings and Structures

- 5.1 (a) An accessory building or structure is permitted in any zone and may be used only as an accessory use to the main building or use, but it shall not:
- (i) be used as a dwelling unit except where a dwelling is a permitted accessory use;
  - (ii) be built within 6 ft (1.83 m) of the main building;
  - (iii) be built closer to the street than the main building on the lot except in the Prime Agriculture (P/Ag) zone;
  - (iv) be built closer to any lot line than the minimum setback required in the zone for the main building, except that:
    - Common garages for semi-detached dwellings may be centred on a mutual side lot line;
    - Garages and storage sheds may be built a minimum of 4 ft (1.22 m) from the side and rear lot lines;
    - Boat houses and docks may be built to the lot line where the lot line corresponds to the water's edge.
- (b) Notwithstanding clauses (iii) and (iv) of Section 5.1(a), an accessory building or structure may be located in the front yard or a lot but in no case shall be less than 60 ft (18.29 m) from the front lot line.
- (c) Notwithstanding anything else in this By-law, awnings, clothesline poles, flag poles, garden trellises, retaining walls, ornamental fountains, statues, monuments, memorials and fences shall be exempt from any requirement under subsection (a).
- (d) Not 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.

## 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 ft<sup>2</sup> (464.5 m<sup>2</sup>) 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)

**Permit C2020-371, should never have been issued. A stand-alone garage is not a permitted use in the GR Zone, unless it is an accessory building to a permitted use.**

## 997 Highway 14 - As Built/Used



- Metal garage structure that does not fit in the community
- High garage doors that are obviously installed to accommodate tractor trailers
- Tractor trailers turning in the community center parking lot
- Using the parking lot as a material staging area
- Run-off and drainage issues
- Many sea containers used for storage.
- Tractor trailers
- Material handling equipment
- Concrete jersey barriers
- Guard rail too close to roadway? Was it installed by TIR?

**The current use is a “Commercial Storage and Distribution”. It needs to be stopped immediately.**



## Proposed Zoning change to Resource Industrial (M-1).

### Definition:

#### **26.0 RESOURCE INDUSTRIAL (M-1)**

##### **Permitted Uses**

- 26.1 The following uses shall be permitted in the Resource Industrial (M-1) zone:
- Abattoirs
  - Agricultural processing industries
  - Any activity connected with the automobile trade other than an automobile scrap yard or automobile related commercial recreation establishment
  - Any manufacturing, processing, industrial, assembly or warehousing operation conducted within an enclosed building and which is not obnoxious by reason of sound, odour, dust, fumes, smoke, or other obnoxious emission of refuse matter or water-carried waste, or by reason of unsightly open storage
  - Building supply and equipment depots
  - Bulk storage of sand and gravel
  - Commercial and office uses accessory to a main use
  - Commercial greenhouses
  - Excavation and landscaping operations
  - Farm supplies and equipment sales and service
  - Feed and fertilizer industries
  - Fruit and vegetable sorting, grading and packaging establishments
  - Fuel storage depots
  - Heavy equipment sales and service
  - Licensed Micro-Cultivation of cannabis (**Amendment 18-08 effective November 26, 2019**)
  - Licensed Micro-Processing of cannabis (**Amendment 18-08 effective November 26, 2019**)
  - Licensed Cannabis Nurseries (**Amendment 18-08 effective November 26, 2019**)
  - Licensed Standard Cultivation and Processing of cannabis (**Amendment 18-08 effective November 26, 2019**)
  - Railway uses
  - Recycling depots
  - One dwelling unit in conjunction with a permitted industrial use, either located in the same building or as a single unit dwelling or manufactured home on the same lot
  - Saw mills
  - Service industries
  - Structures related to sand and gravel excavation and processing
  - Utility facilities
  - Wood processing and manufacturing establishments

## Issues

- The property is next to a heritage site. There is a loss of the heritage property landscape



- There is a possibility of a wide range of industrial activities that could take place on the property are not appropriate to the area
- There does not seem to be any economic gain for the community
- There are potential environmental risks
- Loss of rural/community feel
- The industrial business has no ties to the community as far as we know
- Potential to negatively affect property values
- May not have the required setback

**The building, storage containers and all the equipment needs to be removed!!**

**From:** [Abraham Zebian](#)  
**To:** [Deanna Snair](#)  
**Subject:** Fwd: 20 some deer roaming and eating anything they can  
**Date:** Tuesday, April 25, 2023 10:56:56 PM

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**From:** Guide Furlani [REDACTED]  
**Date:** April 25, 2023 at 5:34:43 PM ADT  
**To:** Shelleena Thornton <SThornton@westhants.ca>, Abraham Zebian <AZebian@westhants.ca>  
**Subject:** 20 some deer roaming and eating anything they can

To the esteemed Mayor and Council Members of WWH,

Good evening to everyone,  
It's Guide Furlani here from the Police Advisory Board Committee.

In the triangle of land comprised between Wentworth Rd, Payzant Dr and the Tregothic Trail in Windsor there are some 20 deer that roam around and eat anything they can put their mouth onto  
In the absence of predators these creatures have grown in 3 years from 10 to 20 and are really becoming a problem.

Being part of some online groups of organic growers, my wife and I, have noticed that the level of complaints for damage inflicted to crops by deer have grown exponentially in the last year.

Truro Municipality last year found an effective solution and called a culling, hiring 4 cross-bow hunters to cull 20 some females. It was in the news:  
<https://www.cbc.ca/news/canada/nova-scotia/truro-days-away-from-first-municipal-deer-hunt-1.6311261>

Maybe the Council has already set forth some solutions. If that is not the case I'd like to make the Council aware of this problem first and then kindly inquire if the Council considering something similar, or what solutions the Council intends to pursue forward?

Thanks so much for your kind attention and much appreciated work!  
Guide G Furlani

Guide Furlani PCC, TICC  
Organic Leadership w ICF Bilingual Mentor wTrauma Informed Coach wCert NLP Trainer  
1-604 779 5045 - [www.linkedin.com/in/guidefurlanipcc](https://www.linkedin.com/in/guidefurlanipcc) - [guide@WhiteEagleCoaching.com](mailto:guide@WhiteEagleCoaching.com)

"..Truth. The most elusive quest of human consciousness. Yet, once decided as one's primary Driver allows us to tap the field of "Silent Knowledge". Thus with courage some move onward with clarity and integrity in freeing human perception from the clutter of stifling beliefs – This among many the most important of 'the King's signs'. This alone the supreme mark of the Timeless Leader –"  
~ Guide G. Furlani ~

**From:** tslevy  
**To:** [PublicOnlyCouncilEmail](#)  
**Subject:** Scotch Village Station Rd. PID 45166915 Development Agreement  
**Date:** Wednesday, April 26, 2023 12:35:18 PM  
**Attachments:** [Planning strategy.pdf](#)

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Good afternoon,

I would like to bring forward some of the policies of the West Hants Municipal Planning Strategy, Amended to: January 10, 2023. I have highlight a few of the policies that would apply to the Scotch Village Station Rd. PID 45166915 Development Agreement. If you read the agrologist report, the only concern for agricultural use is plot size, shape, and propensity to flood. This is 6.5 acres of the best land in West Hants, which should be preserved for agriculture use for future generations. I have attached a copy of the municipal planning strategy for reference.

.

## **3.2 General Goals**

- Maintain a "quiet, rural atmosphere" as desired by respondents to the 2002 Plan Review Survey.
- Promote the protection of the natural environment, watercourses and environmentally sensitive areas through land use controls and setback requirements

### **3.6.1 Agriculture**

#### **Agriculture Development Objectives**

- Preserve and enhance the agricultural resources of West Hants by protecting prime agriculture areas from the intrusion of uses and activities which are incompatible with, or unnecessary to, the future growth of the agricultural sector.
- Discourage the fragmentation of larger farm properties.
- Provide the necessary long-term security required for continued agricultural production through land use planning and regulation.
- Accommodate limited residential and other non-agricultural uses on lands less suitable for agriculture provided agricultural activities are not compromised.



- Establish separation distances between agricultural uses and residential development to reduce land use conflicts.
- Enable economic diversification of farm operations by allowing for a wider range of on-farm businesses.

## 8.0 AGRICULTURE

Agriculture is an important industry in West Hants, representing the fourth largest employment sector. According to the 1996 Census, 565 people in West Hants were employed in the agricultural industry. Of the 130 farms in West Hants with more than \$2,500 of gross annual receipts, the most common type was beef (49 farms), followed by miscellaneous specialty such as mink or sheep farms (27), and dairy (15).

Although the agricultural industry is facing many challenges, West Hants Council feels it is important that active farmland and land with high potential for agricultural use be preserved for food production for future generations.

Land with high potential for agricultural use has been identified using the Canada Land Inventory (C.L.I.) Land Capability for Agriculture classification system. Under this system, Class 1 applies to the best agricultural land, while Class 7 refers to land with no agricultural value. There is no Class 1 land anywhere in Nova Scotia, but there are significant areas of Class 2 and 3 land in the central and northern parts of West Hants particularly around the Avon, Kennetcook, Cogmagun and St. Croix rivers. In all, approximately 91,000 acres in West Hants is rated as C.L.I. Class 2 and 3. Because less than 50 percent of this land is cleared, there is considerable potential for future expansion of agricultural activities.

### 8.2 General Policies

**Policy 8.2.2** It shall be the policy of Council that the primary purpose of the Agriculture designation is to preserve active farmland and land with high potential for agriculture in West Hants. Within the Agriculture designation, agricultural activity shall be considered the dominant use, having priority over all other uses. Non-agricultural development shall be encouraged to locate in areas less suitable for agricultural purposes

#### Policy 8.6.1

It shall be the policy of Council to consider certain non-farm development, pursuant to the relevant specific policies of this Part, on land within the Agricultural designation that has been determined to have little or no



agricultural capability. A determination of agricultural capability shall be based on the following:

- (a) 90 percent or more of the development site is an existing or abandoned resource extraction site such as a sand pit, gravel pit or quarry for which a permit for extraction has been issued by the Province of Nova Scotia. The resource extraction must have been existing or abandoned prior to the effective date of this Strategy; or
- (b) if not a resource extraction site, a study has been prepared by a professional agrologist, at the expense of the applicant, which concludes that the proposed development will not adversely affect the viability of surrounding agricultural operations and:
  - (i) 90 percent or more of the development site has soils defined as Class 4 or lower capability for agriculture; or
  - (ii) the soils have a capability for agriculture rating better than Class 4, but 90 percent or more of the development site exhibits severe limitations for agricultural use because of slope, stoniness, salinity, wetness, permeability, depth of soils, size of parcel or proximity to non-farm buildings;

## **8.7 Agriculture Zones**

### **Agricultural Priority Two**

Improved and unimproved land with high capability (Class 2 and 3) for production of a variety of crops. This land will be reserved for agricultural production with limited non-agricultural development.

## **16.3 Land Use By-law Amendments and Development Agreements**

**Policy 16.3.1** In considering development agreements and amendments to the West Hants Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:

- (b) whether the development is serviced, or capable of being serviced, by a potable water supply and either central sewer or an approved on-site sewage disposal system;
- (e) the pattern of development which the proposal might create;
- (f) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses or wetlands, and susceptibility of flooding;

Thank you for taking the time to review these policies,

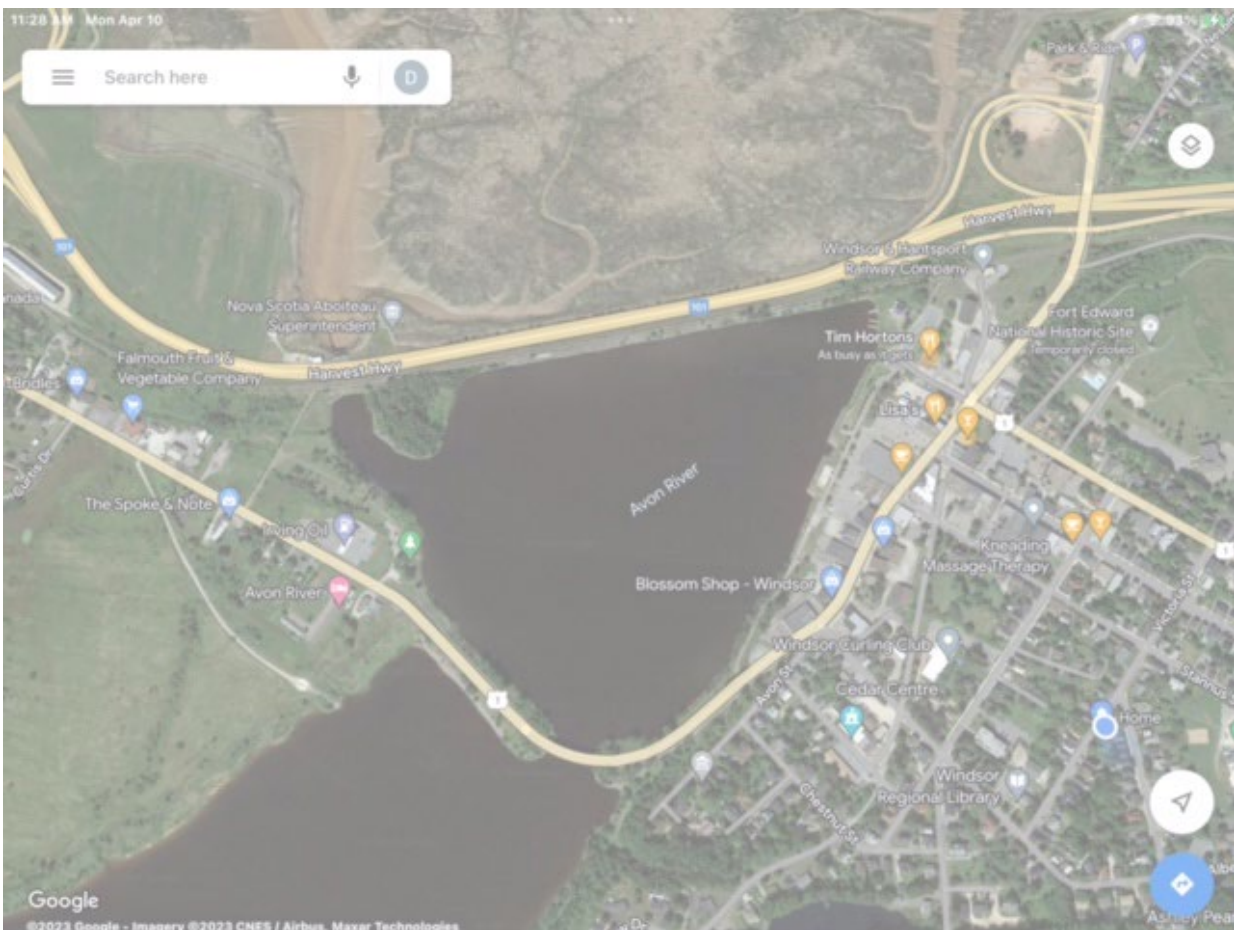
Trevor Levy



**From:** Denise  
**To:** Premier; kody.blois@parl.gc.ca; DFO.MARRDGOCorrespondence-CorrespondanceBDGRMAR.MPO@dfo-mpo.gc.ca; MLA Office; info.minister-ministre.info@canada.ca; info@dfo-mpo.gc.ca; [PublicOnlyCouncilEmail](#); Kim.maslandmla@gmail.com; tir-occ@novascotia.ca  
**Subject:** Windsor Causeway and my Windsor's township waterfront vision  
**Date:** Thursday, April 27, 2023 8:13:35 PM

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Now we only have a very small river. No water in 2/3 of the area because of the 17' of silt along the township and causeway area. Dig out the silt . We only need a bridge to complete the highway and some newer designed gates.



Dear Premier and Provincial government department heads and Mayor ,Councillors , CEO and Our Federal department of Fisheries the Honourable Joyce Murray plus the Honourable Kim Masland of Department of NS Highways.

I have a vision.

Especially since your boxing us townies behind another higher highway wall.

We have to walk to Ford Edward or other high ground now to see our tide position.

I see Windsor with water that's alive with each ebb and flow of the tides.

I see a mutual benefit to all to have more natural tidal ebbs and flows.

What I would like to see is.

1- instead of spending a ridiculous amount of money on a foolish ridiculous abiteau , just build us a new set of modernized gates to be installed on the inside of the causeway on land you already own that has been modified and is already gated.

B-maintain the existing gates as a back up if we must.

2- build a wide higher sea wall along the township side for protection plus a Malacon feel for beauty and life along our waterfront for all to enjoy.

3- Dig up the 17' of silt in front of the township area over to the river and Falmouth bridge excluding the large dry triangle corner where the canoe club sits against the causeway.

4- relocate the canoe club building to it's new location in behind the downtown mall / skate park area. We can have a beautiful tidal brackish river with improved gate management and floating docks.

5- reclaim the corner for a beautiful fascinating awesome tidal river front hotel and or short term apartments like they build along in the basin of Bedford,NS.

Give us back our glorious richness that the tides provided.

6- I also wish our provincial governments were working on this too. We should have electric trains on our existing rails bringing us too and fro our HRM for work and appointments. This is a 2018 reply.

The CLC has heard from the Town as well that they would like to preserve the railway for potential commuting.

I have forwarded your email to the Project Team at Nova Scotia Transportation and Infrastructure so they are aware of your thoughts on the railway.

Cheers,

Ken Donnelly

Chair, Highway 101 CLC

The blue roof is the former canoe club. Hopefully you can see a healthy vibrant tidal riverfront full of life with a commuter rail station and more.



Sincerely,  
Denise Forand.

Sent from my iPad



**From:** Barry Maxner  
**Cc:** PublicOnlyCouncilEmail; "Ada & Ed Smith"; "Andrew"; Andrew Hardman; "Brian Peveril"; "Debbie Innes"; "Denise Thibault"; "Doug Christie"; "Faylene Lunn"; "Heather Peveril"; "Heidi"; "Janet Maxner"; "JANIS KINNIE"; "Joanne OLeary"; Kevin Smith; "Lee"; "Liam Kelley"; Marcel Simard; "Mark Kehoe"; "Nick"; "Robin Christie"; "Ron Smith"; "Seamus Marriott"; "Seamus Marriott"; "sharon daniels"; "Shirley Pineo"; "Shirley Walker"; "Smeltzers"; "Stewart Russell"; "Thelma Chandler"; "Traci Curry"  
**Date:** Saturday, April 29, 2023 7:18:56 AM

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TO WEST HANTS REGIONAL MUNICIPAL COUNCIL:

I am requesting a **50% reduction** on my **property taxes** on **Zwicker Lake** for the following reasons:

- The municipality has done nothing to address any concerns of the Zwicker Lake residents and property owners. We have lost the enjoyment of our homes and cottages.
- The PCC (Pisiquid Canoe Club) has taken over Zwicker Lake starting at 6 am with the coach yelling instructions to the HP paddlers and waking people who live there. We suggested he could use Bluetooth, but he said that was a **nonstarter**. The HP kids are not the main problem, the coach is the problem. However, the HP kids become instructors to the young day camp children who are as young as five (5). The profanity used by a few of these instructors is certainly a degrading coaching method and is not welcomed on the lake.
- **Kids on the lake learning how to paddle are not the problem.** The problem is that each group is only on the lake for a short time and the rest of the day they are playing games. That part, which is well over 75% of the day, is **the DAY CARE issue. This is an unregulated day care.** I ask you if anyone other than the PCC was doing this, would it not be considered a Day Care when the children can arrive at 8 in the morning and be picked up at 5 in the afternoon?

Some of the kids walk on Hwy 14, to the public beach to swim or have fun without an adult with them. **NO supervision.** There is no lifeguard (**safety issue**) and we are **told that because they are a canoe club that a lifeguard is not required. Are the parents told about this??? Are the parents ok with this issue?? Is this ok with council??? LILABILITY????**

- You have decided that the PCC should not have to pay property taxes on a \$1.3 million property that we as taxpayers gave to them as they are a non-profit sports club. You should check with **Joint Stocks as their non-profit income shows that they had in excess of \$87,000 profit for 2021. (WOW - we would all like to be that non-profitable).** They fall outside of your own regulations, but as you say: "maybe they will fit in the regulations at some point." I was pleased to see that at least some councilors had the backbone to question this tax break.

#### 4. CLASSIFICATION and REQUIREMENTS

4.1 Registered Canadian Charity – property of a registered Canadian charitable organization that is used directly for charitable purpose. These properties may be eligible for tax exemption.

4.2 Nonprofit – property of a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization, **if, in the opinion of Council, the organization provides a service that might otherwise be a responsibility of the Municipality.** These properties may be eligible for tax exemption.

4.3 Nonprofit Commercial – commercial properties of any non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization. These properties may be given a tax reduction from the commercial to residential rate on all or part of the taxable commercial property, provided they have submitted appropriate documentation.

- Now, the PCC is going to install a four (4) lane race course that will have 240 buoys taking up over **60% of the lake**. These buoys will be tied together making it very dangerous for boaters, of which most arrive are for people coming to fish (**the lake is stocked by the Department of Fisheries**) and other boats and sea-doo's that come for personal enjoyment of the lake. Most of these boaters will be **unaware of the hazards** that will be installed in the lake. (**Accident waiting to happen???**). It also restricts the use of the lake to property owners who have no other access to their properties.

Do they really require lanes to train? Really the lanes are so that the PCC can have regattas and host other clubs and hopefully National and International events that would have around 1,200 athletes, as stated by the coach in a letter requesting funding for the purchase of the property. **DO YOU THINK THAT THIS ALSO MIGHT AFFECT THE PROPERTY OWNERS????? This is a dream of the PCC** and we are all funding this with our tax dollars. I would have thought the PCC would be humble and appreciative of the \$1.3 million of taxpayers' money and try to fit into the community. **(That is called RESPECT of which we have not seen any) Instead, we see a sense of entitlement and do what we please attitude with no concern for the community, property owners or wildlife. The PCC wants more and more from all of us to continue the dream. Really good attitude from a so-called COMMUNITY CENTER.**

- Last summer at a meeting with the mayor, some councilors, Vice commadore and the CAO I asked who would be liable if something happened on the lake when the PCC did not have a permit to operate. **I never received an answer and I am requesting one now!**

Keep in mind that one of the PCC instructors overturned a motorboat on the lake and had to be rescued by a property owner's family member. **Sounds like a Liability Lawyers dream come true (our tax dollars).**

**Further to the above:**

I ask - **how much time, effort and money has the Municipality wasted on this when all they had to do request that the PCC apply for a DA (Development Agreement) like everyone else has to?**

I suggest - **that the municipality should use some money to buy glasses for their officials so that they might be able to see what is happening on Zwicker Lake and be able to read and enforce the Municipal By-Laws and not see how far the By-Laws can be bent.** Maybe a course on reading comprehension would be helpful.

The perceived **OLD BOYS CLUB** in the office continues to let it happen. **DO IT AND WE WILL FIX IT LATER** or is that only my perception. If you color outside of the lines, no problem, we can move the lines. We have got your backside covered.

An **institution** such as the **Municipality loses its credibility and stature when it behaves like this with no regard for its own by-laws**. Shame on you. ***Shame on the municipal officials for not working with "Both Sides" you have only made matters much worse!***

**Respect** is something that is **earned and easily lost**. The Municipal officials have certainly lost a great deal of respect from myself and the Upper Vaughan community.

It is too bad that we do not have the ear of municipal officials every workday of the year, to impress our thoughts on others in the office. But that would be seen as a conflict of interest. **We get 15 minutes!**

Would the **municipality work this hard for anyone else to become a COMMUNITY CENTER**, I think not!

Maybe the **council *can direct its officials to wake up***. This is not over.

I will be waiting for answers to my questions and concerns.

***Very frustrated,***

Barry Maxner

[REDACTED]

Sent from [Mail](#) for Windows

**From:** Margot Bureaux  
**To:** [PublicOnlyCouncilEmail](#)  
**Subject:** Banners  
**Date:** Tuesday, May 2, 2023 9:04:49 AM

---

**Caution [External Email]**

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

---

Dear Mayor and council members,

I am writing to express a disappointment in the choices of the recreational banners that have been put up in West Hants.

These are stock photos. I first saw them in Windsor last year and felt disappointed that the pictures were not of local recreation activities and local citizens.

These banners are not a good representation of our district or citizens.

Now that I see even more have been put up - even here in Hantsport it has caused much discussion among people.

There are so many photographers capturing activities that could have been used. Even a call to photographers to capture year round activities for our county could be done. Think of the pride to all citizens to see local places and local people of pictures taken by local people to be displayed!

If the banners would not be able to be switched this year I strongly encourage council to put it out there to the public to capture photos that can be viewed and chosen for next year.

Capturing - walking trails, dog parks, tennis, pickle ball, swimming, biking, hiking, skateboarding, scooters, pictures of the shore and people there, walking around the markets, outdoor music, and whatever people want to take a picture of to showcase this wonderful country that we all live in.

Think of the pride.

Thank you for listening to my thoughts.

Respectfully,

Margot Bureaux

A black rectangular redaction box covering the signature area.

--

Margot Bureaux

A black rectangular redaction box covering the contact information.





**From:** [Abraham Zebian](#)  
**To:** Grant Thomas  
**Cc:** [Paul Morton](#); [Bob Morton](#); [Deanna Snair](#)  
**Subject:** Re: Theft  
**Date:** Wednesday, May 3, 2023 12:48:13 PM  
**Attachments:** [image001.png](#)

---

**Caution [External Email]**

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

Good Afternoon,

I am reaching out by email in hopes of raising our concern about the amount of property theft that is taking place at our facilities in West Hants.

This is not something new to us, but it is a relatively recent phenomena for us in West Hants.

To be fully transparent theft is happening at several communities we operate in, and it has recently hit new heights.

I would appreciate any attention and focus that you could bring to bare on this issue for us.

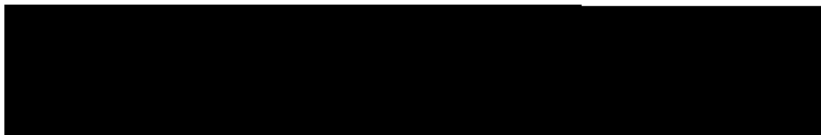
If there are efforts in motion that I am unaware of then I thank you for that.

Sincerely,

Grant Thomas

General Manager- Retail Operations

<image001.png>



Sincerely,

**Grant Thomas**

General Manager- Retail Operations

<image001.png>

**HOME HARDWARE BUILDING CENTRE**

250 Sackville Drive, Lower Sackville, NS B4C 2R4

**902.229.1679** | [grant.thomas@payzants.com](mailto:grant.thomas@payzants.com)

[payzant.com](http://payzant.com)

**From:** Aissa Thomas  
**To:** [PublicOnlyCouncilEmail](#)  
**Subject:** Windsor Textile Development  
**Date:** Thursday, May 4, 2023 7:48:42 AM

---

**Caution [External Email]**

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

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Hello,

We were at the meeting last night regarding the proposed development for the textile building and property.

I'm wondering how we can get more involved in this? We, as I know many others on Nesbitt and colonial don't support the idea of this huge eye sore coming into our quiet little part of town. We will become part of a tourist attraction. How will our street and homes really be protected from all of this? What I took away from that meeting was their only concern was the property, and everything else will have to be looked at after.

The whole reason Nesbitt street is appealing is because it away from downtown, and away from the business of the city.

I asked the lady, I believe her name was Jennifer, how we can vote. She said they need the public's support. Ultimately it's the council's decision. It doesn't seem like our neighbour hood people are actually being considered in all of this.

That meeting was just something to check off a box to say you did it. The money is what people really see.

How do we get our voices more heard?

Thanks

Aissa  


Get [Outlook for Android](#)

**From:** Art Ward  
**To:** [PublicOnlyCouncilEmail](#)  
**Subject:** Scotch Village Station Road PID 45166915  
**Date:** Saturday, May 6, 2023 3:05:04 PM

---

**Caution [External Email]**

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

---

Dear Councillors,

My comments are regarding the parking requirements for the proposed campground and yoga retreat for Scotch Village Station Road PID 45166915.

I understand that clients are not allowed to use the road for parking. My question is who will enforce this and how? I know I can park on Station road because there are not any 'no parking' signs to prevent me from doing so. Will the Municipality of West Hants be putting up 'no parking' signs to prevent the patrons of the campground from parking on both sides on the road?

Due to the special events there could be untold number of people attending plus the number of people from the camp sites, yoga dome, small homes, cabins, lodge and RV'S. The property simply does not have the capacity to supply the parking for all that has been proposed.

Parking on the road will impede farmers in safely gathering their crops of hay. When it is time to get the hay off the fields it is time. If today is a fine day and tomorrow is predicating rain then today is the day. If the farmer is blocked from gathering his hay who will reimburse the farmers for their loss?

The parking problem on Station Road will also create a safety problem for any one using the road.

Sincerely,  
Art ward

**From:** Seamus Marriott  
**To:** [PublicOnlyCouncilEmail](#)  
**Cc:** Barry Maxner; Andrew Hardman; Mark Kehoe; Debbie Innes; Heidi; Smeltzers; ktcopeland@me.com; Traci Curry; Robin Christie; Liam Kelley; JANIS KINNIE; joshinny@gmail.com; Thelma Chandler; sharon daniels; Janet Maxner; Shirley Pineo; Shirley Walker; Ada & Ed Smith; Seamus Marriott; johnabrownless@gmail.com; Doug Christie; Lee; Stewart Russell; Denise Thibault; Andrew; Faylene Lunn; Nick; daveinwhitehorn@yahoo.ca; Ron Smith; beverly.lake@bellaliant.net; Brian Peveril; Heather Peveril; ccbf@novascotia.ca  
**Subject:** CCBF Funding  
**Date:** Tuesday, May 9, 2023 6:09:01 AM

---

### **Caution [External Email]**

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

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Dear WHRM Council Members,

One of the items on the COTW agenda for May 9, 2023 is the approval of \$17500 to the Pisiquid Canoe Club to assist with the installation of a commercial septic system at their Zwicker Club location. We ask that the council follow WHRM policy and reject the application or at the minimum place a hold on this request and investigate the eligibility of this funding request with both the federal and provincial offices of the Canada Community Building Fund.

The Pisiquid Canoe Club(PCC) is a private club with an annual membership fee of \$2100+/year. The PCC operates as a non-profit commercial organization, but is in no way a community center or public recreational facility. The PCC operates as a privately owned, maintained and operated club. Everyone supports activities for youth and youth sports, but we also insist upon true and honest governance and straight forward implementation of policy, no bending of rules.

The WHRM's own Grants and Contribution Policy as it relates to Recreational Facility Capital Investment Project Grants, section 5.12 states: **"Projects must be for the betterment of the entire community and accessible by all residents and be Parks, Recreation or Culture related"**. The betterment of the entire community and accessible by all residents. Even without guidance of the federal or provincial office, this one statement from the WHRM policy clearly outlines eligibility and demonstrates that a privately owned, maintained and operated club such as the PCC is not eligible under the CCBF for the granting of further tax dollars. How Municipal Staff negated this article within WHRM policy and supported the funding application is a mystery,dj or is it?

Council it is up to you to show true leadership and follow policy. At the very least please hold off on a decision until there is follow up with federal and provincial offices to gain clarity on eligibility for grants to private clubs under the CCBF. Should this route be explored we ask that for the sake of transparency, outward and incoming communication be shared publicly. Here is a link to eligible categories with some examples of funding outlined. <https://www.buildingcommunities.ca/about-the-fund/agreements/eligible-categories>

Regards,  
Core Committee Zwicker Lake Property Owners



**From:** Seamus Marriott  
**To:** [PublicOnlyCouncilEmail](#)  
**Cc:** Barry Maxner; Andrew Hardman; Mark Kehoe; Debbie Innes; Heidi; Smeltzers; ktcopeland@me.com; Traci Curry; Robin Christie; Liam Kelley; JANIS KINNIE; joshinny@gmail.com; Thelma Chandler; sharon daniels; Janet Maxner; Shirley Pineo; Shirley Walker; Ada & Ed Smith; Seamus Marriott; johnabrownless@gmail.com; Doug Christie; Lee; Stewart Russell; Denise Thibault; Andrew; Faylene Lunn; Nick; daveinwhitehorn@yahoo.ca; Ron Smith; beverly.lake@bellaliant.net; Brian Peveril; Heather Peveril; ccbf@novascotia.ca  
**Subject:** CCBF Funding  
**Date:** Tuesday, May 9, 2023 6:09:01 AM

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Regards,  
Core Committee Zwicker Lake Property Owners

## 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 |

## Correspondence Sent

| <b>First Name</b>                                 | <b>Last Name</b>                                                     | <b>Correspondence Date</b>  | <b>Meeting / logged</b> |
|---------------------------------------------------|----------------------------------------------------------------------|-----------------------------|-------------------------|
| 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<br>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         |
| Hockey Hall of Fame                               | Re Letter of Support John Paris Jr                                   | 2023-03-14                  | 2023-03-28 Council      |
| Premier Tim Houston                               | Re Reimagine Lake Pisiquid, Windsor, Nova Scotia                     | 2023-03-24                  | 2023-03-28 Council      |
| Hon. Joyce Murray                                 | Re Reimagine Lake Pisiquid, Windsor, Nova Scotia                     | 2023-03-24                  | 2023-03-28 Council      |



### Correspondence Sent

[illegible]



## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                      |                                         |                                           |                                              |
|--------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|--------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** Committee of the Whole

**Submitted by:** Mayor Abraham Zebian

**Date:** May 9, 2023

**Subject:** Municipal Parking Bylaw

---

### LEGISLATIVE AUTHORITY

**Municipal Government Act**

### RECOMMENDATION or DECISION REQUEST

....Council direct staff to prepare a draft Parking Bylaw for the Region of West Hants for Council to review.

### BACKGROUND

|                                   |                                            |                                      |                                 |                                   |                                                 |
|-----------------------------------|--------------------------------------------|--------------------------------------|---------------------------------|-----------------------------------|-------------------------------------------------|
| Property <input type="checkbox"/> | Public<br>Opinion <input type="checkbox"/> | Environment <input type="checkbox"/> | Social <input type="checkbox"/> | Economic <input type="checkbox"/> | Councillor<br>Activity <input type="checkbox"/> |
|-----------------------------------|--------------------------------------------|--------------------------------------|---------------------------------|-----------------------------------|-------------------------------------------------|

Since April 1, 2020, the Council of The Regional Municipality of West Hants has been working on growing and expanding the Region by investing in infrastructure, recreation, beautification, and programming among other things in order to create a community that INSPIRES more investment. Council and staff have also worked on many initiatives that supports and better the quality of life for residents of the region. One issue that has kept coming up is parking within our region, the lack of a parking bylaw, and the dollar amount of parking violations. Just recently, the Region of West Hants' Traffic Authority advised Council that a lack of a parking bylaw would lead the authority to increase the dollar amount of parking violations to match that of the Province.

## **DISCUSSION**

I have been speaking to many business owners, most notably in our downtown cores of Hantsport and Windsor. Many have concerns of the dollar amount of parking tickets and some believe it discourages residents to patronage down town businesses. Many business owners have also admitted to parking in spaces meant for customers and have been issued tickets themselves. Some business owners have also experienced unpleasanties from customers who have exceeded the parking limits set by the region and vowed to not shop downtown again. While there is no perfect solution, I believe Council needs to create a Municipal Parking Bylaw in order for Council to set a proper dollar amount for parking violations based on feed back from our residents and businesses. I also believe Council could support economic development and help encourage more activity in the downtown cores of the region by including in the bylaw a program that forgives a parking violation if it can be proved a resident was shopping at a business when the ticket was issued.

## **NEXT STEPS**

Request draft parking bylaw, review, and begin the process of creating a parking bylaw if Council feels it is necessary.

## **FINANCIAL IMPLICATIONS**

No monetary implications with requesting a draft bylaw other than the costs of staff time in preparation.

Possible future costs relating to a bylaw and any forgiveness of fines.

## **ALTERNATIVES**

Council may not request a draft bylaw.

Council may request something different.

## **ATTACHMENTS**

None

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

Increases in parking fees has not been and should not be motivated by revenue generation. This true for the WHRM. A ticket and the assigned fee is a progressive step in enforcement and is not a preferred option but one that is exercised when compliance is not achieved. The scheduled increase from \$15.00 to \$25.00 has been highlighted more recently due to the WHRM's lack of compliance with the province's fee schedule. A bylaw is now warranted to achieve a lower fee if it is the wishes of Council.

As noted in the report there should be feedback on parking enforcement. Particularly with the Windsor Township Business Association (WTBA) and Hantsport representatives. The WTBA as a board have ongoing communications with their membership and are appointment by the business community. Seeking their suggestions and strategies for regulations and enforcement related to parking is critical. This should be a “next step” as part of a bylaw review should the recommendation be supported by Council.

I support the recommendation with the request that the by-law and general parking discussions be revisited by the WTBA and Hantsport business representatives for their feedback.

Report Prepared by: Abraham Zebian, Mayor

Report Reviewed by:



Mark Phillips, Chief Administrative Officer



## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                      |                                                    |                  |                                                         |
|--------------------------------------|----------------------------------------------------|------------------|---------------------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request | Councillor Activity <input checked="" type="checkbox"/> |
|--------------------------------------|----------------------------------------------------|------------------|---------------------------------------------------------|

**To:** West Hants Regional Municipality

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

**Date:** May 9, 2023

**Subject:** Short-term Rentals - Request for Staff Report and Recommendation

---

### LEGISLATIVE AUTHORITY

MGA 174 (Power to Make Bylaws)

MGA 14 (Powers of Council)

### RECOMMENDATION or DECISION REQUEST

Council direct staff to prepare a report with recommendations and regulations if deemed appropriate for short-term rentals within the West Hants Regional Municipality.

### BACKGROUND

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

Increasing numbers of short-term rentals including Airbnb properties along with insufficient capacity of long-term rentals is driving many communities to review and / or establish policies (by-laws) regarding short-term rentals within their municipal residential communities.

Halifax recently approved new bylaw regulations and Yarmouth is starting the public hearing process for implementing their own bylaws for short-term rentals.

### DISCUSSION

In the past month, several conversations have surfaced with residents of West Hants regarding short-term rentals and their potential impact within residential communities, the long-term rental sector and within the commercial accommodation community.

On the residential side, residents have expressed concerns with neighboring properties running a business in a residential zoned area, increased traffic, increased volume of people not living or vested within the communities - coming and going from the community.

On the commercial side local business within the accommodation sector have identified that short-term, unregulated residential accommodation is taxed at a residential rate for services but competes with higher-taxed commercial properties for the same clients.

Additional with clients in the region seeking affordable long-term accommodation, concern exists that conversion of long-term rentals to short-term rentals, continues to diminish supply within a market already in a significant shortfall position of longer-term options for local residents and employees of local companies.

Given the shift in the Halifax market (and its proximity to West Hants), the increasing inclusion of residential properties in the short-term rental market as well as the continued shortfall of properties in the long-term rental market, West Hants could be well-served to initiate the process for reviewing its local market factors for considering the potential for its own policy / bylaws for its market and current / future conditions.

#### **NEXT STEPS**

TBD based on Council direction to staff

#### **FINANCIAL IMPLICATIONS**

None at present except for staff time to prepare the report.

#### **ALTERNATIVES**

Council may choose not to request the information report – not recommended

#### **ATTACHMENTS**

##### **Yarmouth Regulating Short-term Rentals**

<https://www.cbc.ca/news/canada/nova-scotia/yarmouth-regulate-short-term-rentals-1.6831045>

##### **Halifax Approves Short-term Rental Regulations**

<https://www.cbc.ca/news/canada/nova-scotia/new-halifax-short-term-rental-regulations-to-start-in-september-1.6756300>

#### **CHIEF ADMINISTRATIVE OFFICER REVIEW**

Short-term rentals have been an ongoing discussion point within municipalities, cities and towns across the country primarily since the emergence of Airbnb. Prior to a recommendation for the creation of regulations I would suggest the following considerations listed below. Some of the items listed require feedback and comments from individuals, business, organizations, or other government representatives.

- VREN STAR / Tourism Strategic Plan and the impacts (positive and negative) of Airbnb or short-term rentals on this industry and future tourism recommendations.
- Impacts (positive and negative) on residential neighborhoods and buildings.
- Economic impacts (positive and negative) of short-term rentals to both the community and



homeowner.

- Bed count and inventory of overnight accommodations within the WHRM and surrounding areas.
- Current administrative workload of the Planning Department in relation to current development application and amendment application volume.
- Current volume of feedback to staff, PAC / HAC and Council at the current time may not warrant draft regulations or enforcement of short-term rentals by the WHRM at this time.
- The Regional MPS and LUB review process should include feedback and possible policy suggestions regarding short-term rentals.
- Current and future housing stock inventory.

My opinion is that the points highlighted by Councillor Ivey and those noted above indicate a need for greater discussions prior to drafting a report or regulations by staff in the near future.

I would suggest that the matter be referred to PAC/HAC and the pending review of the Regional MPS and LUB is suggested as the most appropriate environment to discuss short-term rentals with the community, PAC/HAC members, staff and Council.

Report Prepared by: **Jim Ivey, Councillor West Hants Regional Municipality**

Report Reviewed by:   
Mark Phillips, Chief Administrative Officer



## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                      |                                                    |                                           |                                              |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** West Hants Regional Municipal Council  
**Submitted by:** Kathy Kehoe, Director Community Development  
**Date:** May 1, 2023  
**Subject:** 2023 Grants and Contributions

### LEGISLATIVE AUTHORITY

Municipal Government Act sections 65 and 273

### RECOMMENDATION

Committee of the Whole recommends that:

Council adopts the attached summary, as presented, recommending grant funding to the listed recipients and authorize staff to release funds once all requirements, as outlined under the Grant and Contribution Policy, have been met.

Further

...it be recommended the following grants be approved from the Canada Community Building Fund:

- a) Cheverie United Church (pending incorporation status) – for roof repairs \$5,000
- b) Falmouth Community Hall Association – for heat pumps, electrical, windows and new lighting - \$5,000.
- c) Mount Denson Community Hall Association - \$2,500.
- d) RCL Hants County Branch 009 Veterans Banner Project - to purchase hangers to be mounted on utility poles to display the Veterans Honour Banners - \$5,000.
- e) Southwest Hants Fire Society – to create a space on the fire stations upper level for firefighters to exercise and for recreation space pre/post calls or training. Includes installing a fire door, erecting partitions on steel framing, sheet rock install, rough in for washroom, painting etc. - \$5,000.
- f) The Crossing Senior Social Society – to assist with the cost to purchase a storage building/bandstand for events at The Crossing - \$5,000.
- g) West Hants Ground Search & Rescue – to assist with costs associated with the purchase and installation of new windows - \$5,000.

- h)** Hantsport Memorial Community Centre to assist with the cost of Phase 1 of the pickleball court project – signage, design & planning, fencing, courts fencing, building demolition, windows/doors, roofing, and washroom improvements - \$50,000.
- i)** Mermaid Theatre – marquee & channel lettering signage - \$13,051.50.
- j)** Newport & District Rink Commission - to assist with costs for the ice plant compressor overhaul - \$12,472.33.
- k)** Pisiquid Canoe Club – to assist with the costs associated with the installation of an expanded NSE approved commercial septic system - \$17,500.
- l)** Bramber New Horizons Association – to assist with the cost to install a drilled well - \$10,000.
- m)** Windsor Agricultural Society – to assist with the cost associated with improving the Exhibition Arena by replacing the panels on the west side of the arena, upgrading the lighting, water & heating as well as washroom accessibility - \$50,000.

Further

...it be recommended to Council, to approved from the 5% Reserve Fund

- a)** Brooklyn Volunteer Fire Department to fund trail maintenance for the Brooklyn Fire Department Trail in the amount of \$1,250.
- b)** Ellershouse Community Hall to assist with the maintenance of the community park located on the church property - \$2,500.

## BACKGROUND

|                                   |                                            |                                      |                                                                                             |                                                                                                |                                                 |
|-----------------------------------|--------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Property <input type="checkbox"/> | Public<br>Opinion <input type="checkbox"/> | Environment <input type="checkbox"/> | Social  | Economic  | Councillor<br>Activity <input type="checkbox"/> |
|-----------------------------------|--------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------|

Each year, the Municipality receives numerous requests for funding from worthwhile not-for-profit or charitable community organizations who, through volunteer efforts provide services to the community. Staff have reviewed the requests and coordinated the funding recommendations within the approved budgeted allotments and in keeping with the Grants and Contributions Policy. Funding requests were received from seventy-nine different organizations and, of those applications one was received after the advertised deadline. Staff have not recommended funding the late application from organization based on the Grants and Contributions Policy.

The objective of this policy is to treat all organizations fairly, equitably, and reasonably, within the parameters established by Council as follows: a) Youth development b) Senior support and

services c) Public safety d) Provincial events e) Heritage and Culture on an annual basis Council will determine the amount of funding during the budget process.

Grants and contributions are recommended based on the understanding they are for services or activities which council has or is likely to deem required by the municipality and within the Municipality's legislative mandate.

According to the rules around expending Canada Community Building Fund monies to third parties, Council must, by separate motion, authorize each expenditure.

In the MGA Section 273 (5A) (a) – Council may transfer funds to a non-profit organization that is providing parks, playgrounds, or other recreational facilities in the municipality to be used for the acquisition of and capital improvements to those parks, playgrounds or recreation facilities or other recreational facilities; and;

(b) the interest on the funds referred to in subsections (5) and (13) to a village or non-profit organization that is providing parks, playgrounds, or other recreational facilities in the municipality to be used for the operation or maintenance of those parks, playgrounds, or other recreational facilities.

A total of \$6,205.56 in interest accumulated from the 5% Reserve Fund in the 2022/23 fiscal year.

## **DISCUSSION**

Grants are generally provided in the form of funds, while contributions may be through in-kind support using municipal resources, both tied to a specific outcome. Both sources of support must be reported annually by the Municipality, as is required by legislation.

Through the West Hants Grants and Contributions Policy REOFN-012.00 the total amount paid for grants in a fiscal years' operating budget will not normally exceed 1.5% of the taxes for the general municipal purposes levied by the municipality. For the 2023/24 fiscal year 1.5% of the taxes levied equates to \$389,577.

A total of \$6,205.56 in interest was accumulated from the West Hants 5% Reserve Fund in the 2022/23 fiscal year and can be transferred to a qualifying non-profit organization.

During the budget process Council approved the following grants:

Poplar Grove Community Hall - \$4,000

Hants County Seniors Safety Association - \$25,000

Council has the authority to fund projects outside of the maximum approved funding allocations stated in this Policy.

The following annual grant types have been identified by the municipality:

1. Operating grant – Maximum contribution \$1,500
2. Community Capital Project grant Maximum contribution \$2,500
3. Public Safety Grants – Maximum contribution of \$7,500
4. Community Recreation Program grant – Maximum contribution \$1,000
5. Community Event grant – Maximum contribution \$1,000
6. Special Events Operations & Promotion grant – Maximum contribution \$5,000
7. Leadership grant – Maximum contribution - \$1,000
8. Sponsorship Advertising/Donation of Prizes Requests – Maximum contribution per organization per year \$100.
9. Youth Travel Assistance – Maximum Contribution Limits apply.
10. Community Trail Funding Program – Maximum contribution - \$2,500
11. Major Capital Project grant - Depending on the funding source identified by staff, additional requirements may be necessary to maintain eligibility.
  - a. Gas Tax funding requirements:
    - a. Agreement to abide by the Municipal agreement with the Province of Nova Scotia
    - a. Community Energy Systems - \$2,500 limit
    - a. Cultural Infrastructure - \$5,000 limit
    - a. Tourism Infrastructure - \$5,000 limit
    - a. Recreational Infrastructure - \$5,000 limit
    - b. Broadband Connectivity - \$5,000 limit
    - c. Trails - \$2,500 limit
12. Recreation Facility Capital Investment Project Grants – Maximum Contribution \$50,000 with no greater than 50% of the funds being contributed by WHRM; projects must be for the betterment of the entire community and accessible by all residents and be Parks, Recreation and Culture related.
13. In-kind Contributions

Canada Community Building Fund, formerly Federal Gas Tax Grants: Throughout the year, council also receives requests for financial support from a variety of organizations for funding which far exceeds the budgeted grant values. These requests are referred to the grants and contributions process for validation and suitability. Changes to the qualifying criteria for use of the Canada Community Building Fund permits the Municipality to offer capital funding to third party, not-for profit organizations. But all contributions are still subject to the stacking limitations imposed by the federal government.

Council has received requests for funding of an eligible capital nature from:  
Through the Major Capital Grant Program

- a) Cheverie United Church (pending incorporation status) – for roof repairs \$5,000
- b) Falmouth Community Hall Association – for heat pumps, electrical, windows and new lighting - \$5,000.

- c) Mount Denson Community Hall Association - \$2,500.
- d) RCL Hants County Branch 009 Veterans Banner Project - to purchase hangers to be mounted on utility poles to display the Veterans Honour Banners - \$5,000.
- e) Southwest Hants Fire Society – to create a space on the fire stations upper level for firefighters to exercise and for recreation space pre/post calls or training. Includes installing a fire door, erecting partitions on steel framing, sheet rock install, rough in for washroom, painting etc. - \$5,000.
- f) The Crossing Senior Social Society – to assist with the cost to purchase a storage building/bandstand for events at The Crossing - \$5,000.
- g) West Hants Ground Search & Rescue – to assist with costs associated with the purchase and installation of new windows - \$5,000.

#### Through Recreation Facility Capital Investment Project

- h) Hantsport Memorial Community Centre to assist with the cost of Phase 1 of the pickleball court project – signage, design & planning, fencing, courts fencing, building demolition, windows/doors, roofing, and washroom improvements - \$50,000.
- i) Mermaid Theatre – marquee & channel lettering signage - \$13,051.50.
- j) Newport & District Rink Commission - to assist with costs for the ice plant compressor overhaul - \$12,472.33.
- k) Pisiquid Canoe Club – to assist with the costs associated with the installation of an expanded NSE approved commercial septic system - \$17,500.
- l) Bramber New Horizons Association – to assist with the cost to install a drilled well - \$10,000.
- m) Windsor Agricultural Society – to assist with the cost associated with improving the Exhibition Arena by replacing the panels on the west side of the arena, upgrading the lighting, water & heating as well as washroom accessibility - \$50,000.

As per Canada Community Building Fund agreement, should Council approve the motions stated above, the Municipality will enter into an agreement with the groups based on the terms and conditions required under the agreement. This includes ensuring the organizations continue to operate the facility for the same purpose as stated in the application for up to 10 years. Failing to do this will require the organizations to reimburse the Municipality for the funds at a prorated rate, based on years of use.

Attached you will find the Grants & Contributions requests and staff recommendations.

#### **NEXT STEPS**

If approved, staff will notify groups and organizations of the decision of Council and will process the grants as approved.



## FINANCIAL IMPLICATIONS

Grants and Contribution funding was approved in the 2023/24 budget, in the amount of \$110,000 with the grants to be finalized upon budget approval. Based on the proposed summary, \$293,273.83 is being recommended, with \$110,000 being funded through the operating budget.

The remaining is proposed from the West Hants 5% Reserve Fund and the Canada Community Building Fund. The remaining balance is associated with Public Safety, and grants under this category are for non-profit organizations registered with the Municipality that provided or ensure public or community safety.

Sufficient Canada Community Building Funding exists for the eligible projects. It should be noted that financial support from this fund must be approved by West Hants Regional Council annually for eligible projects.

|                                                    | Requested    | Recommended         |
|----------------------------------------------------|--------------|---------------------|
| Operating                                          | \$72,269     | \$40,750            |
| Community Capital Project                          | \$27,257     | \$22,500            |
| Public Safety                                      | \$29,975     | \$1,500             |
| Community Recreation Program                       | \$7,500      | \$3,000             |
| Community Event                                    | 6,750        | \$6,750             |
| Special Events Operations & Promotions             | \$59,135     | \$13,250            |
| Leadership                                         | \$6,000      | \$4,000             |
| Community Trail Fund                               | \$6,250      | \$2,500             |
| Major Capital (CCBF)                               | \$80,050     | \$32,500            |
| In-Kind                                            | \$8,200      | \$9,250             |
| Recreation Facility Capital Investment Fund (CCBF) | \$202,287.65 | \$153,023.83        |
| 5% Reserve Fund                                    |              | \$3,750             |
| Total                                              | \$505,673.65 | <b>\$293,273.83</b> |

During the 2023/24 budget process Council approved a grant for the Poplar Grove Community Hall (\$4,000) and the Hants County Seniors Safety Association (\$25,000). Note with the approval of the \$25,000 grant for the Hants County Seniors Safety Association in advance of this report, staff did not recommend additional grant funding in this review process.

The operating budget includes \$11,500 for heritage, travel assistance and sponsorship funding, this along with the grant recommendation of \$293,273.82 plus \$29,000 in grants previously approved, equates to an allocation of \$333,773.82 in grant funding for the 2023/24 fiscal year. For the 2023/24 fiscal year 1.5% of the taxes levied equates to \$389,577.

## ALTERNATIVES

Council can approve, amend, or change any recommendation presented by staff with the understanding these decisions may fall outside of the established policy. This is not the course of action recommended but is within Council's purview.

## **ATTACHMENTS**

- West Hants Regional Municipality Grants and Contributions Policy RCOFN-012.00
- Grants & Contributions Application & Recommendation Summary

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

As noted in the Director's report, staff have made recommendations that align with the current Grants and Contributions Policy. Final grant allocations are subject to Council approval. Staff will promote fairness and transparency in the use of the policy so that community groups and applicants are applying with the same expectation and evaluated through the lens or conditions of the policy. Staff have suggested amendments to the policy based on Council's past levels of support that exceed or were granted in a manner not consistent with the policy. Pending Council's approvals similar amendments should be considered if warranted.

Council and the WHRM should be commended on the level of support to community groups. Leveraging the community's energy, programs, existing funding and sweat equity with the municipal grants provides much needed support to the broader community. It allows for service delivery in a non-direct manner to residents essentially by residents.

Report Prepared by: \_\_\_\_\_  
Kathy Kehoe, Director Community Development

Report Reviewed by: \_\_\_\_\_  
Diana Gibson, Acting Director Financial Services

Report Approved by:  \_\_\_\_\_  
Mark Phillips, Chief Administrative Officer

*GRANTS AND CONTRIBUTIONS POLICY*

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**1.0 PURPOSE**

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

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

**2.0 POLICY OBJECTIVE**

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

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

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

**3.0 AUTHORITY**

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

**4.0 ORGANIZATIONAL ELIGIBILITY**

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

*GRANTS AND CONTRIBUTIONS POLICY*

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

*Heritage Property Act*

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

**5.0 TYPES OF GRANTS OR CONTRIBUTIONS AND MAXIMUM FUNDING ALLOCATION**

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

**5.1 Operating Grants**

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

**5.2 Community Capital Project Grants**

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

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*GRANTS AND CONTRIBUTIONS POLICY*

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

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

### 5.3 Public Safety Grants

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

### 5.4 Community Recreation Program Grants

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

### 5.5 Community Event Grants

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

### 5.6 Special Events Operations & Promotion Grants

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

### 5.7 Leadership Grants

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

**GRANTS AND CONTRIBUTIONS POLICY**

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- Wanting to have representatives attend leadership training that will improve the function of the group or the quality of leadership.

**5.8 Sponsorship Advertising/Donation of Prizes Requests**

- Maximum contribution per organization per year \$100. Grants will only be awarded to the extent the current fiscal budget permits.
- To provide assistance for advertising to local not-for-profit organizations for projects, events or initiatives that benefit residents and are within the mandate of the Municipality.

**5.9 Youth Travel Assistance**

- Maximum Contribution Limits apply – Grants will only be awarded to the extent that the current fiscal budget permits.
- The Youth Travel Assistance Grant Program applies to residents of the West Hants Regional Municipality, 22 years of age or under, involved in non-profit minor sports or cultural activities, who have qualified to compete in sport championships/cultural events.

**5.10 Community Trail Funding Program**

- Maximum contribution - \$2,500
- The trail funding program supports community organizations in the maintenance and development of trails for public use.

**5.11 Major Capital Project Grants**

- To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and recreation facilities and/or equipment for capital projects
- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.
- Depending on the funding source identified by staff, additional requirements may be necessary to maintain eligibility.
  - Canadian Community Building Fund requirements:
    - Agreement to abide by the Municipal agreement with the Province of Nova Scotia, which includes having the ability to pay for the project before reimbursement from the Municipality
    - Community Energy Systems - \$2,500 limit
    - Cultural Infrastructure - \$5,000 limit
    - Tourism Infrastructure - \$5,000 limit
    - Recreational Infrastructure - \$5,000 limit
    - Broadband Connectivity - \$5,000 limit
    - Trails - \$2,500 limit



**GRANTS AND CONTRIBUTIONS POLICY**

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**5.12 Recreation Facility Capital Investment Project Grants**

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

**5.13 In-kind Contributions**

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

**6.0 FUNDING ELIGIBILITY**

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

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

**GRANTS AND CONTRIBUTIONS POLICY**

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

**7.0 GENERAL INFORMATION**

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

***GRANTS AND CONTRIBUTIONS POLICY***

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

**GRANTS AND CONTRIBUTIONS POLICY**

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

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

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

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

## **8.0 APPLICATION PROCESS**

8.1 Requests for funding under this program must be submitted on or before the third Thursday in February annually. Public notification will be provided of the submission date and requirements for all grant programs.

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

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

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

## **9.0 GENERAL TERMS**

**GRANTS AND CONTRIBUTIONS POLICY**

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

**10.0 THE ROLE OF ADMINISTRATION**

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

**11.0 RELATED PROGRAMS & INFORMATION**

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

**WEST HANTS REGIONAL MUNICIPALITY**  
**GRANTS AND CONTRIBUTIONS POLICY**

11.3 Community Development In-kind Contribution Grant

11.4 Grants to Recognized Fire Services

11.5 Registered Heritage Properties Grant

**12.0 REPEAL**

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

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

\_\_\_\_\_  
S. Thornton  
Municipal Clerk

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



West Hants Regional Municipality Grants and Contributions Recommendations 2023

| Organization                                 | Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Recommended |                           |               |                              |                 |                                        |            |                      |                       |                                                 |          |            | Variance | Restrictions                 |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------|---------------|------------------------------|-----------------|----------------------------------------|------------|----------------------|-----------------------|-------------------------------------------------|----------|------------|----------|------------------------------|
|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Operating   | Community Capital Project | Public Safety | Community Recreation Program | Community Event | Special Events Operations & Promotions | Leadership | Community Trail Fund | Major Capital Project | Recreation Facility Capital Investment Projects | In-Kind  | 5% Reserve |          |                              |
| 9-Lives Cat Rescue                           | <b>Operating - \$1,500</b> - To assist with costs associated to help spay and neuter feral, barn, stray and abandoned cats.                                                                                                                                                                                                                                                                                                                                                                                                                            | 1,500.00    |                           |               |                              |                 |                                        |            |                      |                       |                                                 |          |            | -        |                              |
| Annapolis Valley Farm to School              | <b>Operating Grant - \$1,500</b> -To assist with costs associated to provide support for the contract position of the Farm to School Coordinator.                                                                                                                                                                                                                                                                                                                                                                                                      | 500.00      |                           |               |                              |                 |                                        |            |                      |                       |                                                 |          |            | 1,000.00 |                              |
| Ardoise Community Recreation Center          | <b>Operating - \$1,500</b> - To assist with costs associated with maintenance and day to day operating expenses such as heating, insurance, and power.<br><b>Community Event Grant - \$1,000</b> -To assist with costs associated with the annual Family Fun Day and Car Show.                                                                                                                                                                                                                                                                         | 1,500.00    |                           |               |                              | 750.00          |                                        |            |                      |                       |                                                 |          |            | 250.00   |                              |
| Avondale Community Club (Avondale Hall)      | <b>Major Capital or Rec Facility Capital Investment - \$8,000</b> - To assist with costs associated with carrying out major repairs inside of our hall to the floor, stage, adding gutters, and building a covered porch/outdoor stage on the rear of the building.<br><b>Event Grant: \$1,000</b> - To assist with costs associated to host the annual Wharf Days celebration, for the firework display and/or paying for musicians/entertainment.                                                                                                    |             |                           |               |                              | 750.00          |                                        |            |                      |                       | fully funded by WHRM March 2023                 |          |            | 8,250.00 |                              |
| Avon Chamber of Commerce                     | <b>Operating grant - \$1,500</b> - To assist with costs associated to support additional paid Coordinator hours for the purpose of continuing to promote chamber growth. Or to provide funds for production of promotional window clings/signage (approx. 5x5) to identify and promote our reputable member businesses as Chamber businesses.<br><b>Special Events Operations and Promotions Grant - \$5,000</b> - To assist with costs associated to cover extensive promotions and overhead costs for their 1st Annual Savor the Avon Food Festival. | nil         |                           |               |                              |                 | 2,000.00                               |            |                      |                       |                                                 |          |            | 4,500.00 |                              |
| Avon Community Farmer's Market (ACFM)        | <b>Operating Grant - \$1,344</b> - To assist with costs associated with CGL insurance and Farmers' Markets of NS Membership.<br><b>Community Event Grant - \$1,000.00</b> - To assist with costs associated to continue to grow the Holiday Market in November to include all artisans representing all holidays (Christmas, Kwanza, Solstice, etc.) as well as events throughout the regular season (e.g. artists in the park like a artist in residence program, folk are festival, etc.)                                                            | 750.00      |                           |               |                              |                 |                                        |            |                      |                       |                                                 | 500.00   |            | 1,094.00 |                              |
| Avon River Arts Society                      | <b>Special Events Operations &amp; Promotion Grant -\$2,000</b> - To assist with costs associated to aid in the production of our 2023/2024 Avon River Guide to Arts & Culture with 10,000+ copies being distributed throughout West Hants and beyond.                                                                                                                                                                                                                                                                                                 |             |                           |               |                              | 1,000.00        |                                        |            |                      |                       |                                                 |          |            | 1,000.00 |                              |
| Avon River Heritage Society                  | <b>Operating Grant - \$1,500</b> - To assist with costs associated with operating.<br><b>Special Events Operations &amp; Promotion Grant - \$3,500</b> - To assist with costs associated for the Avon River Heritage Museum and the community and cultural events and activities that take place in the Avon Spirit Shipyard.                                                                                                                                                                                                                          | 1,500.00    |                           |               |                              |                 | 2,000.00                               |            |                      |                       |                                                 |          |            | 1,500.00 |                              |
| Avon Sport and Social Community              | <b>Operating Grant - \$1,500</b> -To assist with costs associated to promote and pay for technology to bring more awareness to their organization, to ensure they have active accounting for their users, as well as keep costs low to the consumer.<br><b>In Kind Contributions - \$1,500</b> - To assist with costs associated with a skating night and to start dodge ball and other activities to make our community a place where people want to live.                                                                                            | 250.00      |                           |               |                              |                 |                                        |            |                      |                       |                                                 | 1,500.00 |            | 1,250.00 |                              |
| Avon View Boys Hockey Team                   | <b>Special Events Operations &amp; Promotions Grant - \$5,000</b> - To assist with costs associated with hosting the annual Birthplace of Hockey High School Hockey Tournament.                                                                                                                                                                                                                                                                                                                                                                        |             |                           |               |                              |                 |                                        |            |                      |                       |                                                 | 750.00   |            | 4,250.00 |                              |
| Belmont Community Hall Club                  | <b>Operating Grant - \$1,500</b> - To assist with costs associated to upgrade the ramp to the hall , replacement of some floor boards in back of hall , painting the interior & waxing the floor, and fixing the furnace.                                                                                                                                                                                                                                                                                                                              |             | 1,500.00                  |               |                              |                 |                                        |            |                      |                       |                                                 |          |            | -        |                              |
| Brooklyn Volunteer Fire Department Auxiliary | <b>Operating grant of \$1,425</b> - To assist with costs associated to purchase tables and chairs.<br><b>Community Trail Funding Program - \$1,250</b> - To assist with costs associated with maintenance of the walking trail.                                                                                                                                                                                                                                                                                                                        | nil         |                           |               |                              |                 |                                        |            |                      |                       |                                                 |          | 1,250.00   | 1,425.00 |                              |
| Burlington & District Activity Club          | <b>Operating grant \$1 500</b> - To assist with costs associated with operating expenses that include the upkeep of the hall's AED defibrillator, as well as maintenance or replacement of the hall's water cooler.<br><b>Community Capital Project Grant \$2,500</b> - To assist with costs associated buying and installing lockable kitchen shutters and sanding and sealing the main hardwood floors.                                                                                                                                              | 1,500.00    | 2,500.00                  |               |                              |                 |                                        |            |                      |                       |                                                 |          |            | -        |                              |
| Canadian Mountain Rescue Society             | <b>Operating grant -\$1,500</b> - To assist with costs associated with the cost of books and training materials for the volunteers joining the CMR Team.<br><b>Public Safety Grant: \$7,500</b> - To assist with costs associated to purchase more Rescue Materials, special TMR radios for communication with the fire departments, EHS, & Police, special safety gear to protect the volunteers from the environment. (Helmets, Gloves, Pants, Coat), special ropes, harnesses, and specialized rescue gear.                                         | nil         |                           | nil           |                              |                 |                                        |            |                      |                       |                                                 |          |            | 9,000.00 |                              |
| C.B.H.C.N.S Cemeteries Society               | <b>Operating Grant - \$1,500</b> - To assist with costs associated with repairing limestone headstones.<br><b>Public Safety Grant - \$7,475</b> - To assist with costs associated with hiring an Arbor to remove a Hazardous stem section caught in the canopy of an adjacent Oak.                                                                                                                                                                                                                                                                     | 750.00      |                           | nil           |                              |                 |                                        |            |                      |                       |                                                 |          |            | 8,225.00 |                              |
| Cheverie United Church                       | <b>Major Capital Project Grant - \$12,000</b> - To assist with costs associated with the Raise the Roof Project, installation of a new steel roof on the church.                                                                                                                                                                                                                                                                                                                                                                                       |             |                           |               |                              |                 |                                        |            |                      | 5,000.00              |                                                 |          |            | 7,000.00 | Pending incorporation status |
| Downeast Bluegrass & Oldtime Music Society   | <b>Operating Grant - \$1 500</b> - To assist with costs associated with budgeted administrative costs, insurance, office expenses, and SOCAN fees.<br><b>Special Events Operations &amp; Promotion Grant- \$5 000</b> -To assist with costs associated with grounds, rental costs, children's day program, and stage supplies.                                                                                                                                                                                                                         | 750.00      |                           |               |                              |                 | 2,000.00                               |            |                      |                       |                                                 |          |            | 3,750.00 |                              |
| Dr. Arthur Hines Elementary                  | <b>Community Event Grant - \$2,500</b> - To assist with costs associated with purchasing equipment for an emotional strategy project.<br><b>Leadership - \$1,000</b> - To assist with costs associated with purchasing equipment for an emotional strategy project.                                                                                                                                                                                                                                                                                    |             | nil                       |               |                              |                 |                                        | nil        |                      |                       |                                                 |          |            | 3,500.00 |                              |
| Ellershouse Community Hall                   | <b>Operating Grant - \$1,500</b> - To assist with costs associated upkeep of the hall.<br><b>Community Trail Funding Program – \$2,500</b> - To assist with costs associated with the park on the church property, to hire someone to keep the grounds mowed, the gardens watered and weeded.                                                                                                                                                                                                                                                          | 1,500.00    |                           |               |                              |                 |                                        |            |                      |                       |                                                 |          | 2,500.00   | -        |                              |
| Falmouth Community Hall Association          | <b>Operating Grant - \$1,500</b> - To assist with operating expenses for the hall.<br><b>Major Capital - \$8,800</b> - to assist with priority maintenance projects e.g. heat pumps, electrical panel, windows, and new lighting.                                                                                                                                                                                                                                                                                                                      | 1,500.00    |                           |               |                              |                 |                                        |            |                      | 5,000.00              |                                                 |          |            | 3,800.00 |                              |

| Organization                                                     | Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Recommended |                           |                                      |                              |                 |                                        |            |                      |                       |                                                 |          |            |            |              |
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|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Operating   | Community Capital Project | Public Safety                        | Community Recreation Program | Community Event | Special Events Operations & Promotions | Leadership | Community Trail Fund | Major Capital Project | Recreation Facility Capital Investment Projects | In-Kind  | 5% Reserve | Variance   | Restrictions |
| Full Circle Festival Society                                     | <b>Operating Grant - \$1,500</b> -To assist with operating expenses associated with their 3-day Festival (taking place June 16-18th) to go towards rental of tents and sound equipment.<br><b>Special Events Operations &amp; Promotions Grant: \$3,500</b> - To assist with costs associated with 'Sofa Sundays' a monthly (April-Nov) live-music series taking place in the Artist Landing Art Gallery of the Avon River Heritage Museum. I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | nil         |                           |                                      |                              |                 | 1,500.00                               |            |                      |                       |                                                 |          |            | 3,500.00   |              |
| Glooscap Heritage Archers Association                            | <b>Special Events Operations &amp; Promotion Grant - \$5,000</b> - To assist with costs associated with hosting the annual George Ackroyd Memorial 3-D Shoot e.g. Purchasing new targets, event promotion, prizes etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             | 1,250.00                  |                                      |                              | 500.00          |                                        |            |                      |                       |                                                 |          |            | 3,250.00   |              |
| GMB School of Dance                                              | <b>Community Capital Project Grant - \$2,285</b> - To assist with the costs associated with the purchasing and alternations of dance costumes for the 2023 Year-End Recital.<br><b>Community Recreation Program Grant \$1,000</b> - To assist with costs associated with purchasing and alterations of dance costumes for the 2023 Year-End Recital.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             | nil                       |                                      | nil                          |                 |                                        |            |                      |                       |                                                 |          |            | 3,285.00   |              |
| Gordon Hughes Tennis Club - Windsor                              | <b>Operating Grant - \$1,500</b> -To assist with costs associated with the registration process, admin supplies, cleaning supplies etc.<br><b>Leadership Grant- \$1,000</b> - To assist with costs associated to support the Pro to continue the training with the younger and new staff members, and to help the coaches with yearly upgrading sessions provided by Tennis Nova Scotia staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1,500.00    |                           |                                      |                              |                 |                                        | 1,000.00   |                      |                       |                                                 |          |            | -          |              |
| Grapevine Publishing                                             | <b>In-Kind - \$2,200</b> - To assist with costs associated to purchase five outdoor steel publication stands (\$220 per stand) and ten indoor wire publication stands (\$85 per stand) as well as cover the cost of shipping as currently there are no local suppliers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |                           |                                      |                              |                 |                                        |            |                      |                       |                                                 | nil      |            | 2,200.00   |              |
| Nova Scotia Association of Garden Clubs - Haliburton Garden Club | <b>Operating Grant - \$1,500</b> - To assist with operational costs to purchase a projector, screen, and compensation for guest speakers.<br><b>Community Recreation Program Grant - \$1,000</b> - To assist with costs associated to support the addition of raised garden beds at a local seniors long term care facility.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | nil         | 1,000.00                  |                                      |                              |                 |                                        |            |                      |                       |                                                 |          |            | 1,500.00   |              |
| Hants County Christmas Angels Society                            | <b>Operating Grant - \$500</b> - To assist with costs associated with operating expenditures such as web-hosting, office supplies and paid marketing (signage).<br><b>In-Kind Contribution - \$2,500</b> , For the use of the Community Center for pre-recording and the annual telethon/webathon, along with use of the Aquatics Center for purposes of seasonal office space.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 500.00      |                           |                                      |                              |                 |                                        |            |                      |                       |                                                 | 2,000.00 |            | 500.00     |              |
| Hants County Senior Safety Association                           | <b>Public Safety Grant - \$7,500</b> - To assist with costs for their goal is to continue to support the well-being, independence, health and safety of our seniors in their homes and in their communities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |                           | NIL - WHRM approved funds April 2023 |                              |                 |                                        |            |                      |                       |                                                 |          |            | 7,500.00   |              |
| Hants Learning Network Association                               | <b>Operating - \$1,500</b> - To be used to assist with costs associated with food and transportation for those that register for the "Learning Support program".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1,000.00    |                           |                                      |                              |                 |                                        |            |                      |                       |                                                 |          |            | 500.00     |              |
| Hants Shore Health Association                                   | <b>Community Capital Project Grant - \$2,500</b> -To assist with costs associated to purchase new playground equipment for the playground at the Hants Shore Community Health Centre. In the past we had started making a natural play space, we would like to use this money to continue on with this project and to offer more shade type equipment as the play space has no shaded areas and will need to stand up to the winds from the Bay of Fundy.<br><b>Community Recreation Program Grant- \$1,000</b> - To assist with costs associated to offer exercise programs such as our ongoing Yoga programs and new programs that will be offered that participants would be interested in doing from the free March moving program this year, Get Moving March Exercise challenge will host free exercise programs as well as offer in school or after school programs for students at DAHS. The money will be used for instructors, facility usage, prizes for participation in the free March Moving Challenge, and costs of presenters or organizations. |             | 2,000.00                  |                                      | 1,000.00                     |                 |                                        |            |                      |                       |                                                 |          |            | 500.00     |              |
| Hants Shore Karate Club                                          | <b>Leadership Grant \$1,000</b> -To assist with costs associated with the head instructor to attend regular clinics, and to help offset the costs associated with the fees associated with the clinics as well as any other training opportunity that is available for their instructors.<br><b>Major Capital Grant - \$1,500</b> - To assist with costs associated to purchase crash mats in order to expand the programming.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             | \$750.00                  |                                      |                              |                 |                                        | \$750.00   |                      |                       |                                                 |          |            | \$1,000.00 |              |
| Hants SnoDusters Snowmobile Club                                 | <b>Operating Grant - \$1,500</b> - To assist with operating expenses especially with the cost of fuel for the trail groomer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$1,000.00  |                           |                                      |                              |                 |                                        |            |                      |                       |                                                 |          |            | \$500.00   |              |
| Hants West Food Action Council                                   | <b>Operating Grant: \$1,500-</b> To assist with costs associated with liability insurance, cost of registration with the Nova Scotia Joint Stock and help with the money needed to run our SOUP program.<br><b>Community Event Grant: \$1,000</b> - To assist with costs associated for the annual Free Christmas Dinner for the community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$1,500.00  |                           |                                      |                              |                 |                                        |            |                      |                       |                                                 | \$500.00 |            | \$500.00   |              |
| Hants West Wildlife Association                                  | <b>Community Recreation Program Grant - \$1,000</b> - To assist with costs associated with the Learn to Fish classes for all West Hants Schools.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |                           |                                      | \$1,000.00                   |                 |                                        |            |                      |                       |                                                 |          |            | \$0.00     |              |
| Hantsport & Area Historical Society                              | <b>Operating grant - \$1,500</b> - To assist with costs associated with operating expenses.<br><b>Community Capital Project Grant - \$2,500</b> - To assist with costs associated with Hantsport School Banner Program, exterior lighting and security cameras, exterior brick wall repair, Riverbank Memorial Garden plaques installation and climate control system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$1,500.00  | \$2,000.00                |                                      |                              |                 |                                        |            |                      |                       |                                                 |          |            | \$500.00   |              |
| Hantsport Memorial Community Centre                              | <b>Recreation Facility Capital Investment Projects Grant - \$50,000</b> -To assist with costs associated with The Renda VanderToorn Memorial Courts. Phase 1 includes - signage, design & planning, courts & fencing, lighting, Building (demolition, roofing, windows/doors, washroom improvements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |                           |                                      |                              |                 |                                        |            |                      |                       | \$50,000.00                                     |          |            | \$0.00     |              |
| Hantsport Music Festival                                         | <b>Special Events Operations &amp; Promotion Grant- \$5,000</b> - To assist with costs associated with the July 22, 2023 festival.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |                           |                                      |                              | \$1,500.00      |                                        |            |                      |                       |                                                 |          |            | \$3,500.00 |              |
| Heritage Classic Beef Society                                    | <b>Special Events Operations &amp; Promotions Grant - \$5,000</b> - To assist with costs associated with hosting the Heritage Classic Beef Show, which runs the second weekend of the Hants County Exhibition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                           |                                      |                              |                 | \$1,500.00                             |            |                      |                       |                                                 |          |            | \$3,500.00 |              |
| Hillview Cemetery Association                                    | <b>Operating Grant \$1,000-</b> To assist with costs associate with the maintenance and upkeep of the cemetery, mowing and leveling the ground to provide safety and a tranquil environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$750.00    |                           |                                      |                              |                 |                                        |            |                      |                       |                                                 |          |            | \$250.00   |              |
| ICE All Stars Athletics Organization                             | <b>Leadership Grant - \$1,000</b> - To assist with costs associated with the staff training budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |                           |                                      |                              |                 |                                        | \$750.00   |                      |                       |                                                 |          |            | \$250.00   |              |
| Irishmans Road Trackers Disc Dog Club                            | <b>Operating grant- \$1,500</b> - To assist with costs associated with insurance and equipment funding to host their disc dog league events.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | nil         |                           |                                      |                              |                 |                                        |            |                      |                       |                                                 |          |            | \$1,500.00 |              |
| Kempt Shore Preservation Society                                 | <b>Operating grant - \$1,500</b> - To assist with costs associated with maintenance and improvement of the cemetery grounds (regular mowing and maintenance of trees and overall landscape work such as topsoil in low lying areas, etc.). W<br><b>Community Capital Project grant - \$2,500-</b> To assist with costs associated to purchase materials to continue with the second phase of the church interior. Improvements are needed to stabilize walls to avoid further deterioration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$750.00    | \$1,000.00                |                                      |                              |                 |                                        |            |                      |                       |                                                 |          |            | \$2,250.00 |              |

| Organization                                                       | Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Recommended |                           |               |                              |                 |                                        |            |                      |                       |                                                 |         |            |             |                              |
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|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Operating   | Community Capital Project | Public Safety | Community Recreation Program | Community Event | Special Events Operations & Promotions | Leadership | Community Trail Fund | Major Capital Project | Recreation Facility Capital Investment Projects | In-Kind | 5% Reserve | Variance    | Restrictions                 |
| Loyal Hill and Musgrove Road Cemetery Committee                    | Operating Grant - \$1,500 - To assist with costs associated with the cemeteries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | nil         |                           |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$1,500.00  |                              |
| Mermaid Theatre of Nova Scotia                                     | Community Event Grant - \$1,000- To assist with costs to cover a performance fee as part of Nova Scotia's Mi'kmaq history month.<br>Recreation Facility Capital Investment Projects Grant- \$26,103 - To assist with costs associated to upgrade Mermaid's exterior buildings to include a new marquee and channel lettering                                                                                                                                                                                                                                                                                                                                                                    |             |                           |               |                              | \$750.00        |                                        |            |                      |                       | \$13,051.50                                     |         |            | \$11,301.50 |                              |
| Mount Denson Community Hall Association                            | Operating Grant \$1,500 - To assist with operating expenses such as utilities, supplies, administrative expenses, etc. as the costs for all these continue to rise and the needs remain.<br>Community Capital Grant - \$2,500 - To assist with costs associated to purchase and installation of a new main entrance door in compliance with the NSBC and as part of a larger project to make the hall wheelchair accessible.                                                                                                                                                                                                                                                                    | \$1,500.00  |                           |               |                              |                 |                                        |            |                      | \$2,500.00            |                                                 |         |            | \$0.00      |                              |
| Nova Scotia Association of Garden Clubs - Mount Denson Garden Club | Operating Grant - \$1,500 - To assist with costs associated with office supplies, soil/compost, dedicated club mileage, wheelbarrow and gardening tools.<br>Special Events Operations and Promotion Grant - \$5,000 - To assist with costs associated with garden tours with host, fundraising prizes, bus tour, speakers, workshops (including youth workshops), 40th anniversary celebration.                                                                                                                                                                                                                                                                                                 | \$1,000.00  |                           |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$5,500.00  |                              |
| Music in Communities Cooperatives Ltd.                             | Operating Grant - \$500 - To assist with costs for admin, promo costs.<br>Community Recreation Program Grant - \$1,500 - To assist with costs to cover all (10 participants plus 1) and offer a few fully subsidized spaces.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | nil         |                           |               | nil                          |                 |                                        |            |                      |                       |                                                 |         |            | \$2,000.00  |                              |
| New Boundaries Society                                             | Operating Grant - \$1,500 - To assist with costs associated with general operating costs to assist in running the programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$1,500.00  |                           |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$0.00      |                              |
| Newport and District Rink Commission                               | Recreation Facility Capital Investment Projects Grant - \$24,944.65 - To assist with costs associated for the Ice Plant compressor overhaul.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |                           |               |                              |                 |                                        |            |                      |                       | \$12,472.33                                     |         |            | \$12,472.32 |                              |
| Newport Station Community Hall Society                             | Operating Grant - \$1,500 - To assist with operating costs.<br>Community Capital Project Grant - \$2,472 - To assist with costs associated to build a new front entrance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$1,500.00  | \$1,500.00                |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$972.00    |                              |
| Pembroke Chapel & Cemetery Association                             | Operating Grant -\$1,500 - To assist with ongoing costs related to operating the Chapel and Cemetery, annual insurance, mowing of the cemetery grounds during the summer season.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | nil         |                           |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$1,500.00  |                              |
| Pisiquid Canoe Club                                                | Operating Grant - \$1500- To assist with costs associated to support programming, coaching and operational costs.<br>Recreation Facility Capital Investment Projects Grant - \$35,000 - To assist with costs associated with the installation of an expanded NSE approved, commercial septic system at the Zwicker Lake facility to accommodate our members and public users from the greater community. The completed project will include a renovation and adaptation of one of the out-buildings to construct fully accessible washroom and change room facilities, Development of an expanded septic field. Pisiquid Canoe Club to finance the remaining scope of the building improvement. | \$1,500.00  |                           |               |                              |                 |                                        |            |                      |                       | \$17,500.00                                     |         |            | \$17,500.00 |                              |
| Poplar Grove Community Hall                                        | Operating Grant - \$1,500 - To assist with costs associated with operations of the hall and repair of roof shingles, kitchen ceiling repair, bathroom grab bars, paint inside walls/kitchen ceiling, curtains, and labour.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$1,500.00  |                           |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$0.00      |                              |
| Quick As a Wink Theatre Society                                    | Operating Grant -\$1500 - To assist with costs associated with running summer camps and workshops for youth.<br>Leadership Grant - \$1,000 - To assist with costs associated with hiring summer employees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$1,500.00  |                           |               |                              |                 |                                        | \$750.00   |                      |                       |                                                 |         |            | \$250.00    |                              |
| RCL Hants Co Branch 009 Veterans Banner Program                    | Special Events Operations and Promotions grant -\$1,385 - To assist with costs associated to purchase banner fasteners and a ladder.<br>Major Capital Project Grant - \$11,750.00 - To assist with costs associated to purchase hangers to be mounted on utility poles to display Veterans Honour Banners                                                                                                                                                                                                                                                                                                                                                                                       |             |                           |               |                              |                 | nil                                    |            |                      | \$5,000.00            |                                                 |         |            | \$8,135.00  | Pending incorporation status |
| Royal Canadian Legion Hants County                                 | Operating Grant - \$1,500 - To assist with general operating costs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | nil         |                           |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$1,500.00  |                              |
| Southwest Hants Fire Society                                       | Major Capital Project Grant - \$10,000 - To assist with costs associated to create a space on the Fire Station's upper level for fire fighters to use as a workout and recreation space pre/post calls or training.<br>Recreation Facility Capital Investment Projects Grant - \$17,240.25 - To assist with costs associated to create a space on the Fire Station's upper level for fire fighters to use as a workout and recreation space pre/post calls or training.                                                                                                                                                                                                                         |             |                           |               |                              |                 |                                        |            |                      | \$5,000.00            |                                                 |         |            | \$22,240.00 |                              |
| St. Croix Community Hall                                           | Operational Grant -\$1,500- To assist with costs associated to purchase new emergency lighting, paint for the concrete walls, to prevent water penetration and continue to prevent mold/ erosion. The hall furnace needs cleaning to use the oil in the hall. The oil/ furnace also needs a new pipe as the current pipe has a leak, making it unusable- the fridge in the kitchen is broken and needs repairing/ replacing.<br>Community Capital Project Grant -\$2,500 - To assist with costs associated with purchasing a new hall sign.                                                                                                                                                     | \$1,500.00  | \$2,500.00                |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$0.00      |                              |
| Sweets Corner Community Hall                                       | Operating Grant - \$1,500 -To assist operating costs to keep the facility safe and functioning for the upcoming year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$1,500.00  |                           |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$0.00      |                              |
| The Bramber New Horizons Assoc.                                    | Community Capital Project Grant - \$2,500 - To assist with costs associated to replace kitchen appliances, specifically a new electric stove.<br>Major Capital Project Grant - \$20,000 - To assist with costs associated to install a drilled well on the property.                                                                                                                                                                                                                                                                                                                                                                                                                            |             | \$2,500.00                |               |                              |                 |                                        |            |                      |                       | \$10,000.00                                     |         |            | \$10,000.00 |                              |
| The Crossing Seniors Social Society                                | Operating Grant - \$1,500 - To assist with operational expenses for the upcoming year.<br>Major Capital Project - \$8,000 - To assist with costs associated to purchase a storage building/bandstand for functions that are held outdoors at The Crossing.                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$250.00    |                           |               |                              |                 |                                        |            |                      | \$5,000.00            |                                                 |         |            | \$4,250.00  |                              |
| The Hiram Chapter #3 Royal Arch Masons of NS                       | Operating Grant - \$1,500 – To assist in operating costs: Annual Liability and Contents Insurance; Grand Chapter Membership Assessment & a donation to the Glaucoma Fund                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | nil         |                           |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$1,500.00  |                              |
| Upper Burlington Community Hall Association                        | Community Capital Project Grants - \$2,500 - To assist with costs associated to continue the process of installing siding on the building.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             | \$2,500.00                |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$0.00      |                              |
| Upper Vaughan Community Hall                                       | Operating Grant - \$1,500 -To assist with costs associated with operations and upkeep of the hall.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$1,500.00  |                           |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$0.00      |                              |
| Valley Child Development Association                               | Operating Grant - \$1,500 - To assist with operating costs to run the Behavioral Intervention Program, to work with families living in West Hants and Kings County.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$500.00    |                           |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$1,000.00  |                              |
| Valley Doulas & Kings County Family Resource Centre                | Operating Grant -\$1,500 - To assist with costs associated to provide support for the facilitation of regularly scheduled pre-natal classes and workshops throughout the year, as well as postpartum support for new families (check-ins following the birth of the baby (by text, phone calls, zoom or in-person).                                                                                                                                                                                                                                                                                                                                                                             | \$500.00    |                           |               |                              |                 |                                        |            |                      |                       |                                                 |         |            | \$1,000.00  |                              |

| Organization                                                                                              | Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Recommended |                           |               |                              |                 |                                        |            |                      |                       |                                                 |            |            |              |              |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------|---------------|------------------------------|-----------------|----------------------------------------|------------|----------------------|-----------------------|-------------------------------------------------|------------|------------|--------------|--------------|
|                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Operating   | Community Capital Project | Public Safety | Community Recreation Program | Community Event | Special Events Operations & Promotions | Leadership | Community Trail Fund | Major Capital Project | Recreation Facility Capital Investment Projects | In-Kind    | 5% Reserve | Variance     | Restrictions |
| Walton & Area Development Association                                                                     | Community Event Grant - \$750 - To assist with costs associated with hosting the 150 year anniversary of the Walton lighthouse.                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                           |               |                              | \$750.00        |                                        |            |                      |                       |                                                 |            |            | \$0.00       |              |
| West Hants Ground Search and Rescue                                                                       | Operating Grant -\$1,500 - To assist with costs associated with the annual insurance policy.<br>Public Safety - \$7,500 - To assist with costs associated with new windows , heating oil , power, and internet.                                                                                                                                                                                                                                                                                                                                           |             |                           | \$1,500.00    |                              |                 |                                        |            |                      | \$5,000.00            |                                                 |            |            | \$2,500.00   |              |
| West Hants Historical Museum and Archives                                                                 | Operating Grant - \$ 1,500 - To assist with costs associated with operating expenses and to maintain the displays in museum.<br>Community Event Grant-\$1,000 -To assist with costs associated with the public picnic and recognition of contributors to a historical designation campaign to be conducted in the summer of 2023. The event will be held in Sept/Oct at Fort Edward and could involve several hundred participants.                                                                                                                       | \$1,500.00  |                           |               |                              | \$750.00        |                                        |            |                      |                       |                                                 |            |            | \$250.00     |              |
| West Hants Minor Baseball                                                                                 | Operating Grant - \$1,500 - To assist with costs to associated with field maintenance to keep registration costs to families low and accessible to everyone.                                                                                                                                                                                                                                                                                                                                                                                              | \$1,500.00  |                           |               |                              |                 |                                        |            |                      |                       |                                                 |            |            | \$0.00       |              |
| West Hants Trails Association                                                                             | Community Recreation Program Grant - \$1,000 - To assist with costs associated to complete landscaping around the gazebo in and along the new trail in Ardoise Park and to assist insurance costs.<br>Community Trail Funding Program - \$2,500 -To assist with costs associated to upgrade the existing trail bed at Castle Fredrick Farms to meet safety and accessibility standards. This will require erosion control by ditching and installing culverts and by building up the travel surface with Class A gravel and topping it with crusher dust. |             |                           |               | \$1,000.00                   |                 |                                        |            | \$2,500.00           |                       |                                                 |            |            | \$0.00       |              |
| Windsor Agricultural Society                                                                              | Special Events Grant: \$5,000 - To be used to assist costs associated with advertising and promotion of events for the Hants County Exhibition<br>Recreation Facility Capital Investment Projects Grant - \$50,000 - To assist with costs associated to improve the Exhibition Arena by upgrading the lighting, water heating and accessibility of the washroom area.                                                                                                                                                                                     |             |                           |               |                              |                 | \$2,500.00                             |            |                      |                       | \$50,000.00                                     |            |            | \$2,500.00   |              |
| Windsor Badminton Club                                                                                    | Community Recreation Program Grant -\$1,000- To assist with costs associated with the Windsor Community Centre rental costs for the club.                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                           |               |                              |                 |                                        |            |                      |                       |                                                 | \$1,000.00 |            | \$0.00       |              |
| Windsor Bluefins Parent Association                                                                       | Leadership Grant - \$1,000 - To assist with the costs associated with hiring and training coaches to teach/coach the youth.<br>In-Kind Contributions – \$2,000 - To assist with the Hants Aquatic Centre Facility rental costs.                                                                                                                                                                                                                                                                                                                           |             |                           |               |                              |                 |                                        | \$750.00   |                      |                       |                                                 | \$1,500.00 |            | \$750.00     |              |
| Windsor Day Care                                                                                          | Operating Grant - \$1,500 - To assist with costs associated with hiring someone to haul away excess garbage to the landfill in Cogmagun.<br>In-Kind Contributions - \$1,000 - To cover the cost of reserving two 45 min. swims at the Windsor Aquatic Centre during the months of July and August.                                                                                                                                                                                                                                                        | nil         |                           |               |                              |                 |                                        |            |                      |                       |                                                 | \$1,000.00 |            | \$1,500.00   |              |
| Windsor Hockey Heritage Society                                                                           | Special Events Operations & Promotions Grant - \$3,750 - To assist with costs associated to host the Long Pond Classic in 2024.                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                           |               |                              |                 | \$1,750.00                             |            |                      |                       |                                                 | \$1,000.00 |            | \$1,000.00   |              |
| Windsor Karate Parent Association                                                                         | Operating Grant - \$1,500 - To assist with costs associated to upgrade the parking lot for more parking, replacement of windows due to leakage and damage to some walls.                                                                                                                                                                                                                                                                                                                                                                                  |             | \$1,500.00                |               |                              |                 |                                        |            |                      |                       |                                                 |            |            | \$0.00       |              |
| Windsor Masonic Society                                                                                   | Operating Grant - \$1,500- To assist with costs to allow the society to off-set rising heating/electrical costs and insurance costs along with other expenses with operating the meeting hall.                                                                                                                                                                                                                                                                                                                                                            | \$1,500.00  |                           |               |                              |                 |                                        |            |                      |                       |                                                 |            |            | \$0.00       |              |
| LATE APPLICATIONS                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                           |               |                              |                 |                                        |            |                      |                       |                                                 |            |            |              |              |
| Avon View Girls Hockey - received this as an email request without an application and after the deadline. | Special Events Operations & Promotions Grant - \$5,000 - To assist with costs associated to host a tournament at the Newport Rink in December 2023.                                                                                                                                                                                                                                                                                                                                                                                                       |             |                           |               |                              |                 | nil                                    |            |                      |                       |                                                 |            |            | \$5,000.00   |              |
| Total                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$40,750.00 | \$22,500.00               | \$1,500.00    | \$3,000.00                   | \$6,750.00      | \$13,250.00                            | \$4,000.00 | \$2,500.00           | \$32,500.00           | \$153,023.83                                    | \$9,750.00 | \$3,750.00 | \$212,399.82 |              |

[illegible]

| RECOMMENDED                                                         |  |  |                     |
|---------------------------------------------------------------------|--|--|---------------------|
| Operating                                                           |  |  | \$40,750.00         |
| Community Capital Project                                           |  |  | \$22,500.00         |
| Public Safety                                                       |  |  | \$1,500.00          |
| Community Recreation Program                                        |  |  | \$3,000.00          |
| Community Event                                                     |  |  | \$6,750.00          |
| Special Events Operations & Promotions                              |  |  | \$13,250.00         |
| Leadership                                                          |  |  | \$4,000.00          |
| Community Trail Fund                                                |  |  | \$2,500.00          |
| Major Capital - CCBF                                                |  |  | \$32,500.00         |
| Recreation Facility Capital - Canada Community Building Fund - CCBF |  |  | \$153,023.83        |
| In-Kind                                                             |  |  | 9,750.00            |
| 5% Reserve Fund                                                     |  |  | \$3,750.00          |
| <b>TOTAL</b>                                                        |  |  | <b>\$293,273.83</b> |



**West Hants**  
something inspiring awaits

**WEST HANTS REGIONAL MUNICIPALITY REPORT**

|                                      |                                                    |                                           |                                              |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** Committee of the Whole

**Submitted by:**

Todd Richard, Director, Public Works

**Date:** May 9, 2023

**Subject:** Standing Offer Asphalt Paving Services 2023 (WHPW23-02)

**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 WHPW23-02 FOR STANDING OFFER PAVING SERVICES 2023 TO THE LOW COMPLIANT BIDDER, NO JOB TOO ODD PROPERTY IMPROVEMENTS; FOR UNIT PRICING SERVICES, BASED ON THE TENDERED ESTIMATED COST OF \$386,400, PLUS APPLICABLE TAXES.**

**BACKGROUND**

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

This standing offer services contract WHPW23-02 is for ongoing operational asphalt and pavement patching requirements from May 1, 2023 until March 31, 2026 with the option to extend for an additional 12 months. This contract is not intended to address any paving requirements that may be associated with individual capital projects that are tendered throughout the year, however the same contractor would be permitted to bid on the same work. It should also be noted the bids are based on unit prices only and the total amount is the sum of all estimated quantities times the applicable unit rates. Similarly, the total estimated contract amount stated in the tender is not a guaranteed quantity of work being provided to the bidder.

## **DISCUSSION**

On April 13, 2023, staff issued a public tender on NS Procurement for a Standing Offer services contract, closing on April 27, 2023. The call for proposals resulted in four bids being submitted for evaluation:

- |                                        |                             |
|----------------------------------------|-----------------------------|
| • No Job Too Odd Property Improvements | \$ 386,400. <sup>00</sup>   |
| • Dexter Construction Company Ltd.     | \$ 499,275. <sup>00</sup>   |
| • Cumberland Paving & Contracting      | \$ 843,850. <sup>00</sup>   |
| • Basin Contracting Limited            | \$ 1,531,200. <sup>00</sup> |

All of the bid submissions received were reviewed by Public Works staff to ensure they were compliant. Staff see no issues with awarding the Standing Offer tender to this bidder.

## **NEXT STEPS**

There are no additional steps required for execution of this standing offer contract.

## **FINANCIAL IMPLICATIONS**

All work associated with this tender has been identified in the 2023-24 operating budget under maintenance of streets, sewer operations, and water utility operations.

Tendering Timeline:

|                       |                |
|-----------------------|----------------|
| Posted to Procurement | April 13, 2023 |
| Closing Date          | April 27, 2023 |
| Price Expiry Date     | June 26, 2023  |
| Days Remaining        | 48 Days        |

## **ALTERNATIVES**



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

## ATTACHMENTS

None

## CHIEF ADMINISTRATIVE OFFICER REVIEW

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