

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**

October 10th, 2023 - 6:00 p.m.

In-person 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.



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
 - b) Dashboard Action Items – Dangerous or Unsightly Premises
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2023-09-12 Committee of the Whole Minutes
7. Presentations
 - a. Annapolis Valley Farmland Trust (Pg.9)
 - b. Landmark East School (Pg.11)
 - c. Windsor Township Business Association Update - Pierre Tabbiner (Pg.13)
8. Unfinished Business/Postponed Motions
 - a) **Operating Budget Information Report – Director Rochon (Pg.21)**
 - b) **2022-2023 HMCC Financial Statements Recommendation Report – Manager Gibson (Pg.26)**
 - c) Aberdeen Beach Road Information Report – Director Poirier (Pg.43)
 - d) Parking By-Law Information Report – Director Poirier (Pg.46)
 - e) Purchase of two (2) AWD Electric SUVs (WHRMPD23-03) Recommendation Report – Director Poirier (Pg.50)
 - f) Fire Apparatus Consultant Tender Award Recommendation Report – Municipal Operations Supervisor Thornton (Pg. 54)
 - g) Fire Apparatus Pre-approval Recommendation Report - Municipal Operations Supervisor Thornton (Pg.59)
 - h) Municipal Street Light Policy Recommendation Report – Director Richard (Pg.62)
9. Reports
 - a. CAO Activity Update - Information Report
 - b. Financial Update Ending July 31, 2023 - Director Rochon (Pg.72)

~~c. Operating Budget Information Report – Director Rechen~~

10. Correspondence
 - a. Information
 1. Avon Causeway Activity Log as of October 10, 2023 - None (Pg.74)
 2. Correspondence Received Ledger as of October 10th, 2023
 - a) Hants Health and Wellness Team Letter of Support Re Transportation Options and Municipal Staff to undertake a Feasibility Study (Pg.93)
 - b) Sherry Williams Re Concern for Kings Meadows Closing (WHRM copied) (Pg.94)
 - c) Peter Moore Re CBC, below sea-level (Pg.95)
 - d) Denise Forand Re CBCL (Pg.96)
 - e) Peter Moore Re Weather Warning (Pg.99)
 3. Fort Edward Municipal Lands Activity Log as of October 10th, 2023 - None
 - b. Requests
 - c. Out-going Correspondence Ledger as of October 10th, 2023
11. New Business
 - a) Carpool Request for Decision – Councillor Sherman (Pg.107)
 - b) Snow Clearing/Tendering – Councillor Sherman
 - c) Sewer Odours Recommendation Report – Mayor Zebian (Pg.110)
 - d) Fresh Water Resources Recommendation Report – Councillor Ivey (Pg.113)
 - e) Public Participation Program Revised Recommendation Report – Councillor Ivey (Pg. 137)
 - f) Road Construction - Communication Policy Supporting Business Recommendation Report – Councillor Ivey (Pg.139)
 - g) Municipal Complex - Summary Information Report – Councillor Ivey
12. Public Participation Period
13. In-Camera
 - a) MGA 22(2)(a) Land Matter
 - b) MGA 22(2)(a) Personnel Matter
14. Next Meeting Date / Adjournment – October 24th Council Meeting at 6 p.m.

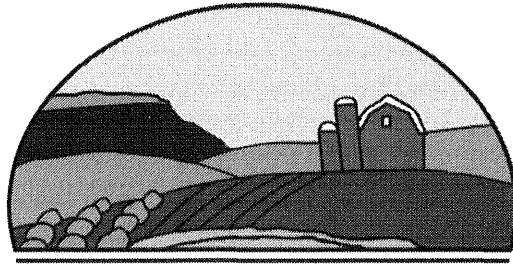
<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Sewer Billing Review - Staff explore what the sewer rates would be if sewer util. fees were put back on the taxes.	2020-05-12		Discussions to occur once the Rate Study was completed.	CAO/Fin
Pedestrian Signage and Barriers - Have consistent and align with Branding outcomes. Staff prepare report for 2021/22 Capital & Operating budgets. (These items should be incorporated into our growth centres). Staff report back.	2020-09-22	Align with Branding outcomes 2021-07, On-going	Pending Beautification Strategy. PRIME has been engaged to create how the signs will look and are working on gathering suitable photos for Hantsport, Windsor and West Hants.	PW/Comm. Dev
W. B Stephens Building Design Project Management Tender Award (Municipal Office) - Draft an RFP that will look at A) the 100 King Street Building B) The 76 Morison Building and C) or an alternative new location is required to facilitate the needs of the Municipality.	2020-10-27	2022-on going	Ongoing - continue with RFP	CAO
Panuke Rd Event - Event to be arranged by Mayor	2021-03-09	Spring/Summer 2023	On-going, an event will be scheduled this year.	Mayor
Glooscap First Nation & WHRM Council Meeting - Send formal invite for a meeting to discuss many topics including reconciliation.	2021-06-22		On-going	Mayor
Request to Meet with Avon Causeway Gate Stakeholders - Send letter to Glooscap First Nation requesting immediate joint council mtg. to discuss Avon River Causeway/Aboiteau Gate System and Ministerial Order	2021-06-22		Pending, awaiting meeting dates from Glooscap Council	Mayor/CAO
65 Fort Edward Street (Municipal Lands) - 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) POSTPONED SECOND READING UNTIL OCTOBER, 2023	CAO/Planning
Subdivision Street Lighting - Create a policy to come back to Council for review.	2023-01-10	2023-09-12	Approved, Report will be presented at September COTW	PW

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
WFD Rescue Engine - approve the award of tender WHRMAD22-03A for the supply of a Rescue Engine to the compliant bidder, Techno Fu 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
Waste Collection By-Law - 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	2023-09-12	Approved, awaiting report/By-Law	PW
Public Participation Policy - staff explore amending the Public Participation Program Policy (PPPP) to include strengthening public notice of information meetings.	2023-03-28	2023-09-26	Approved, Being presented at October Council Mtg. No Motion made	Plan
Sidewalk Extension from Wentworth Road to the WH Sports Complex - 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	2023-09-12	Approved, Report to follow	PW
Insurance - engage a consultant (if needed) to do a review of insurance costs across the Municipality (all operations) to be able to do a review to optimize insurance expenditures. (Amended - to be done within the next two months)	2023-04-12	2023-10-10	Underway	Fin
Bulk Water Options - staff explore options for having bulk water rates reduced to previous levels prior to regulation from the UARB.	2023-04-19	2023-10-10	Approved, Report to follow	Fin
Downtown Draft Parking By-Law - staff prepare a draft Parking By-Law for WHRM to be reviewed by Council.	2023-05-09	9/12/2023	Approved, Report at October COTW	PW/By-Law

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Short Term Rentals - Planning staff prepare a report with recommendations/regulations if appropriate for short term rentals within WHRM rentals. Report will go to PAC first.	2023-05-09	2023-09-26	Approved, Report to follow	Plan
Aberdeen Beach Road - staff explore the restricted vehicular access to Aberdeen Beach Road through a safety lens re: emergency vehicles (fire apparatus, ambulance and emergency vehicles)	2023-06-13	2023-09-26	Approved, Report at October COTW	CAO/PW
Noise By-Law/Peace and Good Order - staff revisit the Noise By-Law/Peace and good order.	2023-09-12	2023-12-05	Approved, Report to at Nov COTW	CAO
Mariner's Drive Surplus Lands - the property known as PID 45275278 on Mariner's Drive in Hantsport be deemed surplus property and listed for sale.	2023-09-12	2023-10-10	Approved	Plan/CAO
Municipal Encroachment - CAO to engage with landowners at the corner of Albert and King to find a resolution to the encroachment issue, whether it involves purchasing land, an easement or another mutually accepted solution.	2023-09-12	2023-10-10	Approved	
Planning and Heritage Advisory Committee Member - appoint Tim Carr to PAC/HAC for the remainder of the 2022-2024 term.	2023-09-12	2023-09-26	Approved	CAO/Plan
Tremaine Crescent Flood Issues - engage staff in an effort to address & engineer a solution to resolve ongoing flood issues being experienced at 335 Tremaine Crescent.	2023-09-12	2023-12-05	Approved	PW
Windsor Falmouth Water Interconnection - approve the award design as identified in the 2023/24 Capital Budget to CBCL, total estimated design cost of \$178,956.00, plus applicable taxes.	2023-09-12	2023-09-26	Approved	PW

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Tax Collection Policy - approve the tax collection policy RCOFN-004.00 as presented at the Sept. 12th Cotw Mtg.	2023-09-12	2023-09-26	Approved	Fin
WH Uniacke Community Health Board Request - write a letter in support of a feasibility study on transportation be completed. Amended to direct staff to explore funding opportunities for a feasibility study.	2023-09-12	2023-09-26	Approved as amended	CD/CAO
Municipal Fees Review -CAO direct staff to review WHRM Fees Policy for tax statements and burial fees and report back at the Nov. COTW mtg.	2023-09-12	2023-11	Approved, a report to follow	
Newport District Rink Commission -approves allocating \$150,000 annually for the next 5 years in the Capital Budget to support Capital upgrades.	2023-09-12	2023-09-26	Approved, as amended. \$150,000 for Yr 1 and item to return during Budget to determine remaining four years.	Fin
Payzant Drive Extension - approves the award of conceptual design to DesignPoint Engineering & Surveying Ltd., for the quoted amount of \$19,874.00, plus applicable taxes.	2023-09-12	2023-09-26	Approved	PW
RCMP Multi-year Financial plan for 2023-2029 - approve in principle the RCMP Multi-year Financial plan for 2023-2029.	2023-09-12	2023-09-26	Approved	Fin
MFC Fall Debentures 2023 - approve the Mayor and clerk sign the resolution for preapproval for a 5 yr debenture of \$42,418 for extrication tools for BFD Stn 1.	2023-09-12	2023-09-26	Approved	Fin
MFC Fall Debentures 2023 - approve the Mayor and clerk sign the resolution for preapproval for a 20 yr debenture of \$649,275, for rehabilitation of the Churchill and Highland Ave, in Hantsport.	2023-09-12	2023-09-26	Approved	Fin

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Combiner Sewer Overflows over land and into water courses - initiate communications following any CSO's over land or into water courses that occur in WHRM to identify the need to exercise caution and potential health risks associated.	2023-09-12	2023-09-26	Approved	CD/PW
SERMGAR - Council write a letter to the Province regarding concerns about aspects of the SERMGAR.	2023-09-26	2023-09-26	Approved, letter being drafted.	CAO
POSSE Funding Request - Item referred to PAB Re: Public Outreach Position	2023-09-12	2023-09-26	Approved	CAO



Annapolis Valley Farmland Trust

AGRICULTURAL CONSERVATION EASEMENTS

How can I protect my land for farming?

An agricultural conservation easement (“ACE”) is one of the most effective ways to protect land for farming and other agricultural use. An ACE allows you retain ownership of the land, so you can continue to use the land for agriculture, and lease the land, mortgage the land, sell the land or pass the land on to your children or other heirs

What is an agricultural conservation easement?

An ACE is a real estate title restriction that landowners voluntarily place on their property to keep productive land available for agriculture. Landowners grant ACEs to a public agency or qualified conservation organization. Annapolis Valley Farmland Trust (“AVFT”) is an organization qualified to accept donations of ACEs. ACEs can be tailored to each property and to the needs and conservation goals of each landowner. ACEs typically permit agricultural activities and structures (e.g., barns and fences) but limit uses that are inconsistent with commercial agriculture (e.g., non-farm dwellings).

Why Grant a Conservation Easement?

Even if your land is zoned for agriculture, zoning classification and the uses restricted by zoning change over time. An ACE remains in place regardless of changes in zoning. By granting an ACE, you can be assured that the use of your property will be limited to agriculture entirely or primarily. The ACE remains in effect indefinitely, no matter who the future owners are. Donating an ACE may provide income and property tax benefits for you and your family. You can also use an easement in combination with selling or donating land. This gives you control over use of the land, even after you no longer own it. If for example, you have a family farm and you want to make sure that your heirs do not turn your farm into a suburban residential subdivision, an ACE will accommodate your wishes.

How Restrictive is an Agricultural Conservation Easement?

Generally, restrictions placed on the property by an ACE are intended to ensure that at least the primary use of the property remains agricultural. Although easements must protect the land's agricultural values, there is flexibility in the contents of the ACEs. An ACE can be tailored to meet each landowner's financial and personal needs. Easements permanently prohibit or limit some uses

of the land, but they can allow appropriate development and commercial uses of the land. For example, an easement may allow building a new home and other buildings, as long as the activities do not significantly affect the use of the land for agriculture. You may continue to use and enjoy the land the same way as you always have. An easement can apply to an entire property, or a portion of it, for example, apply to all crop land but exclude all forest land or a residential building area. In addition, the extent of the restrictions can vary considerably from one area of the land to another. For example, the only restriction on the residential area might be that all or part of the residential area cannot be subdivided from the agricultural land.

What is Involved in Donating an Easement?

If you think you may be interested in donating an ACE, the first step is to contact an organization or agency that is qualified and may be willing to accept the ACE. AVFT is an organization that is qualified to accept ACEs. If you contact AVFT, a representative will be in touch with you to try to answer your questions, provide additional background information and discuss the next steps if you are interested in proceeding further.

Are there Tax Consequences or Benefits from Donating an Easement?

If you do want to proceed with an ACE, it is recommended that you obtain your own legal and tax advice well before signing an ACE agreement.

Who Can Grant an Easement? To Whom?

Any owner of property with agricultural value may grant an ACE. If the property belongs to more than one person, all owners must sign the ACE agreement. If the property is mortgaged, the owner must obtain an agreement with the lender to ensure that the easement is not affected by the mortgage.

What is a land trust?

AVFT is a land trust. Land trusts are private conservation organizations that protect natural resources by acquiring or helping other organizations to acquire land or conservation easements. Some land trusts protect farm and ranch land for agriculture. Most land trusts accept donations of land or easements but some use private and public funds to compensate landowners.

For more information visit <https://avflt.ca> or contact Mark Tipperman (902) 542-0555 or MarkTipperman@avflt.ca



Presentation to West Hants Regional Council

Oct 10, 2023

Thank you for allowing us time to present to you this evening.

Landmark East School is the only co-ed day and boarding school in Canada for students with learning differences.

Landmark East is a not-for-profit, independent school, for students in Grades 3 to 12. Our students are largely from the Annapolis Valley area, however we have students from outside Nova Scotia and also international students.

Our students are bright, hardworking and committed to learning, albeit in a different way! All of our students have something in common....all have a diagnosed learning disability which we refer to as learning differences. Disability sends a negative message. Our students have great ability, but they must learn differently.

Classrooms in public school typically have 30-35 students in it with one teacher! There are between 2 and 4 kids per class with one type of learning disability or another in every classroom. One person cannot help those students, so they fall through the cracks. They may feel left out, being bullied, depressed or even suicidal and no longer want to attend school.

Class sizes at Landmark East range from 6 - 10 students which allows for individualized programming.

To enhance the student experience at Landmark East now and far into the future, we are embarking on a \$4.2 million Capital Campaign. This campaign is appropriately named *Building on Success*. This project includes a new building right on Main Street and much needed upgrades to the existing classrooms.

The new building will house a gymnasium, kitchen and cafeteria / performance centre. These spaces will be available for community use, especially during evenings, weekends and school breaks when not needed by Landmark East. Because we have a full kitchen and residence space, we can attract sporting and entertainment groups throughout the summer months.

Also part of our capital plan is to upgrade our current classrooms with low glare lighting, stand up desks, calming chairs and bouncy bands.

Research is proving that students with learning differences need particular types of learning tools to increase their interest and engagement while lessening their distractions.

Major Donors to date:

Rotary clubs of the Annapolis Valley
Sobeys Foundation
John & Judy Bragg Family Foundation
Edwards Family Foundation
Arthur & Sandra Irving
Tartan Foundation

Potential Donors:

Municipality of Kings County
Municipality of West Hants
Town of Kentville
Town of Berwick
Alumni
Various Foundations
Private Donors

There are many benefits to strengthening this small, but important school. Landmark East school has 44 employees whose wages are cycled back into the community. We contribute significantly to local businesses by sourcing goods and services. Landmark East attracts families to our area and over the past 5 years, 10 families relocated here from outside of NS so their child could attend Landmark East. Visiting families stay in inns and hotels, dine in restaurants, shop in the area and take advantage of local amenities.

We are asking the Municipality of West Hants to invest \$10,000 per year for 5 years for a total investment of \$50,000.

Thank You!

SUMMER TUNES

In the month of August, and the first half of September, several local musicians were invited to “busk” in Windsor’s downtown core over key periods: lunch hour (11:30-1:30), and quitting time (4:30-6:30). They were encouraged to open up their guitar case (or violin case, or accordion case, or a simple box in front of their DJ table) for donations, and the WTBA paid each one their first \$10 per session.

This event will be repeated in 2024 with a larger budget, a broader timeline, and a greater roster of local talent.



THE HISTORIC AVONIAN PLACE MURAL

Our historic Avonian Place mural is still an important part of Windsor's past. 500 "Commemorative Cards" were produced and distributed at Garlicfest. Anyone interested in obtaining one of their own is being instructed to visit any Avonian Place business – TAN Coffee, Enby Baby, Madison & Clover, Avon River Antiques, Schoolhouse Brewery – for a free copy.

Also at Garlicfest, an original Spearing-signed print of the mural was given away. This was custom-framed locally, and won by a local man, among 400+ entries received.



THE NEW AVONIAN PLACE MURAL

Starting September 9, 32 panels were mounted, wall repair was arranged, and work to the new mural itself began. On October 7, the mural was completed. Bonus: The artist (Jason Botkin) has been contracted by TAN to also rejuvenate the front of Avonian Place as well.

This mural has been met with a massive amount of compliments, and has been surrounded by positivity. Just hang out in the parking lot and watch!

Carole Morris-Underhill is interested in a profile for the Valley Advertiser, and other news outfits (Global, CBC) have been in contact as well.



“OUR FRIENDS IN WINDSOR MENTIONED THIS IS HAPPENING—WE DROVE FROM HALIFAX TO SEE IT.”

“I GREW UP HERE, AND I MOVED BACK 3 YEARS AGO; THINGS HAVE BEEN CHANGING AND IT’S SO AMAZING.”

“WINDSOR’S BEEN NEEDING SOMETHING LIKE THIS FOR A LONG TIME.”

“I SAW IT STARTING AT GARLICFEST AND HAD TO COME BACK TO SEE IT FINISHED.”



HI! I'M WINDSOR.

As a simple tactic to encourage visitation to our newly refurbished online directory, 50 “Directory Decals” were developed and distributed to Windsor shops. Additional decals were placed in innocuous places around town (garbage cans, shop windows, near murals).

A similar decal has been offered to Hantsport for the same purpose.




OUR INFO SESSION(S)

In late August, a special “Info Session” was held. Its intent was to help inform the WTBA Strategic Plan’s “Top 5 Priorities”, through conversations with BID citizens. This research (and dual-purposed inspiration) was conducted as a series of conversational topics that demonstrate how we intend to inspire & challenge new growth within the town.

Businesses (and politicians, and local characters) who attended were intentionally chosen. A second Info Session is being planned for early November, and a third one will follow that, as well.

Get better:
Take political
education and
education issues
from pre-1897
forward

Get better: 
Championing
ourselves, other
business, and
the town.

Get better:
Thinking about
what we need
to do to get by
OUTLOOKS, not
what we need
to do



ON THE HORIZON



ENVIRONICS ANALYTICS



THE WINDSOR WINTERTHING (NAME TBD)





WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: Carlee Rochon
 Carlee Rochon, Director of Finance

Date: September 26, 2023

Subject: 2023-24 Operating Budget

LEGISLATIVE AUTHORITY

- Municipal Government Act

RECOMMENDATION or DECISION REQUEST

Not Applicable

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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On April 25, 2023, Council approved the 2023-24 Operating budget, based on the files presented at the April budget deliberation meeting, showing a balanced budget of \$31,161,282.

DISCUSSION

As staff reviewed the budget documents for importing into our Diamond accounting software, used to prepare the budget to actual reports for Council, it was discovered that there were formula errors within the overall budget summary page. With these errors, there were a few items that missed being added into the budget summary. These items were correctly displayed in the individual budget pages, but were accidentally omitted from the calculations that bring them into the overall budget summary:

Item	\$ Value
Revenue Items:	
Miscellaneous Revenue	(\$83,950)
Rental Revenue (\$100,811 - (\$103,200 + \$3,600))	(\$5,989)
Expense Items:	
Municipal Contribution to Southwest Hants	\$15,795
Regional Fire Operations	\$82,030
Grant for West Hants Dial-A-Ride	\$30,000
Office Building Operations (100 King Street & 76 Morison Drive)	\$255,460
Allowance for Uncollectable Taxes	\$5,000
Safety Grant (duplicated)	(\$7,500)
Depreciated netted with Deficit for West Hants Sewer (\$350,500 less \$76,601)	\$273,899
Depreciated netted with Deficit for Windsor Sewer (\$176,165 less \$36,390)	\$139,775
Calculation of HFD Municipal Cost,	(\$114)
Net Impact on Operating Budget	\$704,406

What this means is the operating expenses should have been \$794,459 higher, and the operating revenue should have been \$89,939 higher than what was presented in the final budget document. These two numbers netted together show the total net impact these errors have made on our operating budget.

Upon finding this error, in mid-September, Staff have done a thorough review of the budget documents to determine ways to mitigate this short coming in the budget. And have come up with a few options.

1. Reduce Capital Reserve Contributions

Within this year's budget we have accounted for an increased contribution to our capital reserves compared to previous years. To mitigate this impact on the operating budget we could reduce our contribution at year-end, if needed.

To add to this, we have a number of capital projects that are not moving forward this year, which will allow us to reduce the planned utilization of reserves to support the projects, in-turn reducing the need to replenish the reserves as scheduled for this year.

Operating Budget		
Transfer to Capital Reserves		
Capital Reserves		\$809,627
Building Reserve	\$100,000	
Road Infrastructure Reserve	\$400,000	
Vehicle Reserve	\$200,000	
General	\$109,627	
Hantsport Infrastructure Reserve		\$275,000
Windsor Infrastructure Reserve		\$225,000
Total Transfer into Reserves		<u>\$1,309,627</u>

Estimated Total Deferred Capital Work	\$8,409,244	
The Value of Deferred Work Funded Through Capital Reserves		
Capital Reserves		\$247,000
Building Reserve	\$22,000	
Road Infrastructure Reserve	\$225,000	
Vehicle Reserve		
General		
Hantsport Infrastructure Reserve		\$626,295
Windsor Infrastructure Reserve		\$225,000
		<u>\$1,098,295</u>

Potential Reduction to the Transfer to Capital Reserves

	Original Budgeted Contribution	Proposed Reduction	Proposed New Contribution
Capital Reserves			
Building Reserve	\$100,000	\$22,000	\$78,000
Road Infrastructure Reserve	\$400,000	\$225,000	\$175,000
Vehicle Reserve	\$200,000		\$200,000
General	\$109,627		\$109,627
Hantsport Infrastructure Reserve	\$275,000	\$275,000	\$0
Windsor Infrastructure Reserve	\$225,000	\$225,000	\$0
	<u>\$1,309,627</u>	<u>\$747,000</u>	<u>\$562,627</u>

In addition, we also have a few capital projects funded through operating reserves that are not moving forward this year in the amount of \$160,000. Which will open capacity in the operating reserves, without affecting our capital schedule or impacting the projected March 31, 2024, reserve balance.

2. Operating Reserve Utilization

Finally, we have the following operating reserve balances projected for March 31, 2024:

Town of Windsor	\$943,791
Municipality of West Hants	\$2,424,607
West Hants Regional Municipality	\$3,338,146
	\$6,706,544

Our reserve policy indicates that we should have an operating reserve balance of 10% of revenue, or in this case \$3.1 million. This means, our operating reserves have capacity to bring the budget back into balance, at year-end, if required.

Along, with these suggestions, staff will ensure that expenses continue to be monitored closely or reduced to limit the impact on the budget at year end.

NEXT STEPS

- Council to discuss the mitigation process.
- Staff to monitor the budget to actuals as the year progresses and determine if the approved process is needed or not, at year-end.

FINANCIAL IMPLICATIONS

These expenses were intended to be included, and presented during budget deliberations and necessary to maintain the intended level of services planned this year. **The overall impact of the \$704,406.** It is also important to note, that mitigating efforts would only be utilized if the Municipality incurs a deficit. If the Municipality completes the year with a surplus, no mitigation is needed.

ALTERNATIVES

- Council could suggest a different alternative for mitigation.
- Council could suggest mitigating using a combination of both the options presented above.
- Council could suggest no mitigation alternative and wait for the year to finish and see if anything is needed.

ATTACHMENTS

Not applicable.

CHIEF ADMINISTRATIVE OFFICER REVIEW


The report notes the discovery of the error and the factors contributing to the error. Staff are accepting the responsibility for this error and regret its occurrence. In addition to the mitigation options noted above staff reviewed the following areas of the operating budget to determine if there were other reliable options for mitigation. Areas such as; Deed Transfer Tax, RCMP surplus due to staff compliment reduction / credits for absenteeism, unannounced

Provincial contributions that may be forthcoming, Covid Restart funding utilization, consolidation funding, reduced capital spending and the reduction of services or costs associated with service delivery have been explored. The mitigation options noted above proved to be most reliable at this time in the fiscal year and this may change as the year progresses. Specifically, an item such as DTT is trending \$100,000 less in the first quarter of the year compared to last year's first quarter. Last year's year-end total was 2.8 million and the budget value set for this fiscal year is 2 million. At this point we have elected to be conservative and forecasted meeting the 2-million-dollar budget for year end. There is a volatility to DDT that may result in a slow down or pick up of the real-estate conditions that are unknown.

We remain confident with the overall financial condition of the municipality in this current year as well as future years due to the healthy reserve conditions of the WHRM, the growth we continue to experience, and we stand to benefit from a renewed service exchange agreement with the province if approved before the 2024/25 fiscal year.

At the present time Directors have been notified to reduce or eliminate all unscheduled expenditures or extra service requests until further notice.

Report Prepared by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Report Reviewed by:  _____
Carlee Rochon, Director, Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Date: October 10, 2023

Subject: Hantsport Memorial Community Centre 2022-23 Financial Statements

LEGISLATIVE AUTHORITY

MGA Section 75 – Area Rates and Uniform Charges

- 75 (1) Council may spend money in an area, or for the benefit of an area, for any purpose for which a municipality may expend funds or borrow.
- (5) Charges pursuant to subsection (4) are first liens on the real property and may be collected in the same manner as taxes.

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that:

Council accepts the financial statements provided by Hantsport Memorial Community Centre (HMCC) and that any 2022-23 holdbacks and eligible 2023-24 area rate payments be released to HMCC for the purposes of providing services defined in the 2023-24 budget.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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In April 2016 a request for an area rate was made by the Hantsport Memorial Community Centre (HMCC). The CAO responded to the request indicating that an Area Rate Policy was recently passed by Council, allowing the Municipality to collect and transfer revenue for

services provided by HMCC. A copy of the Area Rate Policy was included in the response to HMCC.

Since then, citizens of Hantsport voted in favour of having an area rate for HMCC. The former Municipality of West Hants Council approved a total area rate expense for HMCC for \$54,230 in 2016-17, \$53,780 in 2017-18, and \$54,560 in 2018-19. In 2019-20 the area rate was increased to \$84,560 to allow for a Recreation Director to be hired. In 2020-21, 2021-22, and 2022-23 this amount was adjusted according to the consumer price index.

DISCUSSION

The results of the 2022-23 review engagement for HMCC show a consolidated net deficit of \$131,109. The Municipality, through a Community of Hantsport area rate, contributed \$90,349 for various operational expenses. \$29,998.57 of this total amount has been held back until the attached financial statements are accepted by West Hants Regional Municipality.

As per section 8.2 of the Area Rate Policy, organizations that benefit from area rate funding must conduct their business on a breakeven basis. Any deficit within a fiscal year must be the first charge in the next fiscal year and any reserves or surpluses are not to occur without Council approval of a reserve business case. Although HMCC showed a new deficit of \$131,109, section 8.2 of the Area Rate Policy only applies to the specific expenses that are associated with the area rate. Actual expenses relating to the area rate funding are shown in **Note 10** on **Page 11** of the financial statements, which includes a portion of the held back amount..

Although HMCC has met the requirements of the Area Rate Policy, there is the new deficit for the overall operations of the organization shown for fiscal 2022-23. West Hants Regional Municipality staff will monitor this during the next fiscal year and will discuss this with HMCC if the financial condition does not improve.

NEXT STEPS

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality. The amount to be paid to HMCC for 2022-23 has been collected through the Hantsport area rate.

ALTERNATIVES

- Council could choose to now allow further funds to be distributed to HMCC. If this were to occur, it would be recommended that Council direct staff to place the remaining area rate funds collected into a reserve for HMCC until such a time that Council wishes to redistribute the funds.

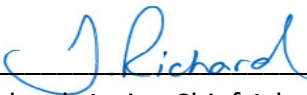
ATTACHMENTS

- Hantsport Memorial Community Centre, Financial Statements, Year Ended March 31, 2023

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have reviewed the report and support the recommendation.

Report Prepared by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Report Approved by:  _____
Todd Richard, Acting Chief Administrative Officer

HANTSPORT MEMORIAL COMMUNITY CENTRE
Financial Statements
Year Ended March 31, 2023

HANTSPORT MEMORIAL COMMUNITY CENTRE

Index to Financial Statements

Year Ended March 31, 2023

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INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Members of Hantsport Memorial Community Centre

We have reviewed the accompanying financial statements of Hantsport Memorial Community Centre (the Centre) that comprise the statement of financial position as at March 31, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioners' Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioners perform procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Basis for Qualified Conclusion

In common with many charitable organizations, the Centre derives revenue from the general public in the form of donations and also engages in fundraising activities, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, our review of these revenues was limited to the amounts recorded in the records of the Centre and we were not able to determine whether any adjustments might be necessary to revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2023, current assets and net assets as at March 31, 2023. Our review conclusion on the financial statements for the year ended March 31, 2022 was modified accordingly because of the possible effects of this limitation of scope.

Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the *Basis for Qualified Conclusion* paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Hantsport Memorial Community Centre as at March 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO).

Bishop & Company

CHARTERED PROFESSIONAL ACCOUNTANTS

Wolfville, NS
August 24, 2023

HANTSPORT MEMORIAL COMMUNITY CENTRE**Statement of Financial Position****March 31, 2023**

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 128,430	\$ 66,708
Accounts receivable (Note 4)	4,169	13,337
Inventory	554	725
Harmonized sales tax recoverable	6,411	3,901
	139,564	84,671
PROPERTY AND EQUIPMENT (Note 5)	749,963	746,910
LONG TERM INVESTMENTS (Note 6)	249,920	243,092
RESTRICTED CASH AND INVESTMENTS (Note 7)	481,819	630,020
	\$ 1,621,266	\$ 1,704,693
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 15,256	\$ 10,552
Employee deductions payable	-	1,004
Deferred income	-	465
	15,256	12,021
DEFERRED CONTRIBUTIONS (Note 9)	81,454	37,007
	96,710	49,028
NET ASSETS		
General Fund - unrestricted	869,372	852,280
Endowment Funds - restricted	124,500	124,500
R. A. Jodrey Income Fund - restricted	357,319	505,520
Contributed surplus	173,365	173,365
	1,524,556	1,655,665
	\$ 1,621,266	\$ 1,704,693

ON BEHALF OF THE BOARD_____
*Director*_____
Director

See accompanying notes to financial statements

HANTSPORT MEMORIAL COMMUNITY CENTRE**Statement of Revenues and Expenditures****Year Ended March 31, 2023**

	2023	2022
REVENUE		
Events and fundraising	\$ 93,161	\$ 53,119
Area Rate Funding (Note 10)	72,580	85,234
Donations and bequests	42,169	14,117
Government grants (Note 11)	41,825	45,460
Capital grant amortization	1,747	1,534
	<u>251,482</u>	<u>199,464</u>
EXPENSES		
Amortization	15,316	16,737
Events and programs	39,034	19,068
Insurance	21,022	18,282
Interest and bank charges	180	143
Office and administration	7,350	8,082
Professional fees	4,838	5,214
Repairs and maintenance	30,932	19,410
Salaries and wages	101,390	112,016
Utilities	24,140	19,509
	<u>244,202</u>	<u>218,461</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS	<u>7,280</u>	<u>(18,997)</u>
INVESTMENT INCOME		
Change in balance of unrealized gains	(178,941)	109,116
Interest and dividends	40,552	35,242
	<u>(138,389)</u>	<u>144,358</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ (131,109)</u>	<u>\$ 125,361</u>

See accompanying notes to financial statements

HANTSPORT MEMORIAL COMMUNITY CENTRE**Statement of Changes in Net Assets****Year Ended March 31, 2023**

	General Fund	Endowment Funds	R. A. Jodrey Income Fund	2023	2022
NET ASSETS - BEGINNING OF YEAR	\$ 852,280	\$ 124,500	\$ 505,520	\$ 1,482,300	\$ 1,356,939
Deficiency of revenue over expenses	(16,549)	-	(114,560)	(131,109)	125,361
Transfers	33,641	-	(33,641)	-	-
NET ASSETS - END OF YEAR	\$ 869,372	\$ 124,500	\$ 357,319	\$ 1,351,191	\$ 1,482,300

See accompanying notes to financial statements

HANTSPORT MEMORIAL COMMUNITY CENTRE**Statement of Cash Flows****Year Ended March 31, 2023**

	2023	2022
OPERATING ACTIVITIES		
Cash receipts from operations	\$ 304,633	\$ 195,961
Cash paid to suppliers and employees	(224,835)	(199,212)
Investment income	40,552	35,242
Interest paid	(181)	(145)
Harmonized sales tax	(2,510)	2,472
	<hr/>	<hr/>
Cash flow from operating activities	117,659	34,318
INVESTING ACTIVITIES		
Purchase of property and equipment	(18,369)	(1,901)
Purchase of long term investments	(37,568)	(32,660)
Proceeds on disposal of investments	-	-
Restricted cash accounts	-	702
	<hr/>	<hr/>
Cash flow used by investing activities	(55,937)	(33,859)
FINANCING ACTIVITY		
Repayment of long term debt	-	(611)
	<hr/>	<hr/>
INCREASE (DECREASE) IN CASH FLOW	61,722	(152)
Cash - beginning of year	<hr/> 66,708	<hr/> 66,860
CASH - END OF YEAR	<hr/> \$ 128,430	<hr/> \$ 66,708

See accompanying notes to financial statements

HANTSPORT MEMORIAL COMMUNITY CENTRE

Notes to Financial Statements

Year Ended March 31, 2023

1. PURPOSE OF THE CENTRE

Hantsport Memorial Community Centre (the "Centre") was incorporated by an Act of the Provincial Legislature in 1948. As a registered charity, the Centre is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act (Canada).

The objectives of the Centre are:

- to perpetuate the memory of those citizens of Hantsport who in the two Great World Wars died in the service of their country while serving in the armed forces of Canada;
 - to own, maintain and make available to the community of Hantsport, recreational, athletic, social and education facilities; and
 - to own, establish, maintain and manage a community centre and such other properties and equipment as may be generally desirable, without profit to the members, and to make such changes as shall be determined by the by-laws.
-

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO).

Measurement uncertainty

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks and marketable securities.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, investments in equity instruments that are quoted in an active market are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are subsequently reported at amortized cost, and tested for impairment when there are indicators of impairment.

Transaction costs on the acquisition, sale, or issue of financial instruments which are subsequently reported at fair value are expensed when incurred. Transaction costs on the acquisition, sale, or issue of financial instruments which are subsequently reported at amortized cost are amortized over the expected life of the instrument.

Financial assets measured at amortized cost include cash and cash equivalents, accounts receivable, and investments in bonds.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Financial assets measured at fair value include equity investments which are quoted in an active market.

(continues)

HANTSPORT MEMORIAL COMMUNITY CENTRE

Notes to Financial Statements

Year Ended March 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Inventory

Inventory consists of bar supplies and is measured at the lower of cost and net realizable value, with cost being determined using the first in first out method. Net realizable value is the estimated selling price in the ordinary course of business, less any applicable variable selling costs.

Property and equipment

Property and equipment are stated at cost except for donated capital assets which are recorded at fair market value. Amortization is provided annually on the straight-line basis at rates calculated to write off the assets over their estimated useful lives as follows:

Buildings	20 years
Equipment	5 years
Outdoor facilities	20 years
Chain link fence	20 years
Parking lots	25 years

The Churchill House historic property is not amortized.

Amortization in the year of purchase is recorded at one-half the normal rate.

The Centre regularly reviews its property and equipment to eliminate obsolete items. Property and equipment are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable.

Restricted funds

The Endowment Funds report the revenues, expenses and net assets related to contributions which are subject to externally imposed stipulations specifying that they be maintained permanently:

1. In 1995 Med Starratt bequeathed \$94,500 to the Centre with the following conditions: "Only the interest shall be used for any HMCC purpose or other recreational purposes within the Town of Hantsport. The principal portion of the bequest is to be invested and not used to fund any aspect of the Corporation or Town of Hantsport."
2. The Roy A. Jodrey Hantsport Memorial Fund (R. A. Jodrey Fund) was established in 1974 with a \$30,000 endowment for the purpose of maintaining the Churchill House. The Indenture stipulates that the income from this endowment shall be used annually to defray the costs of maintenance of the building, as well as taxes, utilities and insurance. Income which is not utilized in a given year shall be accumulated for the purpose of defraying such expenses in the future.

The R. A. Jodrey Income Fund represents the accumulated unused income generated from the initial \$30,000 endowment. These funds shall be used annually to defray the costs of maintenance of the building, as well as taxes, utilities and insurance.

(continues)

HANTSPORT MEMORIAL COMMUNITY CENTRE

Notes to Financial Statements

Year Ended March 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue recognition

Hantsport Memorial Community Centre follows the deferral method of accounting for contributions.

- a) Endowment contributions are recognized as direct increases in net assets in the year received.
- b) Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.
- c) Investment income includes dividends and interest income, and realized and unrealized gains and losses. Unrealized gains and losses on equity investments are recognized as revenue in the statement of operations. Investment income is recognized in revenue in the period it is earned.
- d) Grant revenue is recognized when there is a reasonable assurance that all conditions necessary to obtain the grant have been complied with.
- e) Unrestricted donations and bequests are recognized in the year received.
- f) Capital donations are deferred and amortized on the same basis as the property and equipment to which they relate.
- g) Restricted donations are deferred and recognized as revenue in the year in which the related expenses are incurred.
- h) All other sources of revenue are recognized as services are performed and ultimate collection is reasonably assured.

Contributed services and donated goods

Volunteers contribute a significant amount of their time each year. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Donated goods are not recorded in the financial statements because of the difficulty in determining their fair value.

3. FINANCIAL INSTRUMENTS

The Centre is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Centre's risk exposure and concentration as of March 31, 2023.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Centre has a comprehensive plan in place to meet their obligations as they come due - primarily from cash flow from fundraising activities.

(continues)

HANTSPORT MEMORIAL COMMUNITY CENTRE

Notes to Financial Statements

Year Ended March 31, 2023

3. FINANCIAL INSTRUMENTS *(continued)*

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Centre is mainly exposed to interest rate and other price risk.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Centre is exposed to interest rate risk on its fixed and floating rate interest bearing financial instruments which includes investments in bonds. Changes in the bank lending rates can cause fluctuations in cash flows and interest expense. The Centre does not use any derivatives to manage this risk.

Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Centre is exposed to other price risk through its investment in quoted shares.

4. ACCOUNTS RECEIVABLE

	<u>2023</u>	<u>2022</u>
Accounts receivable	\$ 658	\$ 13,337
Source deductions receivable	3,511	-
Allowance for doubtful accounts	-	-
	<u>\$ 4,169</u>	<u>\$ 13,337</u>

5. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Land	\$ 206,900	\$ -	\$ 206,900	\$ 206,900
Historic property: Churchill House	312,349	-	312,349	312,349
Buildings	47,594	13,066	34,528	29,662
Equipment	19,409	18,442	967	-
Outdoor facilities	130,703	37,058	93,645	89,522
Chain link fence	131,142	35,802	95,340	101,897
Parking lots	8,658	2,424	6,234	6,580
	<u>\$ 856,755</u>	<u>\$ 106,792</u>	<u>\$ 749,963</u>	<u>\$ 746,910</u>

HANTSPORT MEMORIAL COMMUNITY CENTRE

Notes to Financial Statements

Year Ended March 31, 2023

6. LONG TERM INVESTMENTS

	<u>2023</u>	<u>2022</u>
Equities	\$ 321,910	\$ 315,082
Bonds	22,504	22,504
Credit Union shares	5	5
DaSilva paintings	1	1
Subtotal	<u>344,420</u>	<u>337,592</u>
Less: Med Starratt Endowment	<u>(94,500)</u>	<u>(94,500)</u>
	<u>\$ 249,920</u>	<u>\$ 243,092</u>

The DaSilva paintings and murals are on loan to the Art Gallery of Nova Scotia. The fair market value is not determinable.

7. RESTRICTED CASH AND INVESTMENTS

	<u>2023</u>	<u>2022</u>
Cash	\$ 22	\$ 22
Equities	<u>387,297</u>	<u>535,498</u>
Subtotal	<u>387,319</u>	<u>535,520</u>
Plus: Med Starratt Endowment	<u>94,500</u>	<u>94,500</u>
	<u>\$ 481,819</u>	<u>\$ 630,020</u>

8. CREDIT FACILITIES

The Collabria VISA card is limited to \$2,000, bears interest at 19.9% and is secured by a term deposit held at Valley Credit Union.

9. DEFERRED CONTRIBUTIONS

	<u>2023</u>	<u>2022</u>
Restricted donations of \$29,294 received in 2023 for upgrading the tennis/ pickleball building.	\$ 29,294	\$ -
Valley Credit Union donation of \$22,000 received in 2020 for improvements to the Med Starratt Baseball field.	18,962	19,846
Restricted donations of \$16,901 received in 2023 for promoting baseball activities.	16,901	-
Private donation of \$15,360 received in 2021 for the replacement of a fence.	13,440	14,208
Province of Nova Scotia grant of \$3,000 received in 2022 for the construction of GaGa ball pits.	<u>2,857</u>	<u>2,953</u>
	<u>\$ 81,454</u>	<u>\$ 37,007</u>

HANTSPORT MEMORIAL COMMUNITY CENTRE

Notes to Financial Statements

Year Ended March 31, 2023

10. AREA RATE FUNDING

The Area Rate is collected by the Municipality of the District of West Hants under the terms of its Area Rate Policy. Responsibility for certain operating costs have been assumed by HMCC and these costs have been assigned as follows:

	<u>2023</u>	<u>2022</u>
Area Rate Funding		
Municipality of the District of West Hants	\$ 72,580	\$ 85,234
Area Rate Expenses		
Administration fee	\$ 6,598	\$ 7,749
Insurance	19,434	17,083
Repairs and maintenance	29,594	9,043
Salaries and wages	16,079	50,224
Utilities	875	1,135
	\$ 72,580	\$ 85,234

11. GOVERNMENT GRANTS

Government grants were received or accrued during the year under the following programs:

	<u>2023</u>	<u>2022</u>
Province of Nova Scotia Student Summer Skills Program	\$ 18,123	\$ 12,103
Canada Summer Jobs Program	16,558	7,907
Federal Canada Day Grant	3,360	3,200
Province of Nova Scotia Tennis Program Amateur Sport Fund	2,424	-
Province of Nova Scotia Active Communities Grant	1,360	-
Province of Nova Scotia Non-Profit Recreation Facilities COVID-19 Emergency Funding	-	20,000
Province of Nova Scotia Canada Day Grant	-	1,500
Federal Participaction Community Better Challenge Grant	-	750
	\$ 41,825	\$ 45,460

These grants are reported in income and are not repayable.

HANTSPORT MEMORIAL COMMUNITY CENTRE

Notes to Financial Statements

Year Ended March 31, 2023

12. IMPACT OF COVID-19

The outbreak of the novel strain of coronavirus, specifically identified as "COVID-19", has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods, and social and physical distancing, have caused material disruption to businesses globally resulting in an economic slowdown. Global equity markets have experienced significant volatility. Governments and central banks have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions.

The duration and impact of the COVID-19 pandemic is unknown at this time, as is the efficacy of the government and central bank interventions. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial results and condition of the Centre in future periods.



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____

Sara Poirier, Director of Planning and Development

Date: 2023-10-10

Subject: Aberdeen Beach Road, Mount Denson

LEGISLATIVE AUTHORITY

Section 271 of the Municipal Government Act.

RECOMMENDATION or DECISION REQUEST

This report is provided for information purposes only.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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At the June 27, 2023 Council meeting Council approved the following motion:

...direct staff to look at the restricted vehicular access to Aberdeen Beach Road, Mount Denson, through a safety lens in regard to emergency vehicles (fire apparatus, ambulance, emergency vehicles).

DISCUSSION

Residents of Aberdeen Beach Road have concerns with the width of the road, specifically related to the ability for emergency service vehicles to respond, due to a number of fence posts installed along the right-of-way which restrict the width.

Planning Department Review

A survey plan recorded on January 5, 2021 depicts Aberdeen Beach Road as a right-of-way that has been used since 1948.

The current West Hants Subdivision By-law defines a right-of-way as “an easement for right-of-way and access unrestricted in use extending to and having access to a public street, and where not totally located within the area of land proposed to be subdivided, the right-of-way easement shall be assignable and perpetual and clearly granted by deed or easement registered in the Registry of Deeds for this Municipality, or declared to exist for the benefit of the land proposed to be subdivided by order of a court of competent jurisdiction, and in either case the easement shall:

- (i) if created or declared to have been created prior to August 6, 1984, have a minimum width of 3 metres (9.84 feet), or
- (ii) if created or declared to have been created on or after August 6, 1984, have a minimum width of 6 metres (19.68 feet).”

As Aberdeen Beach Road is a right-of-way that was created prior to August 6, 1984, a minimum width of 3 meters (9.84 feet) is required. In July, the Municipal Development Officer measured the width of the road between the fences. The width was measured at 3.5 meters (11.5 feet). The Development Officer conducted a follow up site visit on October 3, 2023, to confirm that a portion of the fence was removed allowing the right-of-way to be approximately 4.27 m. (14 ft.) wide. This exceeds the minimum width required in the Subdivision By-law therefore the Development Officer cannot require the road be widened.

Fire Department Review

Staff requested a comment from the Hantsport Fire Chief. They reported “I was over to the location and I feel there would be no issues to get our fire apparatus down the road, with the exception of low hanging branches in areas along the private road.” A follow up report from the Fire Chief stated that “half the fence has been removed. There is no issue getting a fire truck into the road past the fence.”

NEXT STEPS

N/A

FINANCIAL IMPLICATIONS

There are no financial implications in relation to the filing of this report.

ALTERNATIVES

N/A

ATTACHMENTS

2023-06-13 Report from Mayor Zebian to COTW: Aberdeen Beach Road

CHIEF ADMINISTRATIVE OFFICER REVIEW

As acting CAO I have reviewed the report. As outlined above staff and emergency personnel have investigated the site. At this time no apparent safety issues are present in regards to emergency access. Currently no further action is required.

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

Report Reviewed by: _____
Doug MacInnis, Development Officer

Report Reviewed by: _____
Chief Peter Johnston, Hantsport Fire Department, Station 6, West Hants
Regional Fire Service

Report Approved by:  _____
Acting, 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"/>
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To: West Hants Regional Municipality, Committee of the Whole

Submitted by: _____
Ryan Parker, By-Law Enforcement Officer

Date: October 10, 2023

Subject: Information Report: Parking By-Law

LEGISLATIVE AUTHORITY

Motor Vehicle Act (MVA) and Municipal Government Act (MGA)

RECOMMENDATION or DECISION REQUEST

This report is provided for information purposes only.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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At the May 24, 2023 Council meeting Council approved the following motion:

...to direct staff to prepare a draft parking by-law for the Region of West Hants for Council to review.

DISCUSSION

Current Parking Enforcement Authority

The current authority for parking enforcement is provided by the Nova Scotia Motor Vehicle Act, parking regulations. Typical parking infractions that the Municipal By-law Enforcement Officers’ ticket individuals for are vehicles parked over time, prohibited parking, parked in an accessible parking space without permit, and interfering with snow clearing operations. Also,

under the MVA, officers have authority to have vehicles towed. For example, vehicles may be towed for interfering with snow clearing operations, being parked over 24-hours, interfering with traffic, being parked in a no parking area, blocking a driveway or fire hydrant.

The fine amount outlined in the MVA for a standard parking ticket is \$25 and for being parked in an accessible parking space without permit is \$100. Should the tickets not be paid to WHRM within 60 days of the ticket being issued, the ticket is sent to Kentville Justice, where they add \$36.60 to the fine. The vehicle owner must pay the increased fine amount or plead not guilty and attend court to contest the violation. Approximately 300-350 parking tickets are issued by the By-law Enforcement Officers per year with roughly 50% of tickets being paid within 60 days.

By-Law Enforcement staff currently spend time monitoring parking and completing the administrative work following a parking ticket being issued, which consumes a considerable amount of time. The parking fee of \$25 only covers a small portion of the actual cost to enforce parking.

Current Request from Council

The current request from Council is to create a Municipal Parking By-law to regulate parking locally and set fees specific to downtown Windsor.

By-law Enforcement staff were directed to seek a legal opinion on whether a Parking By-law could be created under the MGA, rather than using the regulatory scheme under the MVA. The legal opinion concluded that the MGA does not provide any latitude for the Municipality to create a Municipal Parking By-law.

The legal opinion noted that, in accordance with the MVA, there are two mechanisms for a municipality to regulate parking.

1. The first is through a regulatory scheme created by a “traffic authority”, with regulations subject to approval of the Minister. The legal opinion noted that if Council wants to reduce the penalties for illegal parking that are found in regulations enacted under the MVA and have been implemented through a present or former municipal traffic authority, it could ask its traffic authority to propose regulatory changes to that effect, which would only become law once approved by the cabinet Minister responsible for the MVA. The By-law Enforcement Officers are unaware of any other municipality that has done this.
2. The second mechanism allows municipalities to create a Parking By-law to only regulate metered parking. As West Hants Regional Municipality does not have any metered parking spaces this would not be an option.

Other Jurisdictions

The By-law Enforcement Officers investigated whether any other municipality had its own Parking By-law. The only parking by-laws specifically regulated metered parking areas.

Conclusion

Council must decide if it wants parking to continue to be enforced on Municipal owned streets through the MVA.

NEXT STEPS

N/A

FINANCIAL IMPLICATIONS

N/A

ALTERNATIVES

In response to the report, Committee of the Whole may:

- determine West Hants Regional Municipality should no longer enforce parking; or
- take no further action related to this matter (i.e., proceed with business as usual by providing enforcement in accordance with the MVA).

ATTACHMENTS

CHIEF ADMINISTRATIVE OFFICER REVIEW

Pending Comments

Report Prepared by: _____

Ryan Parker, By-Law Enforcement Officer

Report Reviewed by: _____

Troy Burgess, Manager of Operations

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"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipal Council

Submitted by: _____

Sara Poirier, Director of Planning and Development

Date: 2023-10-10

Subject: Purchase of one (1) AWD Electric SUV (WHRMPD23-03)

LEGISLATIVE AUTHORITY

Section 65 of the Municipal Government Act.

RECOMMENDATION

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

...Council approves the award of tender for the purchase of one AWD Electric SUV (WHRMPD23-03) from Bruce Leasing for the tendered price of \$50,067.48 plus applicable taxes.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Two (2) AWD Electric SUV vehicles were identified and pre-approved during the 2023-24 budget deliberations for purchase in 2024-25 and 2025-26. Two (2) vehicles were tendered (WHRMPD23-03), however, staff are requesting Council’s approval on the purchase of one vehicle in the 2024-25 budget year as the lead time for the specific vehicle tendered is shorter than originally anticipated.

DISCUSSION

During 2023-24 budget deliberations it was discussed that one of the electric vehicles was identified in the 2022-23 Operating Budget as a lease, however the Department determined they are unable to lease an electric vehicle and that the delivery time to purchase an electric vehicle is approximately 1.5 to 2 years. The second vehicle is needed during the 2025-26 budget year and was requested for pre-approval based on the lead time required to purchase electric vehicles.

The request during the 2023-24 budget deliberations was for pre-approval for up to \$85,000 including net tax per vehicle during the 2023-24 year, knowing that the expenses will not be recorded until 2024-25 and 2025-26.

Planning and Development Department Fleet

The Planning and Development Department currently has five vehicles in its fleet which are used by the three (3) Building and Fire Officials and two (2) By-law Enforcement Officers. The Manager of Building and Fire Inspection Services typically uses his personal vehicle to travel to and from inspections due to the lack of available Municipal vehicles. The Managers' travel in his personal vehicle equates to an average of 480 km per month.

The Municipally owned Planning and Development Department vehicles are outlined below. It is anticipated that the electric vehicle tendered will provide an additional vehicle to the Department and eventually replace the 2015 Ford Escape as that vehicle comes to its end of life.

Year	Vehicle Make and Model	Financing
2015	Ford Escape	Paid in full
2015	Ford F150	Paid in full
2018	Jeep Compass	Last year of financing
2021	Jeep Compass	Year 2 of 5 years
2023	Jeep Compass	Lease

Procurement

As per the West Hants Regional Municipality's Procurement Policy and the evaluation formula set out in the tenders document the following are the results after review and evaluation of the above-mentioned tenders.

1. Tender # WHRMPD23-03 had one complete tender submission for both vehicles. After evaluation with consideration given to tendered specification needs, warranty, service

availability and price the bid received from Bruce Leasing Limited is recommended for one vehicle.

The Planning and Development Department had a number of specifications within the tender. Bruce Leasing quoted two (2) 2024 Hyundai IONIQ 5 which have an estimated range of 428 km per charge. Service of the vehicle will be conducted in New Minas. It is anticipated that the vehicle will arrive within 6-8 months of ordering.

The total amount of the vehicles tendered (WHRMPD23-03) is \$50,067.48 plus HST per vehicle. This is within the pre-approved amount of up to \$85,000 including net tax per vehicle determined through the 2023-24 budget deliberations, however, is over the CAO's purchasing authority outlined in the Procurement and Tendering Policy.

Tender #	Budgeted Amount Per Vehicle	Tendered Price Per Vehicle
WHRMPD23-03	\$85,000.00 including net tax	\$50,067.48 plus HST

NEXT STEPS

Pending approval of Council; staff would award the equipment tender and issue Purchase Orders to the successful proponent.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	July 25, 2023
Closing Date	August 24, 2023
Price Expiry Date	October 23, 2023
Days Remaining	14 Days

Building Inspection Vehicles – Ordering Approval Request

Tender Pricing	\$50,067.48
Non-Recoverable Tax (4.29%)	<u>\$2,147.90</u>
Tender Total	\$52,215.38
2024-25 Budget Value	\$85,000.00
Variance (over budget)	\$32,784.62

As this item has come in under the expected value for 2024-25, we will see a smaller draw from our reserves to cover the cost of this. However, there are currently no financial implications, as this will

not be paid for or taken ownership of until 2024-25, and the Capital Budget for that year will be updated to reflect the actual price approved by Council through this tendering process.

ALTERNATIVES

1. Council may choose not to proceed with the purchase.

ATTACHMENTS

- None


CHIEF ADMINISTRATIVE OFFICER REVIEW

The recommendation is within budget projections, and is a resource requirement for performing municipal functions. Starting this acquisition of purchasing electric vehicles is also alignment with the objectives / terms of reference from the MCCAP committee to transition to an electric fleet where appropriate and feasible. I support the recommendation.

Report Prepared by: _____
Tim Leslie, Manager of Building and Fire Inspection Services

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

Report Reviewed by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Report Approved by:  _____
Todd Richard, Acting Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: *S. Thornton*
 Shelleena Thornton, Municipal Operations Supervisor

Date: October 10, 2023

Subject: Consulting Services and Writing of Request for Proposals for Fire Apparatus Tender Award (WHRMRF23-01) - Recommendation Report

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

... Council approves the award of standing offer contract Tender WHRMRF23-01 for Consulting Services and Writing of Request for Proposals for Fire Apparatus services to Goudreault Associates, for the two (2) year term, ending March 31st, 2025.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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At the January 24, 2023 Council meeting, much discussion was held around fire apparatus (replacement schedule, apparatus specifications (wants versus needs), who prepares the Request for Proposals (RFP), levels of expertise and experience in identifying apparatus specifications within an RFP, ensuring that RFPs are broad enough to receive as many proposals from manufacturers/suppliers as possible, etc.

During this meeting, Council expressed the need to have a third-party consultant to assist WHRM fire departments and staff in creating fire apparatus needs, specifications and recommendations for Request for Proposals.

DISCUSSION

A Request for Proposals was posted on the Nova Scotia Procurement Website on May 10, 2023 and closed on June 5, 2023. One proposal was received for this two-envelope process.

Envelope #1 – Supplier responds to the criteria and technical component of the RFP.

Envelope #2 – Supplier provides their bid (financial component) to the RFP.

Envelope #1 – The Fire Chiefs and Fire Coordinator reviewed and evaluated the tender submission based on the specifications outlined in the Request for Proposals. Each were scored independently before meeting collectively for an overall assessment. Only suppliers' whose proposals met a minimum score of 80% had their financial envelope (#2) opened. If they do not pass with at least 80%, their financial envelope is returned to them un-opened. The bidder was:

<u>Proposal Submission</u>	<u>Technical Score</u>	<u>Financial Bid before taxes</u>
Goudreault Associates	80.0%	Estimate RFQ cost per project range from \$18,140 to \$43,099. Consulting costs range from \$25 to \$85 per hour depending on the task plus daily rates for expenses.

RFP Posted to Procurement	May 10, 2023
RFP Closing Date	June 5, 2023
60 Calendar Days - Expiry of Pricing	August 3, 2023
Days Remaining Before Expiry	Zero; however, Goudreault Associates have confirmed that the pricing is held

The Request for Proposals would be a two-year standing offer with a 90-day exit clause for either party.

RFP specifications included:

- Consultant is to represent the needs and interests of West Hants Regional Municipality when developing and recommending a piece of apparatus for purchase and to promote standardization of apparatus selection when possible, and support and justify customization of apparatus only when required.
- Consultant is to comment on the overall rationale for the need to replace the apparatus based on need versus want due to lifecycle, expiration, cost benefit, safety for service, standards, compliance, etc.

- Consultant is to work with and support fire service representatives with the drafting, posting, evaluating, and recommendation of apparatus to council.
- Proponents were asked to identify:
 - Education level
 - Experience as it relates to mechanical engineering (although not a requirement, it would identify skill set)
 - Experience in designing fire apparatus and associated equipment
 - Conceiving and developing detailed fire apparatus technical specifications meeting applicable NFPA 1901 standards and specific needs.
 - Analyzing and developing an understanding of community fire protection needs, using recognized methods.
 - Capital equipment and project estimating.
 - Capital project management from inception through to sign-off.
 - The Municipal capital purchasing process.
 - Report writing in Municipal Government (template will be provided).
 - Working with volunteer firefighter committees.
 - Development of fire apparatus commissioning process.
 - The ability and accessibility to travel for meetings, inspections, etc.
 - Any and all affiliation and/or relationships they have, perceived or otherwise, with manufacturers and/or suppliers.
 - Experience with, in particular, the following types of fire service apparatus:
 - Pumper Fire Apparatus
 - Initial Attack Fire Apparatus
 - Mobile Water Supply Apparatus
 - Aerial Fire Apparatus
 - Quint Fire Apparatus
 - Special Service Fire Apparatus
 - Mobile Foam Fire Apparatus

Goudreault Associates proposal met all the needs as requested.

It is important to recognize that fire apparatus is very complex and limited to those with the expertise and experience in creating the specifications for design. Which validates the limited proposals received for this RFP.

The bid proposal – Apparatus specifications and fire department assistance can vary significantly, the bid proposal reflected many variables and the time, expenses and resources required for each. They included:

- Standards review
- Needs analysis (as that would vary dept to dept)
- Drafting apparatus specifications
- Specifications validation
- Drafting, finalizing, and issuing the RFP

- Reviewing and evaluating proposals
- Reporting to the Municipality
- Develop and managing the contract between the Municipality and the supplier
- Participating in pre-build meetings
- Inspection of the chassis
- Pre-delivery review and Inspection
- Post-delivery acceptance
- Commissioning
- (other variables include: additional travel related expenses, vehicle rental costs, meals, etc., as the inspections can be anywhere in the United States or Canada).

An important note is that the variables reflected above are not new and part of the natural process. To-date they have been done by the Fire Departments due to them being the ones that have created the Request for Proposals.

FINANCIAL IMPLICATIONS

The standing offer agreement has no direct financial implications, with awarding this contract. Individual projects will be quoted and follow the Procurement and Tendering Policy for approval.

See Action CAO's note below.

NEXT STEPS

Pending approval of Council, staff will award the formal two-year standing offer contract to Goudreault Associates and proceed to seek their expertise with respect to fire apparatus.

ALTERNATIVES

- Council may choose to not award this tender.
- Council may choose to re-tender this project.
 - If this is the preferred option, substantial changes would need to be made to the RFP in order to re-issue.
 - If there are no substantial changes to be made to the RFP, it would not be permitted to be re-tendered for at least 9-12 months following its closing date, as per NS Procurement Operations (which would delay in the acquisition of apparatus)

Neither of these alternatives are recommended to council.

ATTACHMENTS

No attachments.

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and recommendations are in-line with the direction from council for the need of a Third party review and assistance in the RFP / specification process. It is unfortunate only one bid was received however as stated in the report this is most likely due to the skill set required along with current availability of consultants to do this type of work. There is a financial component to proceeding with the standing offer as it will add a cost for services that was previously done in-house by each independent local fire service. For example, any pre-approved fire apparatus in the capital budget will essentially add the cost for consultant services for RFP and specifications preparation and tendering.

I support the recommendation.

Report Prepared by: 
Shelleena Thornton, Municipal Operations Supervisor

Report Reviewed by: _____
Diana Gibson, Manager, Accounting & Financial Reporting


Report Approved by: 
Todd Richard, Acting CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: 
 Shelleena Thornton, Municipal Operations Supervisor

Date: October 10, 2023

Subject: Fire Apparatus Pre-approval Recommendation Report

LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c. 18 - Section 65 – Adoption of Budgets
WHRM Procurement & Tendering Policy, Section 4 – Purchasing Authority

RECOMMENDATION or DECISION REQUEST

... that Council approves pre-approving the issuance of a Request for Proposal for the supply of an apparatus to replace Windsor Fire Department’s Engine 4.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Fire apparatuses are taking approximately 2-3 years to manufacture, resulting in the need to tender in advance.

Pre-approvals are to approve tendering the apparatus only; not expending the funds to procure them. No money is expensed during this fiscal year and Council will have another opportunity to review the reports that come before council regarding any tender proposals received. At that time, council will have another opportunity to support or deny any recommendation for procurement.

DISCUSSION

The fire apparatus slated for replacement in the next couple of years and reflected in the projected five-year capital budget includes:

Replacement year 2025-26 (WFD) - \$1.8 Million to replace Engine 4 – The current apparatus is a 2000 Pumper (E-One Cyclone) – It will be 26 years old when it is physically replaced and the concern for maintenance on an apparatus of this age is high and can be costly. As per fire underwriting, apparatus should be put on reserve at age 20 years and retired at 25 years. Engine 4 is a first response apparatus for anything fire related (not medical or accidents). Engine 4 is WFD's main engine.

FINANCIAL IMPLICATIONS

As this is a request to go to tender only, there are no financial implications. Should Council approve the request, the Procurement and Tendering Policy will be followed and the recommendation to move forward with a contract will come back to Council for review and approval. Once a price is determined and Council approves the future Capital Budget will be updated to that pricing.

NEXT STEPS

Pending approval of Council, staff will work with either the Fire Dept Truck Committee and/or the Consultant (if one is approved) to issue an RFP for the apparatus.

ALTERNATIVES

- Council may choose to not approve this pre-approval to draft and post an RFP.

This is not recommended to council.

ATTACHMENTS

No attachments.

CHIEF ADMINISTRATIVE OFFICER REVIEW

If the standing offer for consultants services for fire apparatus is approved there would be a operational expense for tendering and specifications review and writing. There expenses have not been forecasted in the 2023/24 budget.

I support the recommendation.

Report Prepared by: 
Shelleena Thornton, Municipal Operations Supervisor

Report Reviewed by: _____
Diana Gibson

Report Approved by: 
Todd Richard, Acting CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Todd Richard, Director of Public Works

Date: Oct 10, 2023

Subject: Municipal Street Light Policy

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 23 authorizes Council to make policies for municipal purposes.

RECOMMENDATION or DECISION REQUEST

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

Council approve Street Light Policy RCOPW-002.00, as presented.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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In November, 2022 council had discussion around street lighting in and around WHRW. In December 2022 staff suggested a street lighting policy be drafted, council requested staff to review background information and prepare a formal Street Light policy for the Municipality for consideration.

This proposed policy presents the budgeting, financial and operating guidelines for Municipal owned or leased streetlights. In addition, this policy provides the criteria to staff for reviewing requests for new street light installations throughout the Municipality.

DISCUSSION

This proposed policy applies to Municipal-owned and operated or Municipal-leased streetlights. Municipal controlled streetlights are provided for traffic and pedestrian safety, not property security and may be located on Municipal-owned streets or on Provincial roads.

This policy document includes the following:

- Purpose and Objectives
- Scope and Definitions
- Policy Statements
- Street Light Areas
- Guidelines for Installations and Removals
 - Developer Installed Streetlights (New Developments)
 - New Streetlight Service Area Requests (Existing Streets and Communities)
- Decision Criteria for Area-Rated and Funded Service Area Requests
- Repairs and Replacement of Malfunctioning Streetlights

NEXT STEPS

Upon approval by Council, this new policy would be applicable for all new development applications from the date of approval. Existing streets and communities would be able to make requests for new streetlight installations based on criteria stated within the policy (by petition).

FINANCIAL IMPLICATIONS

Annual budgets will attempt to estimate additional costs associated with administration of street and area rated streets lights. At this time, it is unknown how many public requests (petitions) this new policy will generate.

ALTERNATIVES

1. Council may choose to amend the proposed policy; or
2. Council may choose not to approve the proposed policy.


ATTACHMENTS

RCOPW-002.00 – Municipal Street Light Policy (Draft)

CHIEF ADMINISTRATIVE OFFICER REVIEW

Acting CAO has reviewed and assisted in the preparation of this report. It is in alignment with councils' requests for staff to present a policy and recommendation for street lighting.

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

Report Prepared
& Reviewed by: 
(Name and Title)

Report Approved by: _____
(Name and Title)

1. PURPOSE

The purpose of this policy is to provide guidelines, procedures and criteria for the initiation, investigation, and implementation of streetlighting measures for Municipal controlled streetlights that are provided for traffic and pedestrian safety, not property security and may be located on Municipal-owned, Provincial or Private streets.

This policy presents budgeting, financial and operating guidelines for all municipally owned or leased streetlights. In addition, provides the criteria for reviewing requests for new streetlight installations and/or removals.

This policy attempts to provide a balance such that the improvements recognized exceed the negative impacts of added costs and potential inconvenience for street users.

This policy **does not** apply lighting outside of facilities or structures owned by the Municipality such as: Parking Lots, Parks, Depo's, Community Centers, Sports Facilities, Fire Departments, Water and Wastewater Facilities etc..

2. OBJECTIVES

The follow objectives will be taken into consideration when investigating, selecting, and implementing Street Lighting:

- 2.1 Provide policy direction with respect to street light administration.
- 2.2 Provide Planning & Development with direction on Developer installation standards and service area fees.
- 2.3 Provide direction on how to request changes to the street light service.
- 2.4 Provide the direction on repairing and replacing malfunctioning streetlights.
- 2.5 Provide the direction for developer installation standards and fees.

3. INTENDED USE

- 3.1 The streetlight asset is intended to provide safe and secure travel for vehicular and pedestrian traffic throughout the Municipality where these two have cause to share roadways and walkways in sufficient number and frequency so as to warrant an investment in streetlight infrastructure. It is also intended that the installation of a streetlight would aid in the accessibility and efficient use of municipal infrastructure.



- 3.2 The Municipality does not provide streetlights for personal or commercial convenience or as a measure of security. The Municipality considers these objectives to be beyond the scope of its responsibilities.

4. SCOPE

This policy applies to Municipal-owned and operated or Municipal-leased streetlights. Municipal controlled streetlights are provided for traffic and pedestrian safety, not property security and may be located on Municipal-owned streets or on Provincial streets. Streetlights can also enhance the aesthetics of a neighbourhood and improve streetscapes. This policy does not apply to street or overhead lights owned or operated by any other governmental or commercial body or private person(s) (unless by written agreement).

- 4.1 Private roads, laneways and driveways **will not** be serviced.
 4.2 Streets and roads in other municipal jurisdictions **will not** be serviced.
 4.3 100-series highways and interchanges **will not** be serviced.

5. DEFINITIONS

Term	Definition
Area Rated or General Rated Service Area	An area where streetlights are located throughout the entire area and paid for by an area or general rate; on Municipal-owned streets only.
Street Funded Service Area	An area serviced or partially serviced with streetlights where an annual charge is applied to each property within the service area; on Municipal-owned streets only.
Un-serviced Area	An area where no streetlights or charges exist on behalf of WHRM.
Private Road	A road not owned by a Municipality or by the Province of Nova Scotia
Provincial Road	A road owned by the Province of Nova Scotia

6. POLICY

The West Hants Regional Municipality (WHRM) is responsible for all costs associated with the ownership of its streetlight assets, as well as leased costs of the Nova Scotia Power (NSP) owned streetlights which are approved for management by WHRM.

These costs include but are not limited to, the installation, maintenance, operation and rental costs of streetlight fixtures, arms, and poles. Installation and maintenance of streetlights may be contracted to an external service company.

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

6. POLICY STATEMENTS

The following policy statements are the directives and rules by which the WHRM personnel shall follow.

- 6.1 WHRM shall recover streetlight-related costs, by one of the following methods, as specified in the terms of an area: a) uniform amount per property; b) uniform amount per dwelling unit; or c) area rate as per assessment.
- 6.2 This charge will be included on and become part of the total taxes due on the annual final tax billing.

7. STREETLIGHT AREAS

WHRM sets various area rates for street light charges. Areas throughout the Municipality are defined as General Rated Services, Area Rated Service Areas, Street Funded Service Areas, or Un-serviced Areas; see definitions.

8. GUIDELINES FOR STREETLIGHT INSTALLATIONS AND REMOVALS

8.1 GENERAL

Streetlights are provided for traffic safety, not property security. WHRM reserves the right to make streetlight servicing decisions in a manner that allows for control of the billing structure. Petition shall be reviewed and approved or denied by Public Works Engineering Division after staff have investigated.

8.2 DEVELOPER STREETLIGHT REQUESTS

Streetlights which are required for installation for all new WHRM-owned streets, with the installation to be coordinated and paid by the Developer. New installations may be either:

-
- a) Municipal-owned underground electrical infrastructure type, with (decorative) pole/lamp configuration, or
 - b) Municipal-leased infrastructure, owned and installed by Nova Scotia Power on NS Power poles.

Developer(s) shall make application directly to WHRM for each new streetlight installation, indicating if the streetlights will be proposed to be an area-rated service contract or a street-rated service. This will ensure that the appropriate measures are considered.

8.3 NEW STREETLIGHT SERVICE AREA REQUESTS

A new streetlight service may be requested by an area resident, or Developer. In such cases where a new pole is required for a requested streetlight, it is the responsibility of the new area-rated or street-rated service group to cover all costs for any required pole installations in their proposal.

Petitions for new streetlights on existing Municipal, Provincial or Private streets shall be performed by petition by the property owners within the proposed charge area. Streetlights on Provincial or Private streets shall be Municipal-leased Infrastructure, owned and installed by Nova Scotia Power on NS Power poles. The focus of the petition will center on whether or not there is neighbourhood support for WHRM to initiate an investigation.

A key component of the process is residential engagement with the neighbouring properties to establish buy-in. The following process will be used when proceeding with a petition:

- a) clearly map the charge area to which the petition pertains.
- b) accurately indicate the proposed location of the streetlights to be installed.
- c) indicate each property that is located within the charge area.
- d) indicate the proposed cost impact of installation and the estimated area rate; this can be estimated by the Director of Finance (charged per property, charge per dwelling unit or charge as per assessment); and
- e) petition must clearly indicate that owners representing at least (67%) of the properties in the proposed charge area, attest that they are in favour of street lighting for the request to be considered. Each household is represented by one signature, regardless of the number of people in the household. This step is crucial in determining the level of concern from the residents.

-
- f) if the requested location meets the initial criteria and the petition results indicate that there is at least 67% support, data collection and analysis will commence.

8.4 REMOVAL OF STREETLIGHT SERVICES

Removal of existing streetlights may be requested by residents or developer. Petitions for removal of streetlights on existing Municipal, Provincial or Private streets shall be performed by petition by the property owners within the proposed charge area. The focus of the petition will center on whether or not there is neighbourhood support for WHRM to initiate an investigation. Removal of streetlights will not be approved until Council approves the omission of the new area-rated or street rated service.

The petition shall:

- a) clearly map the charge area to which the request pertains.
- b) accurately indicate the exact proposed streetlight(s) to be removed.
- c) indicate each property that is located within the charge area.
- d) indicate the proposed cost impact for the streetlight (s) removal; this can be determined by the Director of Finance (charged per property, charge per dwelling unit or charge as per assessment).
- e) indicate the estimated annual savings of removing the lights; this can be determined by the Director of Finance (charged per property, charge per dwelling unit or charge as per assessment); and
- f) petition must clearly indicate that owners representing at least 2/3 (66.7%) of the properties in the charge area are in favour of the removal of the street lighting for the request to be considered. Each household is represented by one signature, regardless of the number of people in the household. This step is crucial in determining the level of concern from the residents.

9. DECISION CRITERIA FOR AREA RATED & FUNDED SERVICE AREAS REQUESTS

WHRM does not have a comprehensive street lighting design/layout/location strategic plan. In the absence of this plan, the installation of streetlights will be reviewed and approved or denied based upon the following applicable street lighting policy guidelines:

- a) Procedures set out by the Transportation Association of Canada (TAC) will be the guiding documentation as it relates to standards.
- b) The streetlight operating, and capital and or operating budgets can accommodate the new request.

- c) The streetlight type requested follows the established pattern, suitable for the service area.
- d) The streetlight is deemed to be classified as safety lighting; with priority given on roadway:
 - i. intersections.
 - ii. pedestrian crosswalks.
 - iii. areas with high night-time traffic or areas with identified hazardous road conditions; and
 - iv. areas of heavy pedestrian or vehicular traffic, such as public or community buildings, (i.e., schools, community centers, etc.).
- e) There is an existing utility pole at the requested location.
- f) The streetlight is roadway facing; and there is sufficient electrical equipment, wiring and pole space clearance available at the requested location for the addition of a streetlight.

10. REPAIRS AND REPLACEMENT OF MALFUNCTIONING STREETLIGHTS

The Public Works Department is responsible for coordinating the maintenance, and replacement of all streetlights on an as-required basis. WHRM will become aware of malfunctioning streetlights by reports received from the public or by periodic road inspections.

- a) NSPI, or their designee will be responsible to perform repairs, maintenance and/or replacement to all Municipal-leased (NSPI-owned) streetlights.
- b) WHRM will submit requests for repairs, maintenance and/or replacement of malfunctioning streetlights from its designated maintenance contractor to all Municipal-owned streetlights; and
- c) If there is a clear and imminent severe threat to public safety, repair or replacement will be requested immediately. Otherwise, the WHRM will request repair/replacements to streetlights when it is cost-effective (will be scheduled for annual or semi-annual repair).

Schedule B: Subdivision/Developer Installation Standards and Fees

All Developers and private road owners are required to provide all capital, installation, and commissioning costs of Municipal-approved streetlights in their developments per the WHRM development agreement or as-of-right.

The standard placement will be one streetlight at every intersection and one at every second utility pole, or as determined necessary by the Municipal Engineer. Standards for all private (decorative) poles and fixtures is detailed per the West Hants Regional Municipality's Municipal Standards Specifications.



**WEST HANTS REGIONAL MUNICIPALITY
STREET LIGHT POLICY**

RCOPW-002.00

The Developer is responsible to install streetlights as part of the development; in accordance with NS Power’s standards, permissions, and regulations and with the light specifications approved by the development engineer of record. The standard fixture will be a 43W fixture, except at intersections, which may require higher illumination, at the Municipality’s discretion.

I, (Municipal Clerk Name), Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the 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).

(Signature of Municipal Clerk) _____
(Typed name of Municipal Clerk)

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

**2023-24 WEST HANTS REGIONAL OPERATING BUDGET UPDATE
FOURTH MONTH ENDING JULY 31, 2023**

REVENUE	2023-24 BUDGET	% OF THE BUDGET	FORECAST MARCH 31, 2024	VARIANCE % (BASED ON FORECAST)	VARIANCE (BASED ON FORECAST)	ACTUALS JULY 31, 2023	VARIANCE % (BASED ON ACTUALS)
TAXES	\$ 21,913,069	70%	\$ 21,603,036	-1.4%	\$ (310,033)	\$ 21,608,265	1.4%
SEWER	\$ 2,419,383	8%	\$ 2,191,756	-9.4%	\$ (227,627)	\$ 542,182	77.6%
BUSINESS PROPERTY / DEED TRANSFER TAX	\$ 2,420,477	8%	\$ 2,439,677	0.8%	\$ 19,200	\$ 877,803	63.7%
GRANTS	\$ 91,600	0%	\$ 91,600	0.0%	\$ -	\$ 102	100.0%
SERVICES PROVIDED TO OTHER GOVERNMENTS ¹	\$ 1,159,282	4%	\$ 1,193,756	3.0%	\$ 34,474	\$ 251,658	78.3%
SALES OF SERVICES	\$ 1,014,521	3%	\$ 901,651	-11.1%	\$ (112,870)	\$ 173,579	82.9%
OTHER REVENUE ²	\$ 666,961	2%	\$ 1,122,435	68.3%	\$ 455,474	\$ 367,280	44.9%
UNCONDITIONAL TRANSFERS	\$ 1,230,201	4%	\$ 1,230,201	0.0%	\$ -	\$ 239,162	80.6%
TRANSFERS FROM FED OR PROV GOVT.	\$ 15,000	0%	\$ 18,094	20.6%	\$ 3,094	\$ 18,094	-20.6%
TRANSFERS FROM OTHER LOCAL GOVERNMENTS	\$ 230,789	1%	\$ 230,789	0.0%	\$ -	\$ 30,394	86.8%
TOTAL	\$ 31,161,283	100%	\$ 31,022,996	-0.4%	\$ (138,287)	\$ 24,108,519	22.6%
EXPENSES							
GENERAL GOVERNMENT SERVICES ³	\$ 3,576,930	11%	\$ 3,903,306	9.1%	\$ 326,376	\$ 1,527,215	57.3%
PROTECTIVE SERVICES ⁴	\$ 9,206,807	30%	\$ 9,518,423	3.4%	\$ 311,616	\$ 775,141	91.6%
TRANSPORTATION	\$ 1,659,302	5%	\$ 1,659,302	0.0%	\$ -	\$ 477,221	71.2%
ENVIRONMENTAL HEALTH SERVICES ⁵	\$ 3,589,052	12%	\$ 3,606,639	0.5%	\$ 17,587	\$ 988,269	72.5%
PUBLIC HEALTH SERVICES ⁶	\$ 298,345	1%	\$ 292,687	-1.9%	\$ (5,658)	\$ 209,342	29.8%
PLANNING	\$ 1,111,360	4%	\$ 1,111,160	0.0%	\$ (200)	\$ 376,542	66.1%
RECREATION	\$ 3,054,574	10%	\$ 3,009,389	-1.5%	\$ (45,185)	\$ 988,510	67.6%
EDUCATION	\$ 5,000,882	16%	\$ 5,028,292	0.5%	\$ 27,410	\$ 1,170,636	76.6%
PRINCIPAL INSTALLMENTS	\$ 2,207,653	7%	\$ 2,207,653	0.0%	\$ -	\$ 736,966	66.6%
NET TRANSFERS	\$ 1,456,378	5%	\$ 1,456,378	0.0%	\$ -	\$ -	100.0%
TOTAL	\$ 31,161,283	100%	\$ 31,793,229	2.0%	\$ 631,946	\$ 7,249,842	76.7%
SURPLUS / DEFICIT	\$ -		\$ (770,233)			\$ 16,858,677	
			TOTAL SURPLUS (DEFICIT) OVER THE	\$ (770,233)			

Please note that if revenue and expenditures were incurred evenly over the year approximately 33.3% 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 deficit based on the variance analysis for the general fund is \$770,233.

Keynotes:

Revenue:

- Current Deed Transfer Tax actual is at \$448 thousand at July 31, 2023, which is 22.4% of budget.
- Sale of services is projecting lower due to recreation revenue, up to \$83,373 can be mitigated through safe restart funding.
- Sewer revenues are projection a little lower for first quarter of the year, this projection will be updated after the summer billing is completed.
- Other revenue is projecting higher than expected due to miscellaneous revenue, including permits, licenses, rentals, tax certificates, and return on investment.

Expenses:

- RCMP is projecting higher, with the addition of the provincial rcmp quarterly billing \$236,291, the 2022-23 operating RCMP credit will help mitigated this.
- Fire is projecting higher, with the major capital repairs for Hantsport Fire, and Windsor Fire apparatus. Increases associated to Southwest Hants Fire Operating and Regional Fire Operations.
- General Government is projecting higher, with the increases associated with Office Buildings, and Dial-A-Ride.
- Environmental health services is projecting higher due to increase associated to sewer depreciations.
- Education is projecting higher by \$27,140, Regional Library is also higher by \$7,710

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

Table 2:

WEST HANTS REGIONAL MUNICIPALITY
Sports Complex Fundraising/Donation Update
June 30, 2023

Original Fundraising Goal	\$2,000,000
Fundraised by Municipality of West Hants	\$ 89,834
Fundraised Since Consolidation	\$ 2,000
Non-Monetary Donations	\$ 3,763
Sponsorship to March 31, 2023	\$ 25,215
Adversiting to March 31, 2023	\$ 47,500
Sponsorship to June 30, 2023	\$ -
Adversiting to June 30, 2023	\$ -
Remaining to Reach Fundraising Goal	\$ 1,831,689

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

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

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

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

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

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

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

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

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

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

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

First Name	Last Name	Correspondence Date	Meeting / logged
Quentin	Davison	2021-07-13	2021-07-13 COTW
Iain (Hon.)	Rankin	2021-07-16	2021-07-27 Council
Karen	Beazley	2021-07-15	2021-07-27 Council
G.E.	Morehouse	2021-07-22	2021-07-27 Council
Darlene	Taylor	2021-07-26	2021-09-14 COTW
Heather	MacLean	2021-08-13	2021-09-14 COTW
Kim (Hon)	Masland	2021-09-22	2021-10-12 COTW
Darren	Porter	2022-02-01	2022-02-08 Council
Hon. Steve	Craig	2022-03-02	2022-03-08 COTW
Hon. Greg	Morrow	2022-03-08	2022-03-22 Council
Sheldon	Hope	2022-03-10	2022-03-22 Council
Darren	Porter	2022-06-02	2022-06-14 COTW
Darren	Porter	2022-06-27	2022-06-28 Council
Hon. Joyce	Murray	2022-07-12	2022-07-26 Council
Jennifer	Allen	2022-08-30	2022-09-13 COTW
Hon. Kody	Blois	2022-10-07	2022-10-11 COTW
K Salter	Salter	2022-10-28	2022-11-08 COTW
Hon. Kody	Blois	2023-06-02	2023-06-13 COTW
Andre	Arsenault	2023-06-02	2023-06-13 COTW
Darlene	Taylor	2023-06-02	2023-06-13 COTW
Kevin	Walsh	2023-06-03	2023-06-13 COTW
Alyson and Nicholas	Bremner/Juurlink	2023-06-03	2023-06-13 COTW
Hants County Federation of Agriculture		2023-06-03	2023-06-13 COTW
Al	Mailman	2023-06-03	2023-06-13 COTW
Greg	O'Leary	2023-06-03	2023-06-13 COTW
Lisa	Bland	2023-06-04	2023-06-13 COTW
Karen	Lynch	2023-06-04	2023-06-13 COTW
Judy	Lynch	2023-06-04	2023-06-13 COTW
Greg	Miller	2023-06-04	2023-06-13 COTW
Darren	Porter	2023-06-04	2023-06-13 COTW
Monique	Wood	2023-06-04	2023-06-13 COTW
Lana	Patterson	2023-06-04	2023-06-13 COTW
Dr. AK.	Kirumira	2023-06-04	2023-06-13 COTW

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

Bonnie	O'Leary	2023-06-04	2023-06-13 COTW
Robyn	Bremner-Popma	2023-06-04	2023-06-13 COTW
Traci and Elizabeth	Curry	2023-06-04	2023-06-13 COTW
Sheldon	Hope	2023-06-05	2023-06-13 COTW
Wilf and Diane	Ogilvie	2023-06-05	2023-06-13 COTW
Aaron	Ewing	2023-06-05	2023-06-13 COTW
Cara	Pfeffer	2023-06-05	2023-06-13 COTW
Maxine	Chandler	2023-06-05	2023-06-13 COTW
Pat	Porter	2023-06-05	2023-06-13 COTW
Shannon	Cunningham	2023-06-05	2023-06-13 COTW
Anna	DeNicola	2023-06-06	2023-06-13 COTW
Jen	Murphy	2023-06-06	2023-06-13 COTW
Karen	Beazley	2023-06-06	2023-06-13 COTW
Linda	Card	2023-06-06	2023-06-13 COTW
Richard	Dunham	2023-06-06	2023-06-13 COTW
Doug	Symonds	2023-06-06	2023-06-13 COTW
Krista	Lunn	2023-06-06	2023-06-13 COTW
Barbara	Hughes	2023-06-06	2023-06-13 COTW
Andrew	Smiley	2023-06-06	2023-06-13 COTW
Nikki	Lloyd	2023-06-06	2023-06-13 COTW
Aaron	Ewing	2023-06-07	2023-06-13 COTW
Jim	White	2023-06-07	2023-06-13 COTW
Sasha	Stevens	2023-06-07	2023-06-13 COTW
Chris	Phillips	2023-06-07	2023-06-13 COTW
Chad	Pothier	2023-06-07	2023-06-13 COTW
Darlene	Taylor	2023-06-07	2023-06-13 COTW
Nancy and Bruce	Cameron	2023-06-07	2023-06-13 COTW
James	Pothier	2023-06-07	2023-06-13 COTW
Abe	Zebian	2023-06-07	2023-06-13 COTW
Judith	Kazmirski	2023-06-08	2023-06-13 COTW
Nikki Lloyd	Lloyd	2023-06-08	2023-06-13 COTW
Darren	Porter	2023-06-09	2023-06-13 COTW
Ashley Imlay	Imlay	2023-06-09	2023-06-13 COTW
Valerie	Wilcox	2023-06-11	2023-06-13 COTW

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

Colleen	Walsh-Bouman	2023-06-12	2023-06-13 COTW
G. Wayne	Hines	2023-06-12	2023-06-13 COTW
Sharon	Johnson	2023-06-12	2023-06-13 COTW
Nicholas	Juurlick	2023-06-11	2023-06-13 COTW
Ed and Cathy	Kerr	2023-06-12	2023-06-13 COTW
Tracey	Sexton	2023-06-12	2023-06-13 COTW
Peter	Nicol	2023-06-12	2023-06-13 COTW
Jennifer	Shaw	2023-06-13	2023-06-13 COTW
Jayne	Murray	2023-06-13	2023-06-13 COTW
Reid & Roslyn	MacDuff	2023-06-13	2023-06-13 COTW
Monique	Wood	2023-06-13	2023-06-13 COTW
Dean	Manning	2023-06-13	2023-06-13 COTW
Karen	Beazley	2023-06-14	2023-06-27 Council
Carrilee	Eddy	2023-06-15	2023-06-27 Council
Maria DeNicola	DeNicola	2023-06-15	2023-06-27 Council
Anna	DeNicola	2023-06-16	2023-06-27 Council
Karen F.	Beazley	2023-06-16	2023-06-27 Council
Lisa	Bland	2023-06-16	2023-06-27 Council
Duncan	Armour	2023-06-19	2023-06-27 Council
Gwendolyn	Aker	2023-06-19	2023-06-27 Council
Laura	Fisher	2023-06-19	2023-06-27 Council
Barbara	Hughes	2023-06-21	2023-06-27 Council
Reid & Roslyn	MacDuff	2023-06-21	2023-06-27 Council
Kim	Jansen	2023-06-22	2023-06-27 Council
Brian and Sandra	Hogan	2023-06-22	2023-06-27 Council
Maria	DeNicola Re Concerns of Racism, Bullying and Slander	2023-06-22	2023-06-27 Council
Karen	Langille	2023-06-22	2023-06-27 Council
Anne	Desneiges	2023-06-22	2023-06-27 Council
Darren	Porter	2023-06-25	2023-06-27 Council
Barbara	Hughes	2023-06-27	2023-07-11 COTW
Louis	Coutinho	2023-06-28	2023-07-11 COTW
Darlene	Taylor	2023-06-29	2023-07-11 COTW
Eric	D-Entremont	2023-07-10	2023-07-11 COTW
Canadian Wildlife Federation Letter		2023-07-10	2023-07-11 COTW

Correspondence Received

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

Correspondence Received

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

Correspondence Received

Darren	Porter		2022-09-14	2022-09-27 Council
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 Sandford	Re: response to outstanding concerns sent after the presentation to Council on December 13th, 2022.	2023-01-09	2023-01-10 COTW
Graham Sanford	Re: File to Rezone Lots along Bog Road	2023-01-24	2023-01-24 Council
Nova Scotia Department of Public Works Request	Re: Pothier Motors Crosswalk Request	2023-02-03	2023-02-14 COTW
Windsor Township Business Association	Re: Expression of Thanks and Continued Conversations	2023-02-09	2023-02-14 COTW
Hants County Federation of Agricultural and the Great Falmouth Marsh Body	Re: Remaining ACOA funds	2023-02-23	2023-02-28 Council
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-02-17	2023-03-14 COTW
Windsor Lions Club	Re Tourist Bureau Park Request	2023-02-23	2023-03-14 COTW
Carrilee Eddy	Re Affordable Housing	2023-02-28	2023-03-14 COTW
Graham Sanford	Re: Don't Be The Dirt Advocacy Presentation	2023-02-28	2023-03-14 COTW
Andrew Hardman	Re 997 Highway 14 Distribution Depot - Trans-World Concerns	2023-03-02	2023-03-14 COTW
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-03-02	2023-03-14 COTW
FCM Executive Decision	Re Green Municipal Fund application	2023-03-03	2023-03-14 COTW
Avondale Hall	Re Floor repair and renovation request	2023-03-08	2023-03-14 COTW
Letter From Private Road Development	Re Petition for Waste Collection Services	2023-03-09	2023-03-14 COTW
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

Correspondence Received

Kody Blois	Re: Letter to the Hon. Kim Masland	2023-03-21	2023-03-28 Council
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

Correspondence Received

Trevor Levy	Re Scotch Village Station Road Development	2023-04-14	2023-04-25 Council
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

Correspondence Received

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
Core Committee Zwicker Lake Property Owners	Re CCBF Funding and the Canoe Club	2023-05-08	2023-05-09 COTW
John Fitzgerald	Re Scotch Village yoga retreat	2023-05-10	2023-05-23 Council
Karen Fitzgerald	Re Yoga resort plan	2023-05-10	2023-05-23 Council
Bill Preston	Re Unsightly etc.	2023-05-11	2023-05-23 Council
Garret Johnston	Re Avon Street Erosion Hantsport Nova Scotia	2023-05-11	2023-05-23 Council
Margy Fletcher	Re Expansion to King Street from Payzant Drive	2023-05-11	2023-05-23 Council
Art Ward and Karen Bourque-Ward	Re Scotch Village Station Road PID 45166915 and PID 45148608.	2023-05-15	2023-05-23 Council
Letter to NSFM from the Minister of Municipal Affairs and Housing	Re 12 Month Notice	2023-05-15	2023-05-23 Council
Andrew Hardman	Re Property Tax Exemption List	2023-05-15	2023-05-23 Council
Upper Vaughan Property Owners	Re 997 Highway 14, Permit #C2020-371	2023-05-15	2023-05-23 Council
Denise Forand	Re Waterfront options are ours to design for generations to come. Ebb n Flow.	2023-05-16	2023-05-23 Council
Warden Nickerson	Re RCMP Retroactive Costs - Copy	2023-05-18	2023-05-23 Council
Art Ward	Re Proposed DA for Scotch Village Station Road PID 45166915 and PID 45148608.	2023-05-19	2023-05-23 Council
Shelley Arsenault	Re Rezoning and Development of Agricultural Land	2023-05-19	2023-05-23 Council
Lee and Debbie Watson	Re Old Railway, Collapse in Mt Denson	2023-05-21	2023-05-23 Council
Dave Smith	Re Zwicker Lake Petition	2023-05-22	2023-05-23 Council
Seamus Marriott	Re Petition to Reconsider Canoe Club Tax Exemption	2023-05-22	2023-05-23 Council
Denise Thibault	Re Concerned property owner and taxpayer	2023-05-23	2023-06-13 COTW
Glooscap First Nation	Re Proposed Addition to Reserve, Bishopville Road	2023-05-25	2023-06-13 COTW
Mark Kehoe	Re Property Tax Exemption Community Center	2023-05-26	2023-06-13 COTW
Barry Maxner	Follow up Re Definition of Community Centre and the Pisaquid Canoe Club	2023-05-29	2023-06-13 COTW

Correspondence Received

Will Balsler, Coastal Adaptation Coordinator	Re Joint Statement Call to Release the Coastal Protection Act Regulations	2023-06-01	2023-06-13 COTW
Chrystal Fuller on behalf of Mitch Brison	Re connecting Payzant and King Street request to Council	2023-06-02	2023-06-13 COTW
Carrilee Eddy	Re World Ocean Day	2023-06-07	2023-06-13 COTW
Carrilee Eddy	Re Fire Protection	2023-06-07	2023-06-13 COTW
Mark Peck, CEO of Joint Regional Transportation Agency	Re Invite to Municipal Working Group	2023-06-07	2023-06-13 COTW
Wayne and Edith.	Re the Gate and the Crossing.	2023-06-07	2023-06-13 COTW
Steph Sedgwick	Re the Gate and the Crossing.	2023-06-08	2023-06-13 COTW
Debbie Stoddard-Pageau	Re the Gate and the Crossing.	2023-06-08	2023-06-13 COTW
Rachelle Trudel	Re Garlands Crossing - Access Roads	2023-06-09	2023-06-13 COTW
Mike MacDonell	Re Agritourism and Rural Development - Sustainable Hill Resort	2023-06-11	2023-06-13 COTW
Melissa Levy	Re Appeal	2023-06-12	2023-06-13 COTW
Paul and Amy Brown	Re Gate in the crossing	2023-06-13	2023-06-13 COTW
Jason Tucker and Tim Carr	Re Canada Day Events in Hantsport	2023-06-13	2023-06-13 COTW
Kimm Kent, POSSE	Re Addressing housing insecurity and homelessness	2023-06-13	2023-06-27 Council
Paul Pierce	Re Award of Tender	2023-06-15	2023-06-27 Council
Nova Scotia Provincial Housing Agency	Re Priority Access to Housing	2023-06-09	2023-06-27 Council
Core Committee Zwicker Lake Property Owners	Re CCBF Funding	2023-06-14	2023-06-27 Council
Adriane Salah	Re Request for letter of support Re Tremaine Crescent	2023-06-20	2023-06-27 Council
<u>Barry Maxner</u>	Re No replies - Concerns with the Pisiquid Canoe Club.pdf	2023-06-23	2023-06-27 Council
Honourable Timothy Halman	Response Re Coastal Protection Act	2023-06-25	2023-06-27 Council
Core Committee Zwicker Lake Property Owners	Re Seeking clarity	2023-06-27	2023-06-27 Council
Core Committee Zwicker Lake Property Owners (Seamus Marriott)	Re Seeking clarity	2023-06-29	2023-07-11 COTW
Lisa Bland	Re Safety Measures during this Emergency (Request)	2023-06-30	2023-07-11 COTW

Correspondence Received

Nancy Sheehy	Re State of Emergency (Request)	2023-06-30	2023-07-11 COTW
Pat Miller	Re Fireworks and Calming your dog	2023-06-30	2023-07-11 COTW
Carrilee Eddy	Re Avon River Fish Passage (Request)	2023-07-03	2023-07-11 COTW
Maria DeNicola	Re clarification on health and safety issue	2023-07-05	2023-07-11 COTW
Nova International	Re Letter to West Hants	2023-07-05	2023-07-11 COTW
NSEMO - Emergency Management Preparedness Office	Re Region 3 Resignation	2023-07-06	2023-07-11 COTW
Chris Shields	Re Construction on the 101 and Lake Pisiquid	2023-07-07	2023-07-11 COTW
Carrilee Eddy	Re Declining to meet with Nikki-Marie Lloyd	(WHRM copied) 2023-07-12	2023-07-25 Council
East Hants Letter	Re Bill 236 - Railways Act - Windsor Hantsport Rail	(WHRM copied) 2023-07-19	2023-07-25 Council
Matt Dunfield	Re Question Re Falmouth Family Park	2023-07-20	2023-07-25 Council
Laura de Boer	Re St. Croix Dam Evacuation - Flood Mapping Request	2023-07-23	2023-07-25 Council
Benjamin Dykeman	Re Municipal Funding to Community Crisis Response	2023-07-24	2023-07-25 Council
Louis Coutinho	Re EMO and Torrential Rain & Flooding	2023-07-24	2023-07-25 Council
Peter Moore	Re Where's the pump X 4	2023-07-24 and July 25, 2023	2023-07-25 Council
Denise Forand	Re Questions re Cunnable Creek and overflow	2023-07-24 and 2023-08-14	2023-09-12 COTW
CCBF	Re Confirmation of Funding Re Pisiquid Canoe Club	2023-08-01	2023-09-12 COTW
Municipality of Kings County	Re Flood Event	2023-07-28	2023-09-12 COTW
Hants County Condominium Corp.	Re Damages to Critical infrastructure	2023-08-09	2023-09-12 COTW
UARB	Re 2023 Municipal Boundary Notice of Approval	2023-08-10	2023-09-12 COTW
Virginia Deering	Re Flooding on Chittick Ave.	2023-08-09 and 2023-08-11	2023-09-12 COTW
Hon. Greg Morrow response to Correspondence Re Fresh water resource for the Agricultural Community	Re Fresh water resource for the Agricultural Community	2023-08-14	2023-09-12 COTW
Jacqueline and Ryan Heffler	Re Bus transportation needed	2023-08-25	2023-09-12 COTW

Correspondence Received

MP Kody Blois	Re Letter to Minister Morrow re Dyke Land (WHRM copied)	2023-08-31	2023-09-12 COTW
Darren Porter	Re Water Testing and follow up emails	2023-08-14 and 2023-09-05	2023-09-12 COTW
Pamela DeNicola	Re Agricultural land preservation and protection	2023-09-06	2023-09-12 COTW
Jean Sanford	Re chairs	2023-09-12	2023-09-26 Council
Keith Aucoin	Re Impact of Hurricane Lee	2023-09-12	2023-09-26 Council
Luke Garagan	Re Transportation for West Hants	2023-09-12	2023-09-26 Council
Maria Medioli	Re Response to Blaise Fraser and Jackie Doucet Re Kings Meadows (WHRM copied)	2023-09-13	2023-09-26 Council
Peter Moore	Re Unprecedented weather event and Preparedness	2023-09-13 and 2023-09-14	2023-09-26 Council
Jennifer Moore	Re Preparedness	2023-09-14 x 2	2023-09-26 Council
Steve Turner	Re Windsor Hantsport Railway (WHRM copied)	2023-09-14	2023-09-26 Council
Laura Moore	Re Abuse of Emergency Management Act	2023-09-16	2023-09-26 Council
Daniel Steeves	Re Short Term Rental	2023-09-21	2023-09-26 Council
Kings County	Re Notice of Public Hearing	2023-09-21	2023-09-26 Council
Colleen Rogers	Re Transportation in West Hants	2023-09-23	2023-09-26 Council
Selling Scotia	Re Discussions around banning STRs	2023-09-25	2023-09-26 Council
Hants Health and Wellness Team	Re Transportation Options and Municipal Staff to undertake a Feasibility Study	2023-09-28	2023-10-10 COTW
Sherry Williams	Re Concern for Kings Meadows Closing (WHRM copied)	2023-09-29	2023-10-10 COTW
Peter Moore	Re CBC, below sea-level	2023-09-30	2023-10-04 COTW
Denise Forand x 2	Re CBCL	2023-10-04	2023-10-04 COTW
Peter Moore	Re Weather	2023-10-05	2023-10-10 COTW

HANTS HEALTH & WELLNESS TEAM

Hants Community Hospital
89 Payzant Dr (2nd floor) Windsor, NS
p: 902-792-2052 • f: 902-792-2253

www.healthandwellnessteam.ca

September 28, 2023

West Hants Regional Council
West Hants Regional Municipality
76 Morison Dr., P.O. Box 3000
Windsor, NS B0N 2T0
Sent via email: AllCouncil@WestHants.ca

Dear Council Members,

The Hants Health and Wellness Team is a unique program of Nova Scotia Health, serving West Hants for over 9 years. We offer services that help residents self-manage chronic health conditions and live as healthy as they are able by sharing information and nurturing their own skills.

We are writing today to lend our voice to the call for increased transportation options in West Hants, and a feasibility study by municipal staff on the subject. As you are likely aware, access to safe transportation is a social determinant of health. Transportation allows us to participate in society, connect with family and friends, access recreation and physical activity resources, purchase food or go to food security resources, as well as access health care services of all kinds.

A stereotype of rural Nova Scotia might be that residents have their own vehicles. We know, though, that residents of West Hants also access health care and other supportive services through family and friend support. Increasingly, we are finding people are not accessing the help they need because they cannot get to it. Taxi fare is not sustainable for an individual, nor any service which might be offering them financial support. A publicly supported transportation system could help our residents connect to the resources they need.

Respectfully,



Melissa Boland BA (Hons.), BSW, MSW, RSW
Hants health and Wellness Team
Team Lead
Emotional Wellness Councilor/Navigator

From: sherry williams
To: melissa.mlaoffice@gmail.com
Cc: premier@novascotia.ca; Lauralee.langley@novascotia.ca; PublicOnlyCouncilEmail; MariaMedioli@novascotia.ca; Randy.Acker@novascotia.ca; Michael.Hazelwood@novascotia.ca; charlotte.macdonald@novascotia.ca; nancy.neil@novascotia.ca; Karen.Croft@novascotia.ca; Andrea.Rudolf-Naas@novascotia.ca; DSCMIN@novascotia.ca
Subject: A public concern
Date: Friday, September 29, 2023 9:27:01 AM

Caution [External Email]

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

I was dismayed, disturbed and disgusted to learn that Kings Meadows is slated to close. I have been a neighbour to the residence for many years and applaud the work being done there. This residence does not meet any of the points in your report. King's Meadows has been "home" to these residents for many years, from 15 to 52. They have formed strong bonds with each other and the staff as well. The residents are very happy, involved in the community both by working and volunteering. They live in a safe, secure, clean environment. The staff are exceptional, ensuring the residents are treated with patience, care and respect. Granted there are changes to the system that are essential but to sacrifice a prime example of how a residence should be held as an example to others is to penalize the staff and residents for doing everything properly. And what will happen to these residents? They require supervision and support not life changing events causing stress and trauma. This decision needs much more review and research. Kings Meadows is a boon to the community and provides an invaluable service. Closing Kings Meadows would not only traumatize the residents but also family members and friends. Surely it is well worth more consideration. These residents have the most basic human right to live in a safe, comfortable, secure location and definitely have the right to be happy. Maybe you should look more deeply at what is working well, rather than making a knee-jerk reaction. If you truly want to honour "choice" in this process, then let these residents choose to live in a healthy, safe environment which they call home. Thank you for your attention to this very important matter,
Sherry Gillam
Sent from my iPad

From: Peter Moore
To: [Todd Richard](#)
Cc: Abraham Zebian; [PublicOnlyCouncilEmail](#)
Subject: [CBC, below sea-level?](#)
Date: Saturday, September 30, 2023 7:42:44 AM

Caution [External Email]

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

First, with this 'shared responsibility' you spoke to, please list what else we citizens could be doing... then again, as presented at the meeting, under Asset Management, none of what you're doing is fulfilling the Municipalities responsibility.

'Impling' a truth to our area doesn't make it truth...

GEODETIC SURVEY OF CANADA

THE ELEVATION OF THIS BENCHMARK IS

23.815 FEET

ABOVE MEAN SEA LEVEL.

From: [Laurie Murley](#)
To: [Deanna Snair](#)
Subject: Fwd: Cbl. ??
Date: Thursday, October 5, 2023 4:00:43 PM

From: Denise Forand
Date: October 4, 2023 at 6:36:55 PM ADT
To: Laurie Murley <lmurley@westhants.ca>
Subject: Cbl. ??

Caution [External Email]

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

Dear, Laurie,

Did you catch the news.,CBC tonight thinking we will have all Lunenburgs issues and more.

Something better be investigated on CBL flood mapping,

Hope to hear back that your on it.

Sent from my iPad

From: [Laurie Murley](#)
To: [Deanna Snair](#); [Jim Ivey](#)
Subject: Denise Forand comments
Date: Friday, October 6, 2023 4:56:43 PM

Comments from Denise Forand's second email on October 5, 2023 to me.

"I'm thinking we should not hire CBCL for anymore projects until we see results from the current studies. At councils last meeting it was suggested that CBCL be awarded another job, which I don't think we should do. Lunenburg was very disappointed in CBCL's report. Potentially a waste of money on the wrong company. Just my thoughts.

Denise Forand

From: Peter Moore
To: [Troy Burgess](#)
Cc: [Abraham Zebian](#); [PublicOnlyCouncilEmail](#)
Subject: Weather Warning
Date: Thursday, October 5, 2023 7:23:38 AM

Caution [External Email]

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

Issued by: Environment and Climate Change Canada
Description

Heavy rain and strong winds are expected on the weekend.

Maximum wind gusts: likely up to 80 km/h or stronger over exposed areas.

Total rainfall: possibly 50 millimetres or more in areas of heaviest rain.

Time span: over western areas, starting Saturday afternoon or evening and ending early Sunday morning. Over eastern areas, starting overnight Saturday night and ending late Sunday morning or Sunday afternoon.

Remarks: an intense trough of low pressure will interact with Tropical Storm Philippe and will give heavy rain and strong winds.

'Conscience; truth's greatest witness.'

October 4, 2023

Questions/Comments for Tenders

-Number of Years in Snowplowing

-Morning Checks/Night Checks, are they required?

-Equipment – Year, Type of Vehicles or Loaders, how many?

- Plows, Salt Spreaders, Sand Spreaders, how many?

-List Back-up Equipment

Salt – storage area or availability

Sand – storage area or availability

Logs – submitted at the end of the month, with
Date, Time, Clearing, Salting, Sanding, Clearing Walkways

Response Time – usually 1 hr, 2 hrs max

Reference Letters or List Reference – Name, Phone No., E-mail

WINDSOR LANDSCAPING
272 ASHLAND ROAD
MARTOCK, N.S.
BON 2TO
902-798-9754

October 4, 2023

TO: Municipality of West Hants

RE: Snow Plow Tender

The level of service, or lack of, we observed, the Snowplow Contractor provided last year, was certainly not up to the standards Windsor Landscaping provides. By not enforcing the accepted standards, the Municipality will be held accountable for slip and falls as due diligence is not upheld.

Windsor Landscaping recognizes the successful Contractor was less than 50% of our bids, and the service provided was certainly sub standard. Being in the Snowplow business for 40 years, I feel we have a good idea what the prices should be at the various locations.

Obviously by accepting this level of service (from an outside Hants County Contractor), it's a waste of our time to submit prices.

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

Correspondence Sent

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

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Hon. Steve Craig	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Tim Halman	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Susan Corkum-Greek	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Kim Masland	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MP Blois	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MLA Sheehy-Richard	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MLA Sheehy-Richard, Premier, NS Public Works Minister(Kim Masland), District Area Manager (Robyn Homans)	Re Support to pave Cogmagun and Beaverpond Roads	2023-05-17	2023-05-23 Council
Hon. Tim Halman, Premier, MLA Sheehy-Richard	Re Coastal Protection Act Regulations	2023-05-23	2023-05-23 Council
Indigenous Services Canada	Re Response to the Proposed Addition to Reserve, Glooscap First Nation	2023-06-27 Sent 2023-06-30	2023-07-11 COTW
Premier Tim Houston, Hon. Joyce Murray, Hon. Steve Craig, Hon. Tim Halman, Hon. Susan Corkum-Greek, Hon. Kim Masland, MP Blois, MLA Sheehy-Richard	Re Follow up to correspondence sent on March 23, 2023 Re Reimagination Strategy Exercise	2023-06-29	2023-07-11 COTW
Hon. Kim Masland	Re The Railways Act- Bill 236	2023-07-05	2023-07-11 COTW
NS Minister of Agriculture, Premier of NS, Minister of Fisheries, Oceans and the Canadian Coast Guard, Minister of Fisheries and Aquaculture, Minister of Public Works, MP Blois, MLA Sheehy-Richard, Nic Juurlick, President of the Hants County Federation of Agriculture	Re Permanent Freshwater Resource for Agricultural Communities	2023-07-20	2023-07-25 Council



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: Councillor Sherman

Date: October 10, 2023

Subject: Carpool Parking

LEGISLATIVE AUTHORITY

Municipal Government Act

RECOMMENDATION or DECISION REQUEST

...Council direct staff to write a letter to MLA Sheehy-Richard requesting that the province explore options and create an additional carpool parking lot between Exit 7 (Falmouth) and Exit 5 (Three Mile Plains).

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Since consolidation, many individuals and families have relocated to the area and now call West Hants their home. With this growth, comes a need to expand available parking options for those who now call West Hants their home.

DISCUSSION

A need for shared mobility has drastically increased and is believed to be a potential sustainable transport means. Carpooling provides benefits not only to carpoolers (cost reduction and time

saving) but also to the environment and society at large in terms of relieving traffic congestion as well as reducing energy consumption and carbon emissions and helps reduce the demand or need for increased parking infrastructure.

Many individuals and families moving to our area travel outside of the region for employment, recreation/social or medical purposes. Having an additional carpool parking area for the region would provide residents with another parking resource.

NEXT STEPS

Staff prepare correspondence and send it to MLA Sheehy-Richard.

FINANCIAL IMPLICATIONS

No financial implications with the preparation of this report with the exception of staff time.

ALTERNATIVES

Council may not choose to direct staff on this issue recommendation.

Council may choose a different course of action.

ATTACHMENTS

None.

CHIEF ADMINISTRATIVE OFFICER REVIEW

Pending Comments

Report Prepared by: Councillor Sherman

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: Mayor Abraham Zebian

Date: October 10, 2023

Subject: Sewer Odours in Windsor Flood Zone

LEGISLATIVE AUTHORITY
Municipal Government Act

RECOMMENDATION or DECISION REQUEST

...Council direct staff to explore options on masking or eliminating the sewer odours arising from the combined storm/sewer system and report back to council with recommendations.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Since consolidation, Regional Council has learned a great amount about the former Town of Windsor’ water, waste water, sewer, and drainage systems. Council has taken steps to help address various issues by purchasing a pump to help during extreme rain events and commissioning storm water management study.

On September 18, 2023, West Hants held its first storm water meeting in the community of Hantsport. That meeting was followed up by a second meeting on September 25 in Windsor.

DISCUSSION

During the Windsor storm water meeting, one item raised was the sewer odours that residents are experiencing frequently arising from the combined system. The frustration with this, among other things, was very clear and evident. I believe council should address this issue in the present time until the combined system can be separated.

NEXT STEPS

Staff prepare a report on solutions.

FINANCIAL IMPLICATIONS

No financial implications with the preparation of this report with the exception of staff time.

There would be budgetary implications if council implements solutions.

ALTERNATIVES

Council may not choose to direct staff on this issue recommendation.

Council may choose a different course of action.

ATTACHMENTS

None.

CHIEF ADMINISTRATIVE OFFICER REVIEW

Pending Comments

Report Prepared by: Abraham Zebian, Mayor

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: October 10, 2023

Subject: Fresh Water Resources – Recommendations

LEGISLATIVE AUTHORITY

MGA 30 (1) (2) (3)

RECOMMENDATION or DECISION REQUEST

Council directs the CAO to engage staff to review and report back regarding the Fresh Water Resources summary information report provided at the Council Meeting Sept 21, 2023 to determine if an opportunity exists for the the Municipality to further enhance its access to fresh water resources for purposes of potable water, industrial expansion, fire fighting resources (dry hydrants), or agricultural purposes.

Council also directs the CAO to engage staff to determine if the property known as Town Pond is or was ever a public resource, further if it was a public resource but is no longer, then when and how did it did it transition from public to private ownership.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input checked="" type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input checked="" type="checkbox"/>
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A summary raw information report on Fresh Water Resources within West Hants was introduced at the West Hants Municipal Council meeting on Sept 26, 2023.

The purposes of the report was to identify West Hants fresh water resources based on local information sourced by Mr RG Armstrong as possible sources for West Hants in the short, medium and longer term.

DISCUSSION

Fresh water resources have been a regular discussion amongst this and prior Councils.

More recently the discussions have related to sources for fire fighting (dry hydrants / wildfires), access to potable water amongst municipal water utilities and drawdown limits, potable water access for water haulers, fresh water for agricultural purposes, water inventory for sprinkler services due to increased development demand and other reasons.

Sources of fresh water from information resources in the September 26 2023 Council report included ground water resources (Three Mile Plains, Windsor Forks, Falmouth) from studies in the 1960's done by the Department of Energy Mines and Resources as part of the federal ARDA program (Agricultural Regional Development Act). Town Pond was identified as a surface water resource within the Falmouth area through the anecdotal history provided by Mr Armstrong as well as other fresh water surface resources identified (225+/-) through the Department of Environment and Climate Change fresh water lake mapping tool.

Given the prior and more recent discussions on fresh water resources within the West Hants Region, it seems appropriate at this stage that staff be asked to review the resources identified as well as others possibly overlooked. The review should serve to inform West Hants as to its status for accessibility to fresh water for the purposes identified (potable water, fire fighting, agricultural use, industrial expansion and any other purpose deemed appropriate.

NEXT STEPS

To be Determined

FINANCIAL IMPLICATIONS

Staff time in reviewing and researching the information identified in the initial report

ALTERNATIVES

Council may choose not to proceed with added review of fresh water resources in West Hants

ATTACHMENTS:

[Fresh Water Resource Report- Council Meeting Sept 26, 2023](#)

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: Sept 26, 2023

Subject: Fresh Water Resources

LEGISLATIVE AUTHORITY

N/A

RECOMMENDATION or DECISION REQUEST

This is an initial information report.

Any recommendation or decision request would likely occur at a future meeting to be determined as appropriate.

BACKGROUND

Discussion regarding fresh water resources has been a topic over the course of the last number of years with both the current and prior councils. Varied topics on the agendas have included sources for potable water, irrigation, fire fighting as well as distribution and other topics.

In August I received documents from a local resident relating to freshwater resources within the West Hants Region which included:

1. A four page summary document composed of anecdotal history from a local resident titled “A Brief Description of an Underground Aquifer in Falmouth Nova Scotia”. (Attached)
 - a. (Included within his document is a pictorial overview of the areas that were reported to have been previously serviced by the aquifer – 12 aerial images with a few descriptive bullet notes for each).
2. West Hants topo map with pin markings identifying fresh water resources within the West Hants Region (225 between St Croix and Hantsport -both sides of the river) as found through a new map marking tool introduced by the Nova Scotia Department of Environment and Climate Change. The tool itself can be found here:
[\(https://novascotia.ca/nse/surface.water/\)](https://novascotia.ca/nse/surface.water/)
3. Historical groundwater reference material sourced through the Nova Scotia Department of Environment and Climate Change.

Source of Reports: <https://novascotia.ca/nse/groundwater/groundwaterresources.asp> .

Under the Hants County section 2 primary reports of interest are:

a. **Groundwater Resource Report Windsor Hantsport Walton**

https://novascotia.ca/nse/groundwater/docs/GroundwaterResourcesReport_Windsor-Hantsport-WaltonArea.pdf

b. **Groundwater Resource Report for Falmouth**

https://novascotia.ca/nse/groundwater/docs/GroundwaterResourcesReport_Groundwater_Survey_Falmouth_Area_Hants_County_Hennigar_1965.pdf

Property ✓	Public Opinion <input type="checkbox"/>	Environment ✓	Social <input type="checkbox"/>	Economic ✓	Councillor Activity ✓
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The purpose of this report is to share the information received (in its raw format at present), with the intent of a future discussion on the freshwater assets and policy within the municipality for the short, medium and longer term.

DISCUSSION

The information received was sourced by the local resident having been inspired by recent discussions at Council on freshwater resources.

1. In the initial report (A brief Report about an Underground Aquafer in Falmouth Nova Scotia), the information provided by Mr RG Armstrong provides historical and anecdotal information regarding the fresh water aquafer in Falmouth.

...’The report identifies a large fresh-water aquafer of unknown size close to the surface which was referred to by some as “The big underground river”. The surface water, locally known as “Town Pond” (a gypsum sink-hole reported to be 90 feet deep), is regarded by some to be a public property (to be determined), as part of a larger grant to the Falmouth Township in 1760. The summary includes anecdotal history and information that recounts the use of the aquafer for public and homeowner consumption as well as for two commercial greenhouse operations and three family hothouse businesses. The history includes previous disucssion with prior councils in considering uses for fire fighting and for potable water for Falmouth.’...

There is a question raised a about the ownership of the pond and its groundwater. The question regarding this item has existed for some time. It is a matter that would likely be best resolved by staff through dedicated research of municipal and historical records.

- Aerial Images provided relate to the water use at different points in Falmouth over time of from the aquafer.

- (a) The local resident sought to plot local freshwater water resources in the Falmouth and Windsor area with use of a new freshwaterlake mapping tool

As referenced in the background section , the purpose of this report at this stage is to share the information received with Council and Staff (in its raw format at present), with the intent of a future discussion on the freshwater assets and policy within the municipality for the short, medium and longer term.

NEXT STEPS

To Be Determined

FINANCIAL IMPLICATIONS

To be Determined

ALTERNATIVES

Nothing at present

ATTACHMENTS:

A Brief Description of an Underground Aquafer in Falmouth NS– RG Armstrong

Falmouth Aquafer Aerial Image with Notes

West Hants Fresh Water Topographical Map with Pin Locations

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

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

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)

A Brief Description of an Underground Aquifer

In

Falmouth, Nova Scotia

Lower Falmouth is located in Hants County, N.S., to the west, and across the Avon River from Windsor, and directly across from the mouth of the St. Croix River. The soil is sandy clay on top of gypsum, which can be seen at the surface in certain areas. It is above a large fresh-water aquifer of unknown size, very close to the surface. Those who had wells and pipes tapped into this system, including my father, Harry Armstrong (1915-2005) and other farmers, called it "The Big Underground River". This water source served the Acadian village of Vincent Babin (est. 1689), and all subsequent family dwellings up until 1967 when the municipal water system was built.

This aquifer, in my memory, had four above ground water supplies available for public use. A large well on the side of the Back Road to the West of the Dyke Rd. intersection, was filled in the late 50's by road widening. A pipe above ground was, and may still be in use on the Falmouth Community Hall property. Just to the East of the Dyke Rd./Back Rd. Intersection, towards Windsor was a large pipe on a small piece of property that was owned by T.B. Akin, and bequeathed to the Community of Falmouth in his will. That small property with that large water supply was "acquired" by a neighbouring landowner in 1959, and taken over for supplying 21 single family mobile homes in a trailer park on School St.. across from the Falmouth elementary school. The fourth public water supply was a big pond known as the "Town Pond" in the common land/town plot property of 260 acres, granted to the Planter settlers in 1760.

In addition to the public's and home owner's source for water, this aquifer supplied two commercial greenhouse operations, and 3 family hothouse businesses. Avon Valley and H. Loomer greenhouses both grew flowers, while William Porter, Lorne Smith and Charles McClellan all grew cucumbers and tomatoes. All the wells and ponds, and the pipes not capped by valves, overflowed constantly, thus making any place in the area easy to tap into.

The main point of this brief essay is for information as to this aquifer being an additional and alternative water supply for potable water for Falmouth, and firefighting resources for the area. The large pond (Town Pond) is a gypsum sink-hole recorded to be 90 feet in depth, and two hundred feet or more in diameter, and never goes dry, running constantly. The pond, and the land around the pond, is approximately 5 acres in size, with a 2-rod (33 feet) surveyed right-of-way road from the #1 Highway, in to the pond, then continuing due south to the Green Lane.

This small property with its large water supply was the last that remained of the original 260 ac. Town plot/ common land granted to the Falmouth Township. It was surveyed and a barbed wire fence was in place around the perimeter. This fence was maintained and checked weekly by a caretaker, up until 1983 by Tom Aylward, then from that year to 2000 by Lorne Smith.

In 1999, a property to the West was purchased by J&T Holdings, with this owner also laying claim to the town plot/common land property as well. In 2001, the last caretaker, Lorne Smith, asked me if I would assist him in trying to have the West Hants Municipal Council retain this land for a future park for the community of Falmouth, which I agreed to do. In the next few months, myself, Fred Horne, who was the Mun. Councillor for the area, and several others tried to re-establish Falmouth's ownership of the property. Mr. Smith offered his own property, with its own large water supply to the municipality in a trade for simply retaining the public town plot and the big Town pond. Council refused the offer! In the autumn of 2001, Fred Horne obtained an affidavit from Lorne Smith regarding his brief biography and what he wished to happen to the public land. Council dropped the matter shortly afterward, and Mr. Smith passed away in January of 2002.

Some points to consider regarding true ownership if this public property:

1. Granted to the Falmouth Township in 1760 as a 60 acre Town Plot surrounded by 200 acres of Common Land. This 60 acre parcel was surveyed out to be the future Town of Falmouth, with the 200 acres laid out for gardens, pastureland, community use, and cemetery.
2. Over the years, the new settlers built and established dwellings on the land they were granted outside the town center, and the 260 acres remained vacant land. The Township Proprietors started selling off parts of the public land for orchards, pastures and private homes.
3. It is unclear at this time when the last piece of public land was sold leaving only the big Town Pond aquifer, with the right-of-way road and approximately 5 acres of good land.
4. There is anecdotal evidence and possibly newspaper clippings in the West Hants Historical Society that tell of the pond's use to cut ice for iceboxes before electricity. At one time a child drowned in the pond, and recovery efforts revealed the pond was 90 feet deep.
5. In an entry in John Duncanson's book "Falmouth- A New England Township in Nova Scotia" page 77, The West Hants Council discussed a dispute with someone claiming ownership of the property. Then in 1910 someone again claimed ownership by erecting a fence on the Pond Road, thereby preventing the public from cutting ice. The fence was ordered to be removed by Council's solicitor.
6. In the 1950's, the Windsor Fire Department and West Hants Council discussed the fire department using the town pond to fill their tankers, since it was known to be public land. The right-of-way road was to be built up to accommodate heavy trucks.
7. Hay was available from the land around the pond to whoever wanted it, on a first ask basis. In around 1970, my father would get the hay at times, but since the land was known to be public he would ask one of the last proprietor's, either Tom Aylward or Lorne Smith for the hay.
8. J&T Holding's own deed mentions this Public land and Town Pond as being on one side of the land they actually purchased.

This large "Underground River" aquifer, known as the Town Pond, would have been used as a water supply for maybe hundreds of years. For the Indigenous, a source of potable water, a place to fish in the pond and a place to tan hides. The Acadian village of Vincent Babin was established around the big pond in 1689. There is also mention (Capt. Alexander Murray, Ft. Edward 1755) of a grist mill on a small pond to the east. Then later in Planter times and onward, it was used to cut ice in along with public skating parties.

In the 1950`s, the Windsor Fire Department discussed with Municipal Council the possibility of having the pond as a water source for the tanker trucks, but the matter was dropped. In 2001, the issue was again brought to Council`s attention by a few residents in the area, but still nothing was done. And in the past 5 years, present council has also been made aware of this large water supply.

All effort should be made at this time to recover and retain this valuable pond water supply for fire fighting resources, as well as future additional drinking water, instead of simply letting it run away, as it is now. If the right-of-way road was repaired into the property, the pond itself could handle several dry hydrants, with possibly several more along the drainage route to the Lake. One could be put in the flood zone behind the brick warehouse, and one at the water truck fill station. And since this water supply runs constantly, there`s a good chance it could be piped across the causeway to Windsor. There`s definitely no shortage of water in this area of Lower Falmouth!

Also included is a 1969 report titled `Groundwater Resources and Hydrogeology of the Windsor-Hantsport-Walton Area, Nova Scotia., available online under NSE/publications, Water Resource Reports

This is a very informative report of the quantity and quality of three large aquifers under 5 communities in West Hants and 1 in East Hants. All three aquifers are large enough, and with good recharging abilities to have small treatment plants for domestic uses, and possibly light industry or agriculture. High-lighted sections are very important to the topic.

There are 4 reports on Hants County, this being the first on the list, 2 and 3 being irrelevant to the topic, and number 4 very important regarding a water resource report for Falmouth titled `Groundwater Survey Falmouth Area (Hennigar 1965) (ID numbers-432531/OFR339) that couldn`t be printed, due to the almost un-readable nature of old type-written paper. It mentions Shey Lake as a possible future source of domestic water. This report may be available in digitized form from NSE.

Also available from NSE are Nova Scotia well logs database, that covers over one hundred thousand water wells drilled in the province since 1920

The map included is a several square kilometre section of the Pisiquid River watershed, with a close count of all the lakes, ponds and larger surficial bodies of water in the area. Both lentic and lotic environments were counted for firefighting sources. This is a workable map on NSE called Lake Mapping Tool. Map can be enlarged and markers placed with each marker having the exact map co-ordinates, however this info will not print. From Hantsport to Windsor Forks area, west side of river there are 104 surface water bodies of different sizes, and on the east side, south of the St. Croix River, 122. Many of these are large enough for the placement of dry hydrants.

With the amount of groundwater in the form of aquifers close by, and surface water in ponds and lakes in the immediate area, there should be no reason to want or need the Pisiquid River itself as a water supply. As of now, after the major rain event of July 21/22, 2023, this Lake/Headpond and upper river system has become a toxic impoundment of all forms of contaminates that the subsequent upstream flooding caused. It may take some time to clear up, and with climate change could happen more frequently. The safer, more viable source of water close by makes the case of returning this river to a tidal system very strong indeed.

R. G. Armstrong

Falmouth, NS

July/August 2023



Picture #1
Showing corner of Falmouth Back Road and Dyke Road

Block #1- Pump house with pipes from underground aquifer, deeded to Community of Falmouth in 1959 by T. B. Akin.

Block #2 Building formerly used as a car wash, supplied by same water source. Drainage ditches, both downhill and uphill of this pipe run constantly.

Next...



Picture #2A

Large Town Pond area

#1 Known as Falmouth Town Pond, this is a large gypsum sink-hole, approximately 90 feet deep.

#2 Ditch that drains a smaller pond uphill and to the south. Both ponds flow into ditch #3, which originally flowed across dykeland #4, east, and into Avon River. At present, since Highway twinning started, this ditch, #5, now flows east, between long brick warehouse, and 101 Highway, then along highway and into Lake Pisiquid (so called). These streams flow constantly, year round, and always have in my memory.

Next...



Picture #2B

Different angle than #2A, showing raised water levels, with some flooding at #1, caused by re-routing of drainage ditch from original route across dykeland, to present drain into Lake Pisiquid. This was first visible to me in 2019.

Next...



Picture #3

Properties supplied by aquifer of the Town Pond

#1 Lorne Smith's hothouses grew tomatoes and cucumbers for local and city markets. Supplied by 5 large wells, one 10 feet in diameter, and a large pipe out of the ground. One well still exists above ground, and all 5 wells over-flowed constantly, with the pipe capped with a valve

#2 My own dykeland, with two brooks that originate from the upland to the west. These brooks run all the time, have never dried up, and their exact source is unknown. A small pond on the west side of Aylward Road feeds into one brook while the water from the old carwash/pump house area, plus two ponds feeds into the other.

#3(in red) was the Charles and Arthur Mclellan hothouse property, also growing tomatoes and cucumbers, and was also supplied by this aquifer. I don't recall how many wells were here, probably more than 3.

There were also three wells on the property west of the Town Pond. These would have been Acadian dwelling wells; the exact location unknown.

Also, before 1967 when the Municipal water supply was sourced from French Mill Brook, every house would have had an above ground well.

Next...



Picture #4A

Former out-flow for Town Pond,
#1 across dyke-land, and into Avon River

#2 New water level since 2019,

#3, New out-flow into Lake Pisiquid

#4 shows water truck filling station, installed in 2020 or 2021, from Municipal water main.

Next...



Picture #48
Former out-flow, #1
Present out-flow, #2

Next...



Picture# 5A

Shows Individual Units supplied by this Aquifer since 1960, a total of 22. This is an approximate figure.



Picture #5 B

Shows same image on bottom as #SA, with an expanded view looking eastward.

Next...



Picture #6A

Shows 5 large structures and many private dwellings that would be serviced by a large water supply in the immediate vicinity.

Next...



Picture #6B

Shows an expanded view of 6A, looking East, with additional houses and large structures. This large pond is actually just about central to the areas in Pictures 6A, 6B, and 7, which is approximately One Square Kilometer in size

Next...



Pictures #7

Shows Falmouth subdivisions that were possibly supposed to be supplied by drilled wells into the aquifer below, but are now on the municipal water system from French Mill Brook.

Showing also is the large structure of Meadowland Place Retirement Home, and the driveway to 'The Elms' complex.

In the far left are the approximate location of two wells (now filled in) that over-flowed constantly #1 was a 40 foot deep well inside Fred Lunn 's barn that was at this location, and #2 was a large stone well on the edge of the road where horses were watered and the public could draw from. (Filled in I'm told, when the road was re-aligned).

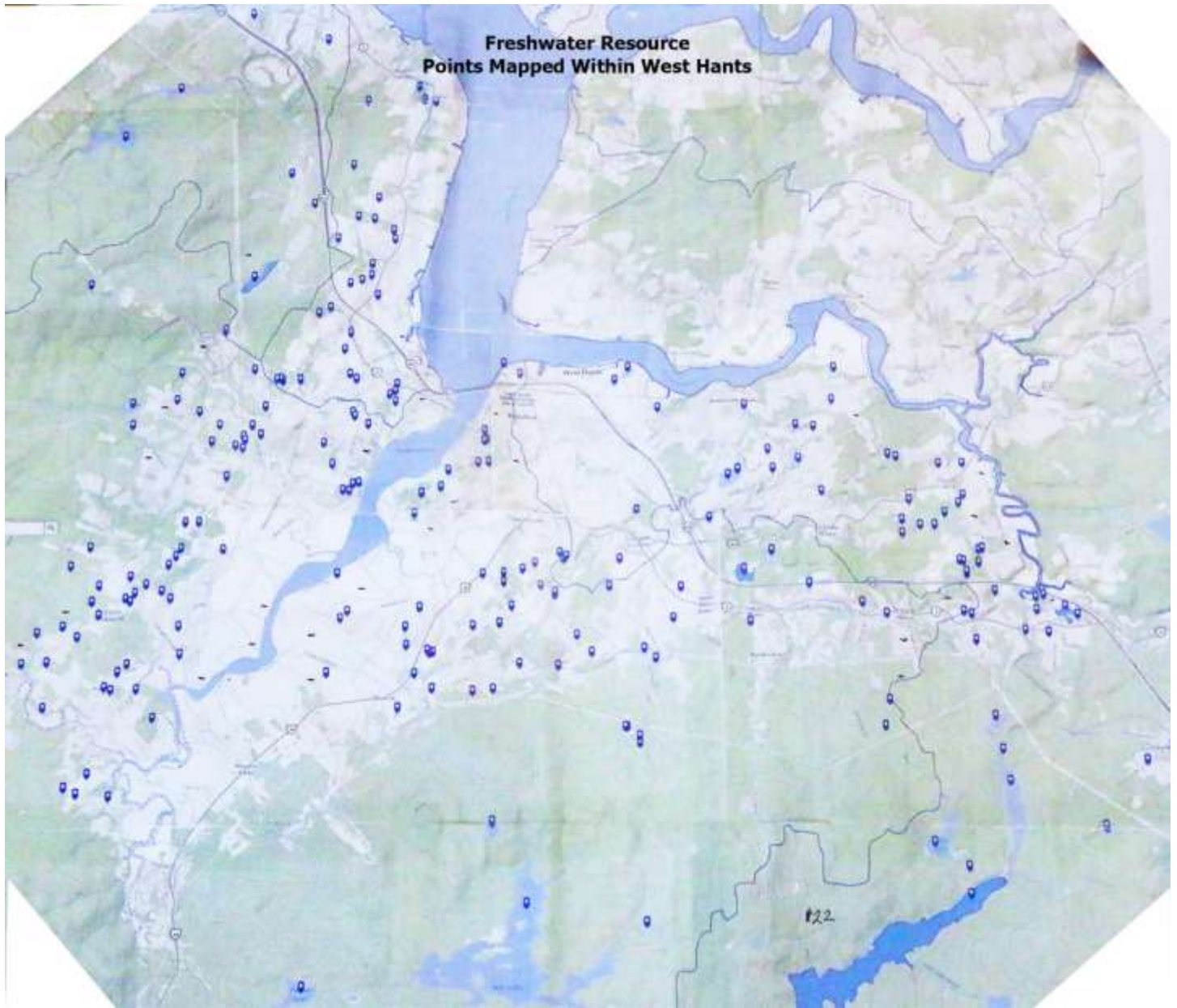
Next...



Picture #8

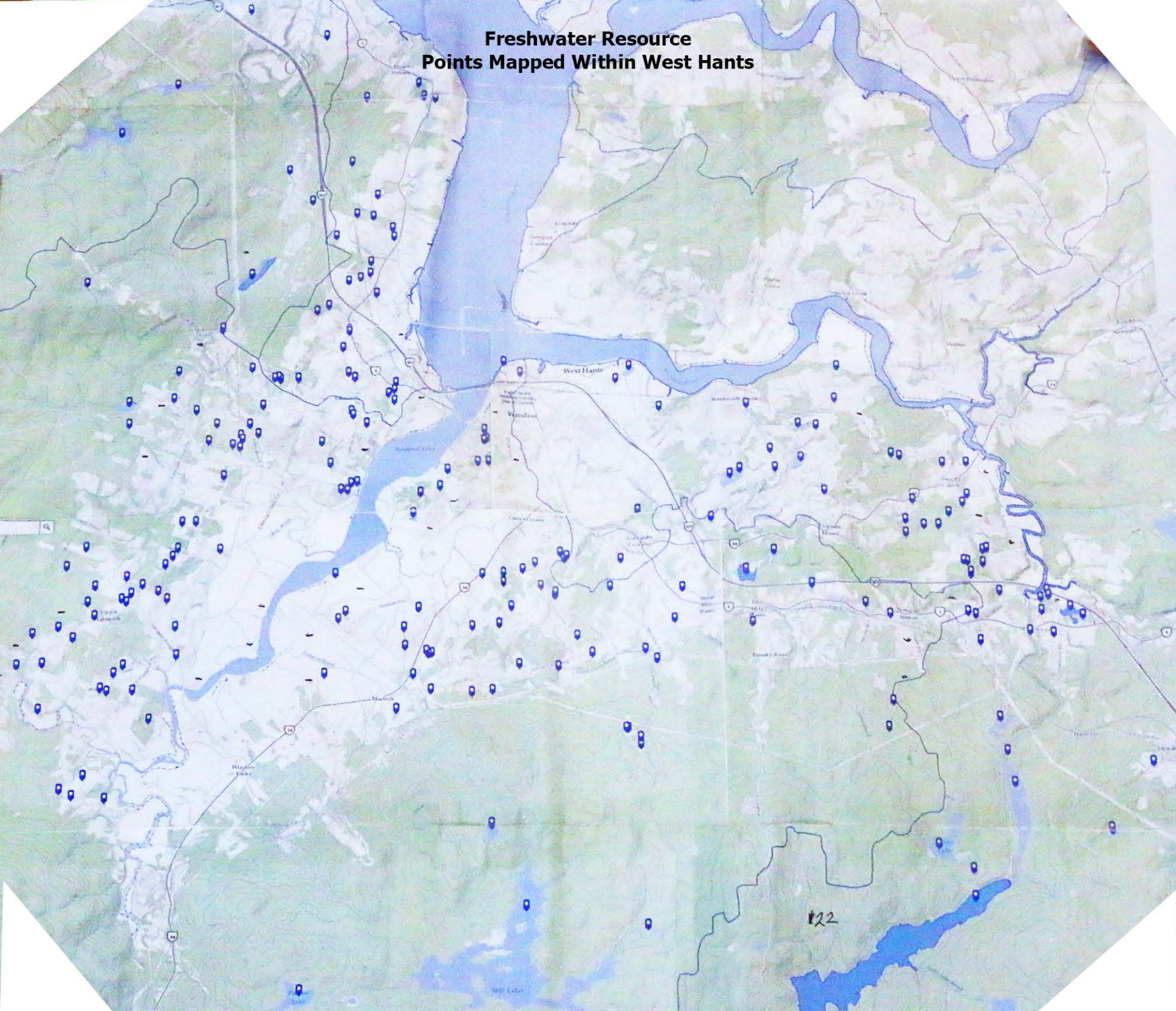
Shows, top right, the Falmouth Community Hall. I'm told that very close to this building there is a pipe out of the ground for use of the public for drawing water. Exact location is unknown at this time.

Center of the picture is the large 'The Elms' Retirement complex. These buildings are supplied by the Falmouth water supply, but could possibly be hooked up to the aquifer below. It may also be prudent to have hydrants from an independent source in case something were to happen to the Municipal water supply. (Low due to a dry summer).



Approximately 225 points mapped in the area displayed

Freshwater Resource Points Mapped Within West Hants





WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: October 10, 2023

Subject: **Public Participation Program - Revised**

LEGISLATIVE AUTHORITY

- MGA 30 Sections (1) (2) (3)
- MGA 204 Public Participation Program
- MGA 206 Public Hearing
- Meeting and Committee Procedural Policy

RECOMMENDATION or DECISION REQUEST

To Be Determined

BACKGROUND

A report was presented to Council regarding possible amendments to the Public Participation Program at its September 26 2023 meeting. While some comments / concerns were raised and questions asked, no motions were forthcoming to adopt or to make changes to the amendments being suggested within the report. As such the report remains in a status of hiatus (not dealt with).

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

As the report was initially presented at the Council meeting, procedure-wise it should returned to Council with a motion for supporting the report, to amend it, or to request more information or to defeat the motion that should then be put forward.

Questions raised during the discussion at Council primarily related to cost of changes and timing.

If additional information is sought on those or other items Council may wish to raise them now for the meeting in two weeks time.

NEXT STEPS

To Be Determined

FINANCIAL IMPLICATIONS

N/A at this stage

ALTERNATIVES

Council may wish to debate that the matter was dealt with, without a motion being made.

ATTACHMENTS:

[Public Participation Program Report – from Sept 26 2023 Council Meeting](#)

CHIEF ADMINISTRATIVE OFFICER REVIEW

Pending Comments

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

Report Reviewed by:

(Name and Title)

Report Approved by: _____
(Name and Title)



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: October 10, 2023

Subject: Road Construction - Communication Policy Supporting Business Recommendation

LEGISLATIVE AUTHORITY

MGA 30 Sections (1) (2) (3)
MGA 7 Sections 1 through 8

RECOMMENDATION or DECISION REQUEST

Council direct the CAO to engage staff for the enhancement of the communication policy for road closures due to construction projects to mitigate impacts on businesses operations that could be negatively impacted with the placement of signs solely as, ‘Roads Closed – Local Traffic Only’.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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West Hants continues with the implementation of significant road and infrastructure renewal projects throughout the region. On occasion the work can involve longer than normal road closures and detours for street work and sidewalk upgrades. Signage typically employed in West Hants involves standard messaging: “Road Closed – Local Traffic Only”.



Depending on the type of properties on the street, the messaging can have differing interpretations for residential or commercial premises. While its clear that residential properties can still access

their homes, it might not be so clear for clients of commercial businesses.

DISCUSSION

The intent of the enhancement of the communication policy is to remove any ambiguity that might exist for potential business customers. Owners of some businesses have expressed concerns that they may lose clients if it is not clear that 'businesses are remaining open' during construction. Depending on the type of clientele targeted by a business, the loss or gain of even a single client can be significant and impactful.

Other municipal governments throughout Nova Scotia and North America enhance their messages to the motoring and pedestrian public with an additional sign beside the road closure notice. These messages include:

- Businesses remain open during construction
- Businesses are still open and appreciate your patronage
- Businesses are still open including: (then they list the businesses on the street).

During the resurfacing of Gerrish Street in 2018 and 2019 the former Town of Windsor placed a sandwich board sign at Gerrish and Gray which identified that businesses were still open. Some examples of other areas are provided in the table below.



NEXT STEPS

Approve the motion as drafted for staff to enhance the road signage utilized during construction projects and detours that could have a negative impact on commercail businesses on the affected streets.

FINANCIAL IMPLICATIONS

Staff time in enhancing the plan / policy as well as cost of sign production to create to a standard that would meet the requirements of the traffic authority.

ALTERNATIVES

N/A

ATTACHMENTS:

Images in Report can be found at: Google Search:

[Road Closed Businesses Remain Open](#)

CHIEF ADMINISTRATIVE OFFICER REVIEW

Pending Comments

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

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)