

**WEST HANTS REGIONAL MUNICIPALITY**

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

**November 14<sup>th</sup>, 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.*

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**West Hants**  
something inspiring awaits

1. Call to Order
2. Attendance
3. Approval of the Agenda, including additions or deletions
  - a) Dashboard Action Items – Information Log
  - b) Dashboard Action Items – Dangerous or Unsightly Premises
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
  - a) 2023-10-10 Committee of the Whole Minutes
  - b) **Municipal Climate Change Action Plan Report - Coordinator Ogilvie (Pg 8)**
7. Presentations
  - ~~a. Northern Creative – Ben Bennett~~
  - b. Community Beautification Plan – WSP (Pg 35)
  - c. Consolidation of Water and Sewer Systems - G. A. Isenor Consulting Limited (Pg 69)
8. Unfinished Business/Postponed Motions
  - a) Water and Sewer Consolidation Recommendation Report – Director Rochon (Pg86)
  - b) Newport & District Rink Commission 2023-24 Funding Recommendation Report – Director Rochon (Pg 98)
  - c) Participation in the Extended Producer Responsibility (EPR) Program Regulations Recommendation Report – Director Richard (Pg 101)
  - d) Fees Policy Information Report – Directors Rochon and Kehoe (Pg 128)
  - e) Municipal Planning Review Consultant Recommendation Report – Director Poirier (Pg 160)
  - f) Surplus Lands/Buildings Information Report – Director Poirier (Pg 165)
  - g) Video Surveillance Camera Policy – Clerk Snair (Pg 172)
9. Reports
  - a. CAO Activity Update - Information Report (Pg 188)

- b. Financial Update Ending September 30, 2023 - Director Rochon (Pg 191)
  - c. 2023-24 Quarterly Capital Update – Ending September 30, 2023 – Director Rochon (Pg 193)
  - d. ~~Municipal Climate Change Action Plan Report – Coordinator Ogilvie~~
- 10. Correspondence
  - a. Information
    - 1. Avon Causeway Activity Log as of November 14<sup>th</sup>, 2023 - None (Pg 199)
    - 2. Correspondence Received Ledger as of November 14<sup>th</sup>, 2023 (Pg 208)
      - a) King's Meadows Residence Re Non-Profit Options (Pg 219)
      - b) Premier Tim Houston Re Future Energy Security for NS letter to Councillor (Pg 221)
      - c) Premier Tim Houston Re YourHealthNS app (Pg 247)
      - d) Sheldon Hebb Re Curbside Waste Collection (Pg 248)
      - e) VREN Re Land and Asset Database Update and User Integration (Pg 251)
      - f) Kelsey MacNeil Re Wind Strength Update (Pg 254)
      - g) Mandy Singleton Re Riverview Drive Rezoning Brooklyn (Pg 260)
      - h) Ian Daniels Re Windsor Elementary School (Pg 262)
  - b. Requests
    - i. Steven Hart Re Protect Vaughan Re Request to Amend Policy 4.22.4 (x3) (Pg 264)
  - c. Out-going Correspondence Ledger as of October 14<sup>th</sup>, 2023
- 11. New Business
  - a) Smiley's Park Recommendation Report – Councillor M. McLean (Pg 267)
  - b) Community Town Hall Meeting Plan Decision Request – Councillor Ivey (Pg 270)
  - c) Engineering Services Request for Information – Councillor Ivey (Pg 273)
  - d) Fort Edward Hill and Blockhouse Site Line Preservation Request – Councillor Ivey (Pg 275)
  - e) Water Utility Request for 3 Year Actuals Decision Request - Councillor Ivey (Pg 278)
  - f) ~~Sidewalk Needs Assessment – Councillor Smith~~
  - g) 2024 Municipal and CSAP Elections - Request for Decision – Municipal Operations Supervisor Thornton (Pg 281)
  - h) Build NS – Cellular Service for Nova Scotia Program – CAO Phillips (Pg 308)
- 12. Public Participation Period
- 13. In-Camera
  - a) MGA 22(2)(a) Legal Matter
  - b) ~~MGA 22(2)(a) Legal Matter~~
  - c) MGA 22(2)(a) Personnel Matter
- 14. Next Meeting Date / Adjournment – November 28<sup>th</sup> Council Meeting at 6 p.m.



| <u>Matter</u>                                                                                                                                                                                                                                                                      | <u>Start Date</u> | <u>Deadline / Update</u>                        | <u>Status/Progress Updates</u>                                                                                                                                                   | <u>Resp.</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Sewer Billing Review</b> - Staff explore what the sewer rates would be if sewer util. fees were put back on the taxes.                                                                                                                                                          | 2020-05-12        |                                                 | Discussions to occur once the Rate Study was completed.                                                                                                                          | CAO/Fin      |
| <b>Pedestrian Signage and Barriers</b> - Have consistent and align with Branding outcomes. Staff prepare report for 2021/22 Capital & Operating budgets. (These items should be incorporated into our growth centres). Staff report back.                                          | 2020-09-22        | Align with Branding outcomes<br><b>On-going</b> | Pending Beautification Strategy.<br>PRIME has been engaged to create how the signs will look and are working on gathering suitable photos for Hantsport, Windsor and West Hants. | PW/Comm. Dev |
| <b>W. B Stephens Building Design Project Management Tender Award (Municipal Office)</b> - Draft an RFP that will look at A) the 100 King Street Building B) The 76 Morison Building and C) or an alternative new location is required to facilitate the needs of the Municipality. | 2020-10-27        | 2022-on going                                   | Ongoing - continue with RFP                                                                                                                                                      | CAO          |
| <b>Panuke Rd Event</b> - Event to be arranged by Mayor                                                                                                                                                                                                                             | 2021-03-09        | Spring/Summer 2023                              | On-going, an event will be scheduled this year.                                                                                                                                  | Mayor        |
| <b>Glooscap First Nation &amp; WHRM Council Meeting</b> - Send formal invite for a meeting to discuss many topics including reconciliation.                                                                                                                                        | 2021-06-22        |                                                 | On-going                                                                                                                                                                         | Mayor        |
| <b>Request to Meet with Avon Causeway Gate Stakeholders</b> - Send letter to Glooscap First Nation requesting immediate joint council mtg. to discuss Avon River Causeway/Aboiteau Gate System and Ministerial Order                                                               | 2021-06-22        |                                                 | Pending, awaiting meeting dates from Glooscap Council                                                                                                                            | Mayor/CAO    |
| <b>65 Fort Edward Street (Municipal Lands)</b> - the Public Hearing and Second Reading be adjourned until October 2023                                                                                                                                                             | 2022-06-28        | 2023-10-24                                      | On-going meetings with Dr. Fowler (pending plan submission and approval). <b>DEFEATED</b>                                                                                        | CAO/Planning |
| <b>Subdivision Street Lighting</b> - Create a policy to come back to Council for review.                                                                                                                                                                                           | 2023-01-10        | <b>2024-01-22</b>                               | Report at October COTW, More information will be presented to Council for discussion/decision.                                                                                   | PW           |

| <u>Matter</u>                                                                                                                                                                                                                                                                                              | <u>Start Date</u> | <u>Deadline / Update</u> | <u>Status/Progress Updates</u>                                   | <u>Resp.</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|------------------------------------------------------------------|--------------|
| <b>WFD Rescue Engine</b> - 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          |
| <b>Waste Collection By-Law</b> - initiate the process for consolidating the Windsor and West Hants waste by-law to remove the disparities that exist between the two.                                                                                                                                      | 2023-03-28        | 2024-01-24               | Approved, staff are gathering information, a report will follow. | PW           |
| <b>Public Participation Policy</b> - staff explore amending the Public Participation Program Policy (PPPP) to include strengthening public notice of information meetings.                                                                                                                                 | 2023-03-28        | 2023-10-24               | Report presented at October 24th Council meeting                 | Plan         |
| <b>Sidewalk Extension from Wentworth Road to the WH Sports Complex</b> - prepare a report on what is required to extend the sidewalk from Wentworth Rd. to the WH Sports Complex and as a second step to include extending the sidewalk to the end of the block (intersection of Wentworth and Tregothic). | 2023-04-11        | 2023-01-24               | Approved, Report to follow                                       | PW           |
| <b>Insurance</b> - 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        | 2023-12-12               | Underway                                                         | Fin          |
| <b>Bulk Water Options</b> - staff explore options for having bulk water rates reduced to previous levels prior to regulation from the UARB.                                                                                                                                                                | 2023-04-19        | 2023-10-10               | Approved, Report to follow                                       | Fin          |
| <b>Short Term Rentals</b> - 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         |

| <u>Matter</u>                                                                                                                                                                                                                                                                 | <u>Start Date</u> | <u>Deadline / Update</u> | <u>Status/Progress Updates</u>                | <u>Resp.</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|-----------------------------------------------|--------------|
| <b>Noise By-Law/Peace and Good Order</b> - staff revisit the Noise By-Law/Peace and good order.                                                                                                                                                                               | 2023-09-12        | 2023-01-09               | Approved, Report to at January COTW           | CAO          |
| <b>Municipal Fees Review</b> -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        | 2023-11-09               | Approved, Report being presented at Nov. COTW |              |
| <b>SERMGAR</b> - Council write a letter to the Province regarding concerns about aspects of the SERMGAR.                                                                                                                                                                      | 2023-09-26        | 2023-09-26               | Approved, letter drafted.                     | CAO          |
| <b>2022-2023 HMCC Financial Statements</b> - Council accepts the financial statements provided by HMCC & any 22/23 holdbacks & eligible 23/24 area rate payments be released.                                                                                                 | 2023-10-10        | 2023-10-24               | Approved                                      | FIN          |
| <b>AWD Electric Vehicles for Planning Department</b> - approve the award of tender for the purchase of 1 (one) AWD Electric SUV from Bruce Leasing for the tendered price of \$50,067.48 plus taxes.                                                                          | 2023-10-10        | 2023-10-24               | Approved                                      | PLAN         |
| <b>Sewer Odours</b> - staff explore options on masking sewer odours arising from the Combined Storm/Sewer System & report back to Council with recommendations.                                                                                                               | 2023-10-10        | 2023-11-24               | Approved, Report to follow                    | PW           |
| <b>Fresh Water Resources/Explore Ownership of the pond</b> - staff 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 transition from public to private ownership. | 2023-10-10        | 2023-11-28               | Approved, Report to follow                    | PW/PLAN/CAO  |
| <b>Road Construction-Communication Policy</b> - staff enhance the communication policy for road closures.                                                                                                                                                                     | 2023-10-10        | 2023-10-24               | Approved                                      | PW           |
| <b>Fire Apparatus Pre-approval</b> - pre-approval of the issuance of an RFP for the supply of an apparatus to replace WFD's Engine 4.                                                                                                                                         | 2023-10-10        | 2023-10-24               | Approved                                      | CAO          |

| <u>Matter</u>                                                                                                                                                                                                                                                                                              | <u>Start Date</u> | <u>Deadline / Update</u> | <u>Status/Progress Updates</u> | <u>Resp.</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|--------------------------------|--------------|
| <b>Fire Apparatus Consultant Tender Award -</b><br>approve the award of standing offer contract tender WHRMRF23-01 for consulting services and writing RFP's for Fire Apparatus services to Goudreaux Associates for the 2 yr term ending March 31, 2025.                                                  | 2023-10-10        | 2023-10-24               | Approved                       | CAO          |
| <b>Public Participation Policy -</b> the original report (PPP) be referred back to staff to enhance awareness of Public Information Meetings and return to Council with a report in a timely manner.                                                                                                       | 2023-10-24        | 2023-11-23               | Approved, Report to follow     | Plan         |
| <b>Carpool Parking Lot -</b> staff 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 5A (Three Mile Plains).                                                                               | 2023-10-10        | 2023-11-28               | Approved                       | CAO          |
| <b>Audited Consolidated Financial Statements -</b><br>Council approves the WHRM Audited Consolidated Financial Statements ending March 31, 2023 as presented to the Audit Committee.                                                                                                                       | 2023-10-24        | 2023-10-24               | Approved                       | Fin          |
| <b>Affordable Housing -</b> staff bring back a list of surplus lands and buildings for the November COTW meeting for Council to review and have further discussion.                                                                                                                                        | 2023-10-24        | 2023-11-09               | Approved, Report to follow     | Plan/CAO     |
| <b>PACHAC Appointment -</b> Council appoint Paul Beazley to PACHAC for the remainder of the 2022-2024 Term.                                                                                                                                                                                                | 2023-10-24        | 2023-10-24               | Approved                       | CAO          |
| <b>Bramber New Horizons Motion Amendment Proposal -</b> Council amend a previously approved motion for the Bramber New Horizons Association stating that Council approves the grant request in the amount of \$8,000 to assist with the cost to install a cistern from the Canada Community Building Fund. | 2023-10-24        | 2023-10-24               | Approved                       | Fin          |

## West Hants Regional Municipality In-Camera Dashboard (Action List)

November 14, 2023

Green - Complete

Yellow - In-progress

Red - Not started

[illegible]



Municipal Climate Change Action Plan (MCCAP) Committee Excerpt  
November 8, 2023

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**MCCAP Committee 2024 Work Plan**

As stated in the *MCCAP Committee Terms of Reference*, the Committee must provide an annual work plan to Council. The Work Plan identifies priority items the Committee would like to complete for the year. Following recommended additions to the work plan in September, the MCCAP Committee discussed the draft 2024 Work Plan at the November 8, 2023, meeting where the Committee passed the motion below.

**The recommended motion was...**

**...THAT THE MCCAP COMMITTEE 2024 WORK PLAN BE  
SUBMITTED TO COMMITTEE OF THE WHOLE TO BE PLACED ON  
FILE IN A MANNER SUBSTANTIVELY THE SAME AS ATTACHMENT  
A TO THE STAFF REPORT "MCCAP COMMITTEE 2024 WORK PLAN"  
DATED NOVEMBER 8, 2023.**



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

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

**Date:** 2023-11-08

**Subject:** MCCAP Committee 2024 Work Plan

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### LEGISLATIVE AUTHORITY

*MCCAP Committee Terms of Reference, Section 4*

### RECOMMENDATION or DECISION REQUEST

...that the MCCAP Committee 2024 Work Plan be submitted to Committee of the Whole to be placed on file in a manner substantively the same as Attachment A to the staff report "MCCAP Committee 2024 Work Plan" dated November 8, 2023.

### BACKGROUND

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

As stated in the *MCCAP Committee Terms of Reference*, the Committee must provide an annual work plan to Council. The MCCAP Committee discussed the draft 2024 Work Plan at the September 13, 2023, meeting where the Committee suggested multiple tasks to be added to the Plan.

### DISCUSSION

Staff have drafted a recommended 2024 Work Plan (Attachment A), based on feedback at the MCCAP Committee meeting on September 13, 2023. In addition to the actions recommended in

the previous report to the Committee dated September 9, 2023, I have added the following tasks to the 2024 Work Plan:

- Implement a Level 3 electric vehicle (EV) charger within the Region;
- Recommend that Council amend the existing municipal asset management and procurement policies to require the Municipality prioritize sustainable options for corporate facility renovation/construction and fleet renewal; and
- Determine restrictions on development in flood prone areas of the Municipality during the Plan Review.

Implementing a Level 3 EV charger in the Region is ongoing; Nova Scotia Power (NSP) has applied for federal funding to install one in Windsor. Municipal land on the Windsor waterfront at 6 King Street Extension has been suggested as a location due to its proximity to Highway 101. A specific location will be determined with NSP if they receive funding for this project.

Planning staff indicated that the Plan Review will be a good opportunity to recommend municipal policy changes to determine appropriate restrictions on development in flood prone areas. This would allow the Municipality to better protect homes and infrastructure with its own regulations. Further discussion and information will be brought to the MCCAP Committee as the review process unfolds.

With these additions to the 2024 Work Plan, the MCCAP Committee has a comprehensive list of planned and ongoing actions. These work items, in addition to the Local Action Plan to reduce greenhouse gas emissions, will help the Municipality make significant progress to reduce GHG emissions and adapt to the negative effects of climate change.

## **NEXT STEPS**

**MCCAP Committee Discussion – September 13, 2023**



**MCCAP Committee Recommendation – November 8, 2023**



**Committee of the Whole Review – December 5\*, 2023**



**Council Decision – December 12\*, 2023**

\*Specific dates to be determined by Council



## **FINANCIAL IMPLICATIONS**

There are no specific budget requests associated with the 2024 work plan, but many action items have direct costs that are currently uncertain. The MCCAP Committee budget would be used for some projects and other large-scale projects may require additional budget allocation from Council. External funding will be sought for all projects if and when it is available, and a report will be brought to the MCCAP Committee and Council for consideration.

## **ALTERNATIVES**

The MCCAP Committee may:

- request that staff revise the 2024 Work Plan based on specific direction from the Committee; or
- provide alternative direction, such as requesting further information on a specific topic.

## **ATTACHMENTS**

**Attachment A**            Draft 2024 MCCAP Committee Work Plan

**Attachment B**            2023-09-13 Information Report to MCCAP Committee “MCCAP 2024 Work Plan”

## **REVIEW**

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

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

**Attachment A**  
**Draft MCCAP 2024 Work Plan**

| Tasks to Complete                                                         |                                                                                                                                                                     | Cost of Action               | Funding                                                                            | Partners                                                                               | Timing                                 |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------|
| Goal: Reduce Greenhouse Gas Emissions                                     | Work on Milestone 4 of the PCP program by implementing actions from the Local Action Plan developed in Milestone 3                                                  | Staff time and project costs | Staff time; Applications for funding will be submitted when required and available | Planning / Public Works / Community Development / Finance / CAO's Office               | Annual                                 |
| Goal: Invest in education for the community                               | Partner with Efficiency NS to educate residents on home renovation programs and incentives                                                                          | Staff time                   | Staff time                                                                         | Planning / Communications / Efficiency NS                                              | Coordinate with launch of PACE program |
| Goal: Lead by example and enhance sustainability-informed decision making | Explore including anticipated GHG emissions in staff reports for Council and Committees                                                                             | Staff time                   | Staff time                                                                         | Planning / Community Development / Finance / Public Works / CAO's Office               | 2024                                   |
|                                                                           | Explore amending the municipal procurement and asset management policies to prioritize sustainable options for facility renovation / construction and fleet renewal | Staff time                   | Staff time                                                                         | Planning / Community Development / Finance / Procurement / Public Works / CAO's Office | 2024                                   |

| Goal: Explore enhancing transportation opportunities / availability | Explore transit and accessible transportation feasibility              | Staff time; Consultant costs for studies                                                                                                                   | Staff time; Applications for funding will be submitted when required and available                                                                                             | Planning / Community Development / Public Works / Finance / CAO's Office                                  | 2024                                                                   |
|---------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Ongoing Tasks                                                       |                                                                        | Cost of Action                                                                                                                                             | Funding                                                                                                                                                                        | Partners                                                                                                  | Timing                                                                 |
| Goal: Reduce Greenhouse Gas Emissions                               | Explore the potential for a small to medium scale solar energy project | Staff time and project costs (dependent on location, site conditions, number of solar panels, how much electricity the Municipality wants to offset, etc.) | Staff time; NS Low Carbon Communities application; Solar for facilities through FCM retrofit funding                                                                           | Planning / Public Works / Community Development / Office of the CAO / NS Power                            | Funding applications completed in 2023; Ongoing                        |
|                                                                     | Create a PACE program                                                  | Set-up: ~\$225,000<br>Capital: \$300,000                                                                                                                   | Set-up: Town of Kentville<br>\$12,200 cash and \$12,000 staff time;<br>WHRM \$10,000 cash and \$22,000 staff time; FCM grant for \$168,800<br><br>Capital: WHRM \$300,000 cash | Planning / CAO's Office / Town of Kentville / PACE Atlantic CIC / FCM / VanCity Community Investment Bank | FCM grant advancement received April 2023; Ongoing program development |

|                                                                                                      |                                                                                                |                                                                                            |                                                                                               |                                                                                      |                                                                                                                          |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
|                                                                                                      | Implement a Level 3 EV charging station in the Region                                          | Staff time<br>Project costs: >\$60,000 (dependent on location and site conditions)         | Staff time; NSP funding if received from NRCan                                                | Planning / Public Works / Community Development / Office of the CAO / NS Power       | NSP submitted application for federal funding in June 2023                                                               |
| Goal: Reduce energy consumption for Municipal buildings                                              | Investigate building/facilities retrofits for efficiency                                       | Staff time, feasibility studies cost, capital investments dependent on building conditions | Staff time; FCM retrofit funding; Efficiency NS; various Provincial and Federal opportunities | Planning / Community Development / Public Works / CAO's Office / FCM / Efficiency NS | Initial conditions surveyed 2022-23; Efficiency NS energy manager assistance for Fall 2023; Funding applications ongoing |
| Goal: Increase awareness of local best practices                                                     | Continue the Green Business Initiative                                                         | Staff Time                                                                                 | Staff Time                                                                                    | Planning / Community Development                                                     | Began Summer 2021; Annual                                                                                                |
| Goal: Update Windsor's storm drainage infrastructure to ensure it meets the future needs of the Town | Windsor Flood Risk Assessment                                                                  | Staff Time and Consultant Costs                                                            | FRIIP 50% funding (up to \$39,109)                                                            | Public Works                                                                         | Currently reviewing RFP's and recommendation to Council to proceed                                                       |
| Goal: Reduce the impact of anticipated climate change on infrastructure and development              | Consider options to restrict development in known flood zones, such as through the Plan Review | Staff Time                                                                                 | Staff Time                                                                                    | Planning                                                                             | Plan Review completion and approval anticipated 2024-25                                                                  |

|                                                                              |                                                                                                       |            |            |                                                      |           |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------|------------|------------------------------------------------------|-----------|
| Goal: Develop sustainable solutions to address sea-level risk in Avondale    | Work with community groups, government organizations, and non-profits to assess sustainable solutions | Staff Time | Staff Time | Public Works, Planning, NS Department of Agriculture | Fall 2021 |
| Goal: Implement MCCAP                                                        | Annual action items review and update                                                                 | Staff Time | Staff Time | Planning                                             | Annual    |
|                                                                              | Annual review and update Terms of Reference                                                           | Staff Time | Staff Time | Planning                                             | Annual    |
| Goal: Heighten residents' awareness of flood risk and emergency preparedness | Public education on social media                                                                      | Staff Time | Staff Time | EMO                                                  | On-going  |
|                                                                              | Develop planning processes, policy, and ordinances                                                    | Staff Time | Staff Time | EMO                                                  | On-going  |
| Goal: Build mapping (GIS) capabilities                                       | Update software as needed                                                                             | Staff Time | Staff Time | Planning                                             | On-going  |
| Goal: Climate-informed Emergency Preparedness Plans                          | Annual review and update of All-Hazards Plan                                                          | Staff Time | Staff Time | EMO                                                  | On-going  |
| Goal: Record storm surge impacts                                             | Record storm surge impact details as means of improving emergency preparedness and response planning  | Staff Time | Staff Time | EMO                                                  | On-going  |
| Goal: Secure local source of aggregate                                       | Identify possible sources of local aggregate in inventory of municipal land                           | Staff Time | Staff Time | EMO                                                  | On-going  |

|                                       |                                                                                                                      |                       |                |                                                                       |                  |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------|----------------|-----------------------------------------------------------------------|------------------|
| Goal: Stormwater management planning  | Implement findings from the Hantsport Storm Water Management Study                                                   | Staff Time            | Staff Time     | Public Works / Planning                                               | On-going         |
|                                       | Implement findings from the Three Mile Plains Storm Water Management Study                                           | Staff Time            | Staff Time     | Public Works / Planning / NS Department of Infrastructure and Renewal | On-going         |
| <b>Completed</b>                      |                                                                                                                      | <b>Cost of Action</b> | <b>Funding</b> | <b>Partners</b>                                                       | <b>Completed</b> |
| Goal: Reduce Greenhouse Gas Emissions | Complete Milestone 2 in the PCP program by providing necessary information for Council to set an emissions reduction | Staff Time            | Staff Time     | Planning / Public Works                                               | August 2021      |

|                                       |                                                                           |                                                                  |                                                                                         |                                                   |                                                                                      |
|---------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------|
| Goal: Reduce Greenhouse Gas Emissions | target for corporate and community emissions                              |                                                                  |                                                                                         |                                                   |                                                                                      |
|                                       | Complete Milestone 3 in the PCP program by developing a Local Action Plan | \$5,222.64 for summer student                                    | MCCAP Budget (Clean Foundation grant paid 50% of the position)                          | Planning / Public Works / Clean Foundation        | Submitted September 2021                                                             |
|                                       | Complete an updated GHG emissions inventory for corporate emissions       | \$9,000                                                          | MCCAP Budget, Co-op Education Incentive                                                 | Clean Foundation                                  | Fall 2019                                                                            |
|                                       | Complete a GHG emissions inventory for community emissions                | \$25,000                                                         | MCCAP Budget, Co-op Education Incentive                                                 | Clean Foundation                                  | Fall 2019                                                                            |
|                                       | Complete a GHG emissions forecasting model                                | \$36,000                                                         | MCCAP Budget                                                                            | Clean Foundation                                  | Winter 2020                                                                          |
|                                       | Hire a GHG emissions reduction employee                                   | \$30,944.10                                                      | Eco Canada grant provided 80% for 8.5 months (\$17,535), MCCAP Budget covered remainder | Planning / Eco Canada                             | 1-year term began June 27, 2022, and ended June 27, 2023                             |
|                                       |                                                                           | Approx. \$62,000                                                 | Municipal Budget                                                                        | Planning                                          | Started June 27, 2023                                                                |
|                                       | Participate in a feasibility study for electric vehicle fleet conversion  | Staff time and project costs (approx. \$1,500 in-kind for study) | Staff time                                                                              | Planning / Clean Foundation                       | Study from July 27, 2022, to October 19, 2022. Full report provided in December 2022 |
|                                       | Implement electric vehicle charging station(s)                            | Staff time; \$56,089.60 for installation of 2                    | Staff time; ZEVI program from NRCAN and                                                 | Planning / Public Works / Community Development / | Operational in October 2022                                                          |

|                                                                                                         |                                                                         |                            |                                                                                                               |                                                                  |             |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------|
|                                                                                                         |                                                                         | dual port Level-2 chargers | administered by Clean Foundation provided grant of \$20,000 for project; \$11,084.48 top-up from the Province | Office of the CAO / Clean Foundation / Nova Scotia Power / NRCan |             |
| Goal: Reduce the impact of anticipated climate change on municipal infrastructure along the Minas Shore | Complete the National Disaster Mitigation Program Risk Assessment Study | \$80,000                   | MCCAP Budget and National Disaster Mitigation funding                                                         | CBCL Limited Consulting and Government of Canada                 | Spring 2019 |
| Goal: Stormwater management planning                                                                    | Complete plan for Falmouth                                              | \$50,000                   | Public Works                                                                                                  | Public Works                                                     | 2016        |
|                                                                                                         | Complete plan for Hantsport                                             | \$50,000                   | Public Works                                                                                                  | Public Works                                                     | 2018        |
|                                                                                                         | Complete plan for Three Mile Plains                                     | \$50,000                   | Public Works                                                                                                  | Public Works                                                     | 2019        |
| Goal: Build mapping (GIS) capabilities                                                                  | Hire a GIS Technician                                                   | N/A                        | Planning                                                                                                      | Planning                                                         | 2015        |





## Attachment B

### WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

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

**Date:** 2023-09-13

**Subject:** Discussion: MCCAP 2024 Work Plan

---

### LEGISLATIVE AUTHORITY

MCCAP Committee Terms of Reference, Section 4

### RECOMMENDATION or DECISION REQUEST

This report is for information purposes to assist the Committee during discussion of work plan priorities for 2024. Currently, there is no staff recommendation.

### BACKGROUND

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

As stated in the MCCAP Committee Terms of Reference, the Committee must provide an annual work plan to Council. Based on direction from the Committee at the September meeting, staff will prepare a recommendation report for the MCCAP Committee meeting in November.

### DISCUSSION

Staff have drafted a 2024 Work Plan for discussion (Attachment A).

I recommend the Committee keep working on Milestone 4 of the Partners for Climate Protection (PCP) program, which is to implement the Local Action Plan. As the actions from the

Local Action Plan are implemented the Municipality will be working towards the goal of reducing corporate and community emissions by 45% by 2030, which will provide the foundation for net-zero by 2050. They will also improve the Region's resilience to the negative effects of climate change. I also recommend adding specific actions to complete to the workplan, such as partnering with Efficiency NS to elevate residents' awareness of rebates and programs, which will complement the PACE program; exploring including anticipated greenhouse gas (GHG) emissions in staff reports to Council and Committees; and exploring transit and accessible transportation feasibility.

Many tasks that were added in the 2023 Work Plan have been completed, including:

- hiring a dedicated GHG emissions reduction employee, which began June 27, 2023;
- implementing electric vehicle charging station(s); and
- participating in a municipal fleet conversion study.

As I am now a permanent full-time employee, I have been able to dedicate my time to continuing long-term projects that advance the Local Action Plan. Since the last annual work plan, I have been developing further emission reduction scenarios and plans for municipal facilities and operations, applying for federal and provincial funding opportunities and assisting other departments and organizations with climate change information for projects. A dashboard list of the action items is provided in Attachment B. The dashboard provides the status of progress on each action item.

The electric vehicle chargers at the West Hants Sports Complex and Windsor Community Centre have been fully operational since the end of October 2022. The Municipality received \$20,000 from the Clean Foundation and an \$11,084.48 top-up from the Province towards the total installation cost of \$56,089.60. As of August 30, 2023, the two (2) EV chargers have helped drivers avoid 4,059 kg of GHG emissions since installation – equivalent to planting 104 trees and letting them grow for 10 years.

The Clean Foundation provided fleet conversion technical and summary reports in December 2022, which have been distributed to staff and the MCCAP Committee. The resulting data has been used to inform a request for proposals for two (2) battery-electric SUVs to add to the Planning and Development Department fleet. These reports can also be used to inform fleet conversion for similar light duty vehicles throughout the municipal fleet.

## NEXT STEPS

**MCCAP Committee Discussion – September 13, 2023**



MCCAP Committee Recommendation – November 8, 2023



Committee of the Whole Review – December\*, 2023



Council Decision – December\*, 2023

\*Specific dates to be determined by Council

## FINANCIAL IMPLICATIONS

There are no specific budget requests associated with the 2024 work plan, but many action items have direct costs that are currently uncertain. The MCCAP Committee budget would be used for some projects and other large-scale projects may require additional budget allocation from Council. External funding will be sought for all projects if and when it is available, and a report will be brought to the MCCAP Committee and Council for consideration.

## ALTERNATIVES

The MCCAP Committee may:

- request that staff revise the 2024 Work Plan based on specific direction from the Committee; or
- provide alternative direction, such as requesting further information on a specific topic.

## ATTACHMENTS

**Attachment A** Draft 2024 MCCAP Committee Work Plan

**Attachment B** Local Action Plan Dashboard

## **REVIEW**

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

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

**Attachment A**  
**Draft MCCAP 2024 Work Plan**

| Tasks to Complete                                                   |                                                                                                                    | Cost of Action                           | Funding                                                                            | Partners                                                                 | Timing                                 |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------|
| Goal: Reduce Greenhouse Gas Emissions                               | Work on Milestone 4 of the PCP program by implementing actions from the Local Action Plan developed in Milestone 3 | Staff time and project costs             | Staff time; Applications for funding will be submitted when required and available | Planning / Public Works / Community Development / Finance / CAO's Office | Annual                                 |
| Goal: Invest in education for the community                         | Partner with Efficiency NS to educate residents on home renovation programs and incentives                         | Staff time                               | Staff time                                                                         | Planning / Communications / Efficiency NS                                | Coordinate with launch of PACE program |
| Goal: Lead by example                                               | Explore including anticipated GHG emissions in staff reports for Council and Committees                            | Staff time                               | Staff time                                                                         | Planning / Community Development / Finance / Public Works / CAO's Office | 2024                                   |
| Goal: Explore enhancing transportation opportunities / availability | Explore transit and accessible transportation feasibility                                                          | Staff time; Consultant costs for studies | Staff time; Applications for funding will be submitted when required and available | Planning / Community Development / Public Works / Finance / CAO's Office | 2024                                   |
| Ongoing Tasks                                                       |                                                                                                                    | Cost of Action                           | Funding                                                                            | Partners                                                                 | Timing                                 |

|                                                         |                                                                        |                                                                                                                                                            |                                                                                                                                                                                   |                                                                                                           |                                                                                                                          |
|---------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Goal: Reduce Greenhouse Gas Emissions                   | Explore the potential for a small to medium scale solar energy project | Staff time and project costs (dependent on location, site conditions, number of solar panels, how much electricity the Municipality wants to offset, etc.) | Staff time; NS Low Carbon Communities application; Solar for facilities through FCM retrofit funding                                                                              | Planning / Public Works / Community Development / Office of the CAO / NS Power                            | Funding applications completed in 2023; Ongoing                                                                          |
|                                                         | Create a PACE program                                                  | Set-up: ~\$225,000<br>Capital: \$300,000                                                                                                                   | Set-up: Town of Kentville<br>\$12,200 cash,<br>\$12,000 staff time; WHRM<br>\$10,000 cash,<br>\$22,000 staff time; FCM grant for \$168,800<br><br>Capital: WHRM<br>\$300,000 cash | Planning / CAO's Office / Town of Kentville / PACE Atlantic CIC / FCM / VanCity Community Investment Bank | FCM grant advancement received April 2023; Ongoing program development                                                   |
| Goal: Reduce energy consumption for Municipal buildings | Investigate building/facilities retrofits for efficiency               | Staff time, feasibility studies cost, capital investments dependent on building conditions                                                                 | Staff time; FCM retrofit funding; Efficiency NS; various Provincial and Federal opportunities                                                                                     | Planning / Community Development / Public Works / CAO's Office / FCM / Efficiency NS                      | Initial conditions surveyed 2022-23; Efficiency NS energy manager assistance for Fall 2023; Funding applications ongoing |
| Goal: Increase awareness of local best practices        | Continue the Green Business Initiative                                 | Staff Time                                                                                                                                                 | Staff Time                                                                                                                                                                        | Planning / Community Development                                                                          | Began Summer 2021; Annual                                                                                                |

|                                                                                                      |                                                                                                        |                                 |                                    |                                                      |                                                                    |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------|------------------------------------------------------|--------------------------------------------------------------------|
| Goal: Update Windsor's storm drainage infrastructure to ensure it meets the future needs of the Town | Windsor Flood Risk Assessment                                                                          | Staff Time and Consultant Costs | FRIIP 50% funding (up to \$39,109) | Public Works                                         | Currently reviewing RFP's and recommendation to Council to proceed |
| Goal: Reduce the impact of anticipated climate change on infrastructure and development              | Consider options to restrict zoning in flood-prone areas                                               | Staff Time                      | Staff Time                         | Planning                                             | Plan Review                                                        |
| Goal: Develop sustainable solutions to address sea-level risk in Avondale                            | Work with community groups, government organizations, and non-profits to assess sustainable solutions. | Staff Time                      | Staff Time                         | Public Works, Planning, NS Department of Agriculture | Fall 2021                                                          |
| Goal: Implement MCCAP                                                                                | Annual action items review and update                                                                  | Staff Time                      | Staff Time                         | Planning                                             | Annual                                                             |
|                                                                                                      | Annual review and update Terms of Reference                                                            | Staff Time                      | Staff Time                         | Planning                                             | Annual                                                             |
| Goal: Heighten residents' awareness of flood risk and emergency preparedness                         | Public education on social media                                                                       | Staff Time                      | Staff Time                         | EMO                                                  | On-going                                                           |
|                                                                                                      | Develop planning processes, policy, and ordinances                                                     | Staff Time                      | Staff Time                         | EMO                                                  | On-going                                                           |
| Goal: Build mapping (GIS) capabilities                                                               | Update software as needed                                                                              | Staff Time                      | Staff Time                         | Planning                                             | On-going                                                           |

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



|                                       |                                                                           |                                                                  |                                                                                         |                                                   |                                                                                      |
|---------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------|
| Goal: Reduce Greenhouse Gas Emissions | target for corporate and community emissions                              |                                                                  |                                                                                         |                                                   |                                                                                      |
|                                       | Complete Milestone 3 in the PCP program by developing a Local Action Plan | \$5,222.64 for summer student                                    | MCCAP Budget (Clean Foundation grant paid 50% of the position)                          | Planning / Public Works / Clean Foundation        | Submitted September 2021                                                             |
|                                       | Complete an updated GHG emissions inventory for corporate emissions       | \$9,000                                                          | MCCAP Budget, Co-op Education Incentive                                                 | Clean Foundation                                  | Fall 2019                                                                            |
|                                       | Complete a GHG emissions inventory for community emissions                | \$25,000                                                         | MCCAP Budget, Co-op Education Incentive                                                 | Clean Foundation                                  | Fall 2019                                                                            |
|                                       | Complete a GHG emissions forecasting model                                | \$36,000                                                         | MCCAP Budget                                                                            | Clean Foundation                                  | Winter 2020                                                                          |
|                                       | Hire a GHG emissions reduction employee                                   | \$30,944.10                                                      | Eco Canada grant provided 80% for 8.5 months (\$17,535), MCCAP Budget covered remainder | Planning / Eco Canada                             | 1-year term began June 27, 2022, and ended June 27, 2023                             |
|                                       |                                                                           | Approx. \$62,000                                                 | Municipal Budget                                                                        | Planning                                          | Started June 27, 2023                                                                |
|                                       | Participate in a feasibility study for electric vehicle fleet conversion  | Staff time and project costs (approx. \$1,500 in-kind for study) | Staff time                                                                              | Planning / Clean Foundation                       | Study from July 27, 2022, to October 19, 2022. Full report provided in December 2022 |
|                                       | Implement electric vehicle charging station(s)                            | Staff time; \$56,089.60 for installation of 2                    | Staff time; ZEVI program from NRCAN and                                                 | Planning / Public Works / Community Development / | Operational in October 2022                                                          |

|                                                                                                         |                                                                         |                            |                                                                                                               |                                                                  |             |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------|
|                                                                                                         |                                                                         | dual port Level-2 chargers | administered by Clean Foundation provided grant of \$20,000 for project; \$11,084.48 top-up from the Province | Office of the CAO / Clean Foundation / Nova Scotia Power / NRCan |             |
| Goal: Reduce the impact of anticipated climate change on municipal infrastructure along the Minas Shore | Complete the National Disaster Mitigation Program Risk Assessment Study | \$80,000                   | MCCAP Budget and National Disaster Mitigation funding                                                         | CBCL Limited Consulting and Government of Canada                 | Spring 2019 |
| Goal: Stormwater management planning                                                                    | Complete plan for Falmouth                                              | \$50,000                   | Public Works                                                                                                  | Public Works                                                     | 2016        |
|                                                                                                         | Complete plan for Hantsport                                             | \$50,000                   | Public Works                                                                                                  | Public Works                                                     | 2018        |
|                                                                                                         | Complete plan for Three Mile Plains                                     | \$50,000                   | Public Works                                                                                                  | Public Works                                                     | 2019        |
| Goal: Build mapping (GIS) capabilities                                                                  | Hire a GIS Technician                                                   | N/A                        | Planning                                                                                                      | Planning                                                         | 2015        |

**Attachment B**  
**Local Action Plan Dashboard**

**Legend**

Not started

Ongoing

Complete

\*\*Wishlist item

| Action Item                                                   | Status/Progress Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Responsible                                           |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 1.1 Perform internal building conditions survey               | Buildings completed to date include: <ul style="list-style-type: none"> <li>• Municipal office (76 Morison Dr.)</li> <li>• Windsor Community Centre (78 Thomas St.)</li> <li>• Former Town office (100 King St.)</li> <li>• Hants Aquatic Center (306 Stannus St.)</li> <li>• West Hants Sports Complex (16 Centennial Dr.)</li> <li>• Brooklyn Fire Station 1 &amp; Civic Centre (995 Hwy 215)</li> <li>• Windsor Public Works Garage (56 Park Dr.)</li> <li>• All WHRM water and wastewater treatment facilities</li> </ul> | Climate Action / Public Works / Community Development |
| 1.2 Promote & celebrate energy efficient buildings            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Climate Action / CAO's Office / Communications        |
| 1.3 Office building location review                           | Council / CAO has a committee reviewing potential building location. The Climate Action Coordinator and previous summer students provided information from the building condition surveys of both current office buildings, to help inform sustainability considerations.                                                                                                                                                                                                                                                     | Climate Action / CAO's Office / Council               |
| **1.4 Detailed audits for water & wastewater treatment plants | WHRM has been approved for a Roving Municipal Energy Manager (RMEM) through Efficiency NS. The current MOU provides the service until December 31, 2023, with the option to extend the term at any time by mutual consent. The RMEM can provide detailed audits and solar feasibility. The Climate Action Coordinator will accompany him on site                                                                                                                                                                              | Climate Action / Public Works                         |

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                      |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
|                                                                    | visits and provide the necessary information. The RMEM will also be able to audit other Municipal facilities as time permits.                                                                                                                                                                                                                                                                                                                                       |                                                                      |
| **1.5 Recommissioning of Brooklyn fire station & civic center      | Brooklyn Fire Station 1 and Civic Centre was audited by the Climate Action Coordinator and summer student on August 24, 2022. Information gathered is being considered when applying for funding opportunities for community facilities, such as community building retrofit funding from the FCM.                                                                                                                                                                  | Climate Action / Public Works / EMO                                  |
| 2.1 Fuel switching - heat pumps                                    | There are heat pumps installed in many of the water utility facilities for the offices and required heated spaces. The only facility without heat pumps is the lab / office at the Windsor lagoons on Centennial Dr. Other Municipal buildings and facilities will be switched over to heat pumps over time.                                                                                                                                                        | Climate Action / Public Works / Community Development / CAO's Office |
| 2.2 Consider green power purchasing                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Climate Action / Finance / CAO's Office                              |
| 2.3 Investigate partnerships for renewable energy provisions       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Climate Action                                                       |
| **2.4 Investigate solar PV for water & wastewater treatment plants | All the water and wastewater treatment plants have had preliminary investigations for solar feasibility by the Climate Action Coordinator and summer student during Summer 2022. A report was submitted on the subject. More detailed official quotes and information should be obtained from solar installation contractors. Some space is available, but other locations may be more visible to the public. The RMEM will assist in evaluating solar feasibility. | Climate Action / Public Works                                        |
| **2.5 Update asset management plan to include solar                | Public Works is continuing to incorporate solar into asset management software over time, such as solar crosswalk lights.                                                                                                                                                                                                                                                                                                                                           | Public Works                                                         |
| 3.1 Investigate bulk purchasing of EV's & charging stations        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Climate Action / Planning / Public Works / Community                 |

|                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                               |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
|                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                  | Development / Finance / Procurement                           |
| **3.2 Explore a corporate car sharing program                                                            |                                                                                                                                                                                                                                                                                                                                                                                                  | Climate Action / Public Works / Planning / Procurement        |
| **3.3 Create a fleet management plan to introduce EV's over multiple years                               | The Manager of Building and Fire Inspection Services is exploring purchasing electric vehicles for the Planning and Development Department fleet. The Clean Foundation has completed a study on fleet conversion for the Planning and Development fleet, which can inform light-duty vehicle replacement for Municipal operations. This is not yet a full fleet management / conversion program. | Procurement / Planning / Public Works / Community Development |
| **3.3 Consider introducing carpool & biking incentives for work travel                                   |                                                                                                                                                                                                                                                                                                                                                                                                  | CAO's Office                                                  |
| 4.1 Partner with Efficiency NS to educate the public on home renovation programs / incentives & benefits | It is most effective to perform public engagement with Efficiency NS once we have our PACE program set up because they are made to bundle together. Public engagement / education sessions will be coordinated to publicize all available incentives and programs.                                                                                                                               | Climate Action / MCCAP Committee                              |
| 4.2 Train WHRM staff to integrate energy efficiency into daily work & interactions                       | Efficiency NS presented to the MCCAP Committee on July 12, 2022. The presentation was recorded and made available to all staff. More training and detail may be required, as the session focused more on available programs for staff to communicate with the public. The Climate Action Coordinator will continue investigating opportunities for staff education.                              | Climate Action / MCCAP Committee                              |
| 4.3 Hire a dedicated GHG reduction employee                                                              | John Ogilvie was hired for a year-long term as a Climate Action Coordinator, until the end of June 2023. He is now a full-time permanent employee.                                                                                                                                                                                                                                               | Planning                                                      |
| 5.1 Integrate GHG reduction into HR policies                                                             |                                                                                                                                                                                                                                                                                                                                                                                                  | CAO's Office / All Department heads/managers                  |

|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                     |                                                           |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 5.2 Optimizing business/work-order travel                                                                                          | Staff organize trips that make the most efficient use of travel time when possible.                                                                                                                                                                                                                                                 | All staff                                                 |
| 5.3 Adopt land-use policies that mandate / encourage efficient & sustainable growth models                                         |                                                                                                                                                                                                                                                                                                                                     | Planning                                                  |
| 5.4 Make renewable energy investments & sustainability practices (current & future) visible & known to the community               | A MCCAP update section is added to the Municipal newsletter when information is available. Facebook is also used to communicate investments like the electric vehicle chargers and waste reduction initiatives. The PACE program will involve homeowner and contractor engagement sessions.                                         | Climate Action / Planning / CAO's Office / Communications |
| **5.4 Make renewable energy investments & sustainability practices (current & future) visible & known to the community (long term) |                                                                                                                                                                                                                                                                                                                                     | Climate Action / Planning / CAO's Office / Communications |
| 5.5 Explore options to include anticipated GHG emissions in staff reports for Council & committees                                 |                                                                                                                                                                                                                                                                                                                                     | Climate Action / CAO's Office                             |
| **5.6 Explore options on PACE programming                                                                                          | PACE Atlantic is working on program design, funding process, and marketing. Staff are working with PACE Atlantic CIC to get the program running for a 2023 launch. Program funding is being confirmed, with Council approving a \$300,000 contribution.                                                                             | Climate Action / Planning / Finance / CAO's Office        |
| **5.7 Promote desired actions, policies, & incentives to the provincial government                                                 | Based on MCCAP recommendation, Council sent a letter to the provincial Minister of Environment and Climate Change regarding the delay in implementing Coastal Protection Act Regulations. Council has received a response stating the Province wishes to do more consultation, but does not yet have a timeline for implementation. | CAO's Office / MCCAP Committee / Council                  |

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| **5.8 Explore opportunities for WHRM to integrate as part of the circular economy                                                 |                                                                                                                                                                                                                                                                                                                                     | Climate Action / Waste Reduction / Planning / Procurement                             |
| 6.1 Explore potential partnerships for EV charging stations                                                                       |                                                                                                                                                                                                                                                                                                                                     | Climate Action / Planning / Community Development                                     |
| 6.2 Explore funding for EV charging stations on municipal property                                                                | WHRM received funding from the ZEVIP opportunity through the Clean Foundation to assist with the installation of two dual-port charging stations at the West Hants Sport Complex and Windsor Community Centre. These were fully operational by the end of October 2022. Additional sites may have potential if more funding exists. | Climate Action / Planning / Community Development / Public Works                      |
| 6.3 Explore opportunities to create a transportation hub                                                                          |                                                                                                                                                                                                                                                                                                                                     | Climate Action / Planning / Community Development                                     |
| 6.4 Integrate active transportation considerations into land use planning decisions                                               |                                                                                                                                                                                                                                                                                                                                     | Planning / Community Development                                                      |
| 7.1 Review & amend policies to promote small-scale agriculture                                                                    |                                                                                                                                                                                                                                                                                                                                     | Planning                                                                              |
| 7.2 Explore opportunities to make municipally owned facilities available to the community for merchandising of local food & goods |                                                                                                                                                                                                                                                                                                                                     | Community Development                                                                 |
| **7.3 Create food & waste reduction education programs in partnership with community & schools                                    |                                                                                                                                                                                                                                                                                                                                     | Climate Action / Waste Reduction / Planning / Community Development / MCCAP Committee |

\*\*7.4 Local procurement  
policies

CAO's Office /  
Procurement / All  
Department heads /  
managers





# West Hants Community Beautification Plan



November 14<sup>th</sup>, 2023

something inspiring awaits



# Land Acknowledgment and Recognition Statement

The West Hants Regional Municipality is a tapestry woven from many threads. We are inspired by all who have contributed their time, knowledge, and experience and have great personal and professional interest in the peoples and places of West Hants.

We acknowledge that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People and this land is governed by the sacred and historic Peace and Friendship Treaties signed in 1726. West Hants Regional Municipality also recognizes that we are all treaty people and have responsibilities to this land and each other.

West Hants Regional Municipality also recognizes African Nova Scotians are a distinct people whose history, legacies, and contributions have enriched that part of Mi'kma'ki known as Nova Scotia for over 400 years.



# Overview

Introduction

Part 1 – Community Entrances – Signage and Landscaping

Part 2 – Municipal Community Parks and Recreation Facilities – Signage and Landscaping

Part 3 – Urban Beautification

Part 4 – Rural Beautification

Part 5 – Streetscape Lighting

Part 6 – Linger Longer Placemaking Options

Part 7 - Cost Estimate & Implementation Strategy

Questions



# Introduction

The Community Beautification Plan (CBP) seeks to achieve a cohesive vision for the communities that make up West Hants. This vision is intended to align and reinforce the West Hants Regional Municipality brand throughout the region.

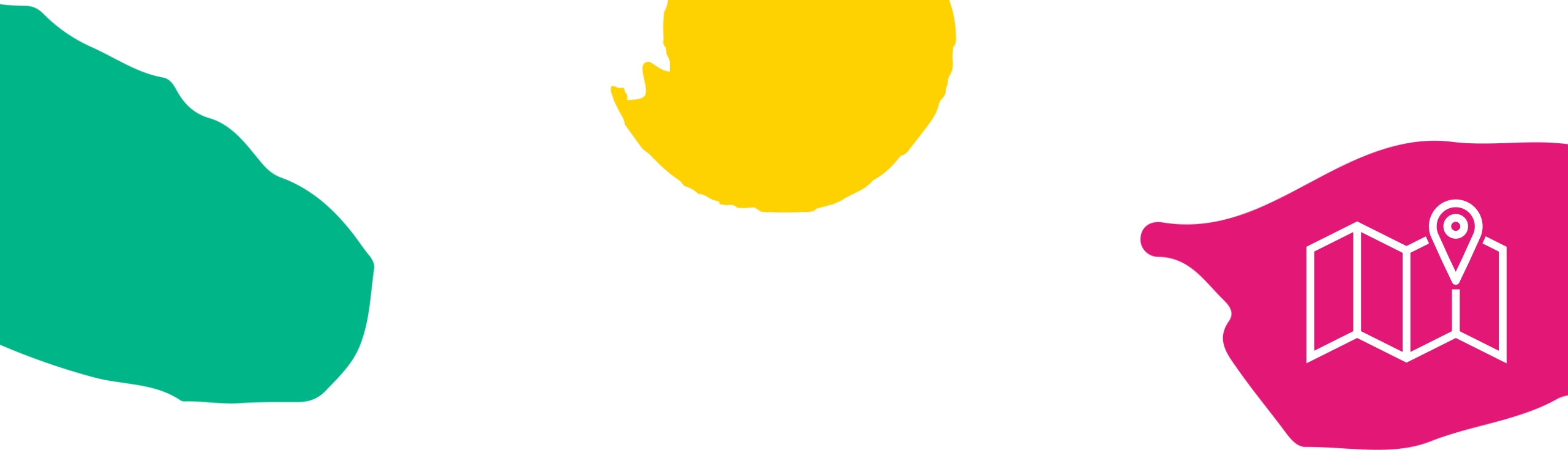


**West Hants**  
something inspiring awaits



**West Hants**  
something inspiring awaits





# Part 1 - Community Entrances

## Signage and Landscaping

Part 1.1 Community Entrance Sign Typologies

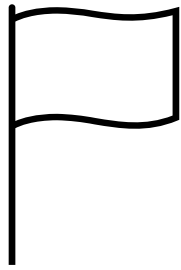
Part 1.2 Planting Strategy

November 14<sup>th</sup>, 2023

something inspiring awaits

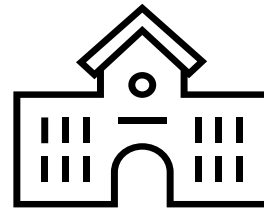


# Community Entrance Signage



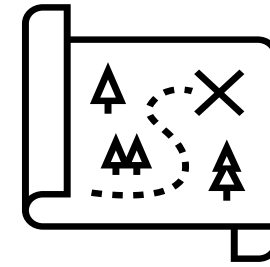
## ARRIVAL

Signs intended mark entry into West Hants, its constituent communities, neighbourhoods, and destinations.



## DISCOVERY

Signs intended to share information about a place, past and present, and encourage users to 'Linger Longer'.



## EXPLORE MORE

Signs intended to promote discovery and exploration.



# Conceptual Signage Family

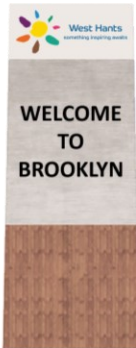
L.1



## Large Signs

- L.1 – West Hants Arrival
- L.2 – Community Arrival
- L.3 – Vehicular wayfinding

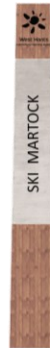
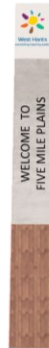
L.2



L.3



M.1/M.2



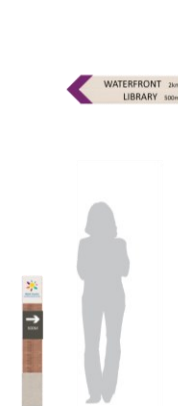
M.3



## Medium Signs

- M.1 – Neighbourhood Arrival
- M.2 – Places of Interest
- M.3 – Interpretive signage

S.1



S.2



S.3

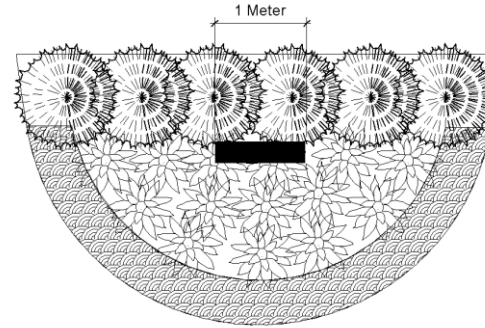
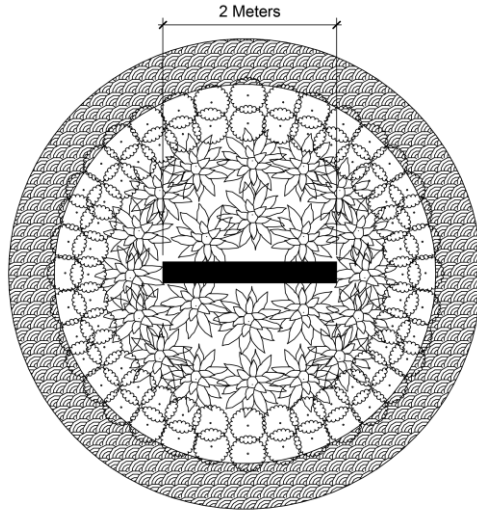


## Small Signs

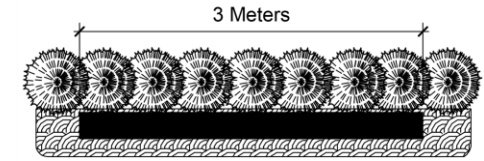
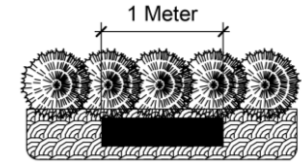
- S.1 – Distance / Way-markers
- S.2 – Finger Post Wayfinding
- S.3 - Banners



# Signage Planting Strategies



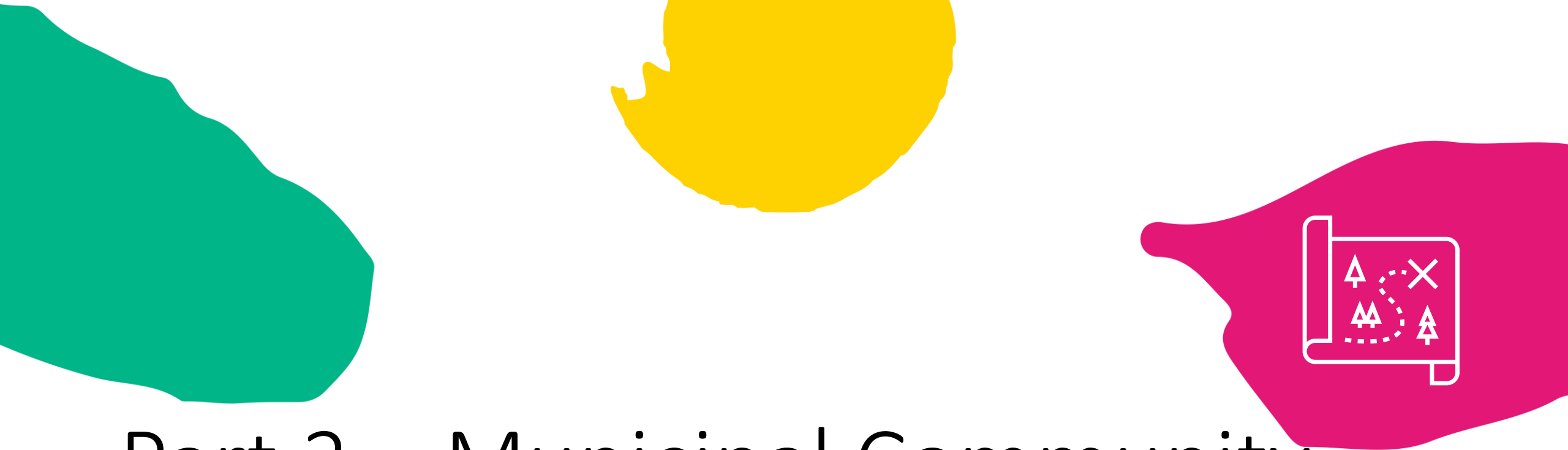
Large Signs (L.1 – L.3)



Medium Signs (M.1 – M.3)







# Part 2 – Municipal Community Parks and Recreational Facilities

## Signage and Landscaping

### Part 1.1 Municipal Community Parks and Recreational Facilities Sign Typologies

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# Existing Signage (Active Avon)



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# Potential New Signage



P.1(A)



P.1(B)



P.2(A)



P.2(B)



P.3



P.4



P.5



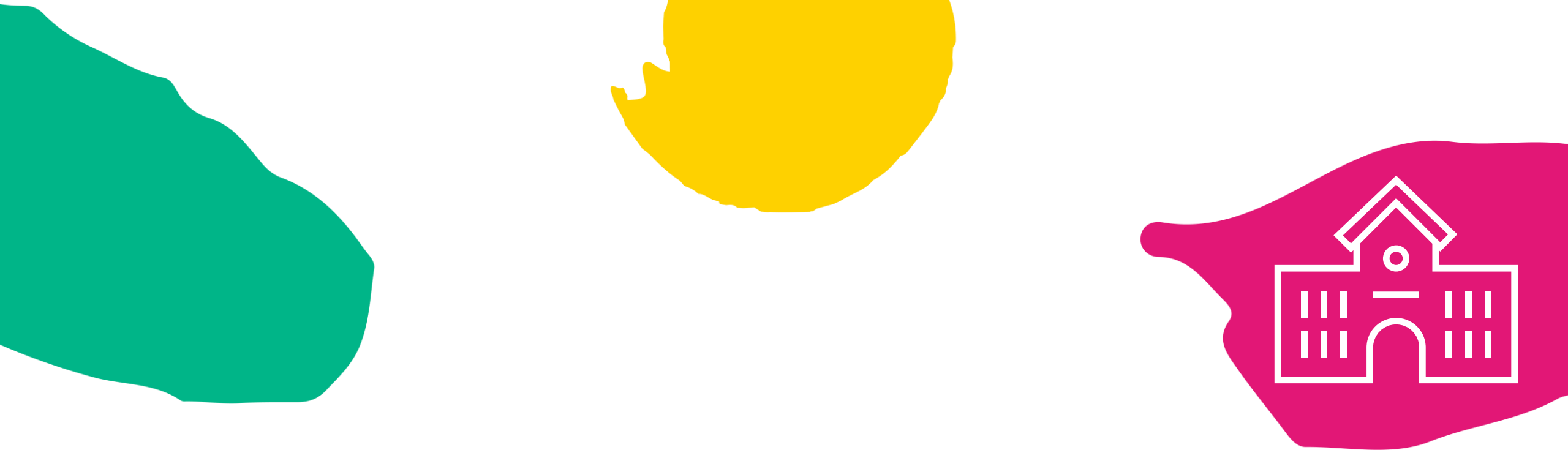
P.6

Medium Parks & Recreational Facilities

Small Parks & Recreational Facilities

Large Parks & Recreational Facilities





# Part 3 - Urban Beautification

## Plantings, Furnishings, and Public Art

Part 3.1 Container Planters

Part 3.2 Hanging Baskets

Part 3.3 Flower Beds

Part 3.4 Site Furnishing

Part 3.5 Public Art

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# Container Planter Typologies

**Cluster**



Existing Park @ Water Street,  
Windsor

**Linear**



Main Street @ Prince Street  
Extension, Hantsport

**Single**



William Street @ Cherry Lane,  
Hantsport



'Skyline' By  
Desert Planters

<https://www.desertplanters.com/product/pathway-21/>





# Container Planting Typologies

**Bold**



**Soft Texture**



**Classic**



**Edible**



**Sun Loving**



**Logo**



# Hanging Baskets Typologies



Gateway Entrance, Hantsport



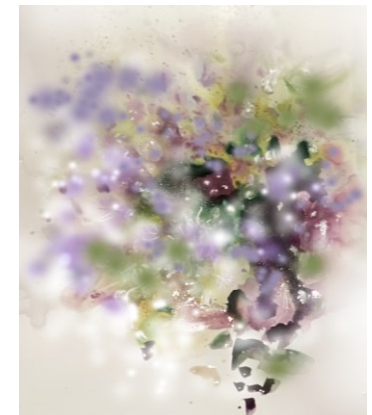
Residential Area - Gerrish St., Windsor



Falmouth Back Rd @ Falmouth Dyke Rd



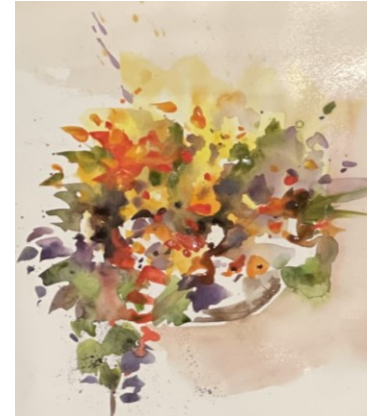
**Bold**



**Soft Texture**



**Classic**



**Edible**



'Pathway 21' By  
Desert Planters

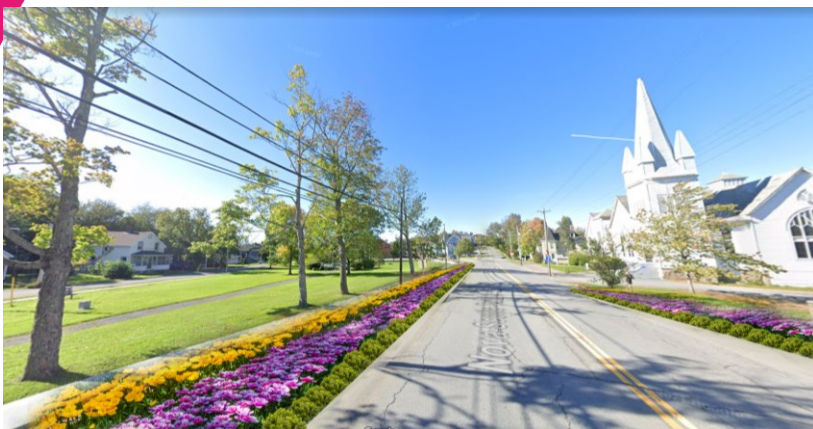
<https://www.desertplanters.com/product/pathway-21/>





# Flower Gardens

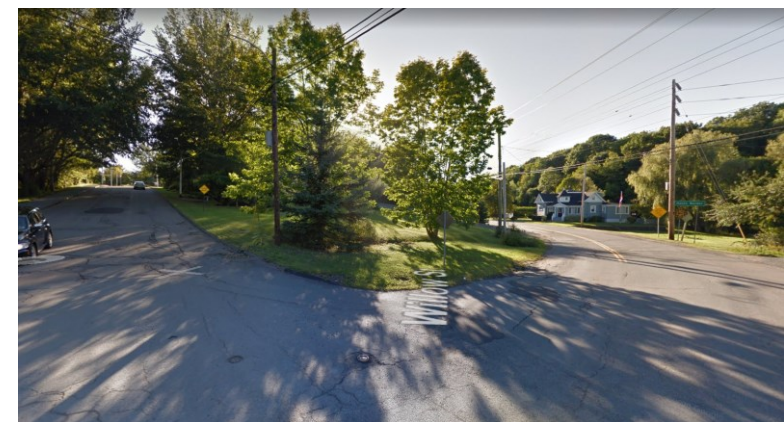
## Linear Planting Beds



## Corner (Curved) Planting Beds



## Raised Flower Beds





# Site Furniture

Benches



Moveable Seating



Bike Racks



Picnic Tables



# Public Art

## Murals and Street Art



## Sculptures and Installations

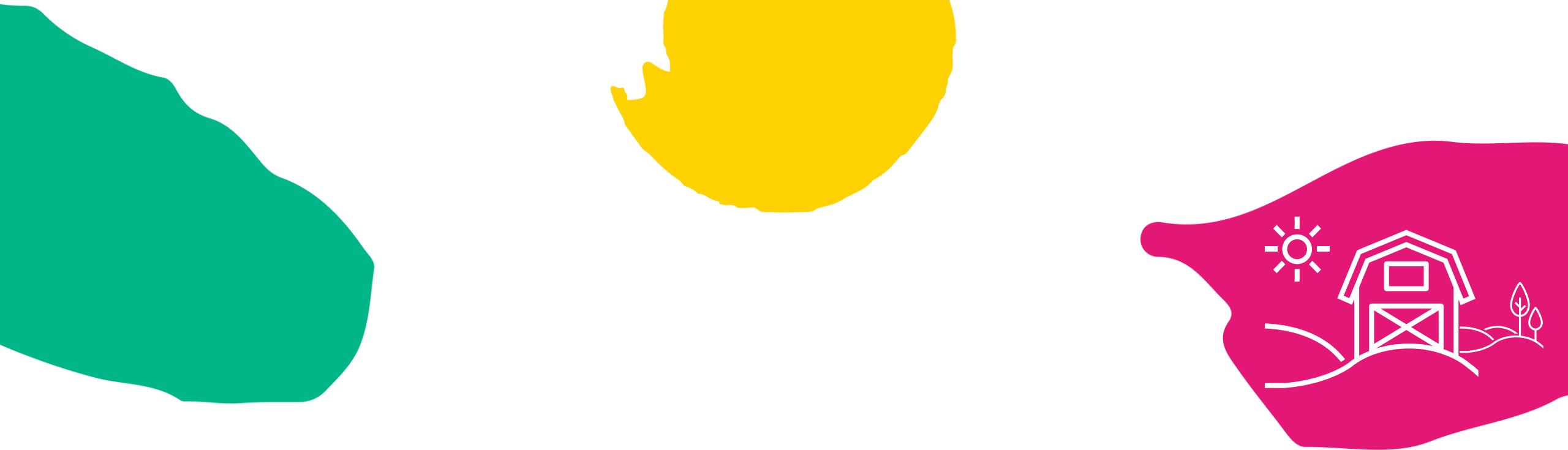


## Performance Spaces



## Functional Art





# PART 4 – RURAL BEAUTIFICATION

## Plantings and Furnishings

Part 4.1 Flower Garden

Part 4.2 Vegetable Garden

Part 4.3 Site Furnishing

November 14<sup>th</sup>, 2023

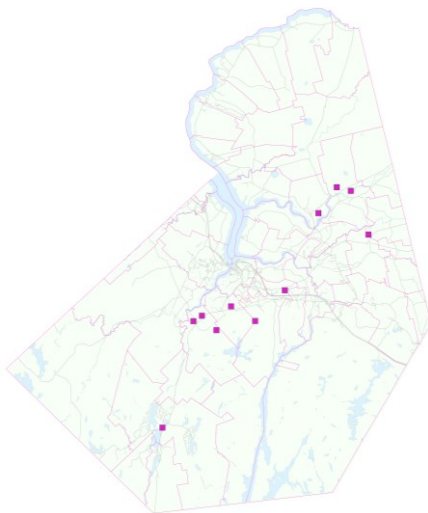
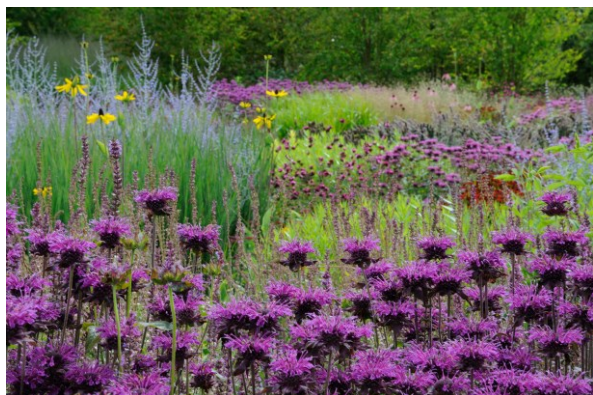
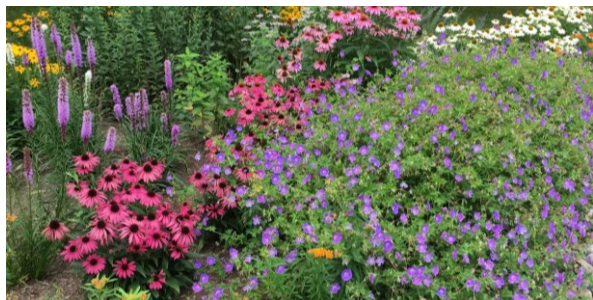
something inspiring awaits



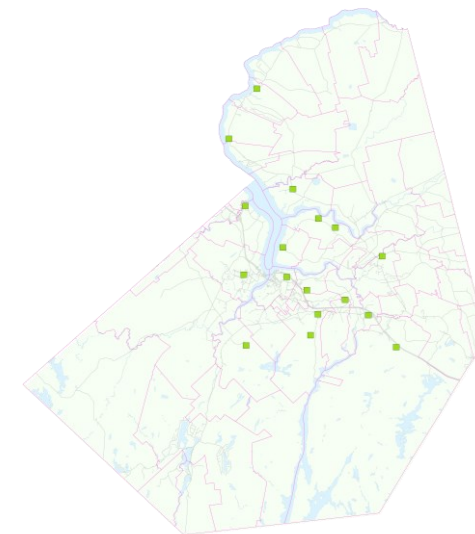


# Planting Strategies

## Flower Gardens



## Vegetable Gardens





# Colour Recommendations

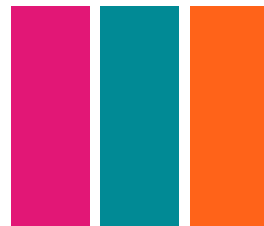
Selecting colours that reflect the West Hants brand to visually 'pop' in the natural surroundings.



Source:  
[www.commercialsitefurnishings.com](http://www.commercialsitefurnishings.com)



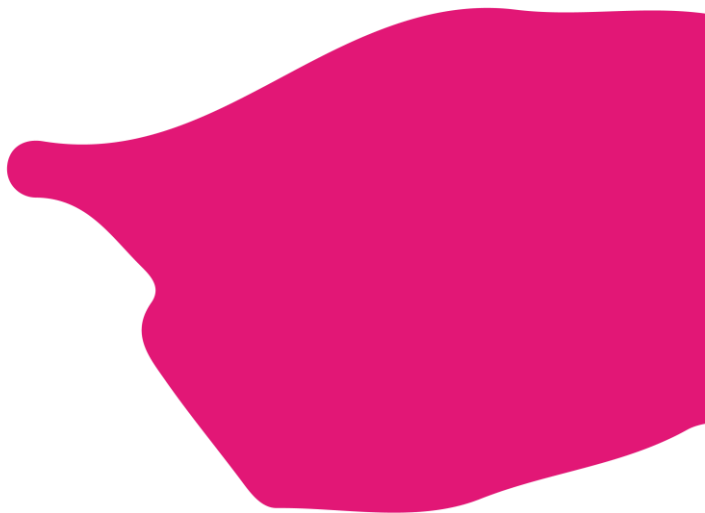
Source:  
[www.commercialsitefurnishings.com](http://www.commercialsitefurnishings.com)



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# PART 5 – STREET LIGHTING

November 14<sup>th</sup>, 2023

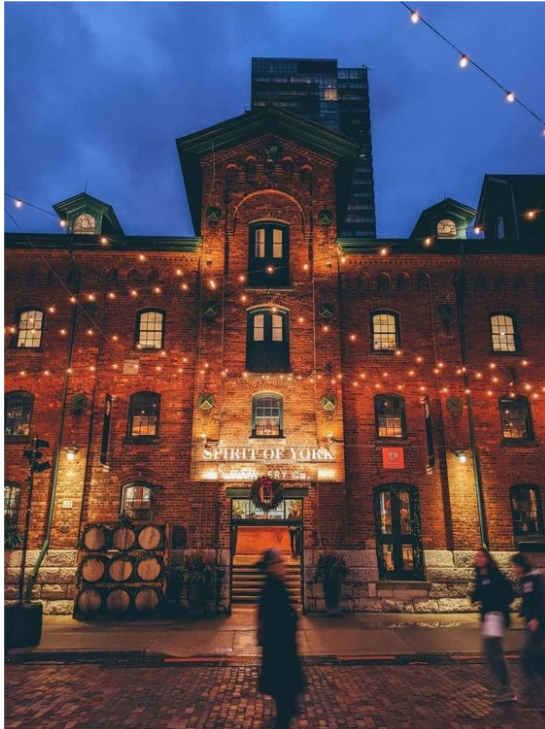
something inspiring awaits





# Lighting Strategy

To create a welcoming and vibrant public realm year-round. Use of 'soft' lighting to compliment the heritage character, with 'pops' of **Bold** for fun and whimsy.



Source: [www.colouradochristmaslights.com/](http://www.colouradochristmaslights.com/)

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# Classic Modern Style Lighting



Uplighting / Spotlights



Compact Floodlight by Bega

Website: <https://www.bega-us.com/categories/exterior/floodlight/mounting-canopy-135001>

Bollards



PLB Bollard Site Series by First Light Technologies

Website: [Solar Bollards](#) | [Commercial Solar Bollard Lights](#) ([firstlighttechnologies.com](http://firstlighttechnologies.com))

Strung Lights



Flex Compact gen 3 by CSI  
Enterprise  
Strung lights for patios/  
alleyways

Light Poles



Ashbery by Landscape Forms  
Single / Double-headed Light  
Poles

Website:  
<https://www.landscapeforms.com/en-US/products/Pages/Concord.aspx>

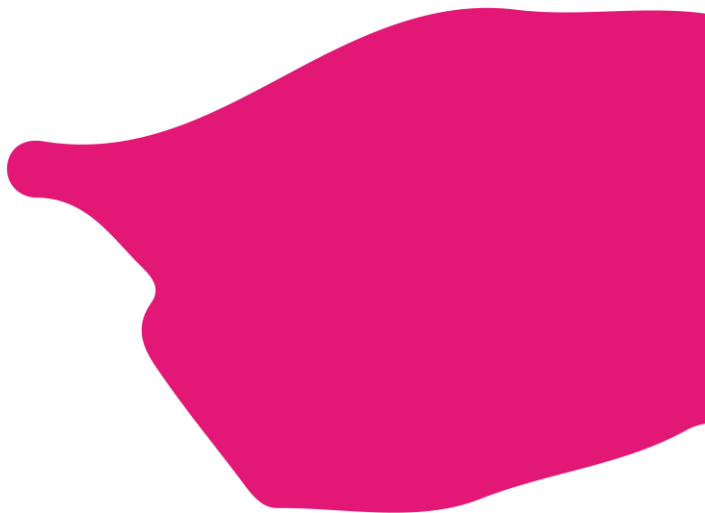


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# PART 6 – LINGER LONGER

November 14<sup>th</sup>, 2023

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# Reasons to 'Linger Longer'



## PAUSE

Places that invite users to take a quiet moment, to sit and contemplate, to take in the scenery or a stunning view.

Small



Medium



Large



# Reasons to 'Linger Longer'



## PLAY

Places that invite users to engage,  
to interact with the space and  
other people, to have fun

Small



Medium

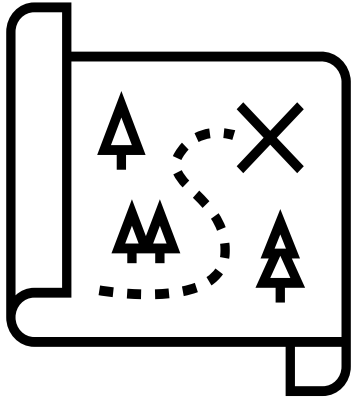


Large





# Reasons to 'Linger Longer'



## PARTICIPATE

Places that invite users to learn more about the community and the environment

Small



Medium



Large

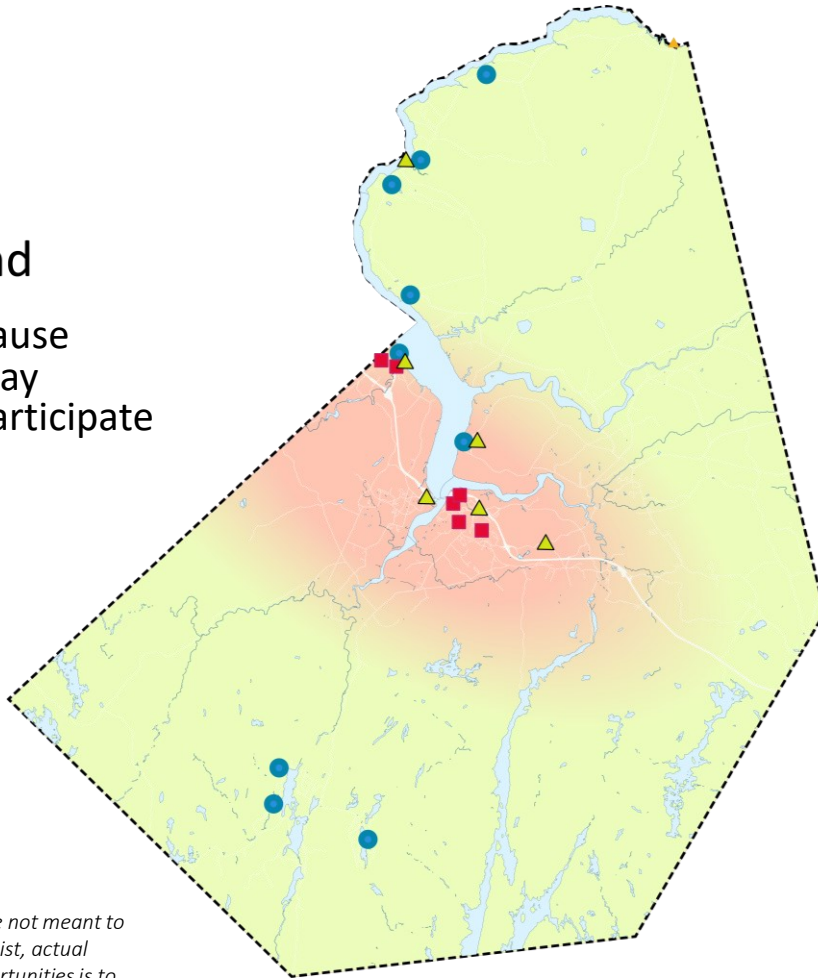


# Potential Linger Longer Locations

Riverbanks, parks, historical landmarks, and vibrant community gathering spots, etc

## Legend

- Pause
- Play
- ▲ Participate



### Pause :

- Hobarts Beach
- Newport Landing Waterfront Park
- Cheverie Salt Marsh Restoration Trail
- Armstrong Lake
- Pioneer Drive
- Falls Lake
- Kempt Quarry Recreation Site
- Cheverie Causeway (if a partnership could be created)
- Fundy Centennial Park

### Play :

- Elmcroft Park
- Windsor Waterfront
- Chittick Park
- Foundry Field
- Burgess Crescent
- West Hants Sports Complex

### Participate :

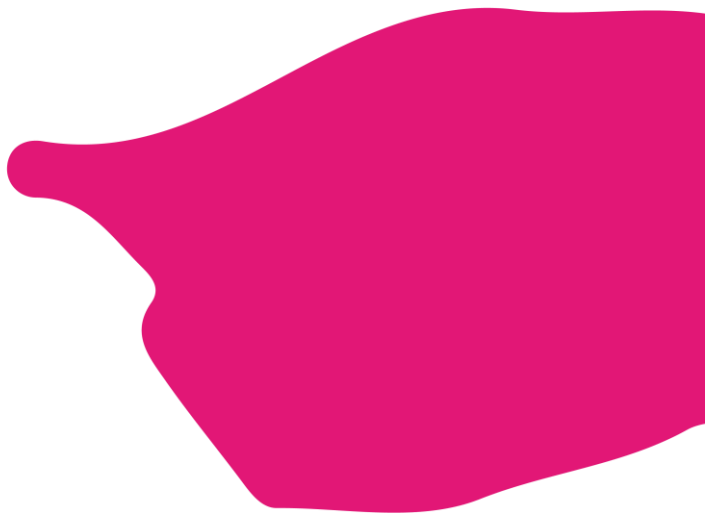
- Victoria Park
- Cheverie Salt Marsh Restoration Trail
- Irishmans Road Recreation Site
- Newport Landing Waterfront Park
- Fundy Centennial Park
- Falmouth Mini Park
- Causeway Trail
- Cheverie Causeway (if a partnership could be created)

*Note: Potential locations are not meant to represent a comprehensive list, actual siting of Linger Longer Opportunities is to be developed based on consideration of site, context, and purpose.*

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# PART 7 – Cost Estimate & Implementation Strategy

November 14<sup>th</sup>, 2023

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# Cost Estimating

Rough Order of Magnitude(ROM) estimate (accuracy of -25% to +75%. A contingency allowance is applied to cost estimates to account for risk associated with project.

## Sample:

| Family      | Item                 | Unit           | Unit Rate | Range (Low -25%) | Range (High + 75%) |
|-------------|----------------------|----------------|-----------|------------------|--------------------|
| Plantings   | Container Planters   | Each           | \$1,500   | \$1,125          | \$2,625            |
|             | Hanging Baskets      | Each           | \$600     | \$450            | \$1,050            |
|             | Flower beds          | m <sup>2</sup> | \$1,000   | \$750            | \$1,750            |
|             | Flower beds (raised) | lm             | \$2,000   | \$1,500          | \$3,500            |
| Furnishings | Bench                | Each           | \$3,000   | \$2,250          | \$5,250            |
|             | Picnic Table         | Each           | \$5,000   | \$3,750          | \$8,750            |
|             | Waste Receptables    | Each           | \$2,500   | \$1,875          | \$4,375            |
|             | Bike Rack            | Each           | \$2,000   | \$1,500          | \$3,500            |

**Short-term (0-4/5 years)**

**20% Contingency**

**Medium-term (5-10 years)**

**30% Contingency**

**Long-term (10+ years)**

**40% Contingency**



# Implementation Strategy

Short-Term  
0 – 4/5 years

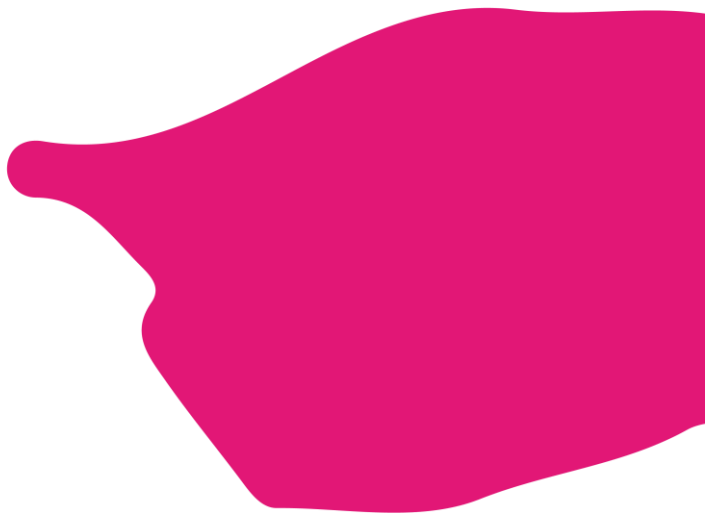


Medium-Term  
5 – 10 years



Long-Term  
10+ years





# Questions ?

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# West Hants

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[westhants.ca](https://westhants.ca)

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The background is a light blue gradient with several realistic water droplets of various sizes scattered across it. Some droplets are in the top left, some in the bottom right, and others in the center. They have highlights and shadows, giving them a 3D appearance.

# CONSOLIDATION OF WATER AND SEWER SYSTEMS

## WEST HANTS REGIONAL MUNICIPALITY

14 NOVEMBER 2023

# BACKGROUND - WATER

- MUNICIPALITY CURRENTLY HAS TWO WATER UTILITIES, THE WINDSOR WATER UTILITY AND THE WEST HANTS WATER UTILITY;
- THE WINDSOR WATER UTILITY SELLS TREATED WATER TO THE WEST HANTS WATER UTILITY AT UARB APPROVED WHOLESALE RATE;
- RATES SET BY UTILITY AND REVIEW BOARD FOR BOTH UTILITIES AT SEPARATE HEARINGS INCLUDING THE WHOLESALE RATE



# BACKGROUND - SEWER

- CURRENTLY HAVE TWO SEPARATE SEWER OPERATING SYSTEMS, THE WINDSOR SEWER SYSTEM AND THE WEST HANTS SEWER SYSTEM;
- WINDSOR SEWER SYSTEM SELLS SEWAGE TREATMENT SERVICES TO THE WEST HANTS SEWER SYSTEM;
- RATES SET BY BOTH SEWER SYSTEMS ARE SET BY THE MUNICIPALITY BASED ON SEPARATELY PREPARED RATE STUDIES FOR EACH SYSTEM

# STUDY METHODOLOGY - WATER

- STUDY TEAM PREPARED A WATER RATE STUDY FOR THE WINDSOR WATER UTILITY USING THE UARB APPROVED METHOD;
- STUDY TEAM PREPARED A WATER RATE STUDY FOR THE WEST HANTS WATER UTILITY USING THE UARB APPROVED METHOD;
- STUDY TEAM PREPARED A WATER RATE STUDY FOR A SINGLE COMBINED WINDSOR WEST HANTS WATER UTILITY USING THE UARB APPROVED METHODS;
- THREE RATE STUDIES WERE PREPARED FOR WATER

# STUDY METHODOLOGY - SEWER

- STUDY TEAM PREPARED A SEWER RATE STUDY FOR THE WINDSOR SEWER SYSTEM USING A RATE MODEL DEVELOPED BY THE STUDY TEAM;
- STUDY TEAM PREPARED A SEWER RATE STUDY FOR THE WEST HANTS SEWER SYSTEM USING A RATE MODEL DEVELOPED BY THE STUDY TEAM;
- STUDY TEAM PREPARED A SEWER RATE STUDY FOR A SINGLE COMBINED WINDSOR WEST HANTS SEWER SYSTEM USING A RATE MODEL DEVELOPED BY THE STUDY TEAM;
- THREE RATE STUDIES WERE PREPARED FOR SEWER

# BASE "AVAILABILITY" CHARGE

- BASE CHARGE IS FOR HAVING THE SERVICE AVAILABLE WHEN THE CUSTOMER NEEDS IT
- BASE CHARGE IS 40 TO 50% OF AVERAGE RESIDENTIAL CUSTOMER BILL
- PROVIDES MUNICIPALITY/UTILITY WITH A LEVEL OF FINANCIAL STABILITY

# VOLUME "USAGE" CHARGE

- VOLUME CHARGE IS BASED ON WATER METER RECORDS - VOLUME CHARGE WILL INCREASE WITH INCREASED USAGE
- VOLUME CHARGE IS 50 TO 60% OF AVERAGE CUSTOMER BILL
- ALLOWS CUSTOMER TO INFLUENCE THEIR BILL BY CONSERVING WATER CONSUMPTION AND REPAIRING LEAKY FAUCETS AND TOILETS
- CUSTOMERS WHO USE LESS WATER AND DISCHARGE LESS WASTEWATER PAY LESS



# BASE AND VOLUME CHARGES

- SIX SEPARATE RATE STUDIES WERE DEVELOPED USING BASE RATES AND VOLUME RATES;
- PRESENTATION WILL PRESENT THE RESULTS FOR RESIDENTIAL CUSTOMERS (5/8" METER SIZE);
- 90% OF ALL OF THE CUSTOMERS ARE SERVED BY 5/8" METERS



# TWO SEPARATE WATER UTILITIES AVERAGE RESIDENTIAL RATES PER QUARTER (STATUS QUO)

| Projected Residential Water Rates with Two Separate Utilities |                                 |                                  |                                  |                                  |
|---------------------------------------------------------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Location                                                      | Existing Quarterly Average Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate |
|                                                               | 2022/23                         | 2023/24                          | 2024/25                          | 2025/26                          |
| West Hants                                                    | \$140.62                        | \$165.62                         | \$182.83                         | \$191.41                         |
| Windsor                                                       | \$125.15                        | \$136.36                         | \$172.64                         | \$173.94                         |

# COMBINED WINDSOR WEST HANTS WATER UTILITY AVERAGE RESIDENTIAL RATES PER QUARTER

| Projected Residential Water Rates with Combined Single Utility |                                       |                                     |                                     |                                     |
|----------------------------------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Location                                                       | Existing<br>Quarterly<br>Average Rate | Estimated Average<br>Quarterly Rate | Estimated Average<br>Quarterly Rate | Estimated Average<br>Quarterly Rate |
|                                                                | 2022/23                               | 2023/24                             | 2024/25                             | 2025/26                             |
| West Hants                                                     | \$140.62                              | \$141.26                            | \$169.25                            | \$178.13                            |
| Windsor                                                        | \$125.15                              | \$155.55                            | \$169.25                            | \$178.13                            |

# TWO SEPARATE SEWER SYSTEMS AVERAGE RESIDENTIAL RATES PER QUARTER (STATUS QUO)

| Projected Residential Sewer Rates with Two Separate Sewer Systems |                                 |                                  |                                  |                                  |
|-------------------------------------------------------------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Location                                                          | Existing Quarterly Average Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate |
|                                                                   | 2022/23                         | 2023/24                          | 2024/25                          | 2025/26                          |
| West Hants                                                        | \$116.70                        | \$111.65                         | \$118.57                         | \$137.96                         |
| Windsor                                                           | \$131.86                        | \$128.67                         | \$154.29                         | \$194.55                         |

# COMBINED WINDSOR WEST HANTS SEWER SYSTEM AVERAGE RESIDENTIAL RATES PER QUARTER

| Projected Residential Sewer Rates with Combined Single Sewer System |                                       |                                     |                                     |                                     |
|---------------------------------------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Location                                                            | Existing<br>Quarterly<br>Average Rate | Estimated Average<br>Quarterly Rate | Estimated Average<br>Quarterly Rate | Estimated Average<br>Quarterly Rate |
|                                                                     | 2022/23                               | 2023/24                             | 2024/25                             | 2025/26                             |
| West Hants                                                          | \$116.70                              | \$114.50                            | \$122.99                            | \$149.25                            |
| Windsor                                                             | \$131.86                              | \$119.01                            | \$122.99                            | \$149.25                            |

# SEPARATE SYSTEMS (STATUS QUO)

## TOTAL WATER AND SEWER RATES PER QUARTER

| Total Projected Residential Water and Sewer Rates - Separate Systems |                                 |                                  |                                  |                                  |
|----------------------------------------------------------------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Based on maintaining separate systems/utilities                      |                                 |                                  |                                  |                                  |
| Location                                                             | Existing Quarterly Average Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate |
|                                                                      | 2022/23                         | 2023/24                          | 2024/25                          | 2025/26                          |
| West Hants                                                           | \$257.32                        | \$277.27                         | \$301.40                         | \$329.37                         |
| Windsor                                                              | \$257.01                        | \$265.03                         | \$326.93                         | \$368.49                         |

# COMBINED WATER UTILITIES AND COMBINED SEWER SYSTEM TOTAL WATER AND SEWER RATES PER QUARTER

| Total Projected Residential Water and Sewer Rates - Single Windsor West Hants Systems |                                 |                                  |                                  |                                  |
|---------------------------------------------------------------------------------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Location                                                                              | Existing Quarterly Average Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate |
|                                                                                       | 2022/23                         | 2023/24                          | 2024/25                          | 2025/26                          |
| West Hants                                                                            | \$257.32                        | \$255.76                         | \$292.24                         | \$327.38                         |
| Windsor                                                                               | \$257.01                        | \$274.56                         | \$292.24                         | \$327.38                         |



# FINDINGS

- WHILE EITHER OPTION WILL CONTINUE TO SUPPLY THE WATER AND SEWER CUSTOMERS WITH SERVICE, THE LOWEST COST OPTION FOR THE AVERAGE RESIDENTIAL CUSTOMER IS PROVIDED BY:
  - COMBINING THE TWO WATER UTILITIES INTO A SINGLE UTILITY WITH COMMON RATES FOR ALL CUSTOMERS WITH CENTRAL WATER; AND,
  - COMBINING THE TWO SEWER SYSTEMS INTO A SINGLE OPERATING UNIT WITH COMMON RATES FOR ALL CUSTOMERS WITH CENTRAL SEWER.

# FINDINGS (CONTINUED)

- BASED ON THE RATE STUDIES PREPARED AT THIS TIME ALL CUSTOMERS WILL SEE AN OVERALL REDUCTION IN THEIR TOTAL COSTS FOR WATER AND SEWER SERVICES IF THEY ARE COMBINED.
- THE MUNICIPALITY WILL BENEFIT FROM HAVING COMMON RATES FOR THESE SERVICES AS WELL AS HAVING REDUCED ACCOUNTING NEEDS FOR OPERATING STAFF AND FOR THE SUPPLY OF REPAIR PARTS AND MATERIALS.

QUESTIONS??



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** WHRM Council

**Submitted by:** \_\_\_\_\_  
Carlee Rochon, Director, Financial Services

**Date:** November 14, 2023

**Subject:** Water and Sewer Consolidation

---

### LEGISLATIVE AUTHORITY

- Municipal Government Act, Part IV, Finance, 81 (1)[a] & [b]; Part XIV, Sewer, 333-343
- Public Utilities Act, 64 (1) & (2)
- Nova Scotia Utility and Review Board Orders M06739, M09013

### RECOMMENDATION or DECISION REQUEST

That Council

...direct the CAO to begin the process of consolidating the Windsor and West Hants water utilities into one organization and have this work completed by July 1, 2024.

...direct the CAO to begin the process of consolidating the Windsor and West Hants sewer services into one organization and make the necessary changes to the by-laws and have this work completed by July 1, 2024.

### BACKGROUND

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

G. A. Isenor Consulting Limited was engaged by the Municipality in 2022 to do the following:

- Complete rate studies for both water and sewer utilities.
- Look at the impacts on rates if two water and two sewer utilities were to consolidate.

Council also requested the following:

- That staff prepare a flat rate model for sewer.
- That staff investigate what a low-income assistance rebate would look like on sewer.

## DISCUSSION

At the November 14, 2023, Committee of the Whole Meeting, Gerry Isenor presented the results of the study, summarized below. It was identified that the lowest cost option for the average residential customers would be to combine the four utilities into two utilities. It is important to note the numbers provided by the study are estimates based on averages of previous years' water usage and used many assumptions. When considering the results presented below, there are two things to keep in mind:

1. The numbers provided by the study are estimates for the average residential customer. There will be differences in many customers' bills as a result of the proposed changes.
2. All water rates are subject to UARB approval, which means there still could be rate adjustments due to UARB rulings.

### Water

Unconsolidated:

**Table 1**

#### **Projected Residential Water Rates with Two Separate Utilities**

| Location   | Existing Quarterly Average Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate |
|------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|
|            | 2022/23                         | 2023/24                          | 2024/25                          | 2025/26                          |
| West Hants | \$140.62                        | \$165.62                         | \$182.83                         | \$191.41                         |
| Windsor    | \$125.15                        | \$136.36                         | \$172.64                         | \$173.94                         |

Consolidated:

**Table 2**

#### **Projected Residential Water Rates with Combined Single Utility**

| Location   | Existing Quarterly Average Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate |
|------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|
|            | 2022/23                         | 2023/24                          | 2024/25                          | 2025/26                          |
| West Hants | \$140.65                        | \$141.26                         | \$169.25                         | \$178.13                         |
| Windsor    | \$125.15                        | \$155.55                         | \$169.25                         | \$178.13                         |

All water utilities are governed by the Utility and Review Board. Currently, each of the two utilities have their own water rates and associated rules. Because they are two unique entities there are differences among the rules. These differences can create confusion for customers and staff. Should the utilities be joined, the difference in rules would be eliminated. A combined water utility would also mean uniform water and base rates for two utilities, which are currently all different.

Based on the initial data presented by G. A. Isenor Consulting Limited, staff are recommending consolidating the water utilities. In the second year of consolidating the utility the average West Hants water customers would see a decrease of \$13.58 quarterly, and Windsor sewer customers would see a decrease of \$3.39 quarterly.

There are limited anticipated savings to the water utility created by combining services, however it will eliminate in-future billings between the utilities, estimated at \$480,000. Additionally, this will save on other administrative costs over time (i.e. auditing services, etc.)

## Sewer

Unconsolidated:

**Table 3**

**Projected Residential Sewer Rates with Two Separate Sewer Systems**

| Location   | Existing Quarterly Average Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate |
|------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|
|            | 2022/23                         | 2023/24                          | 2024/25                          | 2025/26                          |
| West Hants | \$116.70                        | \$111.65                         | \$118.57                         | \$137.96                         |
| Windsor    | \$131.86                        | \$128.67                         | \$154.29                         | \$194.55                         |

Consolidated:

**Table 4**

**Projected Residential Sewer Rates with Combined Single Sewer System**

| Location   | Existing Quarterly Average Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate |
|------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|
|            | 2022/23                         | 2023/24                          | 2024/25                          | 2025/26                          |
| West Hants | \$116.70                        | \$114.50                         | \$122.99                         | \$149.25                         |
| Windsor    | \$131.86                        | \$119.01                         | \$122.99                         | \$149.25                         |

All sewer utilities are governed by Council. Currently, each of the two utilities have their own sewer rates and associated rules. Because they are two unique entities there are differences among the rules. These differences can create confusion for customers and staff. Should the utilities be joined, the different sets of rules would be eliminated. A combined sewer utility would also mean uniform sewer and base rates for two utilities, which are currently all different.

Based on the initial data presented by G. A. Isenor Consulting Limited, staff are recommending consolidating the sewer utilities. This has successfully worked previously with West Hants' former three utilities, creating a more financially stable single utility while supporting future growth.

In the second year of consolidating the utility the average West Hants sewer customer would see an increase of \$4.42 quarterly, and Windsor sewer customer would see a decrease of \$31.3 quarterly.



Again, there are limited anticipated savings to the sewer utility created by combining services, however it will eliminate in-future billings between the utilities, estimated at \$66,000. Additionally, this will save on other administrative costs over time.

### Summary

Based on the studies prepared by G. A. Isenor Consulting Limited, the average customer will see an overall reduction in their total costs for water and sewer if utilities are combined. For example, in the second year of consolidating the utilities, the average West Hants sewer customer would see a decrease of \$9.16 quarterly, and Windsor sewer customers would see a decrease of \$34.69 quarterly.

The Municipality will also benefit from having common rates and rules and regulations. It will eliminate customer confusion and inequalities between the utilities and reduce administrative costs over time.

### Sewer Flat Rate Model

There are various models for charging a flat rate. For the purposes of this report the following data was used to prepare what a flat rate would look like for 2022-23 and 2023-24 based on the number of sewer utility customers:

- Actual expenditures on March 31, 2023
- Number of customers at March 31, 2023
- Estimating 3% increase in expenditures for 2023-24

| Location       | Existing Annual Average Rate | Estimated Flat Rate | Estimated Annual Average Rate | Estimated Flat Rate |
|----------------|------------------------------|---------------------|-------------------------------|---------------------|
| Unconsolidated | 2022-23                      |                     | 2023-24                       |                     |
| West Hants     | \$466.80                     | \$1,096.95          | \$446.60                      | \$1,115.48          |
| Windsor        | \$527.44                     | \$1,211.73          | \$514.68                      | \$1,239.13          |
| Consolidated   | 2022-23                      |                     | 2023-24                       |                     |
| West Hants     | \$487.28                     | \$1,138.79          | \$458.00                      | \$1,160.39          |
| Windsor        | \$527.44                     |                     | \$476.04                      |                     |

Advantages of the flat rate model include:

- It is easy to manage on the billing side.
- It is easy to budget for.
- Customers would know exactly what their annual sewer amount would be and this would benefit large users.

The disadvantage of the flat rate method is that it penalizes those who use sewer less often than others. For example, with a flat rate a single person living in a house pays the same sewer charge as a family of four, yet the single person would arguably use the sewer less. In addition,

it decreases the accuracy of the budget preparation, as it does not allow for fluctuations in customers. For example, if sewer customers decreased then we risk falling short to support service delivery and capital work.

After preparing these calculations, the results show that it is beneficial to stay with a quarterly billing amount, as the average customer will pay less than a flat rate. By using the current model of billing sewer, it creates a fairer pay-for-use system and a more stable financial practice.

### Sewer Rebates

Staff have been preparing a sewer rebate model, as part of the sewer study. Direction is needed to determine the set up required in the background to establish this program for 2024-25. It is estimated that 46.5% of applications received for the property tax assistance program are from customers on municipal sewer. Using this estimate we have prepared the following scenarios:

| Quarterly Rebate Amount | Estimated # of Rebates | Quarterly Expense | Yearly Expense |
|-------------------------|------------------------|-------------------|----------------|
| \$ 25.00                | 150                    | \$ 3,750.00       | \$ 15,000.00   |
| \$ 50.00                | 150                    | \$ 7,500.00       | \$ 30,000.00   |
| \$ 75.00                | 150                    | \$ 11,250.00      | \$ 45,000.00   |
| \$ 100.00               | 150                    | \$ 15,000.00      | \$ 60,000.00   |

Next steps for the rebate would be as follows:

- To determine what level of support Council wishes to provide residents.
- To determine where the funding for this rebate program will come from (i.e. funding to come from the general operating or the sewer utility).

### **NEXT STEPS**

Should Council decide to move forward with the combined services several tasks would be required:

- Finalize the rate studies for Council review and approval.
- Prepare the application to the UARB for one or more hearings pending the decision of Council.
- Review and update sewer by-laws.
- Customer communication.
- Internal financial transition.

### **FINANCIAL IMPLICATIONS**

Communication to the public is an important component whether Council decides to consolidate the utilities or not. It is estimated that there would be roughly \$10,000 in new costs for communications around the change. In addition, there will be costs of \$7,800 to prepare rates to 2026-27 in preparation for UARB and Council's approval, and \$16,000 for the UARB.

There may be minimal staff time costs to integrate the financial information of the water and sewer services. These costs would be absorbed by the water utilities and the sewer services.

In total, it is estimated that each water utility would pay roughly \$12,450 and each sewer service would pay roughly \$4,450.

#### **ALTERNATIVES**

- Committee of the Whole could choose to reject the recommendations.
- Committee of the Whole could choose to accept one of the recommendations and not the other.

#### **ATTACHMENTS**

- Memo on combined water services

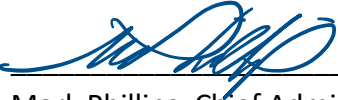
#### **CHIEF ADMINISTRATIVE OFFICER REVIEW**

The report and attachments are thorough as it relates to the forecasted rates. Consolidating sewer and water has its' benefits as well as its short-term challenges. We look forward to Council's discussions on this matter.

Staff await Council's opinion on the sewer rebate strategy and will draft policy to accompany Council's position once determined.

I support the recommendations.

Report Prepared by: \_\_\_\_\_  
Carlee Rochon, Director, Financial Services

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

# Memo Report

Date: November 3, 2023

To: Todd Richard, P.Eng  
Director of Public Works

From: Gerry Isenor, P.Eng.  
Blaine Rooney, CPA

## **Re: Consolidation of Water & Sewer Rates**

The West Hants Regional Municipality currently owns and operates the Windsor Water Utility, the West Hants Water Utility, the Windsor Sewer System, and the West Hants Sewer System. The four systems are interconnected and share services between them as well as staff and resources. The Municipality currently maintains four separate accounting systems and charges different rates for each service.

The assignment was divided into three parts as follows:

Part 1 of this report identifies the customer rates for water services based on:

- Water rates for customers served by the Windsor Water Utility;
- Water rates for customers served by the West Hants Water Utility; and,
- Water rates for customers served by a single Windsor West Hants Water Utility.

Part 2 of this report identifies the customer rates for sewer services based on:

- Sewer rates for customers served by the Windsor Sewer System;
- Sewer rates for customers served by the West Hants Sewer System; and,
- Sewer rates for customers served by a single Windsor West Hants Sewer System.

Part 3 of this report identifies the total water and sewer rates for customers served by the Windsor West Hants Water Utility and the Windsor West Hants Sewer System.

## **Part 1- Water Service Customer Rate Comparison**

### **Background**

The West Hants Regional Municipality owns and operates two water utilities within the Municipality, the West Hants Water Utility and the Windsor Water Utility. The West Hants Water Utility was formed in May 27, 2019 after a public hearing. Water rates were set by the UARB

after the hearing and have been in effect since April 1, 2021. The Windsor Water Utility has a long history with a central water being noted as in use in the 1890's which is consistent with many older systems in the Province. The current water rates have been in effect since April 1, 2017.

### **Methodology – Part 1**

The Municipality provided the study team with the most recent data available on customer counts, operating and non-operating revenue, consumption, operating and non-operating costs including debt servicing for each of the Water Utilities. The study team then prepared separate water rate studies for each stand-alone Utility and a rate study for a combined single Windsor West Hants Water Utility.

### **Discussion – Part 1**

Based on the information provided at this time it does not appear that there will be any significant changes in total expenses as a result of the Municipality consolidating the water Utilities. The systems are currently interconnected with the Windsor Water Utility selling water to the West Hants Water Utility in the Three Miles Plains area. Based on the information provided and discussions with staff it appears that any operational savings have already been achieved since the formation of the West Hants Regional Municipality. There could be some administrative savings as presently the records for the two utilities need to be kept and reported separately including separate rate applications and reporting to the Nova Scotia Utility and Review Board (NSUARB). If the two utilities are consolidated into a single amalgamated utility then the accounts for each can be consolidated and reported as a single utility with only the separate accounts needed for management/operational purposes. There would be savings in preparing annual Financial Statements and in setting rates as only one rate study and one rate Hearing would be required.

The benefits of consolidation, in addition to potentially less administration as detailed above, would be that all customers would have a uniform rate with a single common set of Rules and Regulations.

### **Outcomes – Part 1**

The current UARB approved base rates for single family residential customers (5/8" meters) is \$69.75 in the Windsor Water Utility and \$62.25 in the West Hants Water Utility. The approved consumption charges are \$1.47 per cubic meter in the Windsor Water Utility and \$2.45 per cubic meter in the West Hants Water Utility. If the decision to consolidate is made and approved by the NSUARB then it is our understanding that the rates will be adjusted to the blended rates on the effective date which will result in a one-time rate adjustment for all customers either up or down depending on which former utility you were serviced by.

If an application to consolidate two Utilities is made effective December 1, 2023 and is approved by the NSUARB then based on the results of the studies the following changes in current rates will be effective. The changes for the other meter sizes are in line with the 5/8" metered customers' percentages but 90% of the customers are ones having 5/8" meters.

Tables 1 provides the projected average water rates for the existing two separate water utilities.

**Table 1**

**Projected Residential Water Rates with Two Separate Utilities**

| <b>Location</b> | <b>Existing Quarterly Average Rate</b> | <b>Estimated Average Quarterly Rate</b> | <b>Estimated Average Quarterly Rate</b> | <b>Estimated Average Quarterly Rate</b> |
|-----------------|----------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
|                 | <b>2022/23</b>                         | <b>2023/24</b>                          | <b>2024/25</b>                          | <b>2025/26</b>                          |
| West Hants      | \$140.62                               | \$165.62                                | \$182.83                                | \$191.41                                |
| Windsor         | \$125.15                               | \$136.36                                | \$172.64                                | \$173.94                                |

Table 2 provides the projected average water rates for a single combined Windsor West Hants Water Utility.

**Table 2**

**Projected Residential Water Rates with Combined Single Utility**

| <b>Location</b> | <b>Existing Quarterly Average Rate</b> | <b>Estimated Average Quarterly Rate</b> | <b>Estimated Average Quarterly Rate</b> | <b>Estimated Average Quarterly Rate</b> |
|-----------------|----------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
|                 | <b>2022/23</b>                         | <b>2023/24</b>                          | <b>2024/25</b>                          | <b>2025/26</b>                          |
| West Hants      | \$140.62                               | \$141.26                                | \$169.25                                | \$178.13                                |
| Windsor         | \$125.15                               | \$155.55                                | \$169.25                                | \$178.13                                |

Combining the water utilities will result in a one-time adjustment in rates that will see some customers paying more and some less. Once the two utilities are combined the operating and capital budgets and rate adjustments are done based on one utility with one rate structure. If the two utilities remain separate the current rate structures could get further apart as operational and capital requirements for each separate utility will differ with time.

The separate background water rate studies as well as the amalgamated rate study will be provided separate from this memo report due their size (approximately 125 pages).



## **Part 2 – Sewer Service Customer Rate Comparison**

### **Background – Part 2**

The West Hants Regional Municipality owns and operates two separate sewer systems within the Municipality, the West Hants Sewer System serving Falmouth, Hantsport and Three Mile Plains (collection only) and the Windsor Sewer System which provides sewer collection in Windsor and Sewer Treatment for Windsor and Three Mile Plains. Sewer rates are set separately by the Municipality for each system.

### **Methodology – Part 2**

The Municipality provided the study team with the most recent data available on customer counts, operating and non-operating revenue, customer counts, operating and non-operating costs including debt servicing for each of the sewer systems. The study team then prepared separate sewer rate studies for each stand-alone system and sewer rates for a single combined Windsor West Hants Sewer System.

### **Discussion – Part 2**

Based on the information provided at this time it does not appear that there will be any significant changes in total expenses as a result of the Municipality consolidating the sewer systems. The systems are currently interconnected with the Windsor Sewer System selling treatment services to the West Hants Sewer System in the Three Miles Plains area. Based on the information provided and discussions with staff it appears that any operational savings have already been achieved since the formation of the West Hants Regional Municipality. There could be some administrative savings as presently the records for the two utilities need to be kept and reported separately to set separate sewer rates for each system. If the two systems are consolidated into a single amalgamated system only the accounts needed for management/operational purposes need to be maintained separately.

The benefits of consolidation, in addition to potentially less administration as detailed above, would be that all customers would have a uniform rate with a single common set of rates.

### **Outcomes – Part 2**

The current base rates for single family residential customers (5/8" meters) is \$69.75 in the Windsor Sewer System and \$62.25 in the West Hants Sewer System. The approved consumption charges are \$1.47 per cubic meter in the Windsor Sewer System and \$2.45 per cubic meter in the West Hants Water Sewer System. If the decision to consolidate is made it will result in a one-time rate adjustment for all customers either up or down depending on which former sewer system the customer was serviced by.

If the Municipality combined the two separate sewer systems into a single Windsor West Hants Sewer System the following rates are projected for the average residential customer based on the sewer rate studies. The changes for the other meter sizes are in line with the 5/8" metered customers' percentages but 90% of the customers are ones having 5/8" meters.

Tables 3 provides the projected average sewer rates for the existing two separate sewer systems

**Table 3**

**Projected Residential Sewer Rates with Two Separate Sewer Systems**

| Location   | Existing Quarterly Average Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate |
|------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|
|            | <b>2022/23</b>                  | <b>2023/24</b>                   | <b>2024/25</b>                   | <b>2025/26</b>                   |
| West Hants | \$116.70                        | \$111.65                         | \$118.57                         | \$137.96                         |
| Windsor    | \$131.86                        | \$128.67                         | \$154.29                         | \$194.55                         |

Table 4 provides the projected average sewer rates for a single combined Windsor West Hants Sewer System.

**Table 4**

**Projected Residential Sewer Rates with Combined Single Sewer System**

| Location   | Existing Quarterly Average Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate | Estimated Average Quarterly Rate |
|------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|
|            | <b>2022/23</b>                  | <b>2023/24</b>                   | <b>2024/25</b>                   | <b>2025/26</b>                   |
| West Hants | \$116.70                        | \$114.50                         | \$122.99                         | \$149.25                         |
| Windsor    | \$131.86                        | \$119.01                         | \$122.99                         | \$149.25                         |

Combining the sewer systems will result in a one-time adjustment in rates that result is some customers paying more and some less. Once the two current systems are combined the operating and capital budgets and rate adjustments are done based on one system with one rate structure. If the systems remain separate the current rate structures could get further apart as operational and capital requirements for each separate utility will differ with time.

The separate background water rate studies as well as the amalgamated rate study will be provided separate from this memo report due their size (approximately 125 pages).

### **Part 3 – Combined Water and Sewer Customer Rate Comparison**

Table 5 provides the sum of the projected average water and sewer rates (Tables 1 and Table 3 above) for residential customers in each of the service area if the two systems remain separate.

**Table 5**

**Total Projected Residential Water and Sewer Rates - Separate Systems**

**Based on maintaining separate systems/utilities**

| <b>Location</b> | <b>Existing<br/>Quarterly<br/>Average Rate</b> | <b>Estimated<br/>Average Quarterly<br/>Rate</b> | <b>Estimated<br/>Average Quarterly<br/>Rate</b> | <b>Estimated<br/>Average Quarterly<br/>Rate</b> |
|-----------------|------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
|                 | <b>2022/23</b>                                 | <b>2023/24</b>                                  | <b>2024/25</b>                                  | <b>2025/26</b>                                  |
| West Hants      | \$257.32                                       | \$277.27                                        | \$301.40                                        | \$329.37                                        |
| Windsor         | \$257.01                                       | \$265.03                                        | \$326.93                                        | \$368.49                                        |

Table 6 provides the sum of the projected average water and sewer rates (Table 2 and Table 4 above) for residential customers in each of the existing service areas if the two systems are combined into a single Windsor West Hants Sewer System.

**Table 6**

**Total Projected Residential Water and Sewer Rates - Single Windsor West Hants Systems**

| <b>Location</b> | <b>Existing<br/>Quarterly<br/>Average Rate</b> | <b>Estimated<br/>Average Quarterly<br/>Rate</b> | <b>Estimated<br/>Average Quarterly<br/>Rate</b> | <b>Estimated<br/>Average Quarterly<br/>Rate</b> |
|-----------------|------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
|                 | <b>2022/23</b>                                 | <b>2023/24</b>                                  | <b>2024/25</b>                                  | <b>2025/26</b>                                  |
| West Hants      | \$257.35                                       | \$255.76                                        | \$292.24                                        | \$327.38                                        |
| Windsor         | \$257.01                                       | \$274.56                                        | \$292.24                                        | \$327.38                                        |

### **Findings**

While either option will continue to supply the water and sewer customers with service, the lowest cost option for the average residential customer is provided by:

- combining the two water utilities into a single Utility with common rates for all customers with central water; and,
- combining the two sewer systems into a single operating unit with common rates for all customers with central sewer.

Based on the rate studies prepared at this time all customers will see an overall reduction in their total costs for water and sewer services if they are combined. The Municipality will benefit from having common rates for these services as well as having reduced accounting needs for operating staff and for the supply of repair parts and materials.



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

**Submitted by:** Carlee Rochon, Director Financial Services

**Date:** November 14, 2023

**Subject:** Newport & District Rink Commission 2023-24 Funding

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### LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65

West Hants Regional Municipality – Grants & Contributions Policy, RCOFN-012.00

### RECOMMENDATION or DECISION REQUEST

It is recommended to Council that...

... The 2023-24 Newport and District Rink Commission capital funding of \$150,000, be funded through the Operating Reserve.

### BACKGROUND

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

Council approved the following motion at the September 25<sup>th</sup> West Hants Council meeting:

**Council approves the allocation of \$150,000 to the Newport and District Rink Commission to support capital upgrades to the GFL Recreation Centre for year one and the item will be revisited during budget to understand the overall impact of funding over the remaining four years.**

This is an unbudgeted item in 2023-24, and a motion of Council is required to access reserves to fund this item. This was not included at the time of the motion as more information was needed.

## **DISCUSSION**

Following the motion staff reached out to Newport and District Rink Commission to determine where they are at with their capital plan in 2023-24, to determine what funding sources could be utilized for Council's approval. Staff did not consider funding sources that would impact the operating budget.

To utilize the Canada Community Building Fund, a motion of Council is required. In addition, the project cannot have been started prior to the motion of Council. A representative of the Newport and District Rink Commission communicated a number of their projects have been started. Based on this information, staff are recommending that the \$150,000 be fully funded through the Operating Reserves.

## **NEXT STEPS**

Issue the grant funding to Newport and District Rink Commission.

## **FINANCIAL IMPLICATIONS**

Our reserve policy indicates that we should have an operating reserve balance of 10% of revenue, or in this case \$3.1 million. Our operating reserves have capacity of \$3.6 million to accommodate this additional grant.

## **ALTERNATIVES**

- Council could choose not to fund the grant through operating reserves, however, would need to give staff direction on next steps. This alternative is not recommended as it will delay funding to the Newport and District Rink Commission.

## **ATTACHMENTS**

None

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

I support the recommendation.

Report Prepared 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"/> |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** COTW

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

**Date:** November 14<sup>th</sup>, 2023

**Subject:** Participation in the Extended Producer Responsibility (EPR) Program for PPP

---

### LEGISLATIVE AUTHORITY

Municipal Government Act

### RECOMMENDATION or DECISION REQUEST

*Whereas* the Extended Producer Responsibility (EPR) program for post-consumer packaging and printed paper (PPP) has been proposed to transfer the cost and responsibility of curbside recycling programs from municipalities to producers.

*Whereas* participation in the EPR program has the potential to reduce the financial burden on West Hants while encouraging producer accountability for recycling and promoting more responsible recycling practices.

*Therefore, it is recommended:*

1. That West Hants Council opts in to the Extended Producer Responsibility (EPR) program for post-consumer packaging and printed paper (PPP), transferring the responsibility for curbside recycling programs to producers.
2. That West Hants Council directs staff to gather the necessary data and negotiate contracts with relevant stakeholders to facilitate a smooth transition into the EPR program.

### BACKGROUND

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

The purpose of this report is to present a recommendation to West Hants Council regarding the municipality's participation in the Extended Producer Responsibility (EPR) program for post-consumer packaging and printed paper (PPP).

By January 1, 2024, Municipalities are required to indicate if they will opt into the EPR for PPP program and submit the first round of data. These requirements can be found in Attachments.

## DISCUSSION

West Hants must decide whether to opt in or out of the EPR program for PPP. The decision has several strategic implications:

1. Cost Management: Opting in would shift the financial burden from the municipality to producers, leading to cost savings.
2. Environmental Impact: Participation in the EPR program is intended to encourage producer accountability for recycling and reduce our waste footprint.

### Desired Outcome:

It is recommended that West Hants opt in to the EPR program for PPP, aligning with modern waste management practices and shifting costs to producers while promoting recycling accountability.

## NEXT STEPS

The next steps involve gathering additional data and negotiating contracts with relevant stakeholders to ensure a smooth transition into the EPR program.

It is important to note that the data required for the January 1 deadline is conditional upon our decision to opt in or out.

## FINANCIAL IMPLICATIONS

The financial implications of opting in will include cost savings for West Hants as the responsibility for curbside recycling programs is shifted to producers.

## ALTERNATIVES

The primary alternative is to opt out, meaning West Hants would continue to provide and pay for curbside recycling services. This would maintain the status quo but would result in a continued financial burden on the municipality.

## **ATTACHMENTS**

### **Appendix A:** EPR for PPP – Local Elected Officials Presentation Final (*PowerPoint*)

The attached PowerPoint presentation serves as an educational resource, assisting Council in understanding the fundamental aspects of EPR for PPP.

### **Appendix B:** Nova Scotia Municipal Data Collection Template\_ FINAL (*Excel*)

The attached Excel document contains the data required at the time of registration and will be used in negotiations with the Extended Producer Responsibility (EPR) program.

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

I support the recommendation.

This program has been long awaited dating back several years and policy consideration by the province. As noted in the report there are cost advantages to the WHRM as well as implementing packaging / environmental improvements as it relates to packaging and products. The program will financially benefit the WHRM through the direct transfer of responsibility and cost of managing PPP.

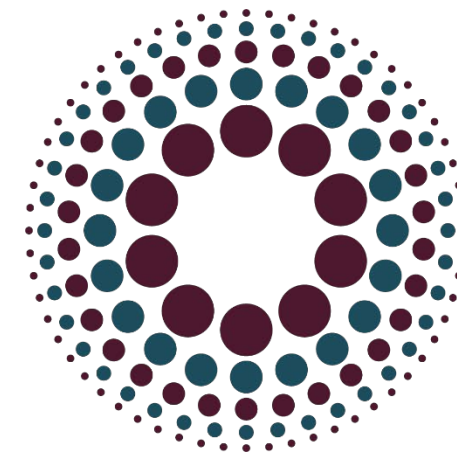
Work will continue to define the collection mechanism of PPP when compared against current methods and contracts vs. the potential payment to municipalities covering the cost of the PPP collection.

Report Prepared by: Kristyn Remme  
Waste Services Coordinator

Report Reviewed by:   
Todd Richard, PW Director

Report Approved by: 

Mark Phillips, CAO



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

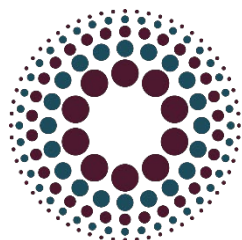
# EPR FOR PPP REGULATIONS: IMPLICATIONS FOR MUNICIPALITIES

Better government. Stronger communities.

September, 2023

# PRESENTATION OBJECTIVE

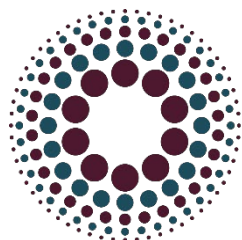
- 
1. Provide a brief background on EPR for PPP
  2. Share a high-level regulation overview
  3. Provide some insight into implications for municipalities





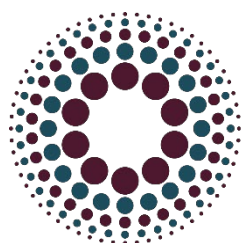
# AGENDA

- 
1. Background on EPR for PPP
  2. Consultation
  3. Regulation Overview
  4. Implications for Municipalities



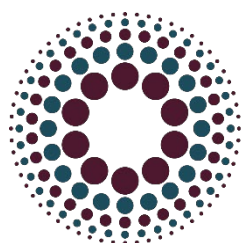
# EPR FOR PPP RECAP

- EPR for Packaging, Paper Products, and Packaging-like products (PPP) regulates industry responsibility for both the operational and financial management of certain recyclable materials.
- Ideally this incentivizes industry to create easily recyclable packaging because producers become responsible for recycling costs.
- In Nova Scotia, EPR for PPP will include materials commonly found in the blue bag system.



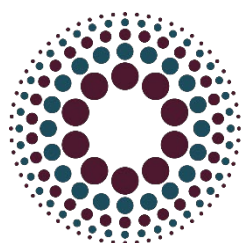
# EPR FOR PPP RECAP

- NSFM & partners submitted a proposal regarding EPR for PPP to the provincial government in 2019.
- In December 2021, as part of the Environmental Goals and Climate Change Reduction Act, the provincial government committed Extended Producer Responsibility to include Paper, Packaging, and Packaging-Like Products.
- EPR for PPP regulations were announced August 2, 2023.
- Savings from new operational arrangements are estimated between \$20-25 million annually for NS municipalities.



# CONSULTATION & COLLABORATION

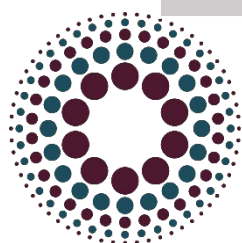
- Provincial staff worked with stakeholders to design EPR for PPP regulations, timelines, and exemptions.
- Municipal consultation took place through direct outreach to municipalities and through the Solid Waste-Resource Management Regional Chairs Committee.
- The Municipal-Provincial Priorities Working group (a subcommittee of Regional Chairs) has been identifying next steps from an operational/data collection perspective.





# PROGRAM PLAYERS

| Producers                                  | <ul style="list-style-type: none"><li>• Regulated to develop and manage a program</li><li>• Permitted to appoint a PRO</li></ul>                                                                                                                                                                                                            |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Producer Responsibility Organization (PRO) | <ul style="list-style-type: none"><li>• Appointed by producers to develop and operate the program (e.g., servicing blue bags)</li><li>• Collects fees from producers</li><li>• May contract municipalities for collection/processing, and education services</li><li>• Provides information and education programs related to PPP</li></ul> |
| Provincial Government                      | <ul style="list-style-type: none"><li>• Obligates producers, sets targets</li></ul>                                                                                                                                                                                                                                                         |
| The Administrator -<br>Divert NS           | <ul style="list-style-type: none"><li>• Manages registration and data collection for producers and municipalities</li><li>• Oversees registration and compliance with regulation targets</li><li>• Completes annual reporting to province</li></ul>                                                                                         |
| Municipalities and Regions                 | <ul style="list-style-type: none"><li>• Registers with Divert NS and provides current collection data</li><li>• Can be contracted by industry to continue collection, processing, and/or education</li></ul>                                                                                                                                |



# DATES AND DEADLINES

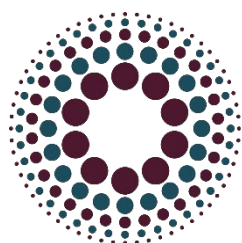
**August 1, 2023** – EPR for PPP Regulations are approved.

**January 1, 2024** – Last date for municipalities and Producers to register with Divert NS and provide information in the form and manner specified (details forthcoming).

**January 1, 2024** - Producers must select a Producer Responsibility Organization (PRO) to consult with stakeholders, including municipalities.

**October 1, 2024** – PRO must consult with every municipality in the Province and submit a readiness report to Divert NS.

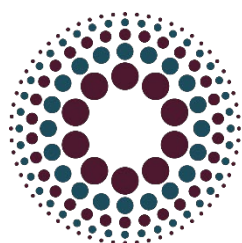
**December 1, 2025** – Full EPR for PPP implementation.



# READINESS REPORT

A PRO must consult with every municipality in the Province and submit a readiness report to Divert NS containing the following information:

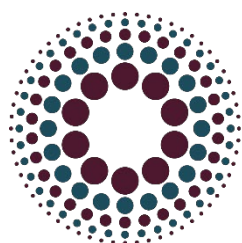
- A description of the consultation with municipalities and how the feedback was addressed;
- A description of the actions planned to ensure that collection, material management, reporting/record-keeping, and promotion and education services meet the standards outlined in the regulations.





# REGULATION OVERVIEW

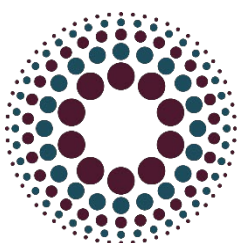
- In conjunction with the readiness report process, the PRO may begin engaging with municipalities to contract them for services (collection, processing, etc.).
- Regulations must be fully implemented by Dec 1, 2025.
- Divert NS will monitor the PRO and any other producers to ensure compliance with regulations.



# PRODUCER DETERMINATION

## **Q. How will a business determine if it meets the ‘Producer’ threshold?**

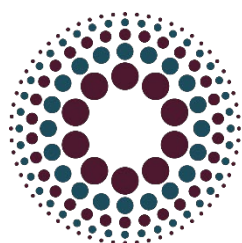
- Exemptions include businesses and organizations whose gross annual revenue in the Province is less than 1 million or who supply less than 1 tonne of designated material in the Province in the year.
- Businesses and organizations will be responsible for establishing designated material tracking and record keeping measures that demonstrate whether they meet exemption criteria, in accordance with the requirements provided by Divert NS.



# PRODUCER DETERMINATION

## **Q. Can municipalities and other orders of government be deemed a Producer?**

- Orders of government are exempt if they meet the current exemption criteria outlined in the regulations.
- Most relevant to municipalities is likely the tracking and recording of designated materials that are issued (e.g., tax bills, recreational pamphlets, Council bulletins).
- Municipalities should consider information sharing in terms of best practices for collecting and recording this information.
- If a municipality is deemed a Producer, they will likely have to pay a nominal fee.

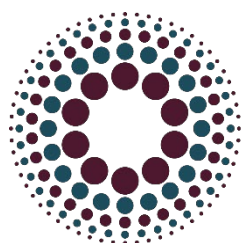


# OPT-OUT, OPT-IN

Prior to January 1, 2024, Councils should consider the current costs associated with the collection, transportation, and processing of designated materials when deciding whether to opt in or out of EPR for PPP.

## **Municipalities can:**

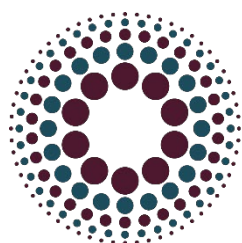
- 1. Opt-out of EPR for PPP and continue to service the blue bag program at cost.**
- 2. Opt-in to EPR and cease to provide any services related to the blue bag program (unless contracted by the PRO to provide collection, processing, and/or education services).**





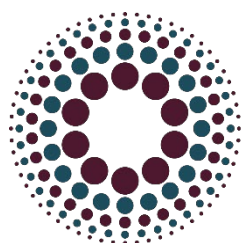
# OPT-OUT

- Municipalities have a ‘first right of refusal’ and can continue to collect and manage blue bag materials without being a part of the program.
- Opting out of EPR means a municipality will continue to manage all blue bag collection services for residents and businesses (if applicable), at cost.
- If a municipality chooses to opt out and collect and manage their blue bag materials independently, they can assist obligated producers by sharing their collection data with a Producer Responsibility Organization so that these designated materials are accounted for.



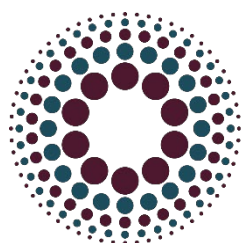
# OPT-IN

- Unless contracted by a PRO to provide services, opting in to EPR means a municipality will not provide any servicing for blue bag material including collection or processing.
- The Producer Responsibility Organization (PRO) will take full ownership of service after the readiness report is approved.
- **Note:** While apartment buildings, condos, some senior residences, schools and seasonal trailer parks are included in EPR - regulations do not apply to some Industrial/Commercial/Institutional (ICI) industries. Those municipalities currently providing service to these sectors will have to determine how the new regulations impact that service.



# CONTRACT TO BE A SERVICE PROVIDER

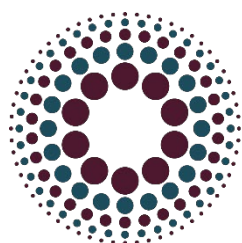
- If a municipality opts in to EPR, the Producer Responsibility Organization (PRO) may wish to engage that municipality as a service provider (e.g., collection or processing).
- Municipalities will enter into contract negotiations with the PRO regarding the nature of the service provided and the remuneration paid by the PRO to provide it.
- Those municipalities with existing recycling facilities will have to decide whether to leverage that facility for services to a PRO or otherwise re-purpose it if they do not continue to collect blue bag materials.





# CONTRACT NEGOTIATIONS

- While contracts may be on 1:1 basis, municipalities can consider a regional approach to negotiations including retaining legal and Subject Matter Experts (SME) to advise during the process.
- The PRO will decide through their own procurement process who will provide processing services. Municipalities that own MRF's can respond to an RFP/Tender.



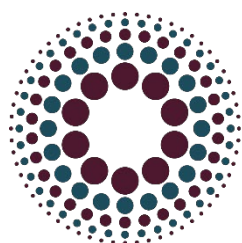
# DELIVERY OF EDUCATION SERVICES

Currently, the seven Solid Waste Regional Committees, with support from Divert NS, deliver waste education and outreach services to municipalities and communities.

While Producers will now be responsible for providing information and education programs related to PPP, they will be focused on education and awareness related to running their program.

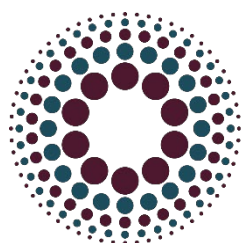
Municipalities may negotiate with the PRO to promote more community specific details like collection days, etc.

Municipalities may still wish to engage in their own waste-reduction education services related to other materials and targeting broad community stakeholders.



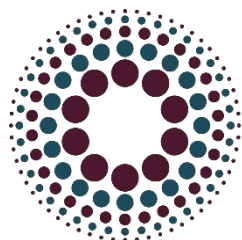
# NEXT STEPS

- As part of registering in January 2024, municipalities will be asked to provide operational data relating to their blue bag service.
- Staff should be working to collect data and have been provided with some initial information.
- The Municipal-Provincial Priorities group, an operational sub-committee of Regional Chairs, has been working with Divert NS to ascertain the necessary data required.
- Additional data collection information will be forthcoming from Divert NS/Priorities.



# REGIONAL CONTACTS

| Region | REGIONAL STAFF               |                                                                                                                          | ELECTED CHAIR        |                                                                                              |
|--------|------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------|
| 1      | Roschell Clark               | <a href="mailto:rmclarke@cbrm.ns.ca">rmclarke@cbrm.ns.ca</a>                                                             | Cyril MacDonald      | <a href="mailto:camacdona@cbrm.ns.ca">camacdona@cbrm.ns.ca</a>                               |
| 1      | Nicole Latimer               | <a href="mailto:Nicole.Latimer@invernesscounty.ca">Nicole.Latimer@invernesscounty.ca</a>                                 | Cyril MacDonald      | <a href="mailto:camacdona@cbrm.ns.ca">camacdona@cbrm.ns.ca</a>                               |
| 2a     | Tanya Williams               | <a href="mailto:tanya@erswm.ca">tanya@erswm.ca</a>                                                                       | Donnie MacDonald     | <a href="mailto:dfmacdonald@antigonishcounty.ns.ca">dfmacdonald@antigonishcounty.ns.ca</a>   |
| 2b)    | Deborah Searle               | <a href="mailto:Deborah.Searle@pcssa.ca">Deborah.Searle@pcssa.ca</a>                                                     | Robert Parker        | <a href="mailto:Robert.parker@munpict.ca">Robert.parker@munpict.ca</a>                       |
| 3      | Phil Redden                  | <a href="mailto:Predden@colchester.ca">Predden@colchester.ca</a>                                                         | Jennifer Houghtaling | <a href="mailto:jhoughtaling@cumberlandcounty.ns.ca">jhoughtaling@cumberlandcounty.ns.ca</a> |
| 3      | Andrea Trask<br>Brenda Rioux | <a href="mailto:atrask@easthants.ca">atrask@easthants.ca</a><br><a href="mailto:brioux@amherst.ca">brioux@amherst.ca</a> | Jennifer Houghtaling | <a href="mailto:jhoughtaling@cumberlandcounty.ns.ca">jhoughtaling@cumberlandcounty.ns.ca</a> |
| 4      | Shannon Betts                | <a href="mailto:bettss@halifax.ca">bettss@halifax.ca</a>                                                                 | Tony Mancini         | <a href="mailto:Tony.mancini@halifax.ca">Tony.mancini@halifax.ca</a>                         |
| 5      | Andrew Garrett               | <a href="mailto:andrewg@vwrm.com">andrewg@vwrm.com</a>                                                                   | Peter Muttart        | <a href="mailto:Mayor.muttart@countyofkings.ca">Mayor.muttart@countyofkings.ca</a>           |
| 6      | Christine McClare            | <a href="mailto:Christine.McClare@Region6SWM.ca">Christine.McClare@Region6SWM.ca</a>                                     | Wayne Thorburne      | <a href="mailto:Wayne.thorburne@bridgewater.ca">Wayne.thorburne@bridgewater.ca</a>           |
| 7      | Amy Hillyard                 | <a href="mailto:amy@wastechek.ca">amy@wastechek.ca</a>                                                                   | Linda Gregory        | <a href="mailto:lgregory@digbymun.ca">lgregory@digbymun.ca</a>                               |



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

Better government. Stronger communities.



## NOVA SCOTIA - Municipal Data Collection Template

### Extended Producer Responsibility for Packaging, Paper Products and Packaging-like Products

The purpose of this template is to guide the collection of municipal data to support the transition to a circular economy.

#### 1. Opting In or Out

The registration and data collection process will require municipalities to indicate if they will be opting into the curbside recycling program at their own cost.

With EPR for PPP, the cost and responsibility of operating curbside recycling programs will be transferred to the municipalities.

Municipalities who opt out of the EPR for PPP program will continue to operate their own blue bag program.

#### Name of the Community

Please provide the legal name of the eligible local municipality or authority for which this form is being completed. Suggest a separate form for each municipal unit based on collection boundaries.

|      |  |
|------|--|
| Name |  |
|------|--|

#### Declare Participation

|                                         |  |
|-----------------------------------------|--|
| Participate in the EPR for PPP Program? |  |
|-----------------------------------------|--|

Please enter

'Yes' to indicate you will opt in and participate

OR

'No' to indicate you will opt out and continue with your own program

If you responded 'Yes' please continue to complete all the tabs in this file.



ts (EPR for PPP)

nsition to an EPR approach for curbside recycling.

g in to the EPR for PPP program or if they will continue to run their curbside

red from municipalities to producers.

ograms at their cost.

g completed.

te in the EPR for PPP program

e to run your curbside recycling program at your own cost.







## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

**Submitted by:** Carlee Rochon, Director, Financial Services  
Kathy Kehoe, Director Community Development

**Date:** October 26, 2023

**Subject:** Fees Schedule for Tax Statements and Burial Fees

---

### LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) Part 8

### RECOMMENDATION or DECISION REQUEST

N/A

### BACKGROUND

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

At the September 12, 2023, West Hants Regional Municipality Committee of the Whole the following motion was passed:

***Council directs the CAO to engage staff for the purpose of undertaking a review of the West Hants Regional Municipality Fees Schedule for the Tax Statements and Burial Fees and return to council with a report for the November Committee of the Whole Meeting.***

## DISCUSSION

### Tax Statements:

Currently in the Municipality's fees policy, there is a \$20.00 statement charge per property assessment account number (AAN). Staff undertook a review of other regions' fees associated with tax information and prepared the following chart:

|                                   | Tax Certificate | Statement of Account | Verbal Tax Information | Reprint of Tax Bills | Mortgage Fee |
|-----------------------------------|-----------------|----------------------|------------------------|----------------------|--------------|
| Cape Breton Regional Municipality | \$75.00         | \$10.00              |                        | \$10.00              | \$15.00      |
| Halifax Regional Municipality     | \$100.00        | \$15.00              |                        | \$15.00              |              |
| Region of Queens Municipality     | \$40.00         |                      |                        |                      |              |
| West Hants Regional Municipality  | \$50.00         | \$20.00              |                        |                      | \$10.00      |
| Average Fees                      | \$66.25         | \$15.00              |                        | \$12.50              | \$12.50      |

Note, there is a slight variance on how statement fees are charged. Halifax Regional Municipality charges by the number of property tax years requested, not just by the AAN.

These fees are to cover the cost of staff time and costs associated with preparing, reprinting, and distributing documents to the property owner. Statement requests are infrequent but take time to prepare. For example, if someone is requesting 30 statements at a time, it takes time to pull 30 accounts and confirm ownership dates. Staff receive more request for copies of property tax bills as opposed to statements. If Council wishes, staff could implement a charge to reprint property tax bills in accordance with the practice of other regions.

|                                                                  | CBRM    | HRM     | Queens | WHRM    | Average |
|------------------------------------------------------------------|---------|---------|--------|---------|---------|
| Example - Individual requests three AAN Statements, for 2 years. | \$30.00 | \$90.00 | \$0.00 | \$60.00 | \$45.00 |

Based on the review, staff feel the current fees are fairly set and below the average when compared to other regions.

### Burial Fees:

The Community Development Department is responsible for cemetery management which includes the sale of lots and burials in both the Maplewood and Riverbank Cemeteries. In an effort to demonstrate the process carried out in each cemetery for a burial please see the chart below.

Cemetery Burials Process Comparison Table

|                                                                                                                                | Maplewood Cemetery<br>Full Burial or Vault Burial | Maplewood Cemetery<br>Cremation | Riverbank Cemetery<br>All Burials |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------|-----------------------------------|
| Staff meet with the family to confirm and mark the burial location.                                                            |                                                   |                                 |                                   |
| Staff connect with the contractor to arrange for the digging of the grave (the contractor fills in the grave after the burial) |                                                   |                                 |                                   |
| The funeral home or family connects with the contractor to arrange for the digging of the grave.                               |                                                   |                                 |                                   |
| Staff dig the cremation plot in advance of the burial.                                                                         |                                                   |                                 |                                   |
| Staff are onsite to tidy the grave after the burial which may result in overtime if the burial falls on a weekend.             |                                                   |                                 |                                   |
| Staff collect the funds for the burial as outlined in the Maplewood fees schedule.                                             |                                                   |                                 |                                   |
| The contractor invoices WHRM for the digging of the grave.                                                                     |                                                   |                                 |                                   |
| Payment for the burial is directly paid to the funeral home or contractor.                                                     |                                                   |                                 |                                   |

#### **Town of Windsor Bylaw #17 – Maplewood Cemetery Bylaw**

Section 17.04 is fee related –

17.04 The purchase price of lots and parts of lots in the Cemetery shall be as determined from time to time by resolution of the Town Council. The purchase price as determined by Council may be different for persons who are not resident in the Town at the time of purchase. For all personas at the time of purchase the purchaser of each lot must provide perpetual care for the lot at the time of purchase.

# Maplewood Cemetery Rates – Effective Dec. 6, 2018

## PURCHASE OF LOTS

| <b>PURCHASE OF LOTS - TOWN RESIDENTS</b><br><b>*Perpetual Care must be purchased at time of lot sale</b> | <b>Fee</b> | <b>HST (15%)</b> | <b>Total</b> |
|----------------------------------------------------------------------------------------------------------|------------|------------------|--------------|
| Whole lot (12 graves) - 18 x 18                                                                          | \$3,840.00 | \$ 576.00        | \$ 4,416.00  |
| Half lot (6 graves) - 9 x 18                                                                             | \$1,920.00 | \$ 288.00        | \$ 2,208.00  |
| Quarter lot (3 graves) - 9 x 9                                                                           | \$ 960.00  | \$ 144.00        | \$ 1,104.00  |
| Single grave - 3 x 9                                                                                     | \$ 320.00  | \$ 48.00         | \$ 368.00    |
| 1/2 grave - 3 x 4.5 (cremation or infant)                                                                | \$ 160.00  | \$ 24.00         | \$ 184.00    |

| <b>PURCHASE OF LOTS - OUT-OF-TOWN RESIDENTS</b><br><b>*Perpetual Care must be purchased at time of lot sale</b> | <b>Fee</b> | <b>HST (15%)</b> | <b>Total</b> |
|-----------------------------------------------------------------------------------------------------------------|------------|------------------|--------------|
| Whole lot (12 graves) - 18 x 18                                                                                 | \$8,400.00 | \$ 1,260.00      | \$ 9,660.00  |
| Half lot (6 graves) - 9 x 18                                                                                    | \$4,200.00 | \$ 630.00        | \$ 4,830.00  |
| Quarter lot (3 graves) - 9 x 9                                                                                  | \$2,100.00 | \$ 315.00        | \$ 2,415.00  |
| Single grave - 3 x 9                                                                                            | \$ 700.00  | \$ 105.00        | \$ 805.00    |
| 1/2 grave - 3 x 4.5 (cremation or infant)                                                                       | \$ 350.00  | \$ 52.50         | \$ 402.50    |

| <b>PERPETUAL CARE *Purchased at time of lot sale</b> | <b>Fee</b> | <b>HST (15%)</b> | <b>Total</b> |
|------------------------------------------------------|------------|------------------|--------------|
| Whole lot (12 graves) - 18 x 18                      | \$2,640.00 | \$ 396.00        | \$ 3,036.00  |
| Half lot (6 graves) - 9 x 18                         | \$1,320.00 | \$ 198.00        | \$ 1,518.00  |
| Quarter lot (3 graves) - 9 x 9                       | \$ 660.00  | \$ 99.00         | \$ 759.00    |
| Single grave - 3 x 9                                 | \$ 220.00  | \$ 33.00         | \$ 253.00    |
| 1/2 grave - 3 x 4.5 (cremation or infant)            | \$ 110.00  | \$ 16.50         | \$ 126.50    |

## BURIAL FEES

| <b>BURIAL FEE - TOWN RESIDENTS</b>     | <b>Fee</b> | <b>HST (15%)</b> | <b>Total</b> |
|----------------------------------------|------------|------------------|--------------|
| Vault                                  | \$ 560.00  | \$ 84.00         | \$ 644.00    |
| Adult                                  | \$ 420.00  | \$ 63.00         | \$ 483.00    |
| Child under 12                         | \$ 350.00  | \$ 52.50         | \$ 402.50    |
| Cremation/stillborn                    | \$ 280.00  | \$ 42.00         | \$ 322.00    |
| Cremation - monument / bench interment | \$ 150.00  | \$ 22.50         | \$ 172.50    |

| <b>BURIAL FEE - OUT-OF-TOWN RESIDENTS</b> | <b>Fee</b> | <b>HST (15%)</b> | <b>Total</b> |
|-------------------------------------------|------------|------------------|--------------|
| Vault                                     | \$ 880.00  | \$ 132.00        | \$ 1,012.00  |
| Adult                                     | \$ 730.00  | \$ 109.50        | \$ 839.50    |
| Child under 12                            | \$ 590.00  | \$ 88.50         | \$ 678.50    |
| Cremation/stillborn                       | \$ 590.00  | \$ 88.50         | \$ 678.50    |
| Cremation - monument / bench interment    | \$ 316.00  | \$ 47.40         | \$ 363.40    |

## BURIAL FEE SURCHARGE FOR WINTER CONDITIONS TO BE ADDED FOR BURIALS THAT OCCUR BETWEEN JANUARY 1ST OF ANY YEAR UP TO AND INCLUDING MARCH 31ST OF THAT YEAR.

| <b>SURCHARGE (same account as Burial Fee)</b> | <b>Fee</b> | <b>HST (15%)</b> | <b>Total</b> |
|-----------------------------------------------|------------|------------------|--------------|
| Winter Surcharge                              | \$ 150.00  | \$ 22.50         | \$ 172.50    |

## Municipality of the District of West Hants – C-001 A Bylaw Respecting the Management of the Riverbank Cemetery –

Sections 4.2-4.6 are fees related.

4.2 Lots may be sold at the price and on the terms set by Council, and in accordance with the plans of the cemetery.

4.3 Council shall set aside a portion or all of the sale of each lot for Perpetual Care with the amount of such portion to be determined by Council from time to time.

4.4 Council may levy a charge for burial and disinterment additional to any charges levied by a contractor for carrying out such services.

4.5 Lot Owners granted a burial permit are responsible for all costs of the interment and disinterment.

4.6 Winter burials may incur additional cost to be paid by the Lot Owner as set by Council.

### Riverbank Cemetery Rates

Effective April 17, 2017

#### **PURCHASE OF LOTS**

Perpetual Care must be purchased at time of sale of lot

| <b>PURCHASE OF LOTS - Hantsport Resident</b><br>*Perpetual Care must be purchased at time of lot sale | <b>Fee</b> |
|-------------------------------------------------------------------------------------------------------|------------|
| Full Lot- 4 x 10                                                                                      | \$ 292.50  |
| Cremation Burial Lot                                                                                  | \$ 146.25  |

| <b>PURCHASE OF LOTS - Non-Hantsport Resident</b><br>*Perpetual Care must be purchased at time of lot sale |           |
|-----------------------------------------------------------------------------------------------------------|-----------|
| Single grave- 4 x 10                                                                                      | \$ 422.50 |
| Cremation Lot                                                                                             | \$ 211.25 |

| <b>PERPETUAL CARE - Hantsport Resident</b><br>*Purchased at time of lot sale | <b>Fee</b> |
|------------------------------------------------------------------------------|------------|
| Full Lot- 4 x 10                                                             | \$ 315.00  |
| Cremation Lot                                                                | \$ 315.00  |

| <b>PERPETUAL CARE - Non-Hantsport Resident</b><br>*Purchased at time of lot sale | <b>Fee</b> |
|----------------------------------------------------------------------------------|------------|
| Full Lot- 4 x 10                                                                 | \$ 455.00  |
| Cremation Lot                                                                    | \$ 455.00  |
| <b>BURIAL FEE</b>                                                                | <b>Fee</b> |
| Burial and Disinterment                                                          | \$ 50.00   |

#### **BURIAL FEE SURCHARGE FOR WINTER CONDITIONS TO BE ADDED FOR BURIALS THAT OCCUR BETWEEN NOVEMBER 15th & APRIL 15th OF ANY YEAR.**

| <b>SURCHARGE</b> | <b>Fee</b>            |
|------------------|-----------------------|
| Winter Surcharge | Actual Costs Incurred |

Council could consider simplifying the process that currently exists at the Maplewood Cemetery and moving toward the current practice in Riverbank Cemetery. This arrangement would see staff marking the burial lot for the family/contractor and the contractor being secured and paid directly by the funeral home or the family. Council could consider simplifying the process and moving toward a process like what is current practice in Riverbank Cemetery.

Council may consider removing the fee for digging the grave and charging the actual cost incurred to be invoiced to the family.

The fees associated with adult and child burials could be combined and identified as “Full Burial” in the Fees policy where the cost to the municipality from the contractor is generally the same.

Council could consider simplifying the fees to allow for one rate charged regardless of where you reside. This would see fees for Windsor residents and residents outside of Windsor and residents of Hantsport and Non-Hantsport residents becoming the same.

Bylaws for both cemeteries should also be updated.

## **NEXT STEPS**

Staff recommend that both the Maplewood and Riverbank Cemetery bylaws be updated.

Staff further recommend that the fees policy be amended to reflect the suggested changes.

## **FINANCIAL IMPLICATIONS**

Cemetery:

Pending the direction of Council, there will be fees associated with advertising the Public Hearing and notice of approval for updating the Maplewood and Riverbank Cemetery By-laws. The operating budget has funding allocated for the purposes of updating by-laws, however if consolidated into one by-law these updates could be funded through post-consolidation funding.

Council may also want to consider area-rated cemetery funding, if updating the fees to a more regional approach. Currently the cemeteries are area-rated items in the Municipal budget. This was done as prior entities did not operate cemeteries, so the costs were area-rated to stay within the original municipal boundaries.

Tax Statements:

There will be minimal impact on revenue associated with changes in fees as it relates to property tax services provided, depending on whether Council wishes to add additional fees or reduce current fees, based on the information provided by staff.

## **ALTERNATIVES**

Should Council not wish to make changes to the fees policy it may:

- Recommend specific changes; or
- Provide alternative direction.

## **ATTACHMENTS**

WHRM Fees Policy RCOFN-013.00

Town of Windsor Bylaw #17 - Maplewood Cemetery Bylaw

Municipality of the District of West Hants - C-100 Riverbank Cemetery Bylaw

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

For the purpose of simplifying policy, process and fees it would be beneficial for Council to consider consolidating cemetery services and fees if they so desire. This would further result in general rating or combining areas rates (Windsor and Hantsport cemetery related expenses combined) if decided by Council.

We will take direction from Council regarding next steps.

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

Report Reviewed by: \_\_\_\_\_  
Carlee Rochon, Director, Financial Services

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





**WEST HANTS REGIONAL MUNICIPALITY  
FEES POLICY**

**RCOFN-013.00**

**1.0 PURPOSE**

The purpose of this policy is to set out and amend the fees the Municipality of the District of West Hants charges for certain applications, licenses and services that are applicable for residents and businesses when requesting permits, licenses or other forms of service.

**2.0 SCOPE**

This Policy applies to fees set out in by-laws, policies and resolutions authorized by the Council of the Municipality of the District of West Hants. The fee amounts authorized in this Policy may amend those previously set, except those fees amount specifically authorized in a by-law.

**3.0 FEES**

The following schedules of fees shall be charged for permits, licenses and services provided by the Municipality of the District of West Hants. Fees associated with the Building Code Act By-law, Land-Use By-laws, Subdivision By-laws, Hantsport Swimming Pool By-law and amendments to the Municipal Planning Strategies are waived for Municipally Registered Heritage Properties, non-profit organizations registered under the Societies Act and Municipally owned properties.

a) Fees Associated with By-laws

| <b>BY-LAW</b>            | <b>SECTION</b>                                                                                | <b>FEE</b>                       |
|--------------------------|-----------------------------------------------------------------------------------------------|----------------------------------|
| Building Code Act By-law | 5.1 Fees for permits:                                                                         |                                  |
|                          | New Construction of, and additions to, residential buildings, community centers, cottages and | \$25.00 + \$0.12 per square foot |



**WEST HANTS REGIONAL MUNICIPALITY  
FEES POLICY**

**RCOFN-013.00**

|  |                                                                                                                                                                         |                                                                                                                                                                                                                                              |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | New construction of, and additions to commercial, industrial and other buildings not otherwise specified                                                                | \$50.00 + \$0.15 per square foot                                                                                                                                                                                                             |
|  | New construction of, and additions to sheds, decks, storage buildings, garages, barns, and other farm, forestry or fishing buildings not designated for human occupancy | \$25.00 + \$0.06 per square foot                                                                                                                                                                                                             |
|  | Repairs, renovations or alterations to all existing buildings                                                                                                           | \$25.00 + \$2.50 per \$1000.00 of value of construction; except that for non- structural repairs, renovation or alterations where the estimated value of construction is between \$1000.01 and less than \$5000.00, the fee shall be \$25.00 |
|  | Relocation of mobile homes and mini-homes where there is no finished basement                                                                                           | \$50.00                                                                                                                                                                                                                                      |
|  | Additional fee where construction has been started prior to issuance of building permit. This fee reflects the heightened                                               | \$50.00 + applicable building permit fees                                                                                                                                                                                                    |

|  |                                                                                                                                                                                                                                                                                                                                                                           |         |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|  | municipal costs and risks where a builder requests a permit (and therefore the associated inspection services) after already having started construction. It does not preclude prosecution for non-compliance, and does not prevent the Building Official from requiring construction work to be undone in whole or in part to inspect conditions not otherwise observed. |         |
|  | Tents or Air supported structures                                                                                                                                                                                                                                                                                                                                         | \$50.00 |
|  | Pools                                                                                                                                                                                                                                                                                                                                                                     | \$25.00 |
|  | Demolition of building/structure                                                                                                                                                                                                                                                                                                                                          | \$25.00 |
|  | Renewal or amendment of an approved permit.                                                                                                                                                                                                                                                                                                                               | \$25.00 |
|  | Processing charge retained for incomplete, denied or withdrawn permits                                                                                                                                                                                                                                                                                                    | \$25.00 |

|                                  |                                                            |                                              |
|----------------------------------|------------------------------------------------------------|----------------------------------------------|
| C-001 Cemetery By-Law West Hants | Section 4.2 Fee for Full Burial Lot Hantsport Resident     | \$292.50 + \$315.00 Perpetual Care= \$607.50 |
|                                  | Section 4.2 Fee for Full Burial Lot Non-Hantsport Resident | \$422.50 + \$455.00 Perpetual Care= \$877.50 |



**WEST HANTS REGIONAL MUNICIPALITY  
FEES POLICY**

**RCOFN-013.00**

|                                            |                                                                                                                                                                               |                                                             |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|                                            | Section 4.2 Fee for Cremation Burial Lot Hantsport Resident                                                                                                                   | \$146.25 + \$315.00<br>Perpetual Care =<br>\$461.25         |
|                                            | Section 4.2 Fee for Cremation Burial Lot Non Hantsport Resident                                                                                                               | \$211.25 + \$455.00<br>Perpetual Care =<br>\$666.25         |
|                                            | Section 4.4 Charge for burial and disinterment                                                                                                                                | \$50.00                                                     |
|                                            | Section 4.6 Additional Fee for Winter Burials                                                                                                                                 | Actual costs incurred.                                      |
| Cemetery Charges Maplewood Cemetery By-Law | Perpetual Care must be purchased at time of sale of lot                                                                                                                       |                                                             |
|                                            | <b>Windsor Residents<br/>(Purchase of Lots)</b><br>Whole Lot (12 Graves)<br>Half Lot (6 graves)<br>Quarter Lot (3 graves)<br>Single Grave<br>Half Grave (cremation or infant) | \$4416.00<br>\$2208.00<br>\$1104.00<br>\$368.00<br>\$184.00 |



**WEST HANTS REGIONAL MUNICIPALITY  
FEES POLICY**

**RCOFN-013.00**

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|  | <b>Outside of Windsor Resident (Purchase of Lots)</b><br>Whole Lot (12 Graves)<br>Half Lot (6 Graves)<br>Quarter Lot (3 Graves)<br>Single Grave<br>Half Grave (cremation or infant)   | \$9660.00<br>\$4830.00<br>\$2415.00<br>\$805.00<br>\$402.50 |
|  | <b>Perpetual Care Rates (Purchased at time of Sale)</b><br>Whole Lot (12 Graves)<br>Half Lot (6 Graves)<br>Quarter Lot (3 Graves)<br>Single Grave<br>Half Grave (cremation or infant) | \$3036.00<br>\$1518.00<br>\$759.00<br>\$253.00<br>\$126.50  |
|  | <b>Burial Fees - Windsor Residents</b><br>Vault<br>Adult<br>Child Under 12<br>Cremations/Stillborn<br>Cremation - Monument/Bench Interment                                            | \$644.00<br>\$483.00<br>\$280.00<br>\$322<br>\$172.50       |



|                                                  |                                                                                                                                                      |                                                               |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
|                                                  | <b>Burial Fees - Outside of Windsor Residents</b><br>Vault<br>Adult<br>Child Under 12<br>Cremation/Stillborn<br>Cremation - Monument/Bench Interment | <br>\$1012.00<br>\$839.50<br>\$678.50<br>\$678.50<br>\$363.40 |
|                                                  | Additional Fee for Burials<br>January 1st - March 31st                                                                                               | \$172.50 (hst included)                                       |
| C-003 Civic Addressing By-Law                    | Section 7.3 Posting Private Road Signs through the Nova Scotia Department of Transportation and Active Transit (DTAT)                                | Cost charged by DTAT for purchase and installation.           |
| Dog By-Law RCOFN-013.00 (effective June 7, 2022) | Section 5.1 Registration Fee                                                                                                                         | \$15.00 all dogs                                              |
|                                                  | Section 5.2 Annual Kennel Registration Fee                                                                                                           | \$45.00                                                       |
|                                                  | Section 3.5 Replacement Tag Fee                                                                                                                      | \$7.50                                                        |
|                                                  | Section 9.2 Fees associated with impoundment, board, food, care and veterinary costs                                                                 | Actual costs incurred                                         |
| False Alarm By-law West Hant                     | Section 8 (a) Fee for Second False Alarm                                                                                                             | \$100.00                                                      |



**WEST HANTS REGIONAL MUNICIPALITY  
FEES POLICY**

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|                                        | Section 8 (b) Fee for Third or More False Alarms                                                           | \$200.00                                                                                                          |
| False Alarm By-Law Windsor             | Section 32.09 I(a) second false alarm for the Fire Department and a third for the Police                   | \$ 100.00                                                                                                         |
|                                        | Section 32.09 I(b) third for the Fire Department and fourth for the Police and each subsequent false alarm | \$ 200.00                                                                                                         |
| Heritage Property By-Laws              | Fees associated with registering a Municipal Heritage Property                                             | Land Registry or Registry of Deed costs and associated legal fees to be paid by West Hants Regional Municipality. |
| West Hants and Windsor Land-Use By-Law | WHLUB Section 2.8 Application Fees<br><br>WLUB Section 2.8 Advertisement and Notification Fees             |                                                                                                                   |
|                                        | Section 2.8 LUB Amendment                                                                                  | \$500.00 processing fee<br><br>\$1100.00 deposit for direct costs such as notice (excess is refunded)             |
|                                        | Section 2.8 Development Agreement                                                                          | \$500.00 processing fee                                                                                           |
|                                        |                                                                                                            | \$1100.00 deposit for direct costs such as notice (excess is                                                      |





**WEST HANTS REGIONAL MUNICIPALITY  
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|                           | Section 2.8 Substantive Amendment to a Development Agreement     | \$500.00 processing fee<br><br>\$1100.00 deposit for direct costs such as notice (excess is refunded)  |
|                           | Section 2.8 non-Substantive Amendment to a Development Agreement | \$300.00 processing fee<br><br>\$600.00 deposit for direct costs such as notice (excess is refunded)   |
|                           | Section 2.8 Development Permit Fee                               | \$25.00                                                                                                |
|                           | Section 2.8 Zoning Confirmation/Certificate Fee                  | \$50.00                                                                                                |
|                           | Section 2.8 Variance Application Fee                             | \$25.00                                                                                                |
|                           | Section 2.8 Site Plan                                            | \$25.00 plus permit fees                                                                               |
| Hantsport Land Use By-law | Section 4.5 Application Fees                                     |                                                                                                        |
|                           | 4.5 LUB Amendment                                                | \$500.00 processing fee<br><br>\$1,100.00 deposit for direct costs such as notice (excess is refunded) |



**WEST HANTS REGIONAL MUNICIPALITY  
FEES POLICY**

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|                                                                                                              | Section 4.5 Development Permit Fee                                                                                                                             | \$25.00                                                       |
|                                                                                                              | Section 4.5 Zoning Confirmation/Certificate Fee                                                                                                                | \$50.00                                                       |
|                                                                                                              | Section 4.5 Variance Application Fee                                                                                                                           | \$25.00                                                       |
| Moving Buildings on Streets By-law (Hantsport only)                                                          | Section 72 of 1920 Hantsport By-laws, Bond for moving buildings over streets                                                                                   | \$200.00                                                      |
|                                                                                                              | Section 73 of 1920 Hantsport By-laws, Fee for privilege of moving the building on streets Permit                                                               | \$3.00-\$5.00 per day (estimated amount due upon application) |
| West Hants S-003 Sewerage and Stormsewer Connection, Discharge and Charges By- law (effective April 1, 2021) | Section 60 Deposit for sewer service connection application/permit. (Deposit includes Public Works inspections, contactor dig/closing and street remediation.) | \$1,000.00                                                    |
|                                                                                                              | Section 66 (a) Quarterly Base Charge for unconnected sewer services.                                                                                           | \$ 62.32                                                      |
|                                                                                                              | Section 66 (a) Quarterly Base Charge for connected sewer services, based on metered water size                                                                 | 5/8" Meter - \$ 62.32                                         |
|                                                                                                              |                                                                                                                                                                | 3/4" Meter - \$ 93.49                                         |
|                                                                                                              |                                                                                                                                                                | 1" Meter - \$ 155.81                                          |
|                                                                                                              |                                                                                                                                                                | 1.5" Meter - \$ 311.62                                        |
|                                                                                                              |                                                                                                                                                                | 2" Meter - \$ 498.60                                          |



**WEST HANTS REGIONAL MUNICIPALITY  
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|                                         |                                                                                                                                         | 3" Meter - \$ 997.19                                                          |
|                                         |                                                                                                                                         | 4" Meter - \$ 1558.11                                                         |
|                                         |                                                                                                                                         | 6" Meter - \$ 3116.22                                                         |
|                                         |                                                                                                                                         | 8" Meter - \$ 5609.20                                                         |
|                                         | Section 66(a)<br>Consumption Rate for<br>connected sewer services<br>based on metered water                                             | \$ 1.70 per cubic metre                                                       |
| West Hants Sewer Lagoon By-law          | Section 4 (a) Sewage<br>dump fee at 1379<br>Walton Woods Road<br>location.                                                              | \$15.00 per metric<br>tonne (this fee may be<br>increased annually by<br>CPI) |
|                                         | Section 4 (b) Sewage dump<br>fee from outside West<br>Hants at 1379 Walton<br>Woods Road location                                       | Market rate                                                                   |
|                                         | Emergency Septage<br>Disposal Fee pursuant to<br>Sewer Lagoon Operating<br>Agreement with GFL at<br>1379 Walton Woods<br>Road location. | \$60.00 (this fee may be<br>increased annually by<br>CPI)                     |
| Special Events By-law - West<br>Hants   | Section 5.1 (b) (iii) Special<br>Events Application Fee                                                                                 | \$100.00                                                                      |
| Special Events By-law - Windsor         |                                                                                                                                         | No fee                                                                        |
| West Hants Street<br>Improvement By-law | Section 12 (2) Driveway<br>permit Fee (Non-<br>refundable)                                                                              | \$75.00                                                                       |



**WEST HANTS REGIONAL MUNICIPALITY  
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| West Hants Subdivision By-Law         | Section 11 (a) Fee for filing the approved Final Plan of subdivision, certifying a copy of the plan, and registering a notice of approval of the plan | Land Registry or Registry of Deeds costs (refunded if application refused) |
|                                       | Section 11 (b) Fee for review and approval of tentative plan of subdivision                                                                           | \$25.00                                                                    |
|                                       | Section 11 (b) Fee for review and approval of final plan of subdivision                                                                               | \$75.00 plus \$4.00 for each lot for which approval is requested.          |
|                                       | Section 11 (b) Additional fee for Final Plan of subdivision showing public or private roads                                                           | \$200.00                                                                   |
|                                       | Section 93 (a) (i) Fee for filing a repeal of a subdivision                                                                                           | Land Registry or Registry of Deeds cost (refunded if application refused)  |
|                                       | Section 93 (a) (ii) Processing fee for final application for repeal of subdivision                                                                    | \$50.00                                                                    |
| Swimming Pool By-law (Hantsport Only) | Section 5.1.3 Pool Enclosure Permit Fee                                                                                                               | \$50.00                                                                    |

**a) Fees Associated with Other Policies**

|                                            |                                       |          |
|--------------------------------------------|---------------------------------------|----------|
| West Hants Piping of Ditch Frontage Policy | Section 6 Refundable security deposit | \$500.00 |
|--------------------------------------------|---------------------------------------|----------|





**WEST HANTS REGIONAL MUNICIPALITY  
FEES POLICY**

**RCOFN-013.00**

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|-----------------------------------------------------|-------------------------------------------------|---------|
| Meeting and Committee Procedural Policy- Appendix H | Section 4.1 a) Fee for hearing a fences dispute | \$20.00 |
|-----------------------------------------------------|-------------------------------------------------|---------|

a) Other Fees

|                                               |                                                                                          |                                         |
|-----------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------|
| Tax Certificate                               |                                                                                          | \$50.00                                 |
| Tax Account Statement                         |                                                                                          | \$20.00                                 |
| Bulk Water Station Token                      |                                                                                          | \$7.50 (600 gallons of water per token) |
| NSF Cheque Fee                                |                                                                                          | \$25.00                                 |
| West Hants Water Service Installation Deposit | Deposit includes Public Works inspection, contractor dig/closing and street remediation. | \$2000.00                               |
| Mortgage Data Transfer Fee                    |                                                                                          | \$10.00 per Assessment Account          |
| West Hants Permit for Breaking Soil           | Isolated Cross-cuts - Paved Roads                                                        | \$20.00 per linear foot                 |
| Breaking Ground permit                        | Isolated Cross-cuts - Gravel Roads                                                       | \$10.00 per linear foot                 |
|                                               | Major Projects - In roadway                                                              | \$9.00 per linear foot                  |
|                                               | Major Projects - Back of ditch and Unpaved Roads                                         | \$3.00 per linear foot                  |



**WEST HANTS REGIONAL MUNICIPALITY  
FEES POLICY**

**RCOFN-013.00**

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|                                                                                                | Driveway Culvert Installation Deposit (Refundable if required)                                                            | \$300.00                |
| Deposit for Amendments to Municipal Planning Strategy                                          | Deposit includes application fee and advertising and notifications cost for the amendment (Un-used portion is refundable) | n/a                     |
| West Hants Regional Municipal Mobile Canteen and Vending By-Law Fees (Effective June 22, 2021) | Special event on public property (14 days or less)                                                                        | \$25.00                 |
|                                                                                                | Three (3) months                                                                                                          | \$100.00                |
|                                                                                                | An additional three (3) months on the same property                                                                       | \$200.00                |
|                                                                                                | An additional three (3) months on the same property                                                                       | \$300.00                |
|                                                                                                | An additional three (3) months on the same property                                                                       | \$400.00                |
|                                                                                                | Year on the same property                                                                                                 | \$1000.00               |
| West Hants Regional Municipal Fees for Sidewalk Cafes (Effective June 2021)                    |                                                                                                                           | \$1.00 sq. ft. per term |



WEST HANTS REGIONAL MUNICIPALITY  
FEES POLICY

RCOFN-013.00

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the 26<sup>th</sup> day of April, 2022.

  
Deanna Snair, Municipal Clerk

| Adoption                                                                                                                                                                                                                                                                                                                                                                                                      |                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Notice To Council                                                                                                                                                                                                                                                                                                                                                                                             | July 9, 2021 via email from Dir. LeMay |
| Approval:                                                                                                                                                                                                                                                                                                                                                                                                     | July 27, 2021                          |
| Description: Fees for a variety of services                                                                                                                                                                                                                                                                                                                                                                   |                                        |
| First Amendment                                                                                                                                                                                                                                                                                                                                                                                               |                                        |
| Notice To Council                                                                                                                                                                                                                                                                                                                                                                                             | April 12, 2022                         |
| Approval:                                                                                                                                                                                                                                                                                                                                                                                                     | April 26, 2022                         |
| Description: Addition of Mobile Canteen and Vending Fees                                                                                                                                                                                                                                                                                                                                                      |                                        |
| <ul style="list-style-type: none"><li>• \$25 / special event on public property (14 days or less)</li><li>• \$100 / three (3) months</li><li>• \$200 / an additional three (3) months on the same property</li><li>• \$300 / an additional three (3) months on the same property</li><li>• \$400 / an additional three (3) months on the same property</li><li>• \$1000 / year on the same property</li></ul> |                                        |
| Description: Addition of Sidewalk Cafe Fees West Hants Regional Municipality Fees Policy RCOFN-013.00                                                                                                                                                                                                                                                                                                         |                                        |
| <ul style="list-style-type: none"><li>• \$1.00 sq. ft. per term</li></ul>                                                                                                                                                                                                                                                                                                                                     |                                        |



| Second Amendment                                                                                                                                                                                                                                                                                                                            |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Notice to Council                                                                                                                                                                                                                                                                                                                           | February 10, 2022      |
| Approval:                                                                                                                                                                                                                                                                                                                                   | April 24, 2022,        |
| Description: Addition of the Regional Dog Tag Fees                                                                                                                                                                                                                                                                                          | Effective June 7, 2022 |
| <ul style="list-style-type: none"> <li>• Section 5.1 Registration Fee - \$15.00 all dogs</li> <li>• Section 5.2 Annual Kennel Registration Fee - \$45.00</li> <li>• Section 3.5 Replacement Tag - \$7.50</li> <li>• Section 9.2 Fees associated with impoundment, board, food, care and veterinary costs - Actual costs incurred</li> </ul> |                        |



## **TOWN OF WINDSOR BYLAW # 17 MAPLEWOOD CEMETERY BYLAW**

- 17.01** The Public Works Committee appointed by the Town Council under these Bylaws shall have supervision and care of Maplewood Cemetery.
- 17.02** The plans of Cemetery made by John A. McCallum, Deputy Crown Land Surveyor dated 25<sup>th</sup> June A.D., 1887 and by Jacques Price, P.L.S. dated 15<sup>th</sup> December A.D. 1948 and W.S. Laurence, P.L.S. dated 4<sup>th</sup> day of August 1965 are hereby established as and declared to be the plans of the said Cemetery and of the lots laid off therein saving and excepting those sections deeded by the Town subsequently to James Frenette, Arthur Hartling and Ted Crocker.
- 17.03** Whole lots shall be eighteen feet by eighteen feet but anyone desiring so to do may purchase a half lot which shall be the half of a whole lot divided in the centre by a straight line drawn from north east to south west and a quarter lot which shall be one quarter of a whole lot divided by straight lines drawn from north east to south west.
- 17.04** The purchase price of lots and parts of lots in the Cemetery shall be as determined from time to time by resolution of the Town Council. The purchase price as determined by Council may be different for persons who are not resident in the Town at the time of purchase, than for those persons who are resident in the Town at the time of purchase. For all persons at the time of purchase the purchaser of each lot must provide perpetual care for the lot at the time of the purchase.
- 17.05** All lots shall be defined at the corners with suitable land marks of stone or iron and the number of the said lots shall be legibly and permanently marked thereon.
- 17.06** A portion of the Cemetery marked on the said plan and divided into lots three feet by nine feet shall be developed solely to the interment of persons who die having no lot in the Cemetery and shall be sold under the direction of the Committee or the Town Clerk to persons who reside in the Town and to persons who do not reside in the Town for the sum as determined from time to time by resolution of the Town Council.
- 17.07** The Town Clerk shall keep on file in his office
- (a) the said plans of the cemetery.
  - (b) a book in which shall be recorded a minute of the numbers of all lots sold and the names of parties purchasing the same.

- (c) books showing the receipts and expenditures on account of the said Cemetery in which a balance shall be struck at the end of every year.
- (d) a registration book in which shall be kept a record of all interments in the said Cemetery containing the name, age, sex, place and date of birth so far as the same can be ascertained, the place and date of death, occupation, cause of death and the number of the lot in which the person is buried and the date of interment.

- 17.08** The Town Council shall appoint a keeper of the Cemetery who shall receive such compensation or salary as the Town Council shall by resolution determine.
- 17.09** It shall be the duty of the said keeper under the direction of the Public Works Committee to dig all graves, bury the dead therein, lay out avenues and paths in the Cemetery according to the plan of the Cemetery, keep in repair all fences and gates surrounding the Cemetery, keep all roadways, walks, and paths in the Cemetery free from weeds and properly rolled, mow the grass on all lots owned by the Town in the Cemetery, keep all private lots therein which are entitled to perpetual care under the provisions of these Bylaws in a neat and trim condition, and otherwise take care of the Cemetery and beautify it and perform such other services in and about the Cemetery as the Public Works Committee may direct, and also take such care of and so such work in the Old Burying Ground as the said Committee may direct.
- 17.10** No person except the keeper shall dig a grave or bury any person in the cemetery without consent of the Public Works Committee.
- 17.11** When a person desires to make an interment in the Cemetery he shall apply at the Town Office for a permit and pay the burial fees chargeable therefore and upon production of the said permit signed by the Town Clerk or other authorized person, the keeper shall dig the grave and bury therein the person named in the permit.
- 17.12** The keeper of the Cemetery shall, if necessary, accompany persons wishing to purchase their lot in the Cemetery and shall point out to them the unsold lots and their number and position on the plan.
- 17.13** Any person paying for a lot shall have the privilege of selecting one of the unsold lots in any part of the Cemetery where the lots remains unsold.
- 17.14** (a) No person shall become the proprietor of more than one lot of eighteen feet square except by special permission of the Public Works Committee.
- (b) Any person who has purchased a lot at the rates pertaining to town residents, and who at a later date becomes the proprietor of another lot, by special permission of the Public Works Committee, must purchase the latter lot at the then prevailing rates for non-residents, whether or not they are a resident of the Town.
- 17.15** The purchaser of a lot in the Cemetery who has paid for it shall receive from the Town a deed of the same and shall hold the same in perpetuity for him and his heirs and assigns and no person shall be buried therein without the consent of the owner.

- 17.16** No person shall be allowed to use any lot for purposes of enclosure or the erection of a monument or the cultivation of shrubs or plants unless he shall first produce his title to the said keeper who shall thereupon give permission provided the enclosure, monument, shrub, or plant is to be erected or grown in accordance with these Bylaws.
- 17.17** No lot shall be used for any purpose other than as a place for burial of the dead except that the proprietors of lots shall have the right to cultivate shrubs or plans in the same subject to any restrictions contained in these Bylaws.
- 17.18** Any proprietor may with the consent of the Committee exchange his lot if it has not been used for the purposes of interment and select another lot from those unappropriated, the right of the lot thus selected to be acquired by complying with the conditions hereinbefore specified and upon reconveyance to the Town of the lot which the said proprietor desires to exchange.
- 17.19** No proprietor of a lot or any part thereof shall erect any wall, fence, or railing within the boundary of his lot or lots or around any part thereof. No post, pillar, or ornament shall be so erected on any lot or part thereof as to protect in any part beyond the boundary of said lot or lots. It shall be the duty of the keeper of the Cemetery to require the terms of this Bylaw to be complied with and in all cases of violation hereof to give notice to the Public Works Committee.
- 17.20** Any person owning a lot or part thereof in the Cemetery shall pay in addition to the purchase price thereof all applicable fees for perpetual care. Upon payment of the fees for perpetual care the person shall be entitled to have the said lot or part thereof maintained in a neat and trim condition by the Town. The fees for such perpetual care shall be as determined from time to time by Resolution of the Town Council.
- 17.21** No trees shall be planted or grown in any lot in the cemetery but shrubs and plants may be planted and grown therein by the owner. If any trees are now growing in any lot or are hereafter planted therein or if any shrubs or plants situated in any of the lots shall by means of their roots, branches, or otherwise encroach upon or in any manner become detrimental to the adjacent lots, avenues or alleys or dangerous or inconvenient to pedestrians, the keeper shall in such way as he may deem necessary, remove the said trees and cut off their roots and branches of the said shrubs and plants or such parts thereof as he may deemed it necessary to cut off.
- 17.22** The title of a lot shall not be transferred without the consent of the Public Works Committee when the same is transferred notice thereof shall be given to the Town Clerk who shall make a minute of the transfer in his book and no person who acquires the title to a lot by assignment or by operation of law shall be deemed the proprietor thereof nor shall be entitled to use the lot until the said notice shall be given and the minute of the transfer shall have been made by the Town Clerk as aforesaid.



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS**  
*A By-law Respecting the Management of the Riverbank Cemetery*

**1. Short Title**

1.1. This By-Law shall be known as and may be cited as the "Cemetery By-law".

**2. Definitions**

2.1. In this By-Law:

- a. "CAO" means the Chief Administrative Officer for the Municipality of the District of West Hants.
- b. "Cemetery" means the Riverbank Cemetery, in the community of Hantsport, Nova Scotia.
- c. "Cemetery Manager" means the person appointed by the CAO for the daily oversight and management of the Cemetery.
- d. "Committee" means the Committee of the Whole for the Council of the Municipality of the District of West Hants.
- e. "Council" means the Council of the Municipality of the District of West Hants.
- f. "Disinterment" means to take out the place of interment.
- g. "Grave" means a space in a burial lot where human remains are buried.
- h. "Interment" means the burial or placement of human remains in a lot.
- i. "Lot" means the measured portion of Cemetery land purchased for the purposes of burial.
- j. "Lot Owner" means a person who has purchased the right to use a lot in the Cemetery for burial purposes, and includes the heirs, successors, assigns and the personal representative of the Lot owner and the agent of any of them, but notwithstanding anything in this by-law the lot owner acquires rights to use the lot in accordance with this by-law and other applicable by-laws but does not become the owner in fee simple of the land itself .



- k. "Memorial" means a foot marker, monument, headstone or plaque marking a grave.
- l. "Municipality" means the Municipality of the District of West Hants.
- m. "Parks & Grounds Superintendent" means the person responsible for the direct oversight for the maintenance care of the Cemetery.
- n. "Perpetual Care" means the maintenance care of the lawn and grass only.
- o. "Winter burial" means an interment carried out during the months of November 15 to April 15.

### **3. Management of the Cemetery**

- 3.1.** The CAO shall be responsible for the administration of this By-Law and all policies related to the Cemetery approved by Council.
- 3.2.** The CAO may establish the position of Cemetery Manager and delegate authority to him or her.
- 3.3.** The CAO may establish the position of Parks & Grounds Superintendent and delegate authority to him or her.
- 3.4.** The following records shall be maintained by the Municipality:
  - a. Survey plans of the cemetery;
  - b. Lots purchased or transferred;
  - c. Accounts showing receipts and expenditures;
  - d. Interment files containing the name, sex, age, place and date of death, the number of the lot and location in which the person is buried, and the date of the interment; and,
  - e. Burial permits and cremation certificates.

### **4. Purchase of Lots and rights and obligations of Lot Owner**

- 4.1.** Lots shall only be purchased from the Municipality.

- 4.2.** Lots may be sold at the price and on the terms set by Council, and in accordance with the plans of the Cemetery.
- 4.3.** Council shall set aside a portion or all of the sale of each lot for Perpetual Care with the amount of such portion to be determined by Council from time to time.
- 4.4.** Council may levy a charge for burial and disinterment additional to any charges levied by a contractor for carrying out such services.
- 4.5.** Lot Owners granted a burial permit are responsible for all costs of interment and disinterment.
- 4.6.** Winter burials may incur additional cost to be paid by the Lot Owner as set by Council.
- 4.7.** The Municipality may require Lot Owners to pay the costs to repair any damage to Municipal property, including a lot, during interment or disinterment.
- 4.8.** Lot Owners are required to keep memorials in proper repair at their own cost and to the satisfaction of the Municipality.
- 4.9.** All costs of memorial maintenance and levelling are the responsibility of the Lot Owner.
- 4.10.** The Lot Owner who has paid the Municipality for the lot shall receive a receipt showing the lot number purchased.
- 4.11.** A lot shall not be transferred without consent of the CAO.
- 4.12.** The Municipality shall purchase a lot for which consent of transfer has not been granted at the original price for which it was purchased from the Municipality.
- 4.13.** The Municipality shall not be bound by any personal agreements concerning the disposition of lots unless these agreements have been approved by the CAO.

## **5. Interment**

- 5.1.** No person shall bury any human remains or conduct any interment without a burial permit or cremation certificate issued by a licensed funeral home.



**5.2.** A copy of the burial permit or cremation certificate must be filed with the Cemetery Manager before the interment takes place, and the timing of a burial is subject to approval of the Cemetery Manager.

**5.3.** All excavations in the Cemetery shall be directed by the Cemetery Manager or the Parks & Grounds Superintendent or designates.

**5.4.** The Municipality may have work done on any lot by any Municipal Employee or Municipal contractor.

**5.5.** Winter burials will be at the discretion of the Cemetery Manager.

**5.6.** A full burial lot shall measure four (4) feet by ten (10) feet .

**5.7.** A cremation lot shall measure three (3) feet by four and a half (4.5) feet.

**5.8.** Burials shall be allowed in each lot in accordance with the following:

- a. Full burial lot:
  - i. One (1) casket burial and up to two (2) cremations burials at the discretion of the Cemetery Manager; or
  - ii. Up to Four (4) cremation burials at the discretion of the Cemetery Manager
- b. Cremation Lot:
  - i. Up to two (2) cremation burials at the discretion of the Cemetery Manager

## **6. Disinterment**

**6.1.** The disinterment of a body, once properly interred, shall be made in accordance with all legislation and regulations, by-laws and policies applicable in the Province of Nova Scotia and the Municipality.

**6.2.** Disinterment and the terms, conditions and circumstances under which disinterment occurs shall be directed by the Cemetery Manager.

## **7. Memorials**



**BY-LAW**

**C-001**

- 7.1.** There shall not be any more than one memorial on each lot and the memorial, including the base, must fit within the lot.
- 7.2.** The memorial on a full burial lot shall have a maximum height of thirty-two inches (32") above ground level, including the foundation and base.
- 7.3.** The memorial on a cremation lot shall be level with the ground and shall be a maximum of twenty-two inches (22") long, twelve inches (12") wide and four to six inches (4" - 6") thick.
- 7.4.** All memorials shall be constructed of granite, cut stone or marble.
- 7.5.** The foundation of all memorials shall be of a type and size deemed appropriate by the Cemetery Manager.
- 7.6.** The Cemetery Manager shall mark the site for memorial placement and interments for each lot.
- 7.7.** All memorials are to be installed by a monument dealer or its agent.
- 7.8.** The Cemetery Manager shall from time to time report to the CAO any memorials which are in need of repair in the Cemetery Manager's opinion, whereupon the CAO shall notify the Lot Owner at the last known address of the owners supplied to the Municipality that the memorial must be put in proper repair to the CAO's satisfaction.
- 7.9.** If any owner after three (3) months of the issuance of such notice (under section 7.8) refuses or neglects to put such memorial in proper repair, the Cemetery Manager may, if authorized by the CAO, require the memorial to be repaired, removed or otherwise adjusted at the Lot Owner's expense.
- 7.10.** If a Lot Owner refuses or neglects to put such memorial in proper repair, the Cemetery Manager may, with the permission of the CAO, use the fund set aside for Perpetual Care or, alternatively, where a budget has been approved by Council for same, may use funds raised through area tax rates or general tax rates to cover the expense of the memorial's repair, removal or adjustment (under section 7.9), without prejudice to the right of the Municipality to recover expenses against the Lot Owner.
- 7.11.** There shall be forty-eight (48) hours' notice given to the Cemetery Manager or the Parks & Grounds Superintendent before any private contractor may proceed with any work within the Cemetery.



**7.12.** No person shall erect a monument which does not conform to the requirements of this By-Law.

## **8. Restrictions**

**8.1.** Trees shrubs or other plants are not permitted to be cultivated on lots unless they are approved by the Cemetery Manager or the Parks & Grounds Superintendent.

**8.2.** The Cemetery Manager or the Parks & Grounds Superintendent may exercise control over every tree, shrub, vine, flower, wreath or other form of vegetation, real or artificial within the Cemetery whether planted or placed there by any Lot Owner, including but not limited to removal, cutting or trimming, at the expense of the Lot Owner.

**8.3.** No person shall take any flower, wild, artificial or cultivated, or break any tree, shrub or plant, or remove any real or artificial material, or write upon, deface or injure any memorial or other structure in or belonging to the Cemetery or Lot Owner.

**8.4.** The Municipality is not responsible for the deterioration, damage or loss of any vegetation.

**8.5.** Containers, vases, receptacles or ornaments made of glass are prohibited in the Cemetery and such items will be removed from the Cemetery.

**8.6.** The erecting or placing of cut-stones, copings, borders, fences, walls, hedges, trellis, iron rods, chairs or any other fixtures on or around lots is prohibited.

**8.7.** No person shall modify a lot including walkways, sod removal, or the removal of survey markers or memorials.

**8.8.** No Lot Owner shall change a lot in any manner which interferes with the grading of the area and the Municipality shall have the right to re-grade any area so affected at the expense of the Lot Owner.

**8.9.** No motorized vehicles are permitted in the Cemetery for recreational purposes.

**8.10.** No vehicle shall travel within the Cemetery at a rate over ten (10) kilometers per hour.

**8.11.** No vehicle shall drive on or park on any grassy area in the Cemetery without the permission of the Cemetery Manager or the Parks & Grounds Superintendent.



## 9. Other

**9.1.** All notices required to be given to Lot Owners shall be mailed by ordinary mail to such owners or their legal representatives at their last known address.

**9.2.** Any person who violates any provision of this By-Law shall be guilty of an offence punishable on summary conviction to a penalty of not more than one thousand dollars (\$1000.00) or, in default of payment of the penalty, imprisonment for a term not exceeding thirty (30) days.

## 10. Repeal

**10.1.** All previous Riverbank Cemetery By-Laws and amendments of the former Town of Hantsport are hereby repealed.

I, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the 11<sup>th</sup> day of **April, 2017**.

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R. N. Brown  
Municipal Clerk

| By-Law Adoption                                                                                                                                   |                |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| First Reading:                                                                                                                                    | March 15, 2017 |
| Notice Published:                                                                                                                                 | March 27, 2017 |
| Second Reading & Approval                                                                                                                         | April 11, 2017 |
| Final Publication                                                                                                                                 | April 17, 2017 |
| Notice to Municipal Affairs                                                                                                                       | April 19, 2017 |
| Description: Initial Approval of Cemetery By-law for West Hants and repeal of previous Riverbank Cemetery By-law of the former Town of Hantsport. |                |



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

**Submitted by:** \_\_\_\_\_

Sara Poirier, Director of Planning and Development

**Date:** 2023-11-14

**Subject:** RFP Award: Consultant Services to Complete Municipal Planning Document Review

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### LEGISLATIVE AUTHORITY

Section 65 of the Municipal Government Act

Part VIII, Planning and Development, of the Municipal Government Act

### RECOMMENDATION

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

...Council approves the award of the Request for Proposals # WHRMPD23-04, Consultant Services to Complete Municipal Planning Document Review, to WSP Canada Inc. in the amount of \$192,480.00 plus 10% contingency and applicable taxes.

### BACKGROUND

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

On June 27, 2023, Council approved the motion to “provide planning staff the capacity to engage consultants for furthering the process of the Plan Review for West Hants Regional Municipality.” A Request for Proposals was posted to the Provincial procurement website on September 12, 2023 and closed on October 24, 2023. Two (2) submissions were received.

## **DISCUSSION**

All the areas of the Municipality are planned. The first land use regulations were in place in Windsor and a portion of West Hants in 1976; by 1994 regulations were in place throughout the former Municipal units.

The Town of Hantsport dissolved into the Municipality of West Hants in 2015, but the community of Hantsport still has its own planning documents. The Town of Windsor consolidated with the Municipality of West Hants in 2020, but the community of Windsor and the former Municipality of West Hants still have their own planning documents.

The current planning documents were last reviewed in totality in 2005 (Windsor), 2008 (West Hants) and in 2010 (Hantsport). The planning documents have undergone a number of amendments since then. With all of the documents being over 10 years old, a thorough review of all the policies and regulations is required.

In 2016, the Municipality of the District of West Hants Council and the Planning and Development Department initiated the process of reviewing the Municipal Planning Strategy (MPS), Land Use By-law (LUB) and Subdivision By-law (SUB) for the Municipality of West Hants and the former Town of Hantsport.

In April 2020, the Municipality of the District of West Hants and Town of Windsor consolidated to form West Hants Regional Municipality. Planning and Development Department staff included the Windsor planning documents in the review at that time.

The following material has been prepared in support of the plan review:

- Existing Land Use Survey mapping 2018;
- Background reports;
- Public Engagement Meetings: What We Heard reports documenting the 15 public engagement sessions and 2 youth engagement sessions between October 2018 and January 2020 (Windsor 2022);
- Direct comparison of the three existing sets of documents; and
- General policies/some regulations (including definitions) accepted by the Planning and Heritage Advisory Committee (PAC/HAC) for inclusion in the draft MPS and LUB.

### ***Request***

WHRM is seeking services from qualified planning professionals to review the existing planning documents from Hantsport, Windsor and West Hants to create a Regional Municipal Planning Strategy, Land Use By-law and Subdivision By-law which may include Secondary Plans for specific areas. The review ensures the planning documents evolve and respond to the current environmental, social, and economic climate, and meet the current needs of the residents of the Regional Municipality.

The RFP outlined that the proponent is expected to:

- Meet with the West Hants Planning and Development Department upon award of the contract to develop a better understanding of the issues and objectives for the Municipal Planning Document Review, confirm the proposed work plan and deliverables, and establish lines of communication and areas of responsibility between the Proponent and WHRM. A minimum of eight (8) update meetings should be scheduled with staff throughout the contract;
- Review existing MPS, LUB and SUB, and provide comments and recommendation for modernization of each document based on best practices. Identify bold, innovative policy options and regulations;
- Identify areas where Secondary Plans may be required;
- Create a schedule for by-law approval process;
- Create a baseline vision statement, goals and objectives (i.e., guiding principles) for Regional documents, review these with the PAC/HAC in a workshop format for acceptance;
- Develop and implement the public engagement plan required by the Public Participation Program Policy for round two of public engagement and create a public communication strategy as to how the process will be communicated to the public for maximum awareness and transparency to the general public;
- Review and draft updates to the MPS, LUB and SUB using WHRM branding and in plain language to provide clear direction to all users. These documents are to reflect community needs and address the unique circumstances of WHRM and incorporate background information collected during round one and two of public engagement;
- Be responsible for all mapping requirements of the project and all resulting GIS ArcMap .shp files;
- Be responsible for all project management tasks, including conducting research, writing documents, or scheduling and/or managing meetings.

### ***Procurement***

In response to the Request for Proposal (WHRMPD23-04), two (2) consultants submitted proposals for consideration. The two-part tender defined the bid scoring process to be used; that combined both a weighted technical criteria component as well as a weighted financial component. Proposals were reviewed and evaluated independently by the Director of Planning and Development, Senior Planner, Planner and Manager of Accounting and Financial Reporting.

Only one of the two proposals met the 80% minimum pass rate in Technical Scoring that qualified them for the second stage, the Financial Scoring. Once both the technical and financial scoring were evaluated, WSP Canada Inc. was identified as the recommended proponent.

| <b>Proponent Name</b> | <b>Technical Score</b> | <b>Financial</b> |
|-----------------------|------------------------|------------------|
| Stantec               | 61.25%                 | N/A              |
| WSP Canada Inc.       | 96.25%                 | \$192,480.00     |



## NEXT STEPS

Pending approval of Council; staff would award the contract to the successful proponent.

## FINANCIAL IMPLICATIONS

Tendering Timeline:

|                       |                    |
|-----------------------|--------------------|
| Posted to Procurement | September 12, 2023 |
| Closing Date          | October 24, 2023   |
| Price Expiry Date     | January 22, 2024   |
| Days Remaining        | 69 days            |

Financial:

|                             |                     |
|-----------------------------|---------------------|
| Tender Pricing              | \$192,480.00        |
| Non-Recoverable Tax (4.29%) | \$8,257.39          |
| 10% Contingency             | <u>\$20,073.74</u>  |
| <b>Tender Total</b>         | <b>\$220,811.13</b> |
|                             |                     |
| <b>Funding</b>              |                     |
| Consolidation Funding       | \$170,000           |
| Operating Reserve           | \$50,811.13         |

The planning document review in the five-year budget allocation from operating funding received from consolidation, to assist with transitional operating costs, such as consolidating planning documents and by-laws. Within that \$170,000 was allocated for the Municipality's Planning documents. Staff are recommending the remaining come from the West Hants Regional operating reserve. The operating reserves are projected to have \$6.7 million on March 31, 2024, and the \$50,811.13 will not impact the Reserve Policy guideline to have a balance of 10% of revenues (or \$3.1 million).

## ALTERNATIVES

1. Council may choose not to support the recommendation.

## ATTACHMENTS

- None

## CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

The director has provided the expectations for the municipality as expressed in the RFP. It is unfortunate that a limited number of bids were received, which has become a more regular occurrence when seeking both service and products.

The proposed work of modernizing the MPS, LUB and SUB is critically important to the municipality during this time of growth and to support the growth on the horizon. The existing documents have served the municipality and guided decision making while in effect. Not only are we experiencing challenges in areas where zoning or land use for properties adjacent to each other are being influenced by separate policies that may not align, but we are experiencing significant changes in the manner developers are building residential units. Example: Single family use vs. multi unit larger apartments. Additionally, we are experiencing a shift in demographics that may reflect new perspectives on land use and land regulations by our community.

In closing, this process will help guide the strategic future of the municipality for not only land matters, but other municipal services.

I urge Council to support this much needed review.

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

Report Reviewed by: \_\_\_\_\_  
Carlee Rochon, Director of Financial Services

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



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

**Submitted by:** \_\_\_\_\_

Sara Poirier, Director of Planning and Development

**Date:** 2023-11-14

**Subject:** Surplus Lands

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### LEGISLATIVE AUTHORITY

Municipal Government Act, Section 50 (5)(b) allows for the sale of land at market value when property not needed.

Municipal Government Act, Section 51 allows for the sale of land at less than market value to non-profit.

\*Note: If market value is above \$10,000 and the Municipality wants to sell below market value, then a Public Hearing is required.

### RECOMMENDATION or DECISION REQUEST

This report is provided for informational purposes only.

### BACKGROUND

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

On October 25, 2023 Council made the motion to:

DIRECT STAFF TO BRING BACK A LIST OF SURPLUS LANDS AND BUILDINGS FOR THE NOVEMBER COMMITTEE OF THE WHOLE MEETING FOR COUNCIL TO REVIEW AND HAVE FURTHER DISCUSSION.

## **DISCUSSION**

On October 26, 2021 Council approved the motion to:

APPROVE THE DIVESTMENT OF 17 MUNICIPALLY OWNED PARKLAND PROPERTIES AS RECOMMENDED IN THE WEST HANTS PARKS AND OPEN SPACES PLAN AND FURTHER THAT THE PROCEEDS OF SALE BE RECORDED IN A CAPITAL RESERVE ACCOUNT AND TO BE DIRECTED TO THE COMMUNITY FOR WHICH THE PROPERTY RESIDED OR THE PROCEEDS CAME FROM.

On August 21, 2023, Council approved the motion to:

THE CHIEF ADMINISTRATIVE OFFICER BE DIRECTED TO SUBMIT AN APPLICATION TO THE PLANNING AND DEVELOPMENT DEPARTMENT TO CONSIDER REZONING LANDS PREVIOUSLY IDENTIFIED AS SURPLUS, PID 45226636, 45045952, 45215290, 45221868, 45222254, 45218658, 45222049, 45236601 AND 45225018 TO PROVIDE OPPORTUNITY FOR RESIDENTIAL DEVELOPMENT.

On September 26, 2023, Council approved the motion to:

THAT THE PROPERTY KNOWN AS PID 45275278 ON MARINERS DRIVE IN HANTSPORT, BE DEEMED AS SURPLUS PROPERTY AND THAT THE PROPERTY BE LISTED FOR SALE AT MARKET VALUE.

The list of 18 Municipally owned properties that were deemed surplus is attached to this report with updated status on the property.

Two of the properties have since been sold. Two other properties are zoned appropriately for residential development.

Within the list, the nine properties that were requested by Council to be rezoned to allow residential development have been identified. Public Information Meetings were held on November 2, 2023 for two of those properties. Public Information Meetings for the remainder of those properties will be held as staff time permits.

The Planning and Development Department are working on an updated overall list of Municipally owned properties and community mapping of those properties. This can be discussed at a future Committee of the Whole meeting.

## **NEXT STEPS**

Staff await further direction following Council discussion.

## **FINANCIAL IMPLICATIONS**

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

## **ALTERNATIVES**

None.

## **ATTACHMENTS**

Attachment A          List of Municipal Surplus Property (updated November 2023)

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

As noted above the report is for information at this point in time as all data has not been collected and included due to time constraints. As information is finalized including mapping it will be shared with Council.

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

Report Reviewed by: \_\_\_\_\_  
Chris Burns, Development Officer

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

## Attachment A

### Municipally Owned Surplus Land

Updated November 7, 2023

**Green** = Sold or zoned for as-of-right development.

**Yellow** = Rezoning process initiated by Council.

**Red** = Residential uses not permitted and no rezoning application received from Council.

| PID      | Road Frontage                     | Date Received | LUB/MPS    | Designation                          | Zone            | Status                                                                                                       |
|----------|-----------------------------------|---------------|------------|--------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------|
| 45226636 | Halewood Drive Lot, Falmouth      | 1990          | West Hants | Falmouth Growth Centre / Residential | Open Space (OS) | Council applied to rezone to allow residential development; Public Information Meeting held November 2, 2023 |
| 45196268 | Falmouth Dyke Rd Parcel, Falmouth | 1978          | West Hants | Falmouth Growth Centre / Residential | Open Space (OS) |                                                                                                              |
| 45062676 | Falmouth Back Road, Falmouth      | 1979          | West Hants | Falmouth Growth Centre / Residential | Open Space (OS) |                                                                                                              |

|          |                                |      |            |                 |                               |                                                                                    |
|----------|--------------------------------|------|------------|-----------------|-------------------------------|------------------------------------------------------------------------------------|
| 45045952 | Riverview Road,<br>Hantsport   | 1984 | Hantsport  | Open Space (P)  | Conservation Open Space (COS) | Council applied to rezone to allow residential development. PIM not scheduled yet. |
| 45391554 | Mariners Drive,<br>Hantsport   | 2012 | Hantsport  | Residential (R) | Multiple Residential (R-3)    | Sold June 2023.                                                                    |
| 45275278 | Mariners Drive,<br>Hantsport   | 2016 | Hantsport  | Residential (R) | Multiple Residential (R-3)    | Residential uses permitted as-of-right.                                            |
| 45387768 | McCully Crescent,<br>Hantsport | 2011 | Hantsport  | Residential (R) | Multiple Residential (R-3)    | Sold August 2022.                                                                  |
| 45061181 | Robert Drive,<br>Ardoise       | 1980 | West Hants | Hamlet (H)      | Open Space (OS)               |                                                                                    |



|          |                                 |      |            |                  |                       |                                                                                                               |
|----------|---------------------------------|------|------------|------------------|-----------------------|---------------------------------------------------------------------------------------------------------------|
| 45063146 | Cove Road Extension, Bramber    | 1980 | West Hants | Resource (R)     | Open Space (OS)       |                                                                                                               |
| 45182912 | Birchwood Trail, Cheverie       | 1980 | West Hants | Resource (R)     | Open Space (OS)       |                                                                                                               |
| 45225018 | Saubren Lane, Cheverie          | 1990 | West Hants | Resource (R)     | Open Space (OS)       | Council applied to rezone to allow residential development. PIM not scheduled yet.                            |
| 45233517 | Kempt Forest Drive, Kempt Shore | 1992 | West Hants | Resource (R)     | General Resource (GR) | The General Resource (GR) zone allows the development of single, two-unit and seasonal dwellings as-of-right. |
| 45236601 | Millard Court, Union Corner     | 1993 | West Hants | Agriculture (AG) | Open Space (OS)       | Council applied to rezone to allow residential development. PIM not scheduled yet.                            |

|          |                                      |      |            |              |                 |                                                                                                              |
|----------|--------------------------------------|------|------------|--------------|-----------------|--------------------------------------------------------------------------------------------------------------|
| 45215290 | Riverview Drive,<br>Brooklyn         | 1989 | West Hants | Village (V)  | Open Space (OS) | Council applied to rezone to allow residential development; Public Information Meeting held November 2, 2023 |
| 45221868 | Middle Lake North Road,<br>Vaughan   | 1990 | West Hants | Resource (R) | Open Space (OS) | Council applied to rezone to allow residential development. PIM not scheduled yet.                           |
| 45222049 | Middle Lake South Road,<br>Vaughan   | 1990 | West Hants | Resource (R) | Open Space (OS) | Council applied to rezone to allow residential development. PIM not scheduled yet.                           |
| 45222254 | Middle Lake South Road,<br>Vaughan   | 1990 | West Hants | Resource (R) | Open Space (OS) | Council applied to rezone to allow residential development. PIM not scheduled yet.                           |
| 45218658 | Armstrong Lake East Road,<br>Vaughan | 1989 | West Hants | Resource (R) | Open Space (OS) | Council applied to rezone to allow residential development. PIM not scheduled yet.                           |



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** Committee of the Whole

**Submitted by:** \_\_\_\_\_  
Deanna Snair, Municipal Clerk

**Date:** November 8, 2023

**Subject:** Video Surveillance Policy

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### 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 APPROVES THE VIDEO SURVEILLANCE POLICY RCOFN-013.00 IN A MANNER SUBSTANTIVELY THE SAME AS THE DRAFT SET OUT IN ATTACHMENT A OF THE REPORT TO COMMITTEE OF THE WHOLE DATED NOVEMBER 8<sup>TH</sup> 2023.**

### BACKGROUND

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

This policy stems from the direction provided during the 2023-24 Budget deliberations. As a response to increased criminal activity in the communities of West Hants, staff were directed to explore expanding the current surveillance network within the region, focusing on entry and exit points and in consultation with the RCMP.

## **DISCUSSION**

Public bodies and municipalities in Nova Scotia are responsible for ensuring the safety of individuals and the security of the equipment and property within the scope of the services they provide.

While video surveillance may help to increase the safety of individuals and the security of assets, it also introduces risks to the privacy of individuals whose personal information may be collected, used and disclosed as a result of the technology. The risk to privacy is particularly acute because video surveillance may, and often does, capture the personal information of law-abiding individuals going about their everyday activities. In view of the broad scope of personal information collected, special care must be taken when considering whether and how to use this technology.

The Guidelines for the Use of Video Surveillance in Nova Scotia, set out by the FOIPOP Office, require a video surveillance policy be in place. The policy will ensure that bodies communicate the exact purposes and all of the rules regarding the collection, use, disclosure of personal information via video surveillance and the security of your video surveillance system.

A video surveillance policy should include the following sections:

1. Purpose
2. Collection
3. Notification
4. Use
5. Disclosure
6. Security
7. Retention
8. Access to Information Requests
9. Contact Information

During the process staff became aware the Municipality has no Video Surveillance Policy in place. A policy was developed for the former Town of Windsor; however, it was never ratified.

Under the Freedom of Information and Protection of Privacy (FOIPOP), Institutions governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) have statutory obligations imposed under Part II of the Act that governs the collection, use and disclosure of personal information. Therefore, where municipal institutions adopt the use of video surveillance cameras, the institutions have a duty to balance the security benefits derived from the use of video surveillance with the privacy rights of an individual to be free of unlawful collection, use and disclosure of their personal information.

## **NEXT STEPS**

Upon approval by Council, this new policy would be applicable for all video surveillance owned and operated by the Municipality.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications arising from this report. However, implementation of this policy may require the replacement of some existing security video surveillance cameras and recorders with updated video surveillance technology, in addition to adding new surveillance to expand the network.

### **ALTERNATIVES**

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

### **ATTACHMENTS**

***RCOFN-013.00 – Video Surveillance Policy (Draft)***

### **CHIEF ADMINISTRATIVE OFFICER REVIEW**

The policy is not only a progressive step to support the current use on surveillance cameras but a mandatory step towards compliance with the FOIPOP Office.

I support the recommendation and policy.

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

(Name and Title)

Report Prepared

& Reviewed by: \_\_\_\_\_

(Name and Title)

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



Mark Phillips, Chief Administrative Officer



The West Hants Regional Municipality recognizes the balance between an individual's privacy and the need to protect the safety and security of the public. In respecting this balance, the Municipality is committed to integrating security best practices with the responsible use of technology. The information that is obtained through the use of video surveillance will be used for security and law enforcement purposes. The Municipality ensures that the information captured on video surveillance is maintained as private, confidential, and secure, except in situations outlined by this policy.

## 1. PURPOSE

The purpose of this policy is to regulate the use of security cameras within the Municipality to address ongoing problems/challenges with undesirable and/or unlawful activities to enhance protection and increase security of the residents and visitors, employees or benefit these parties through the deterrence and detection of criminal activity including but not limited to theft, vandalism, property damage, illegal drug possession, trafficking and/or bomb threats. This policy applies to all streets and properties within the Municipality in the use of security camera monitoring and recording. The Municipality will develop a Video Surveillance System Policy that complies with the Freedom of Information and Protection of Privacy Act.

## 2. DEFINITIONS

| Term                                | Definition                                                                                                                                                                                                                                               |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Access &amp; Privacy Officer</b> | The responsible officer under Part XX of the Municipal Government Act, S.N.S. 1998, c. 18, or his or her delegate.                                                                                                                                       |
| <b>Archive</b>                      | The process of moving data that is no longer actively used to a separate storage device for long-term retention.                                                                                                                                         |
| <b>Authorized Personnel</b>         | Personnel authorized by the Chief Administrative Officer to operate surveillance equipment and access live or recorded material.                                                                                                                         |
| <b>CCTV</b>                         | means Closed Circuit TV, referring to the self-contained Video Surveillance System described in this Policy.                                                                                                                                             |
| <b>Chief Administrative Officer</b> | The Chief Administrative Officer of the West Hants Regional Municipality                                                                                                                                                                                 |
| <b>Consistent purpose</b>           | Means personal information collected by the Municipality used for the purpose for which it was collected or similar consistent purposes when carrying out Municipal business. The individual to whom the information relates might reasonably expect the |



|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | use/disclosure of their personal information for those consistent purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Control of Record</b>                    | Means the keeping, care, watch, preservation or security of a record for a legitimate business purpose. While physical possession of a record may not always constitute custody, it is the best evidence of custody.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Destruction</b>                          | Is the physical or electronic disposal of records or data by means of disposing, recycling, deletion or overwriting. This also includes the destruction of records or data residing on computers and electronic devices supplied or paid for by the Municipality.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Digital Video Recording Equipment</b>    | Means any type of video recording and reception equipment used as part of the video surveillance system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Freedom of Information process</b>       | Means a formal process for access to records made under the Freedom of Information and Protection of Privacy Act (FOIPOP).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Information and Privacy Commissioner</b> | Means the Office of the Information and Privacy Commissioner of Nova Scotia (OIPC). The OIPC hears appeals of decisions made by the public body, issues binding orders, conducts privacy investigations and has certain powers relating to the protection of personal privacy as set out in the Freedom of Information and Protection of Privacy Act (FOIPOP).                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Personal Information</b>                 | Means recorded information about an identifiable individual including the individual's name, address or telephone number, the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations, the individual's age, sex, sexual orientation, marital status or family status, an identifying number, symbol or other particular assigned to the individual, the individual's fingerprints, blood type or inheritable characteristics, information about the individual's health-care history, including a physical or mental disability, information about the individual's educational, financial, criminal or employment history, anyone else's opinions about the individual, and the individual's personal views or opinions, except if they are about someone else. |
| <b>Privacy Impact Assessment (PIA)</b>      | The process applied to any public body for the purpose of determining the level of protection and security afforded to personal information that is collected, used or disclosed in a new modified information system. The security of information refers to the technical, physical and procedural measures taken to protect                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                  |                                                                                                                                                                                                                                                                                            |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  | personal information from the time it is collected until a public body disposes of it.                                                                                                                                                                                                     |
| <b>Personal Breach</b>           | Means an incident involving unauthorized disclosure of personal information, including it being stolen, lost or accessed by unauthorized persons.                                                                                                                                          |
| <b>Record</b>                    | Means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and included documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films; includes transitional records. |
| <b>Retention Period</b>          | Is the period of time during which a specific record series must be kept before records in that records series may be disposed of.                                                                                                                                                         |
| <b>Service Provider</b>          | Means a video service provider, consultant or other contractor engaged by the Municipality in respect to video surveillance system.                                                                                                                                                        |
| <b>Video Surveillance System</b> | Means a video, physical or other mechanical, electronic, digital or wireless surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in public spaces or within the Municipality operated facilities.                    |

### 3. Policy Statement:

- 3.1** Subject to this Policy, the Chief Administrative Officer has the sole authority to oversee and coordinate the use of any Video Surveillance System on Municipal Property.
- 3.2** The Municipality recognizes the need to balance an individual's right to protection of privacy against the Municipality's duty to promote a safe environment for all citizens, and to protect municipal property.
- 3.3** The Municipality shall only use a Video Surveillance System for the following purposes:
- to record unlawful acts and breaches of Municipality security;
  - to ensure public health and safety;
  - to prevent or deter unlawful acts and breaches of Municipality security; and
  - to aid law enforcement investigations.

- 
- 3.4** Any Video Surveillance System implemented under this Policy will be designed and operated in a manner that minimizes privacy intrusion and that is reasonably necessary to achieve the lawful goals of the Municipality.
- 3.5** Personal Information obtained by the Municipality through its Video Surveillance System will be used for security, health and safety and law enforcement purposes only.
- 3.6** All Personal Information obtained through the Video Surveillance System is confidential and will only be viewed or released as per Sections 6.6 & 6.7 of this Policy.
- 3.7** Authorized Personnel involved in the use of the Video Surveillance System will be appropriately trained and supervised in the responsible use of the Video Surveillance System and Freedom of Information and Protection of Privacy legislation.
- 3.8** All existing uses of a Video Surveillance System will be brought into compliance with this Policy within twelve months of the approval of this Policy.

#### **4. Responsibilities**

**4.1** Municipal Council is responsible for:

- Approval of this Policy and any subsequent amendments.

**4.2. Chief Administrative Officer is responsible for:**

- Overseeing and coordinating the use of any Video Surveillance System on Municipality Property.
- Overseeing consistent adherence to this Policy.
- The approval of the installation of Surveillance Equipment, including video cameras, on all Municipality owned and leased properties.
- Monitoring the effectiveness of the Policy and recommending changes to the Policy where considered appropriate.

**4.3. Authorized Personnel are responsible for:**

- Establishing and maintaining an internal reporting network relating to control mechanisms and advising the Chief Administrative Officer;
- Budgeting for the cost of the Video Surveillance System requirements;
- Ensuring Privacy Impact Assessments are conducted on new surveillance initiatives and on significant upgrades to existing surveillance systems;
- Informing the Chief Administrative Officer of:

- Proposed changes to authorized video surveillance which may affect the security of the Municipality;
- Proposed changes in internal reporting network relating to proposed installation of new Surveillance Equipment that may be affected by this Policy.
- Any new legislation pertaining to the use of video surveillance that must be incorporated into this Policy.
- Reviewing all proposed changes to existing any Video Surveillance System and newly proposed systems to ensure that they meet all the requirements of this Policy.

**5. Employees are responsible for:**

- Reviewing and complying with this Policy in performing their duties and functions related to the operation of a Video Surveillance System;
- Attending training relating to this Policy, where available.

**6. Procedures:**

**6.1. Privacy Risk Assessment:**

The following steps/factors must be considered before a Video Surveillance System is implemented:

**6.1.1** A Privacy Risk Assessment shall be conducted on the effects that a proposed Video Surveillance System may have on personal privacy and the ways in which any adverse or disproportionate effects can be mitigated;

**6.1.2** The use of the Video Surveillance System must be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns;

**6.1.3.** A Video Surveillance System should only be considered after other measures of deterrence or detection have been considered and rejected as not workable;

**6.1.4.** The proposed design and operation of the Video Surveillance System should minimize privacy intrusion.

**6.2. Design and Installation and Acceptable Use of Surveillance Equipment:**

**6.2.1.** Video surveillance currently recorded by the Municipality is stored directly to hard drives. Other methods of recording/storage are acceptable provided requirements of this Policy are met.

**6.2.2.** Given the open and public nature of the Municipality's facilities and the need to provide for the safety and security of the general public and employees who may be present at all hours of the day, a Video Surveillance System may operate any time in a 24-hour period.

**6.2.3.** Reception Equipment such as video cameras may be installed in identified public areas where surveillance is a necessary and viable detection or deterrence activity.

**6.2.4.** Reception Equipment shall not be positioned, internally or externally, to monitor areas outside a building, or to monitor other buildings, unless necessary to protect external assets or to ensure personal safety. Cameras should not be directed to look through the windows of adjacent buildings.

**6.2.5.** Reception Equipment shall not monitor areas where the public and employees have a reasonable expectation of privacy e.g. showers, restrooms, change-rooms. **6.2.6.** Consideration should be given to the use of surveillance being restricted to periods when there is a demonstrably higher likelihood of crime being committed and detected in the area under surveillance, such as when a building is ordinarily not occupied. Only Authorized Personnel shall have access to the Video Surveillance System's controls and to its Reception Equipment.

**6.2.6.** Reception Equipment should be in a controlled access area. Only Authorized Personnel shall have access to the Reception Equipment. Video monitors shall not be located in a position that enables public viewing.

### **6.3. Public Awareness of Cameras**

**6.3.1.** The public/individuals must be notified, using clearly written signs prominently displayed at the entrance to and the perimeters of surveillance areas, so the public has ample warning that surveillance is or may be in operation before entering any area under surveillance.

**6.3.2.** The notification signs must inform individuals of the legal authority for the collection of Personal Information; the principal purpose(s) for which the Personal Information is intended to be used; and the title, business address, and telephone number of the individual who can answer questions about the collection. (Notices should conform with the example in Schedule 2)

**6.3.3.** In addition, the notice may also be provided via the Municipality's Website but will not be a substitute for signage in the areas captured by cameras.

#### **6.4. Request to View Live or Recorded Information**

**6.4.1.** Only Authorized Personnel are permitted to operate Surveillance Equipment and access live or recorded material. However, in exceptional circumstances, the Chief Administrative Officer may designate other individuals to operate Surveillance Equipment and access live or recorded material on behalf of the Municipality.

**6.4.2.** Notwithstanding section 6.4.1, all requests by Municipality staff or law enforcement agencies to view live or recorded information must be made to and are subject to the approval of the Chief Administrative Officer. Where the permission is granted to view live or recorded information, that information must be viewed in the presence of Authorized Personnel.

**6.4.3.** All other requests to view recorded information must be made as a FOIPOP application to the Clerk or a production order under the Criminal Code.

**6.4.4.** The Municipality may, on its own initiative, in connection with reporting a suspected breach of any law, statute or ordinance disclose recordings to an applicable law enforcement agency, with the approval of the Chief Administrative Officer.

**6.4.5.** Access may be provided to live or recorded content from the Video Surveillance System in the event of an imminent or significant risk of harm to any individual, provided that such access would reasonably be expected to reduce, mitigate or investigate the risk of harm.

#### **6.5. Request to View Live or Recorded Information**

**6.5.1.** Only Authorized Personnel are permitted to operate Surveillance Equipment and access live or recorded material. However, in exceptional circumstances, the Chief Administrative Officer may designate other individuals to operate Surveillance Equipment and access live or recorded material on behalf of the Municipality.

**6.5.2.** Notwithstanding section 6.5.1, all requests by Municipality staff or law enforcement agencies to view live or recorded information must be made to and are subject to the approval of the Chief Administrative Officer. Where the permission is granted to view live or recorded information, that information must be viewed in the presence of Authorized Personnel.

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**6.5.4.** The Municipality may, on its own initiative, in connection with reporting a suspected breach of any law, statute or ordinance disclose recordings to an applicable law enforcement agency, with the approval of the Chief Administrative Officer.

**6.5.5.** Access may be provided to live or recorded content from the Video Surveillance System in the event of an imminent or significant risk of harm to any individual, provided that such access would reasonably be expected to reduce, mitigate or investigate the risk of harm.

**6.6 Personal Access to Information Request Process:**

**6.6.1.** The Municipality recognizes that an individual whose Personal Information has been collected by a Video Surveillance System has a right to access his or her Personal Information under FOIPOP.

**6.6.2.** All inquiries related to or requests for video surveillance Records shall be directed to the Clerk. A person requesting access shall follow the procedure for obtaining access as per Section 6 of FOIPOP or Section 466 of the MGA. Processing of the request will be in accordance with the provisions of FOIPOP and the MGA and take into consideration the protection of the privacy of third parties.

**6.6.3.** If the access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete the Municipality's Request Form and forward it to the Clerk.

**6.7 Custody, Control, of Video Records/Recordings**

**6.7.1.** The Municipality retains custody and control of all original video surveillance Records. Video Records are subject to the access and privacy requirements of FOIPOP and the MGA, which includes but is not limited to the prohibition of all Municipal Staff from access or use of information from the Video Surveillance System, its components, files, or data base for personal reasons.

**6.7.2.** Short retention periods minimize risk of improper use and disclosure. The Municipality's video recorders continually record for a period of up to 30 days depending on the recording device and technology before recording over data.

**6.7.3.** A Record of an incident will only be retained on an external storage device where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes. Such Record shall be copied from the hard drive onto an external storage device that cannot be over written and stored securely in a locked receptacle located in a controlled access area.



**6.7.4.** All storage devices that are not in use shall be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used shall be numbered and dated.

**6.7.5.** Access to storage devices shall only be by Authorized Personnel.

**6.7.6.** A logbook will be kept with regard to the use of each external storage device. The Authorized Personnel will take control of the external storage device in question and secure it in a sealed envelope with the time and date of the seizure and initials of the Authorized Personnel on the seal of the envelope.

**6.7.7** A logbook shall be kept by Authorized Personnel with regards to the use of Surveillance Equipment. The logbook shall reflect all instances where:

**6.7.7.1.** Authorized Personnel or person designated under Section 6.6.1 views a recording;

**6.7.7.2.** A request is made to view a video Record/recording;

**6.7.7.3.** The Chief Administrative Officer denies a request to view a video Record/recording and the reasons for the denial;

**6.7.7.4.** The Chief Administrative Officer permits an individual to view a recording (this will include the reasons the request was granted, who viewed the recording, when, and identify the Authorized Personnel who was present during the viewing);

**6.7.7.5.** A request for Release of Record to Law Enforcement Agency (Schedule 1); and

**6.7.7.6.** The Chief Administrative Officer releases a Record to a Law Enforcement Agency.

**6.7.8.** Personal Information stored on an external storage device used for law enforcement, safety, or security investigation or for evidentiary purposes shall be retained for one year after its use.

**6.7.9.** Video Records requested by the RCMP for investigation purposes must be accompanied by a warrant or production order and shall be copied on an external storage device and kept secure by the Authorized Personnel until it is retrieved by the RCMP. Following the investigation and any corresponding legal action the RCMP shall be required to destroy the video record.

## **6.8 Unauthorized/Inadvertent Disclosure**

**6.8.1.** A person who becomes aware of any unauthorized or inadvertent disclosure of a video Record in contravention of this Policy should immediately notify the Chief Administrative Officer.

**6.8.2.** After this disclosure is reported the Chief Administrative Officer shall confirm the existence of the disclosure.

**6.8.3.** Upon confirmation of the existence of the disclosure, the Chief Administrative Officer will make reasonable efforts to mitigate the extent of the disclosure, take all reasonable actions to recover the video record, review the adequacy of privacy protection with the existing Policy, and, where required, notify the affected parties whose personal information was inappropriately disclosed.

**6.8.4.** Intentional unauthorized disclosure, or disclosure caused by negligence, by employees of the Municipality may result in disciplinary action up to and including dismissal. Intentional unauthorized disclosure, or disclosure caused by negligence, by service providers to the Municipality, may result in termination of their contract.

#### **6.9 Retention and Disposal of Video surveillance record:**

**6.9.1.** The Municipality's Video Surveillance System(s) continually record for a period of up to thirty (30) days depending on the recording device and technology, before recording over data. Video records shall not be retained on an external storage device unless in accordance with Section 6.7.3.

**6.9.2.** A Record retained on an external storage device in accordance with Section 6.7.3 shall be retained for a period of one (1) year.

**6.9.3.** The Municipality will take all reasonable efforts to ensure the security of Records in its control/custody and ensure their safe and secure disposal.

**6.9.3.1.** Storage devices must be securely disposed of by shredding, burning or magnetically erasing the information.

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)

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

## Schedule 1

### Release of Record to Law Enforcement Agency (Under Section 27(m) of the Freedom of Information and Protection of Privacy Act)

To: West Hants Regional Municipality

I, \_\_\_\_\_, of the \_\_\_\_\_  
Print Name of Officer Print Name of Police Force Request a copy of the following  
record(s):

Date:

Time Period: \_\_\_\_\_ to \_\_\_\_\_

Municipal Facility:

To aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result as duly noted on the attached warrant/production order. I confirm that the record will be destroyed by the RCMP after use by the agency.



**WEST HANTS REGIONAL MUNICIPALITY  
VIDEO SURVEILLANCE POLICY**

**RCOFN-014.00**

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Signature of Officer

Badge #

Date

Return completed original forms to the Clerk at the West Hants Regional Municipality, 76 Morison Drive POBox 3000, Windsor, N.S. B0N 2T0

I \_\_\_\_\_ consent to; OR ☐ refuse; this release of record.

Chief Administrative Officer

Signature \_\_\_\_\_

Personal information is collected under the authority of the Municipal Government Act for the purpose of creating a record relating to the release of video surveillance record to a law enforcement agency. Questions about the collection of personal information may be addressed to the Chief Administrative Officer of the West Hants Regional Municipality, 76 Morison Drive PO Box 3000, Windsor, N.S. B0N 2T0

**West Hants Regional Municipality**  
**November 14, 2023**  
**Chief Administrative Officer Report**



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

**Governance**

- Meetings and Events
  - COTW – October 10
  - Council – October 24 and 25
  - WHRM Staff Appreciation Night – November 3

**Administration**

- Meetings and Events
  - Nova Scotia Association of Municipal Administrators Conference, Digby – October 17 to 20
  - CUPE Labour Management Meeting – October 30
  - VCFN Meeting – November 2
  - West Hants Mobility / Cellular Meeting with Bell – November 6
  - Nova Scotia Federation of Municipalities Conference – November 7 to 10
  - Zwicker Lake Group Judicial Review Hearing – November 3
- Cellular for Nova Scotia Program - The Province is taking action to make sure all Nova Scotians have access to cellular service, no matter where they live or travel. On October 26, 2023, the Province announced it is investing \$47.3 million to start the new Cellular for Nova Scotia Program to expand telecommunications infrastructure and communications networks throughout the province. Build Nova Scotia has been charged by the Province to plan, design, and manage the implementation of expanded cellular coverage throughout the province. In addition to this announcement I have been fortunate to have the opportunity to speak directly with Bell Mobility representatives through a former Bell Executive now living in our region, regarding the program and the specific needs of WHRM. The announcement and these discussions are very encouraging.
- Municipal Complex RFP – Staff continue to draft and prepare the RFP for the Municipality Complex review. Operational priorities and demands have not allowed this RFP to be issued as anticipated.

## **Finance**

- Meetings and Events
  - Flash Flood - Disaster Financial Assistance (DFA) and Insurance Related Meetings
  - Audit Committee – October 16
- WHRMFS23-01 General Insurance and Risk Management Services – The following RFP has been issued:
  - West Hants Regional Municipality (West Hants) is seeking proposals for General Insurance & Risk Management Services for the Municipality and the local Fire Departments located within its boundaries beginning April 1, 2024. The Request for Proposals documents can be accessed by visiting the Nova Scotia Procurement website. Closing date for submitting proposals is December 14, 2023 by 2:00 p.m.

## **Community Development**

- Meetings and Events
  - Operational Meetings regarding Sports Complex, Trails, Parks and Open Spaces, Economic Development, Capital Projects and Community Events
  - Beautification Strategy Draft Review – October 23

## **Planning and Development**

- Meetings and Events
  - PAC /HAC Meetings – October 12
  - Pre-Development Meeting with Marchand Homes – October 25
  - Public Information Meeting – November 2
- SWITCH West Hants (PACE Program) – the PACE program has been released and applications are now being received and processed. Details can be found at the following dedicated website: <https://switchpace.org/homeowners/switch-west-hants/> WHRM residents interested in the program should reach out to talk to our team at 902-334-4100 or send an email to: [contractors@switchpace.org](mailto:contractors@switchpace.org)

## **Economic Development**

- Meetings and Events
  - VREN Liaison and Oversight Committee – November 1

## **Public Works and Infrastructure**

- Meetings and Events
- Windsor / CBCL Storm Water Management Plan – We anticipate receiving a draft of the final plan on November 10<sup>th</sup>. Once signed off on by WHRM staff the report will be shared and released. Due to timing a presentation of the report is anticipated at the

December 5<sup>th</sup> COTW meeting for Council and the viewing public. It is further anticipated the study and update will be shared at the up-and-coming storm water management session in Windsor. The isolated review for the Tremain Crescent area remains under review and will be forwarded when completed.

### **Protective Services**

- Meetings and Events
  - Police Advisory Board (PAB) – October 23
  - RCMP Mobile Command Demonstration – October 25
  - Fire Chiefs Meeting – October 26

Sincerely,

*Mark Phillips*

Mark Phillips  
Chief Administrative Officer  
West Hants Regional Municipality



**2023-24 WEST HANTS REGIONAL OPERATING BUDGET UPDATE  
SIXTH MONTH ENDING SEPTEMBER 30, 2023**

| REVENUE                                                    | 2023-24<br>BUDGET    | % OF THE<br>BUDGET | FORECAST<br>MARCH 31, 2024 | VARIANCE %<br>(BASED ON<br>FORECAST) | VARIANCE<br>(BASED ON<br>FORECAST) | ACTUALS<br>SEPTEMBER<br>30, 2023 | VARIANCE %<br>(BASED ON<br>ACTUALS) |
|------------------------------------------------------------|----------------------|--------------------|----------------------------|--------------------------------------|------------------------------------|----------------------------------|-------------------------------------|
| <b>TAXES</b>                                               | \$ 21,913,069        | 70%                | \$ 21,603,036              | -1.4%                                | \$ (310,033)                       | \$ 21,603,036                    | 1.4%                                |
| <b>SEWER</b>                                               | \$ 2,419,383         | 8%                 | \$ 2,251,462               | -6.9%                                | \$ (167,921)                       | \$ 1,125,731                     | 53.5%                               |
| <b>BUSINESS PROPERTY / DEED TRANSFER TAX</b>               | \$ 2,420,477         | 8%                 | \$ 2,439,677               | 0.8%                                 | \$ 19,200                          | \$ 1,290,508                     | 46.7%                               |
| <b>GRANTS</b>                                              | \$ 91,600            | 0%                 | \$ 91,600                  | 0.0%                                 | \$ -                               | \$ 102                           | 100.0%                              |
| <b>SERVICES PROVIDED TO OTHER GOVERNMENTS <sup>1</sup></b> | \$ 1,159,282         | 4%                 | \$ 1,167,778               | 0.7%                                 | \$ 8,496                           | \$ 411,774                       | 64.5%                               |
| <b>SALES OF SERVICES</b>                                   | \$ 1,014,521         | 3%                 | \$ 901,651                 | -11.1%                               | \$ (112,870)                       | \$ 450,917                       | 55.6%                               |
| <b>OTHER REVENUE <sup>2</sup></b>                          | \$ 666,961           | 2%                 | \$ 1,166,066               | 74.8%                                | \$ 499,105                         | \$ 517,572                       | 22.4%                               |
| <b>UNCONDITIONAL TRANSFERS</b>                             | \$ 1,230,201         | 4%                 | \$ 1,230,201               | 0.0%                                 | \$ -                               | \$ 379,839                       | 69.1%                               |
| <b>TRANSFERS FROM FED OR PROV GOVT.</b>                    | \$ 15,000            | 0%                 | \$ 18,094                  | 20.6%                                | \$ 3,094                           | \$ 18,094                        | -20.6%                              |
| <b>TRANSFERS FROM OTHER LOCAL GOVERNMENTS</b>              | \$ 230,789           | 1%                 | \$ 228,254                 | -1.1%                                | \$ (2,535)                         | \$ 159,115                       | 31.1%                               |
| <b>TOTAL</b>                                               | <b>\$ 31,161,283</b> | <b>100%</b>        | <b>\$ 31,097,819</b>       | <b>-0.2%</b>                         | <b>\$ (63,464)</b>                 | <b>\$ 25,956,688</b>             | <b>16.7%</b>                        |
| <b>EXPENSES</b>                                            |                      |                    |                            |                                      |                                    |                                  |                                     |
| <b>GENERAL GOVERNMENT SERVICES <sup>3</sup></b>            | \$ 3,576,930         | 11%                | \$ 3,904,658               | 9.2%                                 | \$ 327,728                         | \$ 2,021,483                     | 43.5%                               |
| <b>PROTECTIVE SERVICES <sup>4</sup></b>                    | \$ 9,206,807         | 30%                | \$ 9,485,355               | 3.0%                                 | \$ 278,548                         | \$ 3,195,758                     | 65.3%                               |
| <b>TRANSPORTATION</b>                                      | \$ 1,659,302         | 5%                 | \$ 1,644,292               | -0.9%                                | \$ (15,010)                        | \$ 712,146                       | 57.1%                               |
| <b>ENVIRONMENTAL HEALTH SERVICES <sup>5</sup></b>          | \$ 3,589,052         | 12%                | \$ 3,889,217               | 8.4%                                 | \$ 300,165                         | \$ 1,529,340                     | 57.4%                               |
| <b>PUBLIC HEALTH SERVICES <sup>6</sup></b>                 | \$ 298,345           | 1%                 | \$ 292,687                 | -1.9%                                | \$ (5,658)                         | \$ 209,342                       | 29.8%                               |
| <b>PLANNING</b>                                            | \$ 1,111,360         | 4%                 | \$ 1,107,856               | -0.3%                                | \$ (3,504)                         | \$ 555,251                       | 50.0%                               |
| <b>RECREATION</b>                                          | \$ 3,054,574         | 10%                | \$ 2,981,177               | -2.4%                                | \$ (73,397)                        | \$ 1,559,253                     | 49.0%                               |
| <b>EDUCATION</b>                                           | \$ 5,000,882         | 16%                | \$ 5,028,292               | 0.5%                                 | \$ 27,410                          | \$ 1,560,848                     | 68.8%                               |
| <b>PRINCIPAL INSTALLMENTS</b>                              | \$ 2,207,653         | 7%                 | \$ 2,207,653               | 0.0%                                 | \$ -                               | \$ 736,966                       | 66.6%                               |
| <b>NET TRANSFERS</b>                                       | \$ 1,456,378         | 5%                 | \$ 1,441,378               | -1.0%                                | \$ (15,000)                        | \$ -                             | 100.0%                              |
| <b>TOTAL</b>                                               | <b>\$ 31,161,283</b> | <b>100%</b>        | <b>\$ 31,982,565</b>       | <b>2.6%</b>                          | <b>\$ 821,282</b>                  | <b>\$ 12,080,387</b>             | <b>61.2%</b>                        |
| <b>SURPLUS / DEFICIT</b>                                   | <b>\$ -</b>          |                    | <b>\$ (884,746)</b>        |                                      |                                    | <b>\$ 13,876,301</b>             |                                     |
| <b>TOTAL SURPLUS (DEFICIT) OVER THE</b>                    |                      |                    | <b>\$ (884,746)</b>        |                                      |                                    |                                  |                                     |

Please note that if revenue and expenditures were incurred evenly over the year approximately 50% 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 \$884,746, of which \$704,406 is related to the budgeting error communicated at the September 26, 2023 Council meeting. It was also communicated potential sources of mitigation of this error. It 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.

**Keynotes:**

**Revenue:**

- Current Deed Transfer Tax actual is at \$860 thousand at September 30, 2023, which is 43% of budget.
- Sale of services is projecting lower due to recreation revenue, up to \$124,405 can be mitigated through safe restart funding.
- Sewer revenues continue to project lower following the second quarter.
- 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, Council Chamber furniture, and Dial-A-Ride.
- Enviromental health services is projecting higher due to increase associated to sewer depreciations, increases tipping charges following the flood.
- Education is projecting higher by \$27,140, Regional Library is also higher by \$7,710

**LEGEND:**

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

Table 2:

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

|                                            |                     |
|--------------------------------------------|---------------------|
| <b>Original Fundraising Goal</b>           | <b>\$2,000,000</b>  |
| 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               | \$ -                |
| Sponsorship to September 30, 2023          | \$ -                |
| Adversiting to September 30, 2023          | \$ -                |
| <b>Remaining to Reach Fundraising Goal</b> | <b>\$ 1,831,689</b> |

**WEST HANTS REGIONAL MUNICIPALITY  
2023-24 YEAR CAPITAL BUDGET PLAN  
PROJECT SUMMARY INFORMATION - AS OF SEPTEMBER 30, 2023**

| NOTES | GENERAL/COMMUNITY DEVELOPMENT                                                                                         | PREVIOUS<br>YEARS'<br>APPROVED<br>BUDGET | 2023-24<br>APPROVED<br>CAPITAL BUDGET | APPROVED<br>FUNDING<br>SOURCE (\$) | APPROVED FUNDING SOURCE | GRANT<br>FUNDING | EXTERNAL<br>FUNDING<br>SOURCE | STATUS | APPROVED<br>TENDER AMOUNT<br>(if applicable) | PREVIOUS<br>YEARS' ACTUAL<br>(if applicable) | ACTUAL<br>SEPTEMBER 30,<br>2023 | PROJECT<br>TOTAL TO DATE |
|-------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------|------------------------------------|-------------------------|------------------|-------------------------------|--------|----------------------------------------------|----------------------------------------------|---------------------------------|--------------------------|
| 20.   | Fibre Network Extension to HFD Station                                                                                |                                          | \$ 30,000                             | \$ 30,000                          | Operating Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Phase 3 - Fibre Camera System                                                                                         |                                          | \$ 30,000                             | \$ 30,000                          | Operating Reserve       |                  |                               |        | \$ 34,307                                    |                                              | \$ 1,920                        | \$ 1,920                 |
|       | Surveillance Upgrades                                                                                                 |                                          | \$ 16,000                             | \$ 16,000                          | Operating Reserve       |                  |                               |        |                                              |                                              | \$ 13,024                       | \$ 13,024                |
|       | Public Wi-Fi Access Points (3)                                                                                        |                                          | \$ 15,000                             | \$ 15,000                          | Operating Reserve       |                  |                               |        |                                              |                                              | \$ 16,214                       | \$ 16,214                |
|       | Windsor Waterfront Camera Upgrade                                                                                     |                                          | \$ 6,000                              | \$ 6,000                           | Operating Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Ice Resurfacer                                                                                                        |                                          | \$ 170,000                            | \$ 170,000                         | CCBF                    |                  |                               |        | \$ 158,703                                   |                                              | \$ -                            | \$ -                     |
|       | Sports Complex Upgrades                                                                                               |                                          | \$ 150,000                            | \$ 100,000                         | CCBF                    |                  |                               |        |                                              |                                              | \$ 36,958                       | \$ 36,958                |
|       |                                                                                                                       |                                          |                                       | \$ 50,000                          | Carryover Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Exterior LED Sign                                                                                                     |                                          | \$ 70,000                             | \$ 70,000                          | CCBF                    |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Acoustics                                                                                                             |                                          | \$ 52,000                             | \$ 52,000                          | CCBF                    |                  |                               |        |                                              |                                              | \$ 54,341                       | \$ 54,341                |
|       | Streetscaping Exterior Betterments                                                                                    |                                          | \$ 25,000                             | \$ 25,000                          | Operating Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       |                                                                                                                       |                                          |                                       | \$ 25,000                          | Grant                   | X                | B&S Program                   |        |                                              |                                              |                                 |                          |
| 1.    | Old Parish Cemetery - North & South End Stone Wall Restoration                                                        |                                          | \$ 246,646                            | \$ 246,646                         | CCBF                    |                  |                               |        | \$ 269,068                                   |                                              | \$ 84,788                       | \$ 84,788                |
|       | Old Parish Cemetery - Headstone Repairs (2023)                                                                        |                                          | \$ 10,000                             | \$ 10,000                          | Operating Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Recreation Property - Active Transportation & Community Trail Opportunities - Bridge, Culvert & Trail Upgrades (2023) |                                          | \$ 200,000                            | \$ 200,000                         | Grant                   | X                | SSGF                          |        | \$ 68,279                                    |                                              | \$ 12,911                       | \$ 12,911                |
|       | Community Beautification Products - Highway Signs (deferred from 2022-23) & Seasonal Community Decorations (2023)     |                                          | \$ 100,000                            | \$ 85,000                          | Carryover Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       |                                                                                                                       |                                          |                                       | \$ 7,500                           | Grant                   |                  |                               |        |                                              |                                              |                                 |                          |
|       |                                                                                                                       |                                          |                                       | \$ 7,500                           | Operating Reserve       |                  |                               |        |                                              |                                              |                                 |                          |
|       | Windsor Community Centre - Electronic Sign & Heat Pump System (2023)                                                  |                                          | \$ 95,000                             | \$ 95,000                          | CCBF                    |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Tremain Crescent Ballfield - New Poles, Netting & Fencing (2023)                                                      |                                          | \$ 68,000                             | \$ 68,000                          | CCBF                    |                  |                               |        |                                              |                                              | \$ 34,890                       | \$ 34,890                |
| 5.    | P&G Truck - 1/2 Ton Truck (2023)                                                                                      |                                          | \$ 65,000                             | \$ 65,000                          | Vehicle Reserve         |                  |                               |        | \$ 70,338                                    |                                              | \$ 70,359                       | \$ 70,359                |
|       | Plans & Strategies - Community Beautification Plan (2023) (deferred from 2022)                                        |                                          | \$ 65,000                             | \$ 65,000                          | Carryover Reserve       |                  |                               |        | \$ 58,846                                    |                                              | \$ 32,364                       | \$ 32,364                |
|       | Elmcroft Park - Correct Drainage Issues (deferred from 2022-23) & Design Concept for Redesign of Space                |                                          | \$ 40,000                             | \$ 15,000                          | Carryover Reserve       |                  |                               |        |                                              |                                              | \$ 28,001                       | \$ 28,001                |
|       |                                                                                                                       |                                          |                                       | \$ 25,000                          | Operating Reserve       |                  |                               |        |                                              |                                              |                                 |                          |
|       | Hobarts Beach Recreation Site - Green Space & Viewing Area (2023)                                                     |                                          | \$ 30,000                             | \$ 30,000                          | CCBF                    |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Windsor Coach House - Replace Doors, Interior Shelving & Winterize Washrooms (2023)                                   |                                          | \$ 30,000                             | \$ 22,000                          | Building Reserve        |                  |                               |        |                                              |                                              | \$ 6,307                        | \$ 6,307                 |
|       |                                                                                                                       |                                          |                                       | \$ 8,000                           | Building Reserve        |                  |                               |        |                                              |                                              |                                 |                          |
|       | P&G Equipment to Support Outdoor Recreation Activities - Side-by-Side (2023)                                          |                                          | \$ 30,000                             | \$ 30,000                          | Operating Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Glooscap First Nations Community Led Tribute Project (deferred from 2022-23)                                          |                                          | \$ 30,000                             | \$ 30,000                          | Carryover Reserve       |                  |                               |        |                                              |                                              | \$ 5,625                        | \$ 5,625                 |
|       | Shamrock Field - Field, Fencing & Building Work (2023)                                                                |                                          | \$ 15,000                             | \$ 15,000                          | CCBF                    |                  |                               |        |                                              |                                              | \$ 1,597                        | \$ 1,597                 |
|       | Riverbank Cemetery - Storage Building (2023)                                                                          |                                          | \$ 15,000                             | \$ 15,000                          | Operating Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Replacement of Hantsport Historical Society Museum Mural (deferred from 2022-23)                                      |                                          | \$ 15,000                             | \$ 15,000                          | Carryover Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Maplewood Cemetery - Building Siding, Windows & Doors (2023)                                                          |                                          | \$ 12,000                             | \$ 12,000                          | Building Reserve        |                  |                               |        |                                              |                                              | \$ 14,254                       | \$ 14,254                |
|       | P&G Truck (Previously Approved in 2019)                                                                               |                                          | \$ 9,189                              | \$ 9,189                           | General Operations      |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Drone                                                                                                                 |                                          | \$ 25,000                             | \$ 25,000                          | Equipment Reserve       |                  |                               |        |                                              |                                              | \$ 13,099                       | \$ 13,099                |
|       | Plotter Replacement                                                                                                   |                                          | \$ 20,000                             | \$ 20,000                          | Operating Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Small Scale Solar Project (MCCAP) (deferred from 2022-23)                                                             |                                          | \$ 20,000                             | \$ 20,000                          | Operating Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | <b>GENERAL/COMMUNITY DEVELOPMENT TOTAL</b>                                                                            | <b>\$ -</b>                              | <b>\$ 1,704,835</b>                   | <b>\$ 1,729,835</b>                |                         |                  |                               |        |                                              | <b>\$ -</b>                                  | <b>\$ 426,651</b>               | <b>\$ 426,651</b>        |

**WEST HANTS REGIONAL MUNICIPALITY  
2023-24 YEAR CAPITAL BUDGET PLAN  
PROJECT SUMMARY INFORMATION - AS OF SEPTEMBER 30, 2023**

| NOTES | FIRE SERVICES                                              | PREVIOUS<br>YEARS'<br>APPROVED<br>BUDGET | 2023-24<br>APPROVED<br>CAPITAL BUDGET | APPROVED<br>FUNDING<br>SOURCE (\$) | APPROVED FUNDING SOURCE           | GRANT<br>FUNDING | EXTERNAL<br>FUNDING<br>SOURCE | STATUS | APPROVED<br>TENDER AMOUNT<br>(if applicable) | PREVIOUS<br>YEARS' ACTUAL<br>(if applicable) | ACTUAL<br>SEPTEMBER 30,<br>2023 | PROJECT<br>TOTAL TO DATE |
|-------|------------------------------------------------------------|------------------------------------------|---------------------------------------|------------------------------------|-----------------------------------|------------------|-------------------------------|--------|----------------------------------------------|----------------------------------------------|---------------------------------|--------------------------|
|       | HFD - Rear Parking Lot                                     |                                          | \$ 120,000                            | \$ 120,000                         | MFD/Loan                          |                  |                               |        |                                              |                                              | \$ 64,404                       | \$ 64,404                |
|       | HFD - Waterproofing Truck Bay Wall                         |                                          | \$ 19,500                             | \$ 19,500                          | MFD/Loan                          |                  |                               |        |                                              |                                              | \$ 9,701                        | \$ 9,701                 |
|       | HFD - Thermal Imaging Cameras                              |                                          | \$ 15,018                             | \$ 15,018                          | MFD/Loan                          |                  |                               |        |                                              |                                              | \$ 13,197                       | \$ 13,197                |
|       | HFD - Master Intake Valve Repair (Truck 21)                |                                          | \$ 6,500                              | \$ 6,500                           | MFD/Loan                          |                  |                               |        |                                              |                                              | \$ 7,170                        | \$ 7,170                 |
|       | HFD - 100' Quint Replace Engine 11 (Preapproved 2022-23)   | \$ 1,716,750                             | \$ -                                  | \$ 1,716,750                       | MFD/Loan                          |                  |                               |        | \$ 1,716,750                                 |                                              | \$ 1,013,822                    | \$ 1,013,822             |
| 8.    | BFD 1 - Roof Replacement (deferred from 2022-23)           |                                          | \$ 568,804                            | \$ 568,804                         | MFD/Loan                          |                  |                               |        | \$ 553,160                                   | \$ 1,043                                     | \$ 472,993                      | \$ 474,036               |
|       | BFD 1 - Jet Pump to Fill Trucks                            |                                          | \$ 4,500                              | \$ 4,500                           | WHRM Fire Equipment Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
| 2.    | BFD 2 - GENEROTAR                                          | \$ 76,000                                | \$ -                                  | \$ 68,015                          | WHRM Fire Equipment Reserve Grant | X                | Provincial                    |        | \$ 118,015                                   |                                              | \$ -                            | \$ -                     |
|       | BFD 2 - Epoxy Bay Floor                                    |                                          | \$ 70,000                             | \$ 70,000                          | Consolidation Funding             |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | BFD 2 - Scan Light & Winch                                 |                                          | \$ 40,000                             | \$ 40,000                          | MFD/Loan                          |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | BFD 2 - Thermal Imaging Cameras                            |                                          | \$ 15,018                             | \$ 15,018                          | WHRM Fire Equipment Reserve       |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | BFD 2 - Flag Poles                                         |                                          | \$ 9,000                              | \$ 9,000                           | Consolidation Funding             |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | BFD 2 - LED Lighting for Parking Lot                       |                                          | \$ 6,000                              | \$ 6,000                           | Consolidation Funding             |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | SWH - Holmatro Combi Tool Kit                              |                                          | \$ 22,391                             | \$ 22,391                          | WHRM Fire Equipment Reserve       |                  |                               |        | N/A                                          |                                              | \$ 22,390                       | \$ 22,390                |
|       | SWH - SCBA Bottles                                         |                                          | \$ 19,138                             | \$ 19,138                          | MFD/Loan                          |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | SWH - APX 4000 Portables with Mic                          |                                          | \$ 8,412                              | \$ 8,412                           | MFD/Loan                          |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | SFD - Pave Truck Bay Entrance - (deferred from 2021-22)    |                                          | \$ 90,000                             | \$ 90,000                          | Consolidation Funding             |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | SFD - Light Rescue Utility Vehicle (deferred from 2020-21) |                                          | \$ 186,792                            | \$ 186,792                         | MFD/Loan                          |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | WFD - Rescue 4 - Replaces 1993 E1 & 1991 R6                |                                          | \$ 1,632,365                          | \$ 1,632,365                       | MFD/Loan                          |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | WFD - Electric Combi Tool                                  |                                          | \$ 22,391                             | \$ 22,391                          | TOW Fire Reserve                  |                  |                               |        | N/A                                          |                                              | \$ 22,390                       | \$ 22,390                |
|       | WFD - Thermal Imaging Cameras                              |                                          | \$ 15,018                             | \$ 15,018                          | TOW Fire Reserve                  |                  |                               |        |                                              |                                              | \$ 13,197                       | \$ 13,197                |
|       | <b>FIRE SERVICES TOTAL</b>                                 | <b>\$ 1,792,750</b>                      | <b>\$ 2,870,847</b>                   | <b>\$ 4,705,612</b>                |                                   |                  |                               |        | <b>\$ 2,387,925</b>                          | <b>\$ 1,043</b>                              | <b>\$ 1,639,265</b>             | <b>\$ 1,640,307</b>      |

**WEST HANTS REGIONAL MUNICIPALITY  
2023-24 YEAR CAPITAL BUDGET PLAN  
PROJECT SUMMARY INFORMATION - AS OF SEPTEMBER 30, 2023**

| NOTES | SEWER SYSTEM                                                | PREVIOUS<br>YEARS'<br>APPROVED<br>BUDGET | 2023-24<br>APPROVED<br>CAPITAL BUDGET | APPROVED<br>FUNDING<br>SOURCE (\$) | APPROVED FUNDING SOURCE          | GRANT<br>FUNDING | EXTERNAL<br>FUNDING<br>SOURCE | STATUS | APPROVED<br>TENDER AMOUNT<br>(if applicable) | PREVIOUS<br>YEARS' ACTUAL<br>(if applicable) | ACTUAL<br>SEPTEMBER 30,<br>2023 | PROJECT<br>TOTAL TO DATE |
|-------|-------------------------------------------------------------|------------------------------------------|---------------------------------------|------------------------------------|----------------------------------|------------------|-------------------------------|--------|----------------------------------------------|----------------------------------------------|---------------------------------|--------------------------|
|       | <b>West Hants Sewer</b>                                     |                                          |                                       |                                    |                                  |                  |                               |        |                                              |                                              |                                 |                          |
| 12.   | Hantsport Sewer Renewal Projects - Riverview Road (2023)    |                                          | \$ 426,600                            | \$ 426,600                         | Hantsport Infrastructure Reserve |                  |                               |        | \$ 48,147                                    | \$ 20,906                                    | \$ -                            | \$ 20,906                |
|       | L/S Submersible Pump                                        |                                          | \$ 40,000                             | \$ 40,000                          | WH Sewer Reserve                 |                  |                               |        |                                              |                                              | \$ 27,509                       | \$ 27,509                |
|       | FSTP - Metal Roof Replacement                               |                                          | \$ 40,000                             | \$ 40,000                          | WH Sewer Reserve                 |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | L/S Chambers/Piping                                         |                                          | \$ 35,000                             | \$ 35,000                          | WH Sewer Reserve                 |                  |                               |        |                                              |                                              | \$ 7,498                        | \$ 7,498                 |
|       | L/S Panel/SCADA                                             |                                          | \$ 30,000                             | \$ 30,000                          | WH Sewer Reserve                 |                  |                               |        |                                              |                                              | \$ 3,789                        | \$ 3,789                 |
|       | Cutter Stacks for Grinder (Deferred from 2022-23)           |                                          | \$ 25,000                             | \$ 5,000                           | Carryover Reserve                |                  |                               |        | N/A                                          |                                              | \$ 23,068                       | \$ 23,068                |
|       | FSTP - Security Gate                                        |                                          | \$ 25,000                             | \$ 25,000                          | WH Sewer Reserve                 |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | New Service Laterals                                        |                                          | \$ 20,000                             | \$ 20,000                          | Users                            |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | FSTP - Heater for Headworks Room (Deferred from 2022-23)    |                                          | \$ 15,000                             | \$ 15,000                          | WH Sewer Reserve                 |                  |                               |        |                                              |                                              | \$ 2,409                        | \$ 2,409                 |
|       | Replacement Crane for Service Truck (Deferred from 2022-23) |                                          | \$ 12,500                             | \$ 5,000                           | Carryover Reserve                |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Clarifier Cover Replacement                                 |                                          | \$ 10,000                             | \$ 10,000                          | WH Sewer Reserve                 |                  |                               |        |                                              |                                              | \$ 2,367                        | \$ 2,367                 |
|       | FSTP - Surge Protection                                     |                                          | \$ 7,000                              | \$ 7,000                           | WH Sewer Reserve                 |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Falmouth Family Park - Full Installation of Sewer           |                                          |                                       | \$ 5,003                           | General Operating                |                  |                               |        |                                              |                                              |                                 |                          |
|       | L/S Access Doors                                            |                                          | \$ 5,000                              | \$ 5,000                           | WH Sewer Reserve                 |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | <b>Subtotal West Hants Sewer</b>                            | <b>\$ -</b>                              | <b>\$ 691,100</b>                     | <b>\$ 696,103</b>                  |                                  |                  |                               |        | <b>\$ 48,147</b>                             | <b>\$ 20,906</b>                             | <b>\$ 66,641</b>                | <b>\$ 87,547</b>         |
|       | <b>Windsor Sewer</b>                                        |                                          |                                       |                                    |                                  |                  |                               |        |                                              |                                              |                                 |                          |
| 9.    | Windsor Sewer Renewal Projects - Albert Street (2023)       |                                          | \$ 584,460                            | \$ 175,338                         | WIN Sewer Reserve                |                  |                               |        |                                              |                                              | \$ 154,821                      | \$ 154,821               |
|       | Lagoon Drive Standby Generator                              |                                          | \$ 140,000                            | \$ 140,000                         | MFD/Loan                         |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Lagoon Drive - Study - Headworks Connection                 |                                          | \$ 50,000                             | \$ 50,000                          | WIN Sewer Reserve                |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | L/S Chambers/Piping/Structures                              |                                          | \$ 45,000                             | \$ 45,000                          | Carryover Reserve                |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | L/S Submersible Pump                                        |                                          | \$ 40,000                             | \$ 40,000                          | WIN Sewer Reserve                |                  |                               |        |                                              |                                              | \$ 6,353                        | \$ 6,353                 |
|       | L/S Panel/SCADA                                             |                                          | \$ 35,000                             | \$ 30,000                          | WIN Sewer Reserve                |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Lift Station #6 Replacement Building/Panel                  |                                          | \$ 15,000                             | \$ 5,000                           | Carryover Reserve                |                  |                               |        |                                              |                                              | \$ 2,273                        | \$ 2,273                 |
|       | Replacement Crane for Service Truck (Deferred from 2022-23) |                                          | \$ 12,500                             | \$ 15,000                          | WIN Sewer Reserve                |                  |                               |        |                                              |                                              | \$ 2,110                        | \$ 2,110                 |
|       | Lagoon Drive Disinfection Equipment                         |                                          | \$ 10,000                             | \$ 5,000                           | Carryover Reserve                |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | Surge Protection Lagoons                                    |                                          | \$ 7,000                              | \$ 7,000                           | WIN Sewer Reserve                |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
|       | L/S Access Doors                                            |                                          | \$ 5,000                              | \$ 7,500                           | WIN Sewer Reserve                |                  |                               |        |                                              |                                              | \$ -                            | \$ -                     |
| 14.   | Flood Study                                                 | \$ 82,963                                | \$ -                                  | \$ 39,109                          | General Operating                |                  |                               |        | \$ 82,963                                    | \$ 65,639                                    | \$ -                            | \$ 65,639                |
|       |                                                             |                                          |                                       | \$ 43,854                          | CCBF                             |                  |                               |        |                                              |                                              |                                 |                          |
|       | <b>Subtotal Windsor Sewer</b>                               | <b>\$ 82,963</b>                         | <b>\$ 943,959.93</b>                  | <b>\$ 1,026,922.70</b>             |                                  |                  |                               |        | <b>\$ 82,963.00</b>                          | <b>\$ 65,639.00</b>                          | <b>\$ 165,557.55</b>            | <b>\$ 231,196.55</b>     |
|       | <b>SEWER SYSTEM TOTAL</b>                                   | <b>\$ 82,963</b>                         | <b>\$ 1,635,059.93</b>                | <b>\$ 1,723,025.20</b>             |                                  |                  |                               |        | <b>\$ 131,110.00</b>                         | <b>\$ 86,545.00</b>                          | <b>\$ 232,198.41</b>            | <b>\$ 318,743.41</b>     |

**WEST HANTS REGIONAL MUNICIPALITY**  
**2023-24 YEAR CAPITAL BUDGET PLAN**  
**PROJECT SUMMARY INFORMATION - AS OF SEPTEMBER 30, 2023**

| NOTES | WATER SYSTEM                                                    | PREVIOUS<br>YEARS'<br>APPROVED<br>BUDGET | 2023-24<br>APPROVED<br>CAPITAL BUDGET | APPROVED<br>FUNDING<br>SOURCE (\$) | APPROVED FUNDING SOURCE | GRANT<br>FUNDING | EXTERNAL<br>FUNDING<br>SOURCE | STATUS          | APPROVED<br>TENDER AMOUNT<br>(if applicable) | PREVIOUS<br>YEARS' ACTUAL<br>(if applicable) | ACTUAL<br>SEPTEMBER 30,<br>2023 | PROJECT<br>TOTAL TO DATE |
|-------|-----------------------------------------------------------------|------------------------------------------|---------------------------------------|------------------------------------|-------------------------|------------------|-------------------------------|-----------------|----------------------------------------------|----------------------------------------------|---------------------------------|--------------------------|
|       | <b>West Hants Water</b>                                         |                                          |                                       |                                    |                         |                  |                               |                 |                                              |                                              |                                 |                          |
|       | Hantsport Water Renewal Projects - Riverview Road (2023)        |                                          | \$ 270,900                            | \$ 270,900                         | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | TMP - Service Upgrades (deferred from 2020-21)                  |                                          | \$ 300,000                            | \$ 300,000                         | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | Main/Service Repairs                                            |                                          | \$ 175,000                            | \$ 175,000                         | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
| 19.   | Interconnect Falmouth/Windsor                                   |                                          | \$ 100,000                            | \$ 100,000                         | WH Water Depreciation   |                  |                               | Detailed Design | \$ 93,317                                    |                                              | \$ -                            | \$ -                     |
|       | FWTP - Actuator & SCADA                                         |                                          | \$ 70,000                             | \$ 70,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ 763                          | \$ 763                   |
|       | HWTP - PRV Chamber Upgrades (deferred from 2022-23)             |                                          | \$ 40,000                             | \$ 40,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ 5,406                        | \$ 5,406                 |
|       | HWTP - Lagoon Lining (Regulatory)                               |                                          | \$ 40,000                             | \$ 40,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | HWTP - Inline Instrumentation Upgrade                           |                                          | \$ 35,000                             | \$ 35,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ 31,854                       | \$ 31,854                |
|       | FWTP - Perimeter Fencing                                        |                                          | \$ 35,000                             | \$ 35,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | New Water Meters                                                |                                          | \$ 30,000                             | \$ 30,000                          | Users                   |                  |                               |                 |                                              |                                              | \$ 4,786                        | \$ 4,786                 |
|       | FWTP - Upgrades                                                 |                                          | \$ 30,000                             | \$ 30,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ 10,877                       | \$ 10,877                |
|       | HWTP - Process Upgrades                                         |                                          | \$ 25,000                             | \$ 25,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ 2,241                        | \$ 2,241                 |
|       | Treatment Plants Gate & Security (deferred from 2022-23)        |                                          | \$ 25,000                             | \$ 25,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | Decommission Panuke Road Booster Station                        |                                          | \$ 25,000                             | \$ 25,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | Hantsport Water Modelling & Capacity Study                      |                                          | \$ 25,000                             | \$ 25,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ 4,679                        | \$ 4,679                 |
|       | New Customer Laterals                                           |                                          | \$ 20,000                             | \$ 20,000                          | Users                   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | HWTP - Filter Cartridge Replacement                             |                                          | \$ 20,000                             | \$ 20,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ 18,080                       | \$ 18,080                |
|       | HWTP - Facility Upgrades                                        |                                          | \$ 20,000                             | \$ 20,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | TMP - Replace Main Valves (deferred from 2022-23)               |                                          | \$ 15,000                             | \$ 15,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | HWTP - System Assessment Report                                 |                                          | \$ 15,000                             | \$ 15,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | Falmouth Watershed Roads                                        |                                          | \$ 10,000                             | \$ 10,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ 6,087                        | \$ 6,087                 |
|       | Standpipe Corrosion Control (deferred from 2022-23)             |                                          | \$ 10,000                             | \$ 10,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | Falmouth Standpipe Flow Meter                                   |                                          | \$ 10,000                             | \$ 10,000                          | WH Water Depreciation   |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | Automatic Flushing Station Upgrades                             |                                          | \$ 8,000                              | \$ 8,000                           | WH Water Operations     |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | FWTP - Chemical Pumps                                           |                                          | \$ 5,000                              | \$ 5,000                           | WH Water Operations     |                  |                               |                 | N/A                                          |                                              | \$ 5,114                        | \$ 5,114                 |
|       | HWTP - Chemical Pump                                            |                                          | \$ 5,000                              | \$ 5,000                           | WH Water Operations     |                  |                               |                 | N/A                                          |                                              | \$ 5,140                        | \$ 5,140                 |
|       | Additional Water Hauler Station - TMP                           |                                          | \$ 150,000                            | \$ 150,000                         | WH Water Operations     |                  |                               |                 | \$ 81,375                                    |                                              | \$ -                            | \$ -                     |
|       | <b>Subtotal West Hants Water</b>                                | <b>\$ -</b>                              | <b>\$ 1,513,900</b>                   | <b>\$ 1,513,900</b>                |                         |                  |                               |                 | <b>\$ 174,691</b>                            | <b>\$ -</b>                                  | <b>\$ 95,027</b>                | <b>\$ 95,027</b>         |
|       | <b>Windsor Water</b>                                            |                                          |                                       |                                    |                         |                  |                               |                 |                                              |                                              |                                 |                          |
| 11.   | Windsor Water Renewal Projects - College Road (2023)            |                                          | \$ 503,625                            | \$ 503,625                         | WIN Water Depreciation  |                  |                               |                 |                                              | \$ 195,583                                   | \$ 36,806                       | \$ 232,389               |
|       | Water Storage Tank Facility (deferred from 2022-23)             |                                          | \$ 3,200,000                          | \$ 3,200,000                       | MFD/Loan                |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
| 3.    | Sluice Gate Upgrades (deferred from 2022-23)                    |                                          | \$ 850,000                            | \$ 850,000                         | MFD/Loan                |                  |                               |                 | \$ 1,011,279                                 |                                              | \$ -                            | \$ -                     |
| 15.   | Mill Lakes Road Construction (deferred from 2022-23)            |                                          | \$ 678,823                            | \$ 678,823                         | MFD/Loan                |                  |                               |                 | \$ 495,342                                   | \$ 70,567                                    | \$ 434,447                      | \$ 505,014               |
|       | Wentworth Road Watermain Replacement                            |                                          | \$ 324,440                            | \$ 324,440                         | WIN Water Depreciation  |                  |                               |                 |                                              |                                              | \$ 275,889                      | \$ 275,889               |
|       | Filter Redundancy WTP - 3rd Process Train                       |                                          | \$ 150,000                            | \$ 150,000                         | WIN Water Depreciation  |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | Electronic Meter Reading System (Itron) (deferred from 2022-23) |                                          | \$ 150,000                            | \$ 150,000                         | MFD/Loan                |                  |                               |                 |                                              |                                              | \$ 28,627                       | \$ 28,627                |
| 19.   | Interconnect Falmouth/Windsor                                   |                                          | \$ 100,000                            | \$ 100,000                         | WIN Water Depreciation  |                  |                               |                 | \$ 93,317                                    |                                              | \$ -                            | \$ -                     |
|       | Waste Pump Rebuild                                              |                                          | \$ 25,000                             | \$ 25,000                          | WIN Water Depreciation  |                  |                               |                 |                                              |                                              | \$ 1,086                        | \$ 1,086                 |
|       | Meter Replacement                                               |                                          | \$ 10,800                             | \$ 10,800                          | Users                   |                  |                               |                 |                                              |                                              | \$ 7,872                        | \$ 7,872                 |
|       | Benchtop Turbidity Meter                                        |                                          | \$ 9,000                              | \$ 9,000                           | WIN Water Depreciation  |                  |                               |                 |                                              |                                              | \$ 7,713                        | \$ 7,713                 |
|       | Automatic Flushing Station Upgrades                             |                                          | \$ 8,000                              | \$ 8,000                           | WIN Water Operations    |                  |                               |                 |                                              |                                              | \$ -                            | \$ -                     |
|       | <b>Subtotal Windsor Water</b>                                   | <b>\$ -</b>                              | <b>\$ 6,009,687</b>                   | <b>\$ 6,009,687</b>                |                         |                  |                               |                 | <b>\$ 1,599,938</b>                          | <b>\$ 266,150</b>                            | <b>\$ 792,440</b>               | <b>\$ 1,058,590</b>      |
|       | <b>WATER SYSTEM TOTAL</b>                                       | <b>\$ -</b>                              | <b>\$ 7,523,587</b>                   | <b>\$ 7,523,587</b>                |                         |                  |                               |                 | <b>\$ 1,774,629</b>                          | <b>\$ 266,150</b>                            | <b>\$ 887,466</b>               | <b>\$ 1,153,616</b>      |

**WEST HANTS REGIONAL MUNICIPALITY**  
**2023-24 YEAR CAPITAL BUDGET PLAN**  
**PROJECT SUMMARY INFORMATION - AS OF SEPTEMBER 30, 2023**

| NOTES | PUBLIC WORKS                                                                        | PREVIOUS<br>YEARS'<br>APPROVED<br>BUDGET | 2023-24<br>APPROVED<br>CAPITAL BUDGET | APPROVED<br>FUNDING<br>SOURCE (\$) | APPROVED FUNDING SOURCE          | GRANT<br>FUNDING | EXTERNAL<br>FUNDING<br>SOURCE | STATUS | APPROVED<br>TENDER AMOUNT<br>(if applicable) | PREVIOUS<br>YEARS' ACTUAL<br>(if applicable) | ACTUAL<br>SEPTEMBER 30,<br>2023 | PROJECT<br>TOTAL TO DATE  |
|-------|-------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------|------------------------------------|----------------------------------|------------------|-------------------------------|--------|----------------------------------------------|----------------------------------------------|---------------------------------|---------------------------|
|       | <b>Roads</b>                                                                        |                                          |                                       |                                    |                                  |                  |                               |        |                                              |                                              |                                 |                           |
|       | West Hants Road Renewal Projects - J-Class Roads (2023)                             |                                          | \$ 500,000                            | \$ 500,000                         | Consolidation Funding            |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
|       | Hantsport Road Renewal Projects - Rand Street (2023)                                |                                          | \$ 50,000                             | \$ 50,000                          | Hantsport Infrastructure Reserve |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
| 4.    | Hantsport Road Renewal Projects - Main Street North (2024)                          |                                          | \$ -                                  | \$ 70,000                          | Hantsport Infrastructure Reserve |                  |                               |        |                                              |                                              | \$ 4,432                        |                           |
|       |                                                                                     |                                          |                                       | \$ 93,375                          | CCBF                             |                  |                               |        |                                              |                                              |                                 |                           |
|       | Hantsport Road Renewal Projects - Riverview Road (2023)                             |                                          | \$ 1,034,744                          | \$ 197,842                         | Hantsport Infrastructure Reserve |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
|       |                                                                                     |                                          |                                       | \$ 618,527                         | MFD/Loan                         |                  |                               |        |                                              |                                              |                                 |                           |
|       |                                                                                     |                                          |                                       | \$ 125,000                         | Consolidation Funding            |                  |                               |        |                                              |                                              |                                 |                           |
| 11.   | Windsor Road Renewal Projects College Road (2023)                                   |                                          | \$ 3,288,576                          | \$ 1,175,024                       | MFD/Loan                         | X                | ICIP                          |        | \$ 3,857,290                                 | \$ 35,325                                    | \$ 372,734                      | \$ 408,059                |
|       |                                                                                     |                                          |                                       | \$ 1,736,088                       | Grants                           |                  |                               |        |                                              |                                              |                                 |                           |
|       |                                                                                     |                                          |                                       | \$ 377,464                         | CCBF                             |                  |                               |        |                                              |                                              |                                 |                           |
| 9.    | Windsor Road Renewal Projects Albert Street                                         |                                          | \$ 706,578                            | \$ 590,433                         | MFD/Loan                         |                  |                               |        | \$ 1,442,430                                 | \$ 15,550                                    | \$ 530,533                      | \$ 546,083                |
|       |                                                                                     |                                          |                                       | \$ 116,145                         | CCBF                             |                  |                               |        |                                              |                                              |                                 |                           |
| 18.   | Windsor Road Renewal Projects Nesbitt Street Design                                 |                                          |                                       | \$ 20,727                          | Operating Reserve                |                  |                               |        | \$ 20,727                                    | \$ -                                         | \$ 9,964                        | \$ 9,964                  |
|       | Windsor Road Renewal Projects Payzant Drive Extension Design                        |                                          |                                       |                                    |                                  |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
|       | Windsor Stormwater Cunnabel Creek Project                                           |                                          | \$ 200,000                            | \$ 200,000                         | MFD/Loan                         | X                | PCAP                          |        |                                              |                                              | \$ -                            | \$ -                      |
| 10.   | Windsor Road Renewal Projects Avon Street                                           | \$ -                                     | \$ -                                  | \$ 2,604                           | Capital Reserves                 |                  |                               |        | \$ 51,147                                    | \$ 29,703                                    | \$ -                            | \$ 29,703                 |
|       |                                                                                     |                                          |                                       | \$ 48,543                          | MFD/Loan                         |                  |                               |        |                                              |                                              |                                 |                           |
|       | Active Sealing Program                                                              |                                          | \$ 50,000                             | \$ 50,000                          | Transportation Reserve           |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
|       | Active Signage Program                                                              |                                          | \$ 10,000                             | \$ 10,000                          | Transportation Reserve           |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
|       |                                                                                     |                                          |                                       | \$ 2,125,000                       | MFD/Loan                         |                  |                               |        |                                              |                                              |                                 |                           |
|       | Traffic Control Wentworth Road @ Payzant Drive                                      |                                          | \$ 2,625,000                          | \$ 250,000                         | WIN Infrastructure Reserve       |                  |                               |        |                                              | \$ 20,064                                    | \$ -                            | \$ 20,064                 |
|       |                                                                                     |                                          |                                       | \$ 250,000                         | WHRM Road Infrastructure Reserve |                  |                               |        |                                              |                                              |                                 |                           |
| 13.   | Avondale Boat Launch & Dyke Repair (deferred from 2022-23)                          |                                          | \$ 390,000                            | \$ 390,000                         | CCBF                             |                  |                               |        | \$ 416,481                                   |                                              | \$ 4,985                        | \$ 4,985                  |
| 17.   | Main Street Hantsport - Sidewalk Replacement                                        |                                          | \$ 250,000                            | \$ 250,000                         | CCBF                             |                  |                               |        | \$ 289,528                                   |                                              | \$ 14,049                       | \$ 14,049                 |
|       | King Street - North Parking Enhancement Design                                      |                                          | \$ 60,000                             | \$ 60,000                          | Operating Reserve                |                  |                               |        |                                              |                                              | \$ 24,756                       | \$ 24,756                 |
|       | Crosswalk Rapid Flashing Signals                                                    |                                          | \$ 32,000                             | \$ 32,000                          | CCBF                             |                  |                               |        |                                              |                                              | \$ 26,061                       | \$ 26,061                 |
|       | Sidewalk - Causeway to Waterfront Basketball Court                                  |                                          | \$ 15,000                             | \$ 15,000                          | CCBF                             |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
|       | Mariner Drive Paving                                                                |                                          | \$ 15,000                             | \$ 15,000                          | Operating Reserve                |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
|       | <b>Equipment</b>                                                                    |                                          |                                       |                                    |                                  |                  |                               |        |                                              |                                              |                                 |                           |
| 6.    | Street Sweeper                                                                      |                                          | \$ 350,000                            | \$ 210,000                         | WIN PWK Equip Reserve            |                  |                               |        | \$ 401,517                                   |                                              | \$ -                            | \$ -                      |
|       |                                                                                     |                                          |                                       | \$ 140,000                         | WH Transportation Reserve        |                  |                               |        |                                              |                                              |                                 |                           |
|       | Replace Backhoe (Case) with Excavator                                               |                                          | \$ 210,000                            | \$ 210,000                         | MFD/Loan                         |                  |                               |        | \$ 179,994                                   |                                              | \$ -                            | \$ -                      |
| 7.    | Asphalt Patching Trailer                                                            |                                          | \$ 85,000                             | \$ 85,000                          | Equipment Reserve                |                  |                               |        | \$ 67,731                                    |                                              | \$ 67,729                       | \$ 67,729                 |
|       | Equipment Float                                                                     |                                          | \$ 45,000                             | \$ 45,000                          | Equipment Reserve                |                  |                               |        | \$ 48,599                                    |                                              | \$ 48,597                       | \$ 48,597                 |
|       | Brine Spray Equipment                                                               |                                          | \$ 40,000                             | \$ 40,000                          | Equipment Reserve                |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
|       | Automatic Greaser for Loader                                                        |                                          | \$ 15,000                             | \$ 15,000                          | Equipment Reserve                |                  |                               |        | N/A                                          |                                              | \$ 10,047                       | \$ 10,047                 |
|       | Asphalt/Concrete Grinder Drum Replacement                                           |                                          | \$ 6,000                              | \$ 6,000                           | Operating Reserve                |                  |                               |        |                                              |                                              | \$ 5,353                        | \$ 5,353                  |
|       | <b>Facilities</b>                                                                   |                                          |                                       |                                    |                                  |                  |                               |        |                                              |                                              |                                 |                           |
|       | Hantsport PW Garage Upgrades - Roof Repairs (\$20,000 deferred from 2022-23) (2023) |                                          | \$ 50,000                             | \$ 17,663                          | Transitional Funding             |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
|       |                                                                                     |                                          |                                       | \$ 32,337                          | Building Reserve                 |                  |                               |        |                                              |                                              |                                 |                           |
|       | Public Works Maintenance Facility / Shop                                            |                                          | \$ 25,000                             | \$ 25,000                          | Operating Reserve                |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
|       | PW Shop Security Gate                                                               |                                          | \$ 25,000                             | \$ 25,000                          | Operating Reserve                |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
|       | Surge Protection (100 King & 76 Morison)                                            |                                          | \$ 14,000                             | \$ 14,000                          | Operating Reserve                |                  |                               |        |                                              |                                              | \$ -                            | \$ -                      |
|       | <b>Vehicles</b>                                                                     |                                          |                                       |                                    |                                  |                  |                               |        |                                              |                                              |                                 |                           |
| 16.   | Replace 2011 Salt/Plow - Dump Truck (Unit 50 - 2011 International)                  |                                          | \$ 250,000                            | \$ 250,000                         | MFD/Loan                         |                  |                               |        | \$ 365,015                                   |                                              | \$ -                            | \$ -                      |
|       | Truck Replacement (Unit 41 - 2011 F-450)                                            |                                          | \$ 130,000                            | \$ 130,000                         | Vehicle Reserve                  |                  |                               |        | \$ 90,281                                    |                                              | \$ -                            | \$ -                      |
|       |                                                                                     |                                          |                                       | \$ 61,459                          | Vehicle Reserve                  |                  |                               |        | \$ 111,248                                   |                                              | \$ -                            | \$ -                      |
|       | Truck Replacement (Unit 35)                                                         |                                          | \$ 130,000                            | \$ 68,541                          | PW Equipment Reserve             |                  |                               |        |                                              |                                              |                                 |                           |
|       | <b>PUBLIC WORKS TOTAL</b>                                                           | \$ -                                     | \$ 10,601,898                         | \$ 10,743,772                      |                                  |                  |                               |        | \$ 7,341,987                                 | \$ 100,642                                   | \$ 1,119,240                    | \$ 1,215,450              |
|       |                                                                                     |                                          |                                       |                                    |                                  |                  |                               |        |                                              |                                              |                                 |                           |
|       |                                                                                     | PREVIOUS<br>YEARS'<br>APPROVED<br>BUDGET | 2023-24<br>APPROVED<br>CAPITAL BUDGET | APPROVED<br>FUNDING<br>SOURCE (\$) |                                  |                  |                               |        | APPROVED<br>TENDER<br>AMOUNTS                | PREVIOUS<br>YEARS' ACTUAL                    | ACTUAL<br>SEPTEMBER 30,<br>2023 | PROJECTS<br>TOTAL TO DATE |
|       | <b>TOTAL 2023-24 COST</b>                                                           | \$ 1,875,713                             | \$ 24,336,227                         | \$ 26,425,831                      |                                  |                  |                               |        | \$ 11,635,651                                | \$ 454,380                                   | \$ 4,304,820                    | \$ 4,754,768              |



**WEST HANTS REGIONAL MUNICIPALITY  
2023-24 YEAR CAPITAL BUDGET PLAN  
PROJECT SUMMARY INFORMATION - AS OF SEPTEMBER 30, 2023**

| COLOUR LEGEND                                                                       |                          |
|-------------------------------------------------------------------------------------|--------------------------|
|  | Completed                |
|  | In Progress              |
|  | Carry Forward to 2024-25 |
|  | Canceled                 |
|  | Not Started              |

**Notes:**

1. Council approved an additional \$22,422.35 in contingency on August 21, 2023, for the Old Parish Cemetery, the addition will put this over the budgeted amount.
2. Council approved the un-budgeted tender of \$118,015 on June 27, 2023 to Geddes and Murphy Electric for the BFD 2 Generator, with a \$50,000 grant from the province.
3. Council approved the over-budget tender of \$1,011,279.27 on May 23, 2023 to Mid Valley Construction 1997 Ltd., for the Mill Lakes Watershed Dam Upgrades.
4. Council approved to delay design for Rand Street Renewal to 2024-25 Capital Budget, and accelerate design for Main Street North Renewal to 2023-24 Capital, at the June 27, 2023 meeting
5. Council approved the over-budget tender of \$70,338.34 on June 27, 2023 to Pothier Motors Ltd., for the purchase of 1/2 Ton Truck for Community Development.
6. Council approved the over-budget tender of \$48,599.14 on June 27, 2023 to Wajax Limited, for the purchase of a Float Trailer.
7. Council approved the over-budget tender of \$401,516.50 on June 27, 2023 to Saunders Equipment Ltd., for the purchase of a Street Sweeper.
8. Council approved the over-budget tender of \$553,160.10 on March 28, 2023 to Acadia Roofing & Contracting Limited for the Civic Centre Roof at Brooklyn Station 1.
9. Council approved the over-budget tender of \$1,275,996.49 on March 28, 2023 to Gary Parker Excavating Limited for the Albert Street Rehab project.; Council approved on August 21, 2023 an additional \$166,434 in contingency funding.
10. Council approved the un-budgeted tender of \$51,146.94 on November 22, 2021 to Design Point for the design of the Avon Street, Windsor Rehab project.
11. Council approved the un-budgeted tender of \$65,089.47 on November 22, 2021 to EXP for the design of the College Road Rehab project.
12. Riverview Road was budgeted for in 2021-22, with Council approving the design tender on December 16, 2021 for \$48,146.52 to EXP.
13. Council approved the over-budget tender of \$416,481.07 on September 22, 2022 to Dexter Construction Company Limited for the Avondale Boat Launch.
14. Flood Study was approved in the 2021-22 budget year, with a \$82,962.70 tender approved by Council November 22, 2021 for CBCL to do the study, with \$43,854 of that to come from CCBF.
15. Council approved the under-budget tender of \$495,342.10 on March 28, 2023 to Howard E. Little Excavation for the Mill Lakes Watershed Road Renewal portion of this project.
16. Council approved the over-budget amount of \$350,000 plus HST on September 26, 2023, to purchase a truck the meets municipal requirement, complete with snow and ice control equipment.
17. Council approved the over-budget tender of \$277,618.34 plus HST on September 26, 2023 to Sheehy Construction Limited for the construction for Main Street Hantsport Sidewalk Renewal.
18. Council approved the un-budgeted designed of payzant drive extension to DesignPoint Engineering & Surveying Ltd. on September 26, 2023 in the amount of \$19,874 plus HST.
19. Council approved the under-budget tender of \$178,956 plus HST on September 26, 2023 to CBCL for the design of the Windsor-Falmouth Water Main Interconnection.
20. Council approved the over-budget Phase 3 - Fibre Camera System Projects for \$28,605.27 plus 15% Contingency and applicable HST.

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

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

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

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

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

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

**Avon River Causeway Correspondence**  
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| <b><u>First Name</u></b>               | <b><u>Last Name</u></b> | <b><u>Correspondence Date</u></b> | <b><u>Meeting / logged</u></b> |
|----------------------------------------|-------------------------|-----------------------------------|--------------------------------|
| 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,<br>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    |

## Avon River Causeway Correspondence

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

[illegible]

## Correspondence Received

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

## Correspondence Received

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

## 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 Sanford                                                            | Re: response to outstanding concerns sent after the presentation to Council on December 13th, 2022. | 2023-01-09 | 2023-01-10 COTW    |
| Graham Sanford                                                            | Re: File to Rezone Lots along Bog Road                                                              | 2023-01-24 | 2023-01-24 Council |
| Nova Scotia Department of Public Works Request                            | Re: Pothier Motors Crosswalk Request                                                                | 2023-02-03 | 2023-02-14 COTW    |
| Windsor Township Business Association                                     | Re: Expression of Thanks and Continued Conversations                                                | 2023-02-09 | 2023-02-14 COTW    |
| Hants County Federation of Agricultural and the Great Falmouth Marsh Body | Re: Remaining ACOA funds                                                                            | 2023-02-23 | 2023-02-28 Council |
| Seamus Marriot (Zwicker Lake Property Owners)                             | Re Permit Clarification                                                                             | 2023-02-17 | 2023-03-14 COTW    |
| Windsor Lions Club                                                        | Re Tourist Bureau Park Request                                                                      | 2023-02-23 | 2023-03-14 COTW    |
| Carrilee Eddy                                                             | Re Affordable Housing                                                                               | 2023-02-28 | 2023-03-14 COTW    |
| Graham Sanford                                                            | Re: Don't Be The Dirt Advocacy Presentation                                                         | 2023-02-28 | 2023-03-14 COTW    |
| Andrew Hardman                                                            | Re 997 Highway 14 Distribution Depot - Trans-World Concerns                                         | 2023-03-02 | 2023-03-14 COTW    |
| Seamus Marriot (Zwicker Lake Property Owners)                             | Re Permit Clarification                                                                             | 2023-03-02 | 2023-03-14 COTW    |
| FCM Executive Decision                                                    | Re Green Municipal Fund application                                                                 | 2023-03-03 | 2023-03-14 COTW    |
| Avondale Hall                                                             | Re Floor repair and renovation request                                                              | 2023-03-08 | 2023-03-14 COTW    |
| Letter From Private Road Development                                      | Re Petition for Waste Collection Services                                                           | 2023-03-09 | 2023-03-14 COTW    |
| Hon. Greg Morrow                                                          | Response to Expenses incurred due to fencing                                                        | 2023-03-14 | 2023-03-28 Council |
| Sarah Reddington                                                          | Re Hantsport Memorial Community Center and Pickleball Facility                                      | 2023-03-14 | 2023-03-28 Council |
| Core Committee - Zwicker Lake Property Owners                             | Re Permit Clarification                                                                             | 2023-03-14 | 2023-03-28 Council |
| Hantsport Community Rep                                                   | Re: Apple Blossom Festival Sponsorship Request                                                      | 2023-03-15 | 2023-03-28 Council |
| MLA Sheehy-Richard                                                        | Request for a Nomination for the Order of Nova Scotia                                               | 2023-03-15 | 2023-03-28 Council |
| VREN I                                                                    | Re Response to continued partnership and IMSA                                                       | 2023-03-16 | 2023-03-28 Council |
| NS Power                                                                  | Re Avon Hydro System Relicensing                                                                    | 2023-03-20 | 2023-03-28 Council |
| Public Health                                                             | Re New alcohol guidance on harms and risks for residents                                            | 2023-03-20 | 2023-03-28 Council |

## 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    |
| 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 Balser, 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                | 2023-10-10 COTW    |
| Denise Forand x2               | Re CBCL                                                                        | 2023-10-04                | 2023-10-10 COTW    |
| Peter Moore                    | Re Weather                                                                     | 2023-10-05                | 2023-10-10 COTW    |
| Peter Moore                    | Re A Study or Plan and why it matters                                          | 2023-10                   | 2023-10-24 Council |
| NS Public Works                | Response to Reimagine the Windsor and Falmouth Waterfront area                 | 2023-10-11                | 2023-10-24 Council |
| Shelburne Counties             | To NSFMR Re Cellular Coverage (WHRM copied)                                    | 2023-10-11                | 2023-10-24 Council |
| Glen LeBlanc                   | Re Poor Cellular Service                                                       | 2023-10-13                | 2023-10-24 Council |
| Letter mailed to WHRM          | Re 35 William Street Developer                                                 | 2023-10-16                | 2023-10-24 Council |
| Response from Maria Medioli    | Re King's Meadows (WHRM copied)                                                | 2023-10-17                | 2023-10-24 Council |

## Correspondence Received

[illegible]

**From:** [Abraham Zebian](#)  
**To:** [Kat Lewis](#)  
**Cc:** [PublicOnlyCouncilEmail](#); [Kathy Kehoe](#); [Kathy Johnston](#); [Julie Dauphinee](#)  
**Subject:** Re: Non Profit Options  
**Date:** Tuesday, October 31, 2023 11:55:20 AM

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Hi Kat.

Thank you for the email.

I have copied Community Development Staff on this reply. Grants and Contributions applications will be available, I believe, in January '24 for the '24/'25 budget cycle. Staff will be more than happy to confirm with you the timeline, eligibility requirements, and direct you where to find the applications.

Kindest regards.

Abraham Zebian

Mayor

West Hants Regional Municipality

(902)790-1566

**West Hants Regional Municipality acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.**

On Oct 31, 2023, at 11:33 AM, Kat Lewis <[katlewiskm@outlook.com](mailto:katlewiskm@outlook.com)> wrote:

**Caution [External Email]**

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

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Hello!

Kings Meadow is a wonderful home for adults with special needs. Due to the crazy increase of food costs, we are trying to problem-solve, so that we can continue to provide top quality nutrition for our people!

One of our ideas is to buy a chicken coop with laying hens.

The second is to add a small 4 season greenhouse to grow veggies and spices all year round!

I wondered if there were any grants available through the municipality for taking on sustainable

Kat Lewis

Program Coordinator

Kings Meadow Residence Society

Windsor, Nova Scotia  
519-619-6770





NOVA SCOTIA

OFFICE OF THE PREMIER

PO BOX 726  
HALIFAX, NOVA SCOTIA  
B3J 2T3

October 25, 2023

Dear Councillor,

I wanted to reach out following very productive meetings in Ottawa last week with Minister Wilkinson, Minister Fraser and Minister LeBlanc around the future of energy security in Nova Scotia.

I am excited about the potential for our Province in renewable energy. This starts with ensuring reliable, affordable and clean energy for our future.

Wind, both on- and off-shore, is an important part of our future. We need wind to help us ensure reliable energy sources at affordable rates for Nova Scotians. We also need wind to reach our 2030 targets. I know these are goals you share.

This morning, I participated in a roundtable discussion with the Minister of Environment and Climate Change to reiterate the opportunities in renewable energy.

Nova Scotia has the potential to become a worldwide energy powerhouse.

Not only is this good for the environment, but it is a positive step for more reliable and affordable energy.

Earlier this month, our Government released our Clean Energy Plan. This plan demonstrates our path for energy security for our future. This plan relies heavily on one of our best assets - our wind.

I am pleased to attach that plan for your review.

I am hopeful municipalities across the Province will join me in my excitement and optimism for our wind sector. If you have any questions about our plan, please reach out to our team and we would be happy to walk you through the plan.

Yours truly,

A handwritten signature in blue ink, appearing to read "P. Houston".

Honourable Tim Houston,  
Premier of Nova Scotia

Enclosure: NS Clean Power Plan

# Nova Scotia's 2030 Clean Power Plan

Nova Scotia Department of Natural  
Resources and Renewables

# 2030 Clean Power Plan

- ▶ **Flexible.** Implementation of this Plan ensures that NS avoids decades of financial and technological lock-in. This creates flexibility for NS both on the path to coal closure by 2030; while also opening room for future investments in growth sectors like Offshore Wind, Hydrogen, Batteries etc.
- ▶ **Doable. On Time.** All the major electricity legislation or investments required to trigger the core actions of the Plan, and to close coal on time, have already been made by the NS Government, or will be set in motion in the coming months. And all can be delivered in time for 2030.
- ▶ **Affordable.** This Plan centres around Affordability – and ensures that the path to 2030 protects NS ratepayers (who already face high power bills) from being burdened with additional excessive risks or uncontrolled costs.

# Nova Scotia's Electricity Context

Nova Scotia has commitments to:

- ▶ Phase out coal & reach 80% renewables by 2030.
- ▶ Reduce GHGs from electricity by more than 90% (from 10.7 MT in 2005).

These commitments:

- ▶ Are driven by the Federal requirements for coal closure and new Clean Electricity Regulations.
- ▶ These create significant costs for NS ratepayers.

Unplanned, additional burdens must be managed:

- ▶ Significant fuel cost pressures have arisen from the delayed and under-delivering Maritime Link, which forces increased purchases of expensive coal.
- ▶ More and stronger storms are impacting reliability.

## Historic Coal Prices (USD)







- ▶ Nova Scotia's electricity system is highly vulnerable to climate change linked events.
- ▶ The past 12 months alone have seen:
  - ▶ Historic Hurricane Fiona, September 2022
  - ▶ Historic Polar Vortex, February 2023
  - ▶ Historic Forest Fires, May 2023
  - ▶ Historic Rain & Flooding, July 2023
- ▶ These types of events will continue to increase in frequency and intensity.

# Maritime Link Update

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- ▶ The Maritime Link, Labrador Island Link, and Muskrat Falls facilities have been commissioned, but there remain significant ongoing challenges in receiving the full value of Nova Scotians' investments.
- ▶ Nova Scotian ratepayers have been carrying the double cost burden of not only paying the annual costs of the Link itself, but then also being required to pay – and at soaring global prices – for replacement coal and gas. This fuel was required for some years because of delays in commissioning, now compounded by ongoing under-delivery issues.
- ▶ The future is more promising, but in the meantime, this has created severe fuel cost pressures on NS ratepayers, and an ongoing bill.

# Atlantic Loop: Update

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1. Capital costs have increased by 300%, from \$2.95 Billion in 2020 to more than \$9 Billion today. Burdening everyday Nova Scotian ratepayers with this level of new cost, plus the risk of even more cost escalation, is unacceptable.
2. Quebec has confirmed it does not have the product Nova Scotia required to close coal – firm energy available for sale to meet our winter peak needs.
3. Global supply chain challenges (HVDC equipment, cables); plus the need for all three provinces to complete approvals and negotiations; plus a tight construction industry mean the Atlantic Loop cannot be ready for 2030.
4. Investing in our own energy resources avoids Nova Scotian's having to spend billions on infrastructure in Quebec and New Brunswick.

This option is no longer viable for 2030.



**2027**

The year in which we will need new energy supplies

**2026–2027**

The winter in which we will need new capacity supplies

**Calls for tenders have already been launched to meet these needs, and others will follow.**

- Hydro Quebec Strategic Plan 2022-26



# Comparative Energy Sources: Costs (\$/MWh)

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|                             |                    |             |
|-----------------------------|--------------------|-------------|
| <b>Atlantic Loop Energy</b> | <b>\$200-\$250</b> |             |
| NS Wind                     |                    | \$45-\$65   |
| Battery + NS Wind           |                    | \$70-\$100  |
| Offshore NS Wind            |                    | \$70-\$140  |
| Solar                       |                    | \$80-\$130  |
| Natural Gas*                |                    | \$100-\$170 |
| Imports (from NL, NB, NE)   |                    | \$150-\$200 |
| Smart Grid/Efficiency       |                    | \$0-\$50    |

\*Natural Gas may incur carbon costs. However, revenues would be recycled back to mitigate ratepayer impacts through investments in further GHG investments.

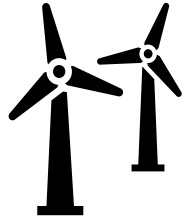


# Nova Scotia's Historic Opportunity

- ▶ NS has some of the most exceptional winds in the world, with capacity factors that can exceed 50% in the onshore.
- ▶ Our offshore has even more wind potential, providing Nova Scotia a significant advantage in offshore wind and hydrogen.
- ▶ Nova Scotia is also home to world-class expertise in batteries, and rapidly growing new firms.
- ▶ Harnessing these local resources reduces Nova Scotia's dependency on imported coal or natural gas, and enormously strengthens our energy security.
- ▶ Wider electrification will enable NS to replace \$5 Billion spent on bills for imported fuel, by tapping into much cheaper local, renewable power.

# Nova Scotia's 2030 Clean Power Plan

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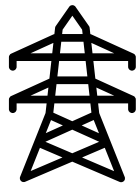
## New Energy Resources

1. Wind
2. Solar



## Smart Grid Management Tools

3. Batteries and Renewables Integration
4. Electrification and Load Management

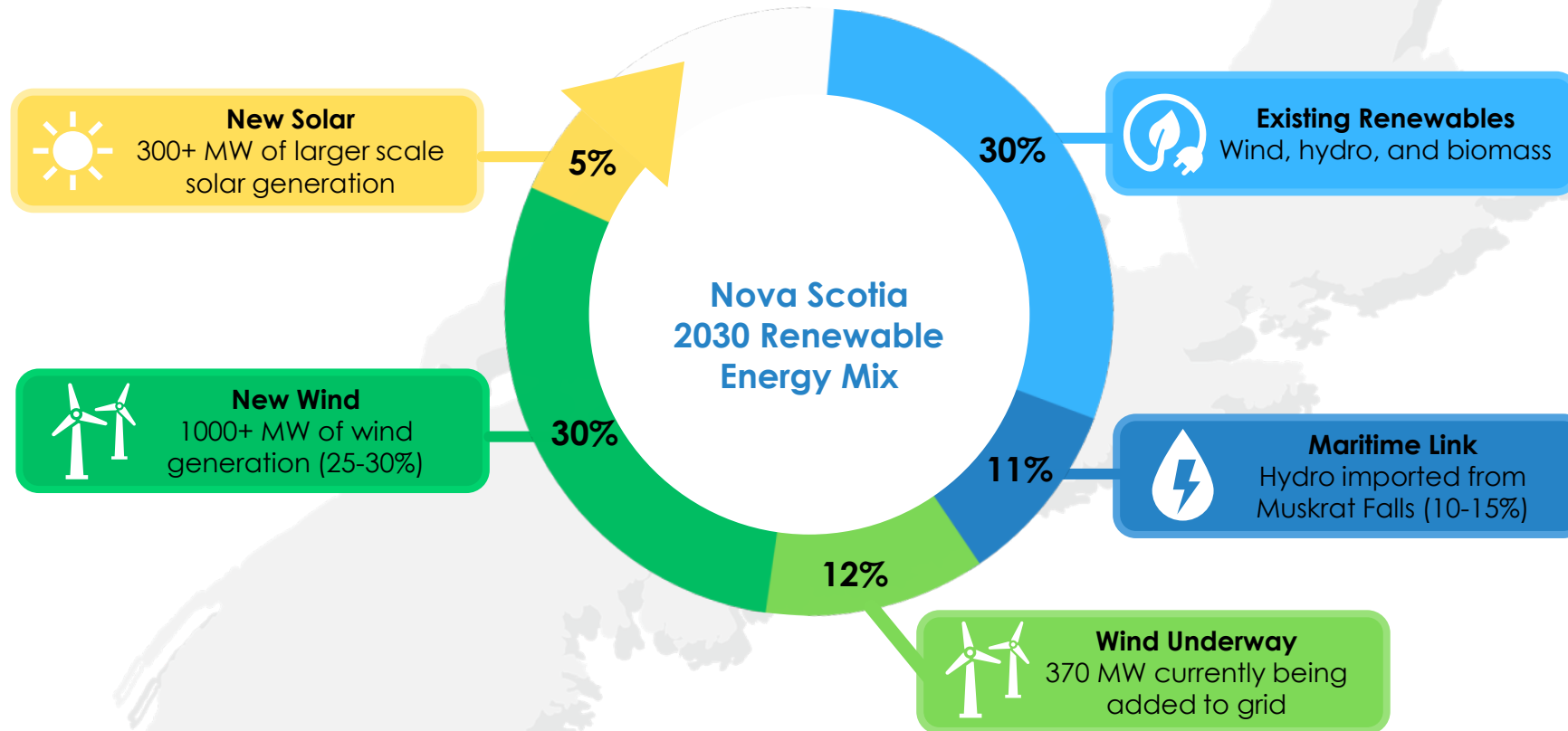


## Resilience and Reliability

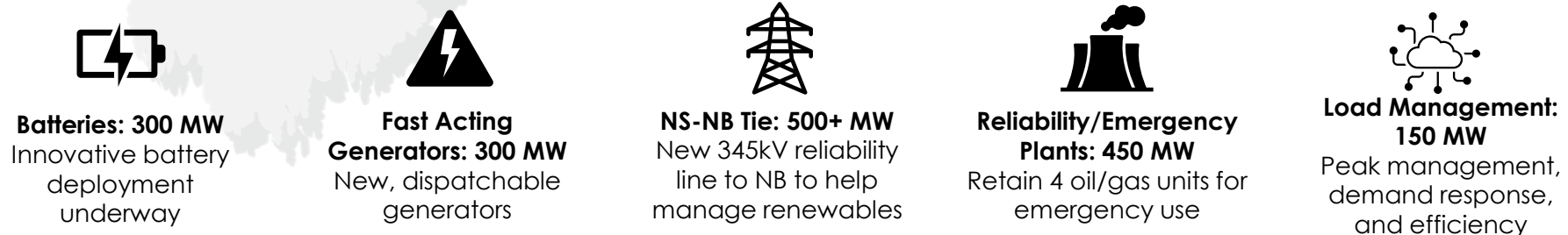
5. Transmission
6. Fast-Acting Generation
7. Emergency and Reliability

# Nova Scotia's 2030 Clean Power Plan

Achieve 80% renewables • Close coal • Cut electricity GHGs by 90% • Improve grid resiliency



## Supporting Resiliency and Reliability of the Grid



# 1. Wind

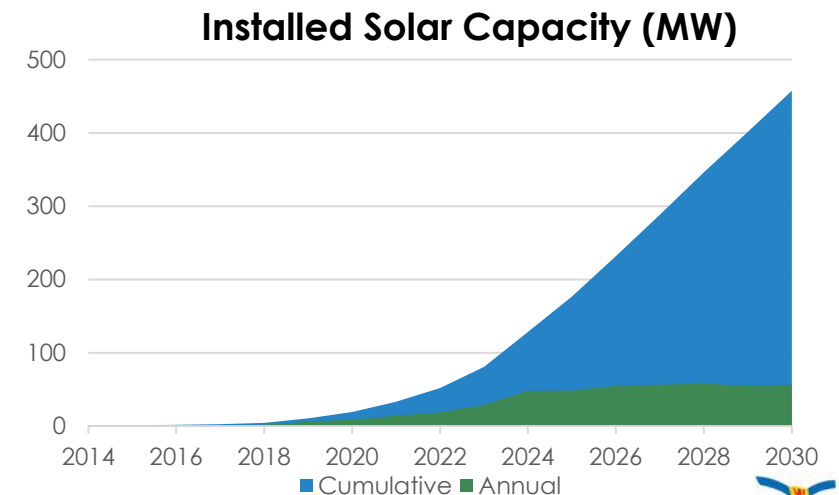
11

- ▶ Increase onshore wind generation from 20% to 50%+ of electricity.
  - ▶ Add ~1,000 MW of new wind by 2030 to reduce GHGs and stabilize costs through fixed price contracts.
  - ▶ Plus 370 MW is already underway from the recent RFP.
  - ▶ Confirmed in all scenarios from NSP's Integrated Resource Plan.
- ▶ Wind is widely-agreed to be the lowest cost electricity resource available to Nova Scotia, with the latest RFP costing just 5.3 cents/kwh for 370 MW.
- ▶ **Fall 2023:** Nova Scotia launches the Green Choice Program procurement for the next 350 MW of wind.
- ▶ Additional procurements will follow (est. 2025 and 2027) alongside work to encourage responsible development and mitigate supply chain issues.



## 2. Solar

- ▶ Significantly expand the use of solar across NS.
  - ▶ Net metering was strengthened in legislation, and 7,000 Nova Scotians have now installed solar.
  - ▶ Demand is growing on farms, businesses, municipalities and First Nations – driven by economics, and a desire for more control over their energy.
  - ▶ The solar industry now employs 500 people today in NS and is on trend to hit 1,000 next year.
- ▶ **Fall 2023:** NS's Community Solar Program and Commercial Net Metering launch this Fall- with more than \$150M in solar investments expected across Nova Scotia's communities in 2024.
- ▶ By 2030, the Nova Scotia Plan expects at least 300MW+ of larger scale solar installed through existing programs.

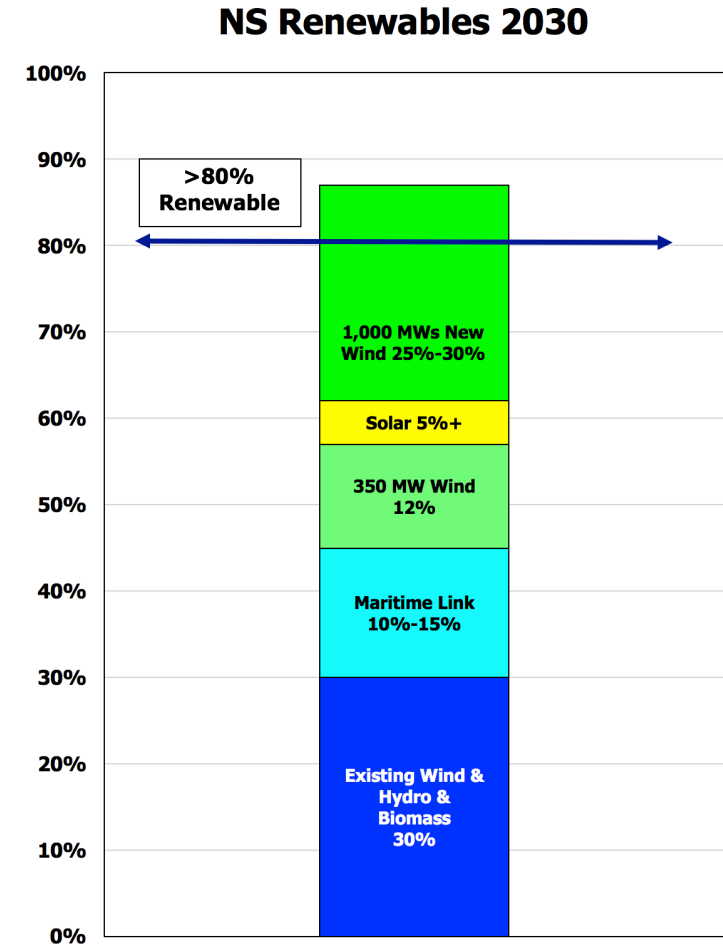




# Achieving 80% Target & #1 in GHG Reductions

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- ▶ More than 80% renewable power can be achieved by building out Nova Scotia's own local renewables.
- ▶ The 2030 Clean Power Plan will also reduce electricity GHGs by more than 90% (from 10.7MT in 2005 to <1MT in 2030 to 0.5 MT by 2035).
- ▶ Nova Scotia is already leading Canada in GHG reductions and by 2030 will be #1 in all of North America.
- ▶ Planning for the future also requires a greener, more flexible, and more reliable grid.

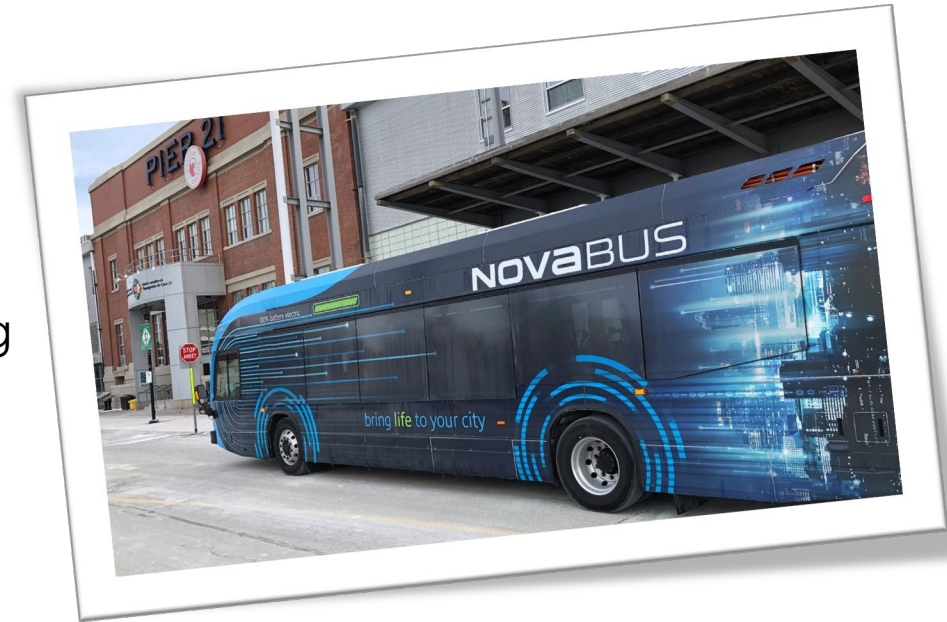


### 3. Batteries and Renewables Integration

- ▶ Battery technology is improving at world-changing rate:
  - ▶ Researchers like Nova Scotian Jeff Dahn and his team (at Dalhousie and with Tesla) have developed batteries that will last 1,000,000 miles in an EV.
  - ▶ These kinds of batteries are now also helping electricity systems, both to manage renewables but also to provide important grid services.
- ▶ Battery prices have fallen by 95% in recent decades. However, the speed of deployment in Nova Scotia will depend on significant Federal funding.
  - ▶ Other investments to strengthen the grid are also required to ensure safety and reliability.
- ▶ **Work underway:** NRR is presently reviewing applications for 300MW of innovative early battery deployment projects, across multiple Nova Scotian sites and communities.

## 4. Electrification and Load Management

- ▶ Nova Scotians spend \$5 Billion every year for imported fossil fuels like coal, heating oil, gasoline and diesel.
- ▶ A key driver for building a clean electricity system in Nova Scotia is to produce energy savings by electrifying heating and transportation for households.
- ▶ Electrification will reduce energy bills and replace spending on imported fuels with clean local electricity.
- ▶ More Heat Pumps & EVs will also increase electricity needs and peak load on the Grid, especially after 2030.
- ▶ **Next Step:** Manage 150MW of load through Demand Response and low-cost actions like smart EV charging, building code updates, and standards on heat pumps.





# Electrification

16

- ▶ The CAA estimates an average vehicle's gas bill is \$2,000-\$4,000. Instead, driving an EV saves you \$1,500 to \$3,000 in fuel costs each year.
- ▶ As the vehicle fleet converts over time, Nova Scotians will save \$1.5 to \$2 Billion/year on gasoline (>70% of which is the cost for the imported fuel).
- ▶ Using Made-in-NS electricity brings those dollars back home.
  - ▶ For instance, bringing that >70% (= \$1.4 Billion) in fuel bills coming back home to NS will create thousands of new jobs.

| CAA Driving Costs Calculator                      |            | CAA Driving Costs Calculator              |            |
|---------------------------------------------------|------------|-------------------------------------------|------------|
| Estimated Total Annual Driving Costs for:         |            | Estimated Total Annual Driving Costs for: |            |
| 2023 Ford F150 Lightning Lariat Supercrew SWB 4WD |            | 2023 Ford F150 Lariat Supercrew SWB 4WD   |            |
| \$10,754.40/year*                                 |            | \$15,502.06/year*                         |            |
| Total Cost per Kilometre                          | \$0.54     | Total Cost per Kilometre                  | \$0.78     |
| Average Electricity Economy (kWh/100km)           | 31.51      | Average Fuel Economy (L/100km)            | 11.26      |
| Fuel Cost per Year (Electricity)                  | \$1,058.51 | Fuel Cost per Year (Gas)                  | \$4,165.86 |

**Owners of EVs in Nova Scotia today, recharge at the equivalent of**

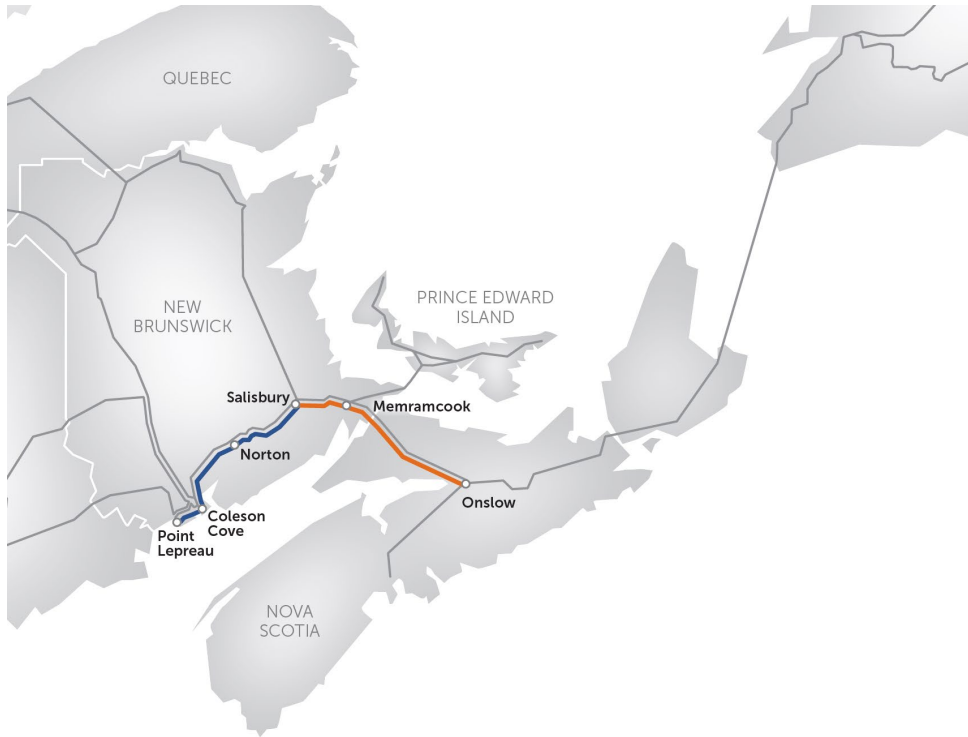
**Pump Prices of  
35 cents a liter**

# Load Management and Vehicle-to-Grid (V2G)

- ▶ Many EVs can power your home for days if the power goes out. And some Nova Scotians are already using their vehicles as generators during storms.
- ▶ This capability will also allow vehicle owners to support the grid with their cars.
- ▶ **Work underway:** NS is developing programs that will enable Nova Scotian drivers to unlock the full value of their vehicles and also reduce ratepayer costs by avoiding new investments.



## 5. NS-NB Regional Transmission



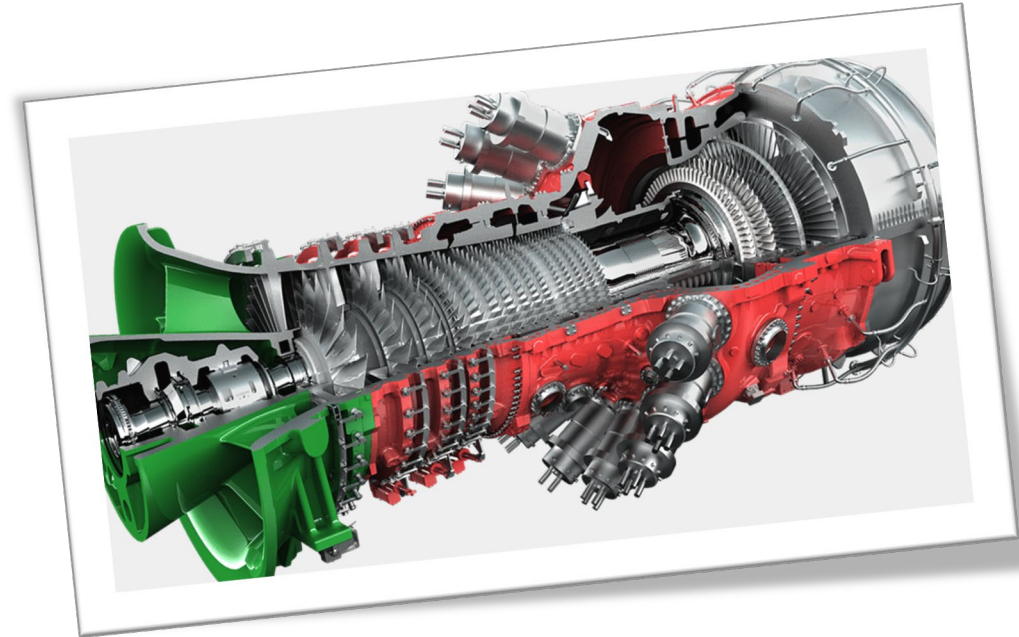
- **Stage 1** Salisbury, NB, to Onslow, NS
- **Stage 2** Salisbury, NB to Point Lepreau, NB

Nova Scotia's electricity system is only weakly connected to the North American grid, through New Brunswick.

- ▶ A new 345kV line to NB is needed to manage renewables, boost reliability and resiliency.
  - ▶ This NS-NB Reliability Tie will run from Onslow to Salisbury, enabling 500MW+ of imports/exports. This project is expected to be online in 2028.
  - ▶ Extending this line to Point Lepreau would enable greater access to NB, New England, and Quebec.
  - ▶ This new line and extension can be completed by 2029 at a total cost of ~\$1.4B, far less than the Atlantic Loop.
  - ▶ This supports regional population growth; enhances reliability; and enables more energy trading.
- ▶ **Work underway:** Interprovincial & Federal talks are underway to support these transmission investments.

## 6. Hydrogen-Capable/Flex-Fuel Generators

- ▶ By 2030, and with coal closed, the NS system will still need options that can run for a few days if it is not windy, to ensure power during winter peaks, or should storms/events impact transmission lines.
- ▶ This will require a certain, limited amount of new, fast-acting, dispatchable generation by 2027.
- ▶ Manufacturers are designing new units capable of burning green hydrogen or bio-fuels to reduce GHGs.
  - ▶ Before investments are made, options that could use a domestic clean fuel will be considered.
- ▶ **Next step:** Finalize technology choice, location, and timing for 300MW of fast acting generation.



## 7. Emergency and Reliability Back-Up

- ▶ Nova Scotia has relied for decades on coal-fired generators for storms or extended cold spells.
- ▶ Many of these units retained the dual-fuel ability to burn oil, to ensure greater reliability during emergencies and when back-up was needed.
- ▶ We will retain some of these units' capabilities to ensure sufficient emergency and back-up:
  - ▶ These will be used, as at present, very infrequently (<1% of the year), with similarly small GHGs of <0.05 MT (vs NS Electricity GHGs of 10.7 MT in 2005).
  - ▶ This saves ratepayer more than \$500 Million.
  - ▶ Every IRP scenario includes retaining at least 3 oil plants (450MW capacity) at 10% of the cost of alternatives.





# Nova Scotia's 2030 Clean Power Plan

## Wind

Add 1,000+MW new onshore wind by 2030 (offshore potential post-2030)  
Green Choice procurement has begun, more every 18 months

## Solar

Net Metering now well-established and growing each year  
300MW+ large Solar by 2030 - Commercial begun, Community in Fall

## Batteries + Renewables Integration

300-400MW Batteries by 2030  
Additional renewable integration investments for reliability underway

## Electrification/Load Management

Peak Management, Demand Response and Efficiency investments  
to reduce 150 MWs of peak and peak growth

## Transmission

A new NS-NB Reliability Tie transmission line in service pre-2030  
Potential to extend new transmission to Point Lepreau, NB by 2030

## Fast-Acting Generation

300MW Hydrogen Capable/Flex-Fuel generators by 2030  
Potential for 300+ MWs additional in 2030 or later

## Emergency & Reliability Back-Up

450+MW Emergency/Back-up oil generators (use of existing plants)  
Potential 100+ MW Coal-to-Gas conversions 2030

# Clean Electricity Solutions Task Force

- ▶ The Task Force will:
  - ▶ Examine electricity infrastructure needs for reliability, capacity and storage to meet climate change goals.
  - ▶ Examine connections to other essential services such as telecommunications.
  - ▶ Review the *Nova Scotia Utility and Review Board Act* in terms of electricity generation, transmission and rates.
  - ▶ Engage subject matter experts, the Mi'kmaq and other interested Nova Scotians.
- ▶ The report from the Task Force will be available early in 2024.

# Flexibility – for 2030 and post-2030

- ▶ Nova Scotia must avoid taking on too-large new risks (especially post-Maritime Link) or long-term constraints that limit adoption of new, local renewable energy.
- ▶ Our decisions will always consider the current price, timing, volume, product, risk, and local content.
- ▶ The 2030 Plan retains flexibility to add new supply:
  - ▶ As population and load growth are expected.
  - ▶ By backing out even more fossil use (<1.0 MT in 2030), by limiting new fossil investments.
  - ▶ Procurement can then select the best technology available, whether on or offshore wind, solar, hydrogen, or something new, like geothermal.





# Post-2030 Energy Options

- ▶ Global efforts to decarbonize electricity generation are accelerating, and new technologies are emerging one after the other into the mainstream.
- ▶ Given this, by 2030, Nova Scotia will possess far more options, and more knowledge, about workable, cost-effective solutions that fit our conditions.
  - ▶ There is enormous promise for the use of offshore wind in Nova Scotia after 2030, as well as hydrogen (potentially before 2030).
  - ▶ The rapid growth of EVs will bring new load but also bring entirely new grid management tools, with enormous potential to reduce system investments.
  - ▶ New long-duration batteries technology, geothermal energy, and bio-energy will also become increasingly cost-effective.
  - ▶ NB may have power available from its Small Modular Nuclear Reactors (SMRs).

# Nova Scotia's 2030 Clean Power Plan



The elements of Nova Scotia's 2030 Plan are clear, implementable, and limit ratepayer risk and investment. The Plan:

- ▶ Closes coal by 2030.
- ▶ Achieves and exceeds the 80% Renewable Energy Standard.
- ▶ Cuts Nova Scotia's total GHGs by >53%, the best in Canada.
- ▶ Moves NS electricity onto long-term, stably-priced renewables.
- ▶ Creates jobs in every community through solar, heat pumps, and wind.
- ▶ Ensures the Greener Grid is also a More Reliable Grid.
- ▶ Expands Atlantic regional ties.
- ▶ Limits ratepayer risk by avoiding billions in locked in new capital costs to 2075.
- ▶ Expands personal choice.
- ▶ Puts competition at the heart of energy generation and grid management in NS.
- ▶ Enables household and business bill savings – across all energy bills.



NOVA SCOTIA

OFFICE OF THE PREMIER

PO BOX 726  
HALIFAX, NOVA SCOTIA  
B3J 2T3

November 2, 2023

Dear Councillor,

We often hear from municipalities with questions and ideas about healthcare in their communities. I wanted to write to you to let you know that there is now a one-stop shop to book services, find access to care and get information easier and faster.

There's an app for that!

Yesterday, our Government launched the YourHealthNS app.

YourHealthNS is a game changer for accessing healthcare and finding information.

Key features of YourHealthNS include:

- a search tool to find and book the nearest health services
- the option to chat with a care navigator to help find the best service or information needed and, if appropriate, direct people to a virtual care visit
- the ability to book blood tests, x-rays, flu shots, and EKG appointments
- a home screen that can be personalized with information most important to the individual
- predicted emergency department wait times
- access to vaccination records
- access to free, same-day virtual care.

I would encourage you to download the app and to share it with your constituents so that everyone can have access to this tool that will help deliver healthcare faster.

You can install it right now by visiting:

The Apple App Store

<https://apps.apple.com/us/app/yourhealthns/id1669331387>

The Google Play Store

<https://play.google.com/store/apps/details?id=ca.nshealth.healthconnect.android>

Website: <http://YourHealthNS.ca>

Yours truly,

A handwritten signature in blue ink, appearing to read "Tim Houston".

Honourable Tim Houston, M.L.A.  
Premier of Nova Scotia

www.westhants.ca  
2023

25 October

To the Council of the Municipality of West Hants

#### Issue

1. End of driveway garbage pickup on Destination Way which is a private road located in Vaughan that exists off the New Ross Road.
2. Council takes the position that it does not permit end of driveway garbage pickup on a private road based on a bylaw. It is suggested that position is a form of discrimination.

#### Bylaw

3. It is the position of Muon Land Development Inc. (MUON) that the bylaw that reads no garbage pickup on a private road is without merit as it does not set down any standards. Not all private roads are identical from a construction perspective. For example if there is a valid safety issue, then that fact is a reasonable position to prohibit certain activities or uses. We live in a democratic society where the Rule of Law prevails.
4. The Nova Scotia Court of Appeal summarized the modern principle of statutory interpretation in *Sparks v. Holland*, 2019 NSCA 3. Farrar, J.A., stated:
  - (a) The Supreme Court of Canada and this Court have affirmed the modern principle of statutory interpretation in many cases that the words of an Act are to be read in their entire context and in their grammatical and ordinary sense harmoniously with the scheme of the Act, the object of the Act, and the intention of Parliament.
  - (b) The Court typically asks three questions when applying the modern principle.
    - (i) What is the meaning of the legislative text?
    - (ii) What did the Legislature intend?
    - (iii) What are the consequences of adopting a proposed interpretation?
5. All the municipalities in Nova Scotia get their power to enact bylaws from the Municipal Government Act (MGA). Therefore the modern principle of statutory interpretation applies to all bylaws. This prompts the question of how do you interpret a bylaw if it is void of standards or clarification? Council members cannot simply vote 'YES' or 'NO' as to whether or not a given set of circumstances do or do not contravene a specific bylaw, without giving due consideration to the existing circumstances and facts. Otherwise it would be tantamount to voting in a vacuum. Simply put that defies logical reasoning.

#### Facts

6. This subdivision has only two roads that meet the definition of a road. One is **Destination Way** (700 meters in length) and **Cozy Crescent** (600 meters in length). These roads are designed and certified by a professional engineer. Without that certification, the Municipal

Development Officer would not have given subdivision approval. It is worth noting that the above-mentioned roads exceed the standards that are required.

7. The Municipality contracts GFL to pick up solid waste by the ton and not per driveway. Therefore, end of driveway garbage pickup is not an added cost to the Municipality.
8. There are no safety concerns with respect to end of driveway garbage pickup, which was established by Karen Macneil, the residential route supervisor for GFL. Please see her *gmail* to me dated 13 Oct. 2023 attached hereto marked A.
9. Based on previous property assessments, for the completed residential structures in this subdivision subject to appeal, the Municipality will collect in the vicinity of \$115,000.00 in the next property tax year. This amount will increase as more structures are built. It is necessary for the Municipality to collect property taxes in order that they can provide a multitude of services.
10. In this subdivision, the Municipality does not provide services for water, sewage, road maintenance or snow plowing. However, residential property owners do expect end of driveway garbage pickup since garbage collection is a municipal responsibility. There may be circumstances where garbage is taken to a central depot which creates its own problems. One significant problem at a garbage depot is that some people will not separate their garbage as required. They will flaunt the rules, like out of site out of mind. From a climate change perspective that is not good enough. At least, at end of driveway pickup GFL can do an inspection and the residents are more likely to follow the rules expected of them.
11. Council do the right and logical step and authorize end of driveway garbage pickup in this subdivision. Otherwise you are going to have a lot of disgruntled property owners. The present problem must be resolved as it will not disappear.

A timely response would be appreciated.

All which is respectfully submitted.

Sheldon Hebb on behalf of Muon Land Development Inc.

2:12 AM (8  
hours ago)

**A**

--- ----- Forwarded message -----

From: **Karen Macneil**

Date: Fri, Oct 13, 2023 at 10:44 PM

Subject: RE: end of driveway garbage pickup subdivision Falls Lake Vaughan

To: sheldon Hebb

Cc: Kristyn Remme <[waste@westhants.ca](mailto:waste@westhants.ca)>, Michael White; Ken Webb

Hi Sheldon,

Yes, I did do a site check on Destination Way to see if it would be viable for a large truck to service, with a sustainable road surface and a section of road for a truck to be able to turn around. I did the site check on September 27th 2023. I found that at this time, the road met the criteria.

Thanks

Karen

**From:** [Abraham Zebian](#)  
**To:** [Deanna Snair](#)  
**Subject:** Fwd: Land and Asset Database Update and User Integration  
**Date:** Monday, November 6, 2023 11:24:26 AM  
**Attachments:** [image001.png](#)

---

Correspondence for COTW November please

Abraham Zebian

Mayor

West Hants Regional Municipality

(902)790-1566

**West Hants Regional Municipality acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.**

Begin forwarded message:

**From:** Jennifer Tufts <jtufts@valleyren.ca>  
**Date:** November 6, 2023 at 9:25:03 AM AST  
**To:** Jennifer Tufts <jtufts@valleyren.ca>  
**Cc:** Kyle Walsh <kw Walsh@valleyren.ca>  
**Subject:** Land and Asset Database Update and User Integration

**Caution [External Email]**

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

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Dear Funding Partners,

We are thrilled to provide you with a comprehensive update on the Land and Asset Database project, also known as the Site Selector Tool. Over the past few months, we've been hard at work and are eager to share our accomplishments and plans moving forward and to have your staff added to the platform.

**Project Overview:**

The Land and Asset Database project aims to create a comprehensive and user-friendly platform that aggregates and manages regional land and asset data. This initiative serves as a valuable resource for various stakeholders, including real estate agents, government support organizations, and potential investors in and out of the Annapolis Valley. The Database will serve as a one-stop location for localized data, simplifying the process of selecting commercial properties.

**Accomplishments to Date:**

- **Data Collection and Validation:** Our team has successfully collected and rigorously validated substantial amounts of land and asset data from multiple

municipalities, and the Province of Nova Scotia ensuring accuracy and completeness.

- **Database Development:** Our development team has made significant progress in designing and building the database infrastructure, focusing on scalability and security.
- **User Interface Development:** We've collaborated closely with GIS Webtech to create an intuitive and user-friendly interface, making it effortless for stakeholders to access and interact with the data.
- **Disclaimer Development:** It was heard that a disclaimer was needed to ensure users are aware to double-check that certain information is accurate before agreeing to any sale.
- **Properties Tested and Uploaded:** Real estate agents are actively engaged in uploading commercial properties to the site selector, and this effort is ongoing.

### **Responsibilities for Municipalities:**

To ensure the project's success, it is vital that we work with municipalities to ensure data is accurate and actively contribute and maintain their data. Key responsibilities for municipalities include:

- **Data Submission:** Most of the essential data has already been submitted. If additional data is requested, please contact the Valley REN team, and we can initiate discussions to add the requested layers.
- **Data Accuracy:** Maintaining the accuracy and completeness of the data is crucial. Promptly correcting any discrepancies or inaccuracies can be achieved by updating the layers in ESRI, which are automatically synchronized with the database.
- **Security Compliance:** Municipalities must adhere to data security protocols to safeguard sensitive information. Our team will continue to uphold the agreements that were signed.
- **Designated Staff Person:** Each municipality should appoint a staff member responsible for overseeing data submission, accuracy, and compliance. This individual will serve as the primary point of contact between the municipality and our project team, as well as a contact for potential investors with follow-up questions. Additionally, GIS Webtech offers training and access to the platform for designated staff members, enabling them to see what investors see and monitor data synchronization.

### **Next Steps:**

Our next phase involves marketing the Land and Asset Database to real estate agents, government agencies, and other potential partners. Here's our plan:

- **Collaboration with Partners:** We will proactively engage other relevant agencies to explore partnerships and collaboration opportunities.
- **Promotional Campaigns:** We are preparing to launch a comprehensive promotional campaign across various channels, including social media, email marketing, and industry events.

In conclusion, the Land and Asset Database project has made significant strides in its mission to provide a comprehensive and user-friendly platform for managing regional land and asset data in the Annapolis Valley. Real estate agents are actively contributing to the database by uploading commercial properties. To ensure the project's continued success, we emphasize the crucial role of municipalities in data submission, accuracy, and security compliance, and encourage you to appoint designated staff members for this purpose. Our next steps involve marketing the database to various stakeholders and exploring collaboration opportunities. We are excited about the journey ahead and look forward to having your staff added to the platform as we work together to simplify



the process of selecting commercial properties in the Annapolis Valley.

We are enthusiastic about the potential impact of the Land and Asset Database and are committed to working closely with municipalities and stakeholders to ensure its success.

If you have any questions, or suggestions, or would like to discuss this further, please do not hesitate to contact Kyle Walsh, Economic Development Officer, at [kwalsh@valleyren.ca](mailto:kwalsh@valleyren.ca) or 902-670-1771.

Thank you for your continued support and collaboration on this significant initiative.

Thanks,  
Jennifer



**448 Main Street, Kentville NS, Canada B4N 1K8**  
**902.678.2200 | [www.valleyren.ca](http://www.valleyren.ca)**

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**From:** Kelsea MacNeil  
**To:** [PublicOnlyCouncilEmail](#)  
**Subject:** WindStrength Update  
**Date:** Wednesday, November 8, 2023 2:42:12 PM  
**Attachments:** [WindStrength Q&A.pdf](#)  
[Bear Lake EverWind Flyer Benefits vF.pdf](#)

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Hi West Hants councillors,

I hope all is well and thank you Mayor Abraham for your interest in our project - We are looking forward to our formal meeting with council.

I represent Membertou, the majority owner in the Bear Lake wind farm. Membertou is a Mi'kmaq community with a strong focus on growth through economic development.

In the meantime, I would like to provide full transparency and responses that we have provided to the stakeholders in the community who have signed up to receive more information, either through our mailing list or sign in forms at open houses.

**Please find attached “WindStrength Q&A”, a compiled full list of questions we have received to our [info@bearlakewind.com](mailto:info@bearlakewind.com) mailing list.**

I would also like to provide a brief summary of the public community engagement we have conducted to date.

| Event         | Description                                                                                                                                                                                                                                     |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Open House #1 | <ul style="list-style-type: none"><li>• August 22<sup>nd</sup> 5-8pm with public 55 attendees</li><li>• Advertised through Valley journal, door knocking, project website, EverWind website, LinkedIn, and July newsletter circulated</li></ul> |
| Open House #2 | <ul style="list-style-type: none"><li>• September 19th 2-7pm with public 25 attendees</li><li>• Advertised through Valley journal, project website, EverWind website, LinkedIn</li></ul>                                                        |
|               |                                                                                                                                                                                                                                                 |

|                         |                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------|
| Hants County Exhibition | <ul style="list-style-type: none"><li>• September 17<sup>th</sup> and September 24<sup>th</sup></li></ul> |
| Community Meeting       | <ul style="list-style-type: none"><li>• October 14<sup>th</sup></li></ul>                                 |

Thanks - Wela'lin,

Kelsea MacNeil

Director, Public Relations & Business Development

Membertou Development Corporation

**Membertou and EverWind are**  
***investing hundreds of millions***  
***of dollars in clean energy in West Hants***

## **DIRECT HOMEOWNER ELECTRICITY FUND**



### **\$70,000 per year**

Commitment to  
provide direct  
payments to  
homeowners for  
lower electricity bills



### **2026 program start**

Program to start at  
the end of the first  
year of operations,  
expected 2026



### **Local Residents Benefit**

Residents within a  
specified distance to  
the closest turbine will  
receive proportional  
amount paid



### **Simple Opt-In Process**

Simple opt-in  
process to receive  
annual proximity  
payment for Bear  
Lake wind farm  
projects

**TELL YOUR COUNCILLOR YOU  
SUPPORT CLEAN ENERGY  
PROJECTS IN NOVA SCOTIA!**

For more information, visit our website at  
[www.BearLakeWind.com](http://www.BearLakeWind.com)  
or contact us at [info@bearlakewind.com](mailto:info@bearlakewind.com)



**Membertou**  
WELCOMING THE WORLD



**Membertou and EverWind are**  
***investing hundreds of millions***  
***of dollars in clean energy in West Hants***

## **WIND FARM COMMUNITY VIBRANCY FUND**



### **\$20,000 per year**

Commitment to  
provide annual  
community benefits  
fund earmarked for  
community



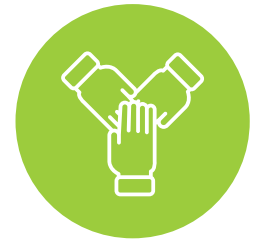
### **2026 program start**

Fund to be deployed  
in full (\$20,000  
annually) at the end  
of the first year of  
operations, expected  
2026



### **Diverse Committee**

Fund oversight  
entrusted to  
committee of  
community  
members, council  
representatives,  
project  
representatives



### **Community- Based Initiatives**

Education and job  
training, public  
recreation, land  
initiatives, energy  
sustainability,  
property tax relief

**TELL YOUR COUNCILLOR YOU  
SUPPORT CLEAN ENERGY  
PROJECTS IN NOVA SCOTIA!**

For more information, visit our website at  
[www.BearLakeWind.com](http://www.BearLakeWind.com)  
or contact us at [info@bearlakewind.com](mailto:info@bearlakewind.com)



**Membertou**  
WELCOMING THE WORLD



**EVERWIND**  
F U E L S

**Membertou and EverWind are**  
***investing hundreds of millions***  
***of dollars in clean energy in West Hants***

## **AT LEAST \$50,000 BURSARY FUND**



### **10x Scholarships**

Applicable to  
education and  
training in the  
renewables  
industry



### **\$5,000 each**

Expect to fully  
replenish \$50,000  
fund replenished  
once scholarships  
are issued



### **2024 program start**

Program to  
start prior to  
construction



### **Keep Families Together**

Builds local  
expertise to keep  
families together  
in Nova Scotia

**TELL YOUR COUNCILLOR YOU  
SUPPORT CLEAN ENERGY  
PROJECTS IN NOVA SCOTIA!**

For more information, visit our website at  
[www.BearLakeWind.com](http://www.BearLakeWind.com)  
or contact us at [info@bearlakewind.com](mailto:info@bearlakewind.com)



**Membertou**  
WELCOMING THE WORLD



**EVERWIND**  
F U E L S

# Membertou and EverWind are *investing hundreds of millions of dollars in clean energy in West Hants*



## LOCAL SKILLED LABOUR REQUIRED

### 6-12 Operations

- ✓ HV Technicians / Electricians
- ✓ Wind Technicians
- ✓ Road Maintenance Workers
- ✓ Vegetation Management Service Providers
- ✓ Snow & Surface Removal
- ✓ Administrative Support
- ✓ Inventory / Materials Management

### Hundreds of Construction Jobs

- ✓ **Civil installation:**  
land clearing, forming,  
concrete supply, grouting
- ✓ **Electrical installation:**  
overground installation,  
electrical testing,  
instrument installation
- ✓ **Turbine installation:**  
crane supply, turbine  
offload, mechanical  
and electrical work

**TELL YOUR COUNCILLOR YOU  
SUPPORT CLEAN ENERGY  
PROJECTS IN NOVA SCOTIA!**

For more information, visit our website at  
[www.BearLakeWind.com](http://www.BearLakeWind.com)  
or contact us at [info@bearlakewind.com](mailto:info@bearlakewind.com)



**Membertou**  
WELCOMING THE WORLD



---

**From:** Mandy Singleton

**Sent:** Thursday, November 9, 2023 9:50 PM

**To:** mfredricks@westhants.ca <mfredricks@westhants.ca>

**Cc:** Abraham Zebian <AZebian@westhants.ca>; Mark McLean <mmclean@westhants.ca>; Mark Phillips <MPhillips@westhants.ca>

**Subject:** Riverview Drive Rezoning

**Caution [External Email]**

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

I am contacting you to discuss the Municipality's proposal to rezone PID 45215290 Riverview Drive Brooklyn from open space to R1.

My husband and I moved to Hazelwood Drive, which joins Riverview Drive, 18 years ago. We have created a home, raised our children, and formed many cherished friendships in this neighbourhood. We consider it a fantastic place to raise a family and live a simple, rural life.

Our rear driveway, which runs off a garage on our property, is connected to Riverview Drive. When I walk from the end of that driveway to the current Municipality Rezoning sign on Riverview Drive, it might take me all of 40 steps.

I am sure you can imagine my dismay when I found out we could have been using that piece of property, with a river view, for almost 20 years with our children and pets to connect with nature and explore. How much would we have loved to go on nature walks when they were young without having to load our children in the car and drive to Smiley's Park? Or to take the dogs for a walk somewhere that isn't on a twisty, turny, road that is in a state of disrepair? Or to have access to a green space during Covid lockdowns? This would have been an excellent way for my children and the other children in the neighbourhood to have a break from being home, day after day.

If I were to guess, there are over 20 school-aged children currently living in our subdivision, as well as many dogs and cats who are known and loved by everyone within our little community. I am speaking for our family, and I'm sure for several others that we would appreciate keeping the green space we didn't know we had. It would be a great place to go for a walk in nature and sit and watch the river that flows through our community. And once you turn a lot from a green space to a residential lot, that isn't something you can get back.



Selling off access land for the sake of annual tax revenue from one residence hardly seems worth the cost of selling off a green space that would be well used in our community now that we have been made aware that we are able to use it. It has not been used over the years as we felt we would be trespassing, as many of us have indicated to you and the Municipality.

While making this decision, please keep in mind that Riverview runs off of Etter Road, which I am sure is well-known within the Municipality. It is in an embarrassingly horrid state, and as far as I can tell without having official confirmation, we have missed the window to have it paved within the J-Class Paving program between the Municipality and the Provincial Government, which brings us back to square one as far as the paving goes. We have no Municipal sewer and or water. I sincerely hope that the Municipality will consider the current and future residents of Etter Rd, Hazelwood & Riverview Drive before it is recommended to and voted upon by Council to take away a green space that will be used now that we know we have access to it, without the risk of trespassing.

Please feel free to reach out if you would like to discuss the matter further.

Mandy & Chad Singleton

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**From:** Ian Daniels

**Date:** November 13, 2023 at 5:53:50 PM AST

**To:** Abraham Zebian <AZebian@westhants.ca>, Laurie Murley <lmurley@westhants.ca>, Jim Ivey <jivey@westhants.ca>, Kathy Kehoe <kkehoe@westhants.ca>, VanEssa Roberts <vanessa@westhants.ca>, melissa.mlaoffice@gmail.com, Kathy Johnston <kjohnston@westhants.ca>

**Subject:** Windsor Elementary School

**Caution [External Email]**

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

Good day,

I have just learned the rear play structure at Windsor Elementary School is no longer considered safe and has been condemned. I would like to share with all of you my thoughts and concerns with respect to the loss of the structure.

**Background:** I grew up on Albert Street and went to Windsor Elementary when it was brand new. I enjoyed playing on that very structure. My wife and I decided to move "home" to Windsor from Bedford last Fall with our three children (all three of our children currently attend WES). They have loved the old playground as I did and are very sad to see it go.

**Concern:** Without immediate support from local government, organizations, and community members the students of WES will likely not have a new play structure to use for physical activities for many years. This is a far bigger problem than most people realize.

**Thoughts:** I am sure every single person on this email agrees that physical activity, especially when young, is incredibly important for health, growth, and development of residents. The idea that this structure stood for over 30 years and a replacement is not in planning is truly unfortunate.

My wife, Hayley Daniels (a former high school teacher at Avon View who has spent the last decade as a marketing and communications director in the construction sector), has joined the WES Home and School Committee in an effort to utilize her marketing and communications skills to assist in fundraising efforts. She has reached out a number of times to the Windsor Township Business Association and municipality with really great partnership proposals that would fundraise for the playground and be a marketing opportunity for the local business community. Her ideas are great, but nobody is ever interested in helping in any way.

From the municipality's development pages there are currently enough residential projects in various levels of approval to bring hundreds of new residents to Windsor. Within the catchment area of WES. The only other public play structures are the small one on Burgess and the very old (and very marshy) aquatic center playground. The "red rocket" structure was in place when I was a child here in the early 90s. The WES playground is utilized significantly by the community outside of school hours. Our community needs this playground and we need help paying for it.

**Call to Action:** Please provide assistance to the Windsor Elementary Home and School Committee. They are working very hard to bring a new structure to the community and deserve our support at all levels. The economic situation in the Windsor area doesn't allow for parents being continually asked to support endless small fundraisers. This community needs help raising the funds needed to make this project happen. It's not just on the current parent community at the school, it should be on the entire community to help make this happen for our children. They're important and we owe this to them.

Sincerely,

Ian Daniels

of King Street, Windsor  
Lieutenant Commander  
Royal Canadian Navy

**From:** Protect Vaughans Community  
**To:** [Sara Poirier](#)  
**Cc:** [Mark Phillips](#); [Alexander Dunphy](#); [Mark Fredericks](#); [Vanessa Lake](#); [Shelleena Thornton](#); [Rupert Jannasch](#); [Mark McLean](#); [Scott McLean](#); [Jeff Hartt](#); [Debbie Francis](#); [Ed Sherman](#); [Paul Morton](#); [John Smith](#); [Laurie Murley](#); [Jim Ivey](#); [Deanna Snair](#)  
**Subject:** Re: Amendment to policy 4.22.4  
**Date:** Tuesday, November 7, 2023 10:58:27 AM  
**Attachments:** [image001.png](#)  
[image861989.png](#)

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**Caution [External Email]**

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

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Good morning Sara,

I am writing to make sure you have received the amendment document and the payment for the application this morning.

I had a meeting first thing this morning that I had to attend, so my wife Laura dropped them off and made the payment.

If there is anything else you require or if i have missed anything please let me know.

Sincerely,  
Steve Hart



**From:** Protect Vaughans Community  
**Sent:** Saturday, November 4, 2023 9:27 PM  
**To:** Sara Poirier <[spoirier@westhants.ca](mailto:spoirier@westhants.ca)>  
**Cc:** Mark Phillips <[MPhillips@westhants.ca](mailto:MPhillips@westhants.ca)>; Alexander Dunphy <[ADunphy@westhants.ca](mailto:ADunphy@westhants.ca)>; Mark Fredericks <[MFredericks@westhants.ca](mailto:MFredericks@westhants.ca)>; Vanessa Lake <[vlake@westhants.ca](mailto:vlake@westhants.ca)>; Shelleena Thornton <[SThornton@westhants.ca](mailto:SThornton@westhants.ca)>; Rupert Jannasch <[RJannasch@westhants.ca](mailto:RJannasch@westhants.ca)>; Mark McLean <[mmclean@westhants.ca](mailto:mmclean@westhants.ca)>; Scott McLean <[smclean@westhants.ca](mailto:smclean@westhants.ca)>; Jeff Hartt <[jhartt@westhants.ca](mailto:jhartt@westhants.ca)>; Debbie Francis <[DFrancis@westhants.ca](mailto:DFrancis@westhants.ca)>; Ed Sherman <[esherman@westhants.ca](mailto:esherman@westhants.ca)>; Paul Morton <[PMorton@westhants.ca](mailto:PMorton@westhants.ca)>; John Smith <[JSmith@westhants.ca](mailto:JSmith@westhants.ca)>; Laurie Murley <[lmurley@westhants.ca](mailto:lmurley@westhants.ca)>; Jim Ivey <[jivey@westhants.ca](mailto:jivey@westhants.ca)>; Deanna Snair <[DSnair@westhants.ca](mailto:DSnair@westhants.ca)>  
**Subject:** Re: Amendment to policy 4.22.4

**Caution [External Email]**

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Dear Saira,

Thank you for your quick response.

After reviewing the document you the provided the link to, it seems that it could be quite intrusive to fill out properly. It requires PID numbers, intended use of property, civic addresses and other information in which we have no way of predicting. Are you sure this is the correct document?

The document is appreciated and we would be grateful for a bit more detailed information on how to fill out that particular form properly.

Alternatively, if any of your colleagues are able to offer assistance with filling out the form, as we are not experienced in this field, that would be appreciated too.

Could you also provided further clarification on the \$1600 application fee? I acknowledge the fee, however there is no indication on how to make this payment.

Is there HST involved, who do we make the payment to? Does it have to be cheque? money order? E-transfer, cash, or do you accept credit cards

Thank you in advance for your continued help and support.

Sincerely,

Steve Hart

On Nov 3, 2023, at 9:57 AM, protectvaughans wrote:

**Caution [External Email]**

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

Dear Planning/Council Department,

I am writing to make a formal request to amend policy 4.22.4 of the West Hants Municipal Planning Strategy. The requested amendment is to ensure that no large wind turbine or wind farm shall be considered inside a 20km radius from an existing or under construction large wind turbine or wind farm, or an approved development agreement for a large wind turbine or wind farm until all large wind turbines or wind farms falling within the 20km radius have operated at project capacity for a minimum of 24 months.

Protect Vaughan's is requesting this amendment due to the potential environmental consequences that could arise from such projects, including but not limited to: bird migration, sight and sound effects, property values, localized weather pattern changes, and general quality of life for affected residents. It is important to ensure that these factors are considered prior to the commencement of any new projects.

We kindly ask that the Planning/Council Department consider our request and help protect our environment and community.

Thank you for your time and attention.

We look forward to furthering our communication in regards to this amendment.

Sincerely,

Steve Hart

Protect Vaughans



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

**Submitted by:** Mark McLean, Councillor, District 3

**Date:** November 14<sup>th</sup>, 2023 Committee of the Whole

**Subject:** Smiley's Provincial Park

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### LEGISLATIVE AUTHORITY

### RECOMMENDATION or DECISION REQUEST

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

*Staff be directed to write a letter to province requesting a timeline as to when Smileys Provincial Park will be restored/reopened for public access and further a plan be considered/ implemented where the public have limited access to the park until all necessary repairs have been completed.*

### BACKGROUND

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

### DISCUSSION

Smileys Provincial Park has been a year-round destination for many in and around our region. Residents in Brooklyn and surrounding areas enjoy frequenting the park to picnic, hike, walk the trails with their dogs, snowshoe, cross country ski or even enjoy the quiet scenery that creates opportunities for beautiful photographic moments.

Spring and Fall create dramatic backgrounds for picture taking or silent moments for reflection. In addition to the added bonus of having decreased brush which results in a less probability of getting a tick on yourself or furry friend.

During the unprecedented flooding event on July 22, 2023, Smileys Provincial Park sustained significant and vital infrastructure damage required for operations resulting in need for the park to be closed to access the damages and for public safety.

On August 8<sup>th</sup>, 2023, Saltwire newspaper reported in an article that the Department of Natural Resources and Renewables parks promotion and development officer Sandra Fraser stated “quite a large area of Smileys Provincial Park in Brooklyn has been damaged. It will remain closed for the remainder of the 2023 season”.

The Canadian Mental Health Association identifies that nature and exercise play a critical role in a person’s wellbeing and ability to cope and heal from traumatic events. Nature and exercise has been proven to be an important need for many and vital in maintaining emotional, psychological and physical health.

With awareness that not all of the park is accessible to the public due to damages and safety concerns, there is value in Council creating an environment for an open dialogue to occur between the Municipality and the Province that would see parts of the park deemed safe be opened for community usage.

A collaborative approach between the province and municipality would see signage placed identifying hazards and to not proceed beyond this point, barriers erected and placed to block entrances to unsafe areas. This would in turn provide an opportunity to have safe areas identified within the park and create an area free and accessible to everyone for community use.

## **NEXT STEPS**

Pending approval of Council; staff would write and send the correspondence as directed by Council.

## **FINANCIAL IMPLICATIONS**

There are no financial costs associated with the recommendation outside of staff time to write the letter.

## **ALTERNATIVES**

1. Council may choose not to support the recommendation.
2. Council may choose to amend the motion.



3. Council may choose to provide alternate directions.

## **ATTACHMENTS**

None

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

I support the recommendation.

It is hopeful we can collaborate with the province and make sections of the park open to the general public for the reasons noted in the report. This may require a higher level of engagement with provincial reps to identify safety concerns within the park, barricade appropriately and provide ongoing support and oversight between current day and until repairs are carried out.

Report Prepared by: \_\_\_\_\_  
Mark McLean, Councillor District 3

Report Reviewed by: \_\_\_\_\_  
(Name and Title)

Report Approved by:  \_\_\_\_\_  
Mark Phillips, CAO



Town Hall

## WEST HANTS REGIONAL MUNICIPALITY REPORT

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| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request | Councillor Activity <input checked="" 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:** November 14, 2023, 2023

**Subject:** Town Hall Community Meetings

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### LEGISLATIVE AUTHORITY

MGA 30 (1) (2) (3) (4)

Council and chief administrative officer relationship

30 (1) The chief administrative officer is the head of the administrative branch of the government of the municipality and is responsible to the council for the proper administration of the affairs of the municipality in accordance with the by-laws of the municipality and the policies adopted by the council.

(2) The council shall communicate with the employees of the municipality solely through the chief administrative officer, except that the council may communicate directly with employees of the municipality to obtain or provide information.

(3) The council shall provide direction on the administration, plans, policies and programs of the municipality to the chief administrative officer.

(4) No council member, committee or member of a committee established by the council shall instruct or give direction to, either publicly or privately, an employee of the municipality. 1998, c. 18, s. 30.

### RECOMMENDATION or DECISION REQUEST

Council direct the CAO to engage staff as appropriate to coordinate Community Town Hall meetings each month throughout the 11 districts of West Hants between January 2024 and the end of March 2024.

## BACKGROUND

An email was circulated to Council in early November inquiring about suitable dates and locations in order for each District/Councillor to have a community meeting before we head into the next election.

Council has had no discussion on any plans surrounding this matter aside from an incidental off-topic comment made in reply to a suggestion about scheduling more concrete dates to get back to victims of flooding from the July 21<sup>st</sup> / 22<sup>nd</sup> event.

A review of previous minutes and the audio recording of the Council meeting on September reflects that direction had possibly been provided at one of the public flood meetings held during the same period of time.

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

## DISCUSSION

In order for any public engagement plans or initiatives to be moved through Council to staff, they need to be presented as an initiative through Council and then directed for action through the CAO. The merits, scope or objectives of this public engagement initiative have not been discussed by this Council nor directed to / through the CAO.

The timing of the initiative should not be connected to the timing of a pending election but might be better suited to be completed prior to the fiscal year, such that information gathered might serve to inform Council's budget discussions.

The timing and objectives of this initiative should be structured such that they can continue over time and dovetail with other work requirements of the Municipality such as the plan review and other public meeting initiatives.

## NEXT STEPS

As noted in the Motion, or to be determined based on Council's discussion

## FINANCIAL IMPLICATIONS

To be determined

## ALTERNATIVES

To be determined

## ATTACHMENTS:

(Original Information Report from Sept Council Meeting)

## CHIEF ADMINISTRATIVE OFFICER REVIEW

Pending Comments

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

Report Reviewed by: \_\_\_\_\_  
(Name and Title)

Report Approved by: \_\_\_\_\_  
(Name and Title)



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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**To:** Committee of the Whole – West Hants Regional Municipality

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

**Date:** November 14, 2023, 2023

**Subject:** Engineering Services – Standing Offer – Information Request

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### LEGISLATIVE AUTHORITY

MGA 30 (1) (2) (3) (4)

### RECOMMENDATION or DECISION REQUEST

To be Determined - Information Request Initially

### BACKGROUND

A standing offer for Engineering Services was issued and awarded in April 2020 from which 4 firms were selected to receive Standing Offer status. In November of 2021 Council was asked to formally accept the award status which it did by endorsing the motion:

COUNCIL APPROVE THE AWARD OF TENDER WHPW20-07 AND RECONFIRM THE STANDING OFFER CONTRACTS FOR PREQUALIFIED ENGINEERING AND DESIGN SERVICES FOR THE PERIOD OF THREE YEARS TO THE FOLLOWING CONSULTANTS: CBCL LIMITED, DILLON / DESIGNPOINT, EXP, WSP. MOTION CARRIED

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

### DISCUSSION

The contract should have come forward for review in April 2023, but we have heard nothing at this point, even though the subject was recently raised during debate.

Questions that come to mind:

1. Did we extend the contract with any / all of the firms?

2. If we did extend, how did that happen without consideration by Council? Although the contract was described as having an option for it to be extended, was this able to be done without Council's involvement?
3. Point of detail question; we noted in the report and the motion Dillon / Design Point; were they intended to be noted as if a single company?

**NEXT STEPS**

To be Determined

**FINANCIAL IMPLICATIONS**

Staff time to prepare the report.

**ALTERNATIVES**

To be determined

**ATTACHMENTS:**

(Original Information Report from Sept Council Meeting)

**CHIEF ADMINISTRATIVE OFFICER REVIEW**

Pending Comments

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

Report Reviewed by: \_\_\_\_\_  
(Name and Title)

Report Approved by: \_\_\_\_\_  
(Name and Title)



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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**To:** Committee of the Whole – West Hants Regional Municipality

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

**Date:** November 14, 2023, 2023

**Subject:** Fort Edward Blockhouse – Site Line Preservation

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### LEGISLATIVE AUTHORITY

MGA 30 (1) (2) (3) (4)

### RECOMMENDATION or DECISION REQUEST

Council direct the CAO to engage staff as appropriate to initiate the process for drafting of a bylaw to that would serve to preserve the site lines to and from Fort Edward Hill and the Fort Edward Blockhouse from natural and man-made obstructions.

### BACKGROUND

Council and the community of Windsor and West Hants have probably over the last many years had as much discussion as it ever has regarding Fort Edward Hill and the Fort Edward Blockhouse

One item that has continued to surface in most discussions surrounding development near the Fort, has been the preservation of the site line to and from the Fort.

The former Town of Windsor's existing bylaws have (perhaps without specific intent) served to protect the view to and from the Fort, by limiting the height of properties to 3 stories.

To date it must be noted that no actionable steps have been taken to protect and preserve the sight lines to and from the Fort.

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

Generally, it can be said that Council has been very supportive of development within the West Hants Region.

In considering the implementation of a bylaw that would serve to protect the site lines of Fort Edward Hill and the Blockhouse, it should be noted it is not an action that is contrary to supporting future development. Rather it should be considered as a move to protect an historical and key feature of the region that was a primary reason for initial settlements here as well as its subsequent development to date. Further, protecting the views to and from the Fort and Blockhouse, can serve as an attraction for future development but in a complimentary manner, that would accentuate the natural historic feature, not in a way that that would overshadow or obstruct it.

## **NEXT STEPS**

Council to direct staff as noted in the motion or propose an alternative direction.

## **FINANCIAL IMPLICATIONS**

Staff time to prepare the report.

## **ALTERNATIVES**

To be determined

## **ATTACHMENTS:**

(Original Information Report from Sept Council Meeting)

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

Pending the appointment of a consulting firm to conduct the review of the MPS, LUB and SUB, Council may consider having this specific matter reviewed as part of the overall planning strategy. The topic can be viewed similarly to the architectural control district requirements and other potential historic property preservation priorities in our communities. The intent of the recommendation and potential policy will help to preserve the historic integrity of the Fort Edward area but will have impacts on future developments as of right and other applications as noted. This needs to be carefully researched and policy clearly defined as it relates to the “natural and man-made obstructions” as noted in the recommendation from an enforceability perspective and for developer’s future designs and site plans.

I do have concerns with the time and resource demands on staff required to fully review and propose policy if this is Council’s wish. Particularly if the review falls outside of the work of a consulting firm.

Staff await the direction of Council on this matter.



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

Report Approved by:   
Mark Phillips, Chief Administrative Officer



Town Hall

## WEST HANTS REGIONAL MUNICIPALITY REPORT

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| Information <input type="checkbox"/> | Recommendation | Decision Request | Councillor Activity <input checked="" 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:** November 14, 2023, 2023

**Subject:** **WHRM Report Information Request - Water Utilities – 3 Year Actuals & Budget**

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### LEGISLATIVE AUTHORITY

MGA 30 (1) (2) (3) (4)

### RECOMMENDATION or DECISION REQUEST

Council direct the CAO to engage staff as appropriate to provide Council with a 3-year detailed financial summary for the Windsor and West Hants Water Utilities to include actual revenues and expenses as well as budgeted revenues and expenses.

### BACKGROUND

At the October 24, 2023 Council meeting the Audited Financial results were presented to Council for review and approval.

Two key notes from the auditor's report highlighted:

- "The Windsor Water Utility was flagged as showing a deficit of \$425,784. Not alarming but if this trend continues, a rate review and/or consolidation with the West Hants Water Utility should be considered.
- West Hants Water Utility's fiscal year results shows a surplus of \$340,526, which is \$528,444 higher than the budgeted deficit of \$187,918."

While an explanation was ultimately provided for the \$425.8K shortfall of the Windsor water utility; it was a 'budget-to-actual variance' identification and not an actual identification of the root cause contributing to the deficit not just on the budget but the year over year actual. It has not been explained what the underlying line item was that was driving the shortfall.

Similarly with the West Hants Water Utility, we don't know the underlying line item contributing to the surplus on the \$340.5K over the budgeted deficit of \$188K.

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

## DISCUSSION

The question on this item is not to suggest that something has been done incorrectly. It is solely to better understand which line items are moving to cause the shift seen in the aggregated revenue and expense lines.

As a singular example within the Windsor Water Utility, “revenue from water rates” represents 50% of the utilities revenues (\$1.165M). These revenues were 15% below actuals in the prior year and 32% below budget. Why did the revenues on this line item decline compared to actuals (-\$137K) and fail to achieve a budgeted increase of 25% (370K) with neither a rate increase nor a reduction?

### NON-CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES OF THE WINDSOR WATER UTILITY OPERATING FUND

YEAR ENDED MARCH 31, 2023

|                                             | 2023<br>Budget    | 2023<br>Actual    | 2022<br>Actual      |
|---------------------------------------------|-------------------|-------------------|---------------------|
| <b>OPERATING REVENUE</b>                    |                   |                   |                     |
| Revenue from water rates                    | \$ 1,165,900      | \$ 798,374        | \$ 933,136          |
| Flat rate sales                             | 459,000           | 465,140           | 457,455             |
| Water supply for fire protection            | 476,241           | 474,303           | 474,303             |
| Sprinkler service                           | 7,548             | 5,728             | 10,504              |
| Interest                                    | 9,354             | 5,741             | 6,849               |
| Other                                       | 6,189             | 5,400             | 8,900               |
|                                             | <u>2,124,232</u>  | <u>1,754,686</u>  | <u>1,891,147</u>    |
| <b>OPERATING EXPENDITURES</b>               |                   |                   |                     |
| Source of supply                            | 7,000             | 12,742            | 9,857               |
| Water treatment                             | 466,200           | 544,119           | 422,094             |
| Transmission and distribution               | 430,350           | 450,832           | 435,256             |
| Administration and general                  | 266,683           | 315,818           | 196,724             |
| Taxes                                       | 29,478            | 45,647            | 28,560              |
| Depreciation                                | 249,469           | 249,007           | 262,550             |
|                                             | <u>1,449,180</u>  | <u>1,618,165</u>  | <u>1,355,041</u>    |
| <b>NET OPERATING REVENUE (EXPENDITURES)</b> | <u>675,052</u>    | <u>136,521</u>    | <u>536,106</u>      |
| <b>NON-OPERATING EXPENDITURES</b>           |                   |                   |                     |
| Capital expenditures out of revenue         | -                 | 17,922            | 26,820              |
| Debt service principal                      | 525,143           | 512,538           | 197,933             |
| Interest repayment                          | 31,845            | 31,845            | 45,338              |
|                                             | <u>556,988</u>    | <u>562,305</u>    | <u>270,091</u>      |
| <b>Change in fund balance</b>               | <u>\$ 118,064</u> | <u>(425,784)</u>  | <u>266,015</u>      |
| <b>Opening fund balance</b>                 |                   | <u>1,187,213</u>  | <u>921,198</u>      |
| <b>Closing fund balance</b>                 |                   | <u>\$ 761,429</u> | <u>\$ 1,187,213</u> |

Revenue from Water Rates is made up of the following line items:

| Budgeted Detail Revenue from Water Rates | Budget              |
|------------------------------------------|---------------------|
| (Windsor Water Utility)                  | <b>2022-23</b>      |
| Revenue from Water Rates                 | \$ 688,500          |
| Three Mile Plains Water Utility          | \$ 294,700          |
| Wentworth Water Utility                  | \$ 5,000            |
| Dill Road Utility                        | \$ 52,000           |
| West Hants- Underwood Meter              | \$ 1,000            |
| West Hants Service Charge                | \$ 124,700          |
| <b>Total Operating Revenues</b>          | <b>\$ 1,165,900</b> |

Without the detailed actuals and the budget comparison it is difficult to know the cause of the shortfalls or surpluses in actuals and budget. It would be helpful to know this information to assist with future decisions related to the Municipality's water utilities.

#### **NEXT STEPS**

Council to direct staff as noted in the motion or propose an alternative direction.

#### **FINANCIAL IMPLICATIONS**

Staff time to prepare the report.

#### **ALTERNATIVES**

To be determined

#### **ATTACHMENTS:**

(Original Information Report from Sept Council Meeting)

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

The questions raised by Councillor Ivey are more than reasonable and should be answered. I will forward this report to senior staff prior to the November COTW meeting so that they can prepare and provide Council with expanded answers to the questions asked in October and highlighted in the report. Pending the discussion with Council regarding this subject and the outcome of the recommendation further follow-up will be provided as directed by Council.

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

Report Reviewed by:



Mark Phillips, Chief Administrative Officer



## WEST HANTS REGIONAL MUNICIPALITY REPORT

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

**To:** Committee of the Whole

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

**Date:** November 14, 2023

**Subject:** 2024 Municipal and CSAP Elections - Request for Decision Report

---

### LEGISLATIVE AUTHORITY

*Municipal Elections Act*, Chapter 300 of the Revised Statutes, 1989, amended 2019, published 2021  
*Municipal Government Act*, R.S.N.S. 1998

### RECOMMENDATION or DECISION REQUEST

...that Committee of the Whole recommend to Council

#### **Option 1**

...that Council approves electronic voting as the voting method in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections. And further, that staff issue a Request for Proposals for the electronic voting services in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections.

#### **Option 2**

...that Council approves electronic voting as the voting method in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections with paper ballots solely used for the mobile polls. And further, that staff issue a Request for Proposals for the electronic voting services in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections.

#### **Option 3**

...that Council approves using paper ballots as the sole voting method in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections.

#### **Option 4**

...that Council approves using both electronic voting and paper ballots (a hybrid model), as the voting methods in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections.

And further, that staff issue a Request for Proposals for the electronic voting services in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections.

**BACKGROUND**

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

The Nova Scotia *Municipal Elections Act* (MEA) is the provincial statute governing elections for municipal councils in Nova Scotia. The *Act* was last amended in 2019; therefore, no updates since our last municipal election.

Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections are held on the third Saturday in October every four years. The next regular election is scheduled for October 19, 2024.

Our last Municipal election was that of consolidation of the former Municipality of the District of West Hants and Town of Windsor. It was held March 7, 2020. That election fell outside the regular scheduled municipal election date in NS (October).

West Hants Regional Municipality has eleven councillors and one Mayor elected at-large. There are eleven polling districts.

In 2022, West Hants Regional Municipality underwent a review to “*confirm or to alter the number and boundaries of polling districts and the number of councillors*” as per Provincial legislation and submitted its application to the Nova Scotia Utility and Review Board (NSUARB).

The NSUARB considered the application and approved the number of councillors remaining at eleven; however, that the polling districts be revised. (approved polling district maps attached).

The MEA outlines the framework (roles, responsibilities, processes, and timelines) in which a municipal election is to run. Some of the key roles and responsibilities are noted below:

**Roles and Responsibilities**

| Province                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Municipalities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Appoints Municipal Elections Officer</li><li>• Oversee and navigate the <i>Municipal Elections Act</i> and associated forms</li><li>• Provides support to Returning Officers (RO), including RO training</li><li>• Fields questions from municipalities and the public</li><li>• Distributes materials to assist ROs – Handbook, Calendar, and Candidates Guide</li><li>• Collects election statistics</li></ul> | <ul style="list-style-type: none"><li>• Responsible for coordinating and administering the election</li><li>• Ensures sufficient resources to support election</li><li>• Plan for execution of election (i.e. all electronic, all paper, hybrid, booking polling stations, staffing, ordering of materials and supplies, etc.)</li><li>• Ensures bylaw is updated if required (e.g. Alternative Voting Bylaw)</li><li>• Ensures compliance and meeting legislative requirements through the MEA</li><li>• Trains elections staff</li></ul> |

## DISCUSSION

The 2024 Municipal Election has important deadlines as per the NS Municipal Elections Act.

|                                                                                                                                |                    |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Returning Officer (RO) must be appointed by Council.                                                                           | March 15, 2024     |
| Polling districts must be divided into divisions and reported to Council and must be available for public inspection.          | March 31, 2024     |
| Council must direct the RO to conduct enumeration or use recent elections list as the basis for the preliminary electors list. | April 15, 2024     |
| No special election is required to be held unless council or the Minister determine otherwise.                                 | April 19, 2024     |
| The RO must prepare a preliminary list of electors for each polling division.                                                  | July 31, 2024      |
| Last day to establish procedures and forms for the conduct of voting in accordance with the by-law.                            | August 20, 2024    |
| Nomination Day                                                                                                                 | September 10, 2024 |
| Ordinary Polling Day                                                                                                           | October 19, 2024   |

In preparation of the 2024 Municipal election and its timelines, as well as the 2024/25 Municipal Operating Budget, the election method opted by council is key (paper, electronic, or a hybrid). Staff reached out for estimates for the 2024 elections.

Examples for each method include:

| <b>PAPER BALLOT</b>                                                                                    | <b>ELECTRONIC (INTERNET &amp; PHONE)</b>                                                          |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Hall Rentals                                                                                           | E-voting via internet and telephone                                                               |
| Stationary and copying                                                                                 | Creation, production, postage and distribution of voter information letters via Canada Post       |
| Mailing                                                                                                | Advertisements                                                                                    |
| Advertisements                                                                                         | Laptops/tablets                                                                                   |
| Travel Allowance                                                                                       | Mobile printer                                                                                    |
| First Aid Training for election workers                                                                | Internet connection and/or Starlink                                                               |
| Election workers (approx. Minimum 55 poll workers; a Returning Officer; an Assistant Returning Officer | Election workers (approx. five poll workers; a Returning Officer; and Assistant Returning Officer |
|                                                                                                        |                                                                                                   |
| <b>2020 Actual Municipal Election Costs</b>                                                            |                                                                                                   |
| \$56,861.92                                                                                            | \$0.00                                                                                            |

| 2024 Estimated Municipal Election Costs        |             |
|------------------------------------------------|-------------|
| \$71,077.40 * (25% increase overall from 2020) | \$60,000.00 |

\* The 25% increase is as of November 2023. Printers advised that increases are unknown heading into 2024.

A **hybrid option** may be considered by Council (paper ballot AND electronic voting). It is worthy to note that should that be considered, the following is required:

- Paper ballots - 70% of the total number of electors is still required (not required if solely e-voting)
- Hall rentals – required in all polling districts (not required if solely e-voting)
- Election workers – full composition is required (not required if solely e-voting)

**Mobile Polls** – mobile polls are considered for licensed nursing homes, hospitals, homes for the aged, and homes for the care and treatment of chronic diseases.

The mobile polls are only open during ordinary poll day (not advance poll days) from 8:00 a.m. – 7:00 p.m. Mobile polls can be any of the voting methods opted by Council. It is not uncommon to use paper ballots as the voting method. In this situation, only the number of eligible electors within the home plus 10% is required for the number of ballots. However, poll books are still required. Further, a tablet or iPad is also a viable option.

**Information Technology** – The required Information Technology (IT) resources for electronic voting are very minimal. WHRM currently has all the necessary IT resources to support electronic voting, with any additional resources (iPad, Laptops, etc.) that can be quickly and easily obtained and deployed with minimal effort. IT support resources are often utilized to act as an auditor throughout the election period, to act as an additional test of all the election voting mechanisms. Our current IT support has experience fulfilling this role for other municipal units that have used electronic voting.

## FINANCIAL IMPLICATIONS

There are no projected financial implications. The 2023/24 municipal operating budget currently has \$1,500.00 allocated to support some preliminary 2024 municipal election budget expenditures (primarily advertising).

The 2024 municipal election costs will be incorporated into the 2024/25 West Hants Regional Municipality's Operating Budget.

## NEXT STEPS

Pending Council direction, staff will proceed with:

- Issuing a Request for Proposals for electronic voting (if this is opted)
- Advertise for the contract of a Returning Officer



## ALTERNATIVES

This is a request for decision report. Four options permitted for voting in Nova Scotia Municipal Elections are those presented in this report.

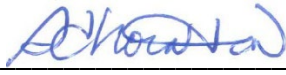
Staff recommendation is either Option 1 or 2.

## ATTACHMENTS

- Municipal and School Board Elections Voting By-law, RE-001
- Polling District Maps approved by the NSUARB in 2023

## CHIEF ADMINISTRATIVE OFFICER REVIEW

Council has reflected on the provision of internet across the WHRM when considering the sole method of electronic voting or a hybrid. Cost, logistics and aiming for high voter rates have too been considerations. The report highlights deadlines associated with the 2024 election and look forward to Council's direction so that planning can begin.

Report Prepared by:   
Shelleena Thornton, Municipal Operations Supervisor

Report Reviewed by: \_\_\_\_\_  
Jeff Hanshaw, Information Technology Consultant

Report Reviewed by: \_\_\_\_\_  
Carlee Rochon, Director of Financial Services

Report Approved by:   
Mark Phillips, CAO

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**Part 1 – TITLE**

BE IT ENACTED by the Council of the **Region of Windsor and West Hants Municipality (also known as West Hants Regional Municipality)**, under the authority of Section 146A of the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended, as follows:

**Short Title**

1. This By-law shall be known and cited as the “Municipal and School Board Elections Voting By-law”.

**Part 2 – DEFINITIONS**

2. In this By-law:
  - (a) “Act” means the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended;
  - (b) “advance poll” means the Tuesday immediately preceding ordinary polling day; and either
    - (i) one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day; or
    - (ii) if Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
  - (c) “alternative polling days” means any hours and dates fixed by a resolution of Council for alternative voting;
  - (d) “alternative voting” means voting by telephone or via the internet and may include a combination of telephone and internet voting;
  - (e) “ballot box” means a computer database in the system where cast internet ballots and telephone ballots are put, or a physical box where paper ballots are put;
  - (f) “candidate” means a person who has been nominated as a candidate pursuant to the *Act*;
  - (g) “Council” means the Council of the Municipality;
  - (h) “Deputy Returning Officer” means a person appointed under the *Act* to preside over a polling station;
  - (i) “*Education (CSAP) Act*” means the *Education (CSAP) Act*, 1995-1996 S.N.S. c. 1, as amended;
  - (j) “election” means an election held pursuant to the *Act*, including a school board election, a special election and a plebiscite;

- 
- (k) "Election Officer" means an election official under the Act;
  - (l) "elector" means a person:
    - (i) qualified to vote pursuant to the *Act* and the *Education (CSAP) Act*; and
    - (ii) entitled to vote for an election pursuant to Section 7 of this By-law;
  - (m) "friend voter" means a friend who votes for an elector pursuant to Section 9 of this By-law;
  - (n) "internet ballot" means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;
  - (o) "Municipality" means the Region of Windsor and West Hants Municipality (also known as West Hants Regional Municipality);
  - (p) "normal business hours" means the time between 8:30 am and 4:30 pm Monday through to and including Friday, excluding statutory holidays;
  - (q) "ordinary polling day" means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
  - (r) "paper ballot" is text on paper including all the choices available to an elector and the spaces in which an elector marks a vote;
  - (s) "PIN" means the Personal Identification Number issued to:
    - (i) an elector for alternative voting on alternative polling days; or
    - (ii) to a System Elections Officer;
  - (t) "plebiscite" means a plebiscite directed to be held by the Council pursuant to Section 53 of the *Municipal Government Act*;
  - (u) "proxy voter" means an elector who votes by a proxy pursuant to the *Act*;
  - (v) "regular election year" means 2020 and every fourth year thereafter;
  - (w) "Returning Officer" means a Returning Officer appointed pursuant to the *Act*;
  - (x) "seal" means to secure the ballot box and prevent internet, telephone or paper ballots from being cast;
  - (y) "special election" means a special election held pursuant to the *Act*, including a special election for a vacancy on a school board;
  - (z) "spoiled ballot" referring to alternative voting means an internet ballot or telephone ballot that is accepted by the elector that:
    - (i) is not marked for any candidate in a race; or
    - (ii) is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
  - (aa) "system" means the technology, including software, that:

- (i) records and counts votes; and
  - (ii) processes and stores the results of alternative voting during alternative polling days;
- (bb) "System Elections Officer" means:
  - (i) a person who maintains, monitors, or audits the system, and
  - (ii) a person who has access to the system beyond the access necessary to vote by alternative voting, and
  - (iii) a person who, pursuant to section 146A(3)(cd) of the *Act*, is appointed as auditor to audit and monitor the performance of the system of voting.
- (cc) "telephone ballot" means:
  - (i) an audio set of instructions which describes the voting choices available to an elector; and
  - (ii) the marking of a selection by an elector by depressing the number on a touch tone keypad.

### **Part 3 – VOTING PERMITTED**

- 3.
  - (1) Subject to this By-law, Council may conduct elections by paper ballot, alternative voting or combination thereof.
  - (2) Alternative voting shall be permitted on alternative polling days, and conducted in accordance with this By-law.
  - (3) Paper ballot voting will be conducted in accordance with the *Act*.

### **Part 4 – NOTIFICATION OF ELECTORS**

- 4.
  - (1) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the Municipality, and if not available, in a newspaper in which can be readily available to the Municipality as well as on the Municipality's website and/or social media pages.
  - (2) The notice of alternative polling days shall:
    - (a) identify the alternative polling days for alternative voting; and
    - (b) inform the elector that telephone voting and/or internet voting is permitted during alternative polling days.
  - (3) The notice may include any other information the Returning Officer deems necessary.

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**Part 5 – FORM OF TELEPHONE AND INTERNET BALLOTS**

5. (1) A telephone ballot and internet ballot shall:
- (a) identify by the title “Election for Mayor” or “Election for Councillor” or “Election for School Board Member”, as the case may be;
  - (b) identify the names, or names by which they are commonly known, of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
  - (c) warn the elector to “vote for one candidate only” or “vote for not more than (the number of candidates to be elected) candidates”, as the case may be.
- (2) No title, honour, decoration or degree shall be included with a candidate(s) name on an internet ballot or telephone ballot.

**Part 6 – OATH**

6. (1) Any oath that is authorized or required shall be made in the form required by the *Act*.

**Part 7 – ELECTORS**

7. (1) No person shall vote by alternative or paper voting unless:
- (a) the person’s name appears on the revised list of electors pursuant to section 50A of the *Act*; or
  - (b) the person’s name does not appear on the revised list of electors and:
    - (i) the person appears before the Returning Officer or the Deputy Returning Officer during normal business hours during alternative polling days; and
    - (ii) the person swears an oath in the prescribed form by the *Act*.

**Part 8 – PROXY VOTING**

8. (1) A proxy voter shall not vote for an elector by alternative voting.

**Part 9 – FRIEND VOTING**

9. (1) A friend voter shall only vote for an elector by alternative or paper voting if:
- (a) an elector is unable to vote because:
    - (i) the elector is blind;

- 
- (ii) the elector cannot read; or
    - (iii) the elector has a physical disability that prevents him or her from voting by alternative voting.
  - (b) the elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the oaths prescribed by the *Act*.
  - (2) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
  - (3) The elector shall take an oath in the prescribed form providing that he or she is incapable of voting without assistance.
  - (4) The friend of the elector shall take an oath in the prescribed form that:
    - (a) the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;
    - (b) the friend will mark the ballot as requested by the elector; and
    - (c) the friend will keep secret the choice of the elector.
  - (5) The Returning Officer shall enter in the poll book:
    - (a) the reason why the elector is unable to vote;
    - (b) the name of the friend; and
    - (c) the fact that the oaths were taken.

## **Part 10 – VOTING**

- 10. (1) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.
- (2) The system shall put spoiled internet ballots and telephone ballots in the ballot box.

## **Part 11 – SEAL**

- 11. (1) Where alternative voting closes before the close of the polls on ordinary polling day, the system shall seal the ballot box until after the close of the poll on ordinary polling day.
- (2) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

## **Part 12 – LIST OF PERSONS WHO VOTED**

- 12. (1) Where alternative voting closes before the close of the polls on ordinary polling

day, the system shall:

- (a) generate a list of all electors who voted by alternative voting; and
  - (b) on the revised list of electors cause a line to be drawn through the name of all the electors who voted during alternative polling days.
- (2) A printed and electronic copy of the lists under subsection (1) shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.
- (3) Where alternative voting closes at the close of the polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

### **Part 13 – COUNTING**

13. (1) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.
- (2) In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots.

### **Part 14 – TALLYING OF SPOILED BALLOTS**

14. (1) At the close of ordinary polling day, the system shall tally the number of spoiled ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

### **Part 15 – Recount by System**

15. (1) In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.
- (2) If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.
- (3) If the regenerated count and the initial count do not match, the Returning Officer shall:
- (a) direct one final count be regenerated by the system of the votes cast by alternative voting, and
  - (b) attend while the final count is being regenerated.
- (4) The regenerated final count pursuant to subsection (3) shall be the final count of the votes cast by alternative voting.

**Part 16 – RECOUNT BY COURT**

16. (1) For a recount, the judge shall only consider the final count by the system, as determined by section 15(2) or 15(4), of the total number of votes that were cast by alternative voting for each candidate.
- (2) The final count by the system, as determined by section 15, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by paper voting.

**Part 17 – SECRECY**

17. (1) An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.
- (2) Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

**Part 18 – OTHER METHODS OF VOTING**

18. (1) If voting via the Internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day; which may include telephone ballot and/or paper ballot.

**Part 19 – APPOINTMENT OF AUDITOR**

19. (1) The Returning Officer may appoint a System Elections Officer for the purpose of auditing and monitoring the performance of the system of voting.
- (2) A System Elections Officer so appointed shall carry out the duties of auditor as outlined in the procedures and forms for the conduct of voting pursuant to Section 146A(4) of the *Act*.
- (3) Before carrying out the duties described in subsection (2), the System Elections Officer shall swear an oath in the form prescribed by the regulations.

**Part 20 – SEVERABILITY**

20. (1) If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.



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**Part 21 – Prohibitions**

21. (1) No person shall:
- (a) use another person's PIN to vote or access the system unless the person is a friend voter;
  - (b) take, seize, or deprive an elector of his or her PIN; or
  - (c) sell, gift, transfer, assign or purchase a PIN.
- (2). No person shall:
- (a) interfere or attempt to interfere with an elector who is casting an internet ballot, telephone ballot or paper ballot;
  - (b) interfere or attempt to interfere with alternative voting; or
  - (c) attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.
- (3) No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

**Part 22 – Offences and Penalty**

22. (1) A person who:
- (a) violates any provision of this By-law; or
  - (b) permits anything to be done in violation of any provision of this By-law; is guilty of an offence.
- (2) A person who contravenes subsection (1) is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars (\$5,000.00) and not more than ten thousand dollars (\$10,000.00) and in default of payment, to imprisonment for a term of two (2) years less a day, or both.
- (3) In determining a penalty under subsection (2), a judge shall take into account:
- (a) the number of votes attempted to be interfered with;
  - (b) the number of votes interfered with; and
  - (c) any potential interference with the outcome of an election.
- (4) Pursuant to section 146A of the *Act*:
- (a) the limitation period for the prosecution of an offence under this By-law is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
  - (b) The *Remission of Penalties Act*, 1989 SNS c. 397, as amended, does not apply to a pecuniary penalty imposed by this By-law.

I, Rhonda Brown, Municipal Clerk of the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the Region of the Windsor and West Hants Municipality at a meeting duly called and held on the **28<sup>th</sup>** day of **July, 2020**.



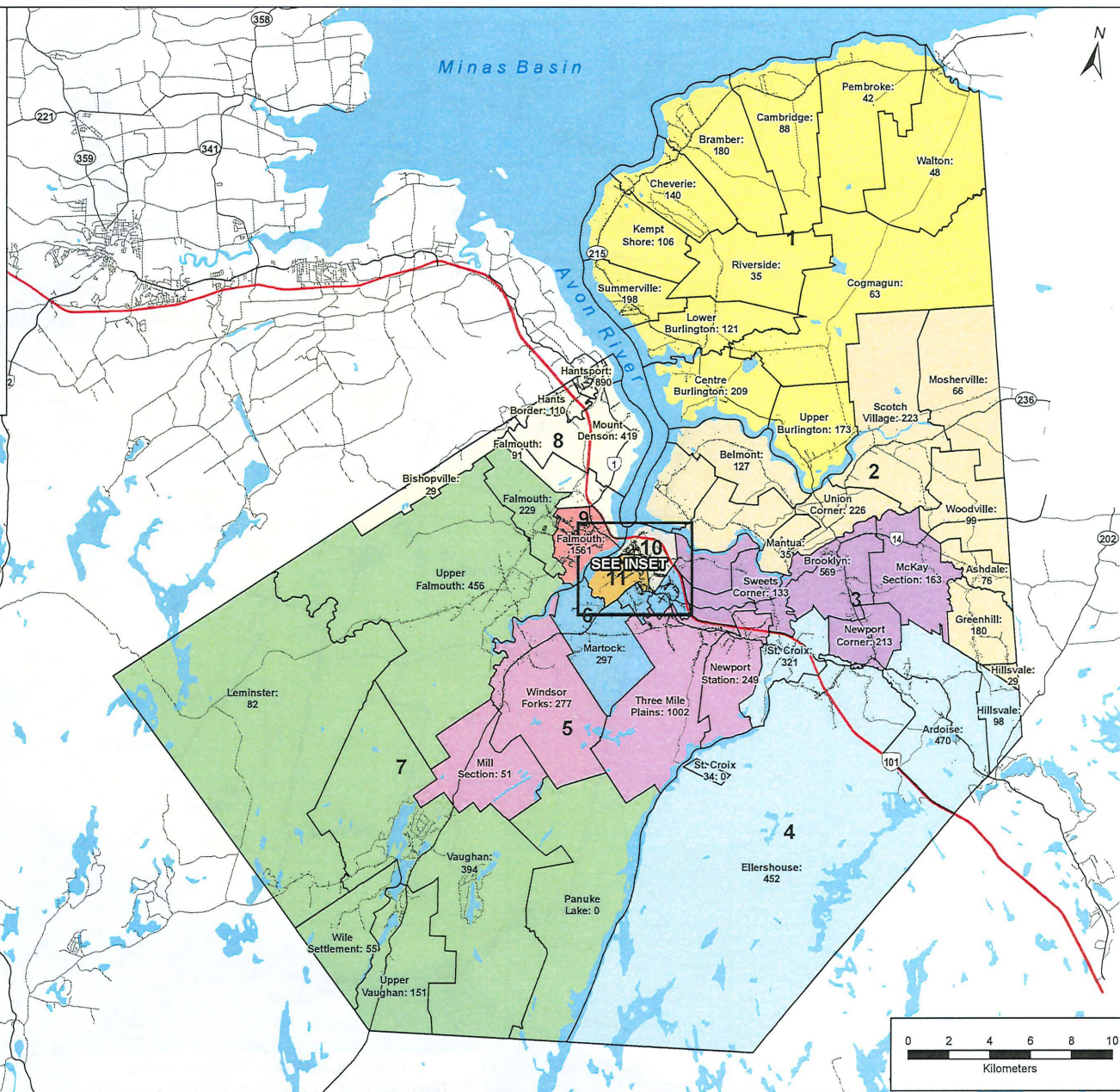
R. N. Brown  
Municipal Clerk

| By-Law Adoption                                                                              |                |
|----------------------------------------------------------------------------------------------|----------------|
| First Reading:                                                                               | June 23, 2020  |
| Notice Published:                                                                            | June 27, 2020  |
| Second Reading & Approval                                                                    | July 28, 2020  |
| Final Publication                                                                            | August 1, 2020 |
| Notice to Municipal Affairs                                                                  | August 4, 2020 |
| Description: Initial approval of Municipal and School Board Elections Voting By-law, RE-001. |                |

Region of Windsor and West Hants Municipality - 11 Adjusted Districts  
(Adjusted January 2023-01-16 Community Label)

Community      Electors  
    \      /  
    Ellershouse: 452

| District | Electors | Land Area<br>(km <sup>2</sup> ) | Variation from Average |        |
|----------|----------|---------------------------------|------------------------|--------|
|          |          |                                 | Number                 | %      |
| 1        | 1,403    | 288                             | -6                     | -0.4%  |
| 2        | 1,306    | 147                             | -103                   | -7.3%  |
| 3        | 1,234    | 59                              | -175                   | -12.4% |
| 4        | 1,341    | 252                             | -68                    | -4.8%  |
| 5        | 1,579    | 100                             | 170                    | 12.1%  |
| 6        | 1,360    | 22                              | -49                    | -3.5%  |
| 7        | 1,367    | 406                             | -42                    | -3.0%  |
| 8        | 1,539    | 43                              | 130                    | 9.3%   |
| 9        | 1,561    | 8                               | 152                    | 10.8%  |
| 10       | 1,305    | 5                               | -104                   | -7.4%  |
| 11       | 1,500    | 5                               | 91                     | 6.5%   |
| TOTALS   | 15,495   | 1,336                           |                        |        |
| Average  | 1,409    | 121                             |                        |        |





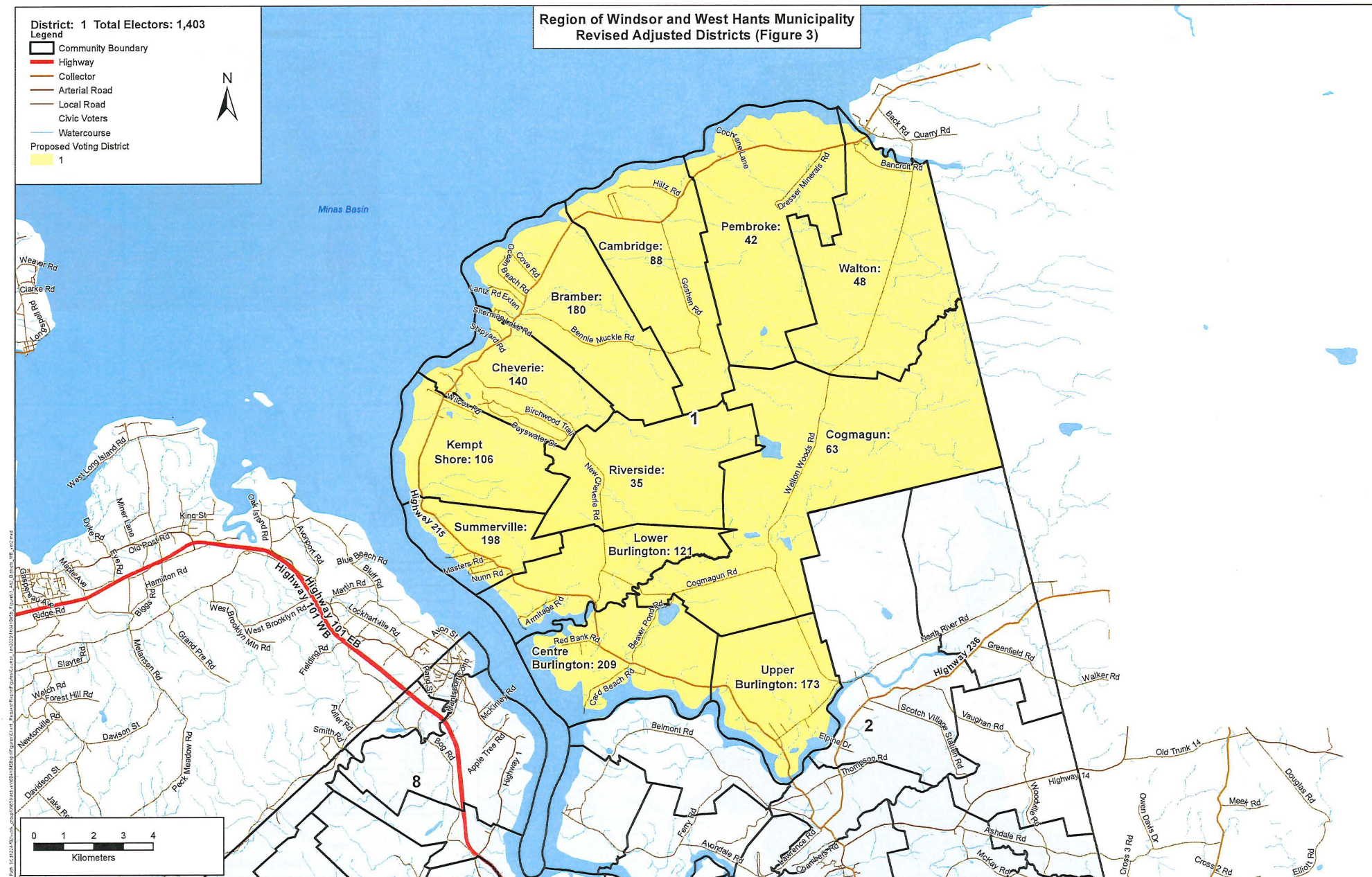
# Region of Windsor and West Hants Municipality Revised Adjusted Districts (Figure 3)

District: 1 Total Electors: 1,403  
Legend

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



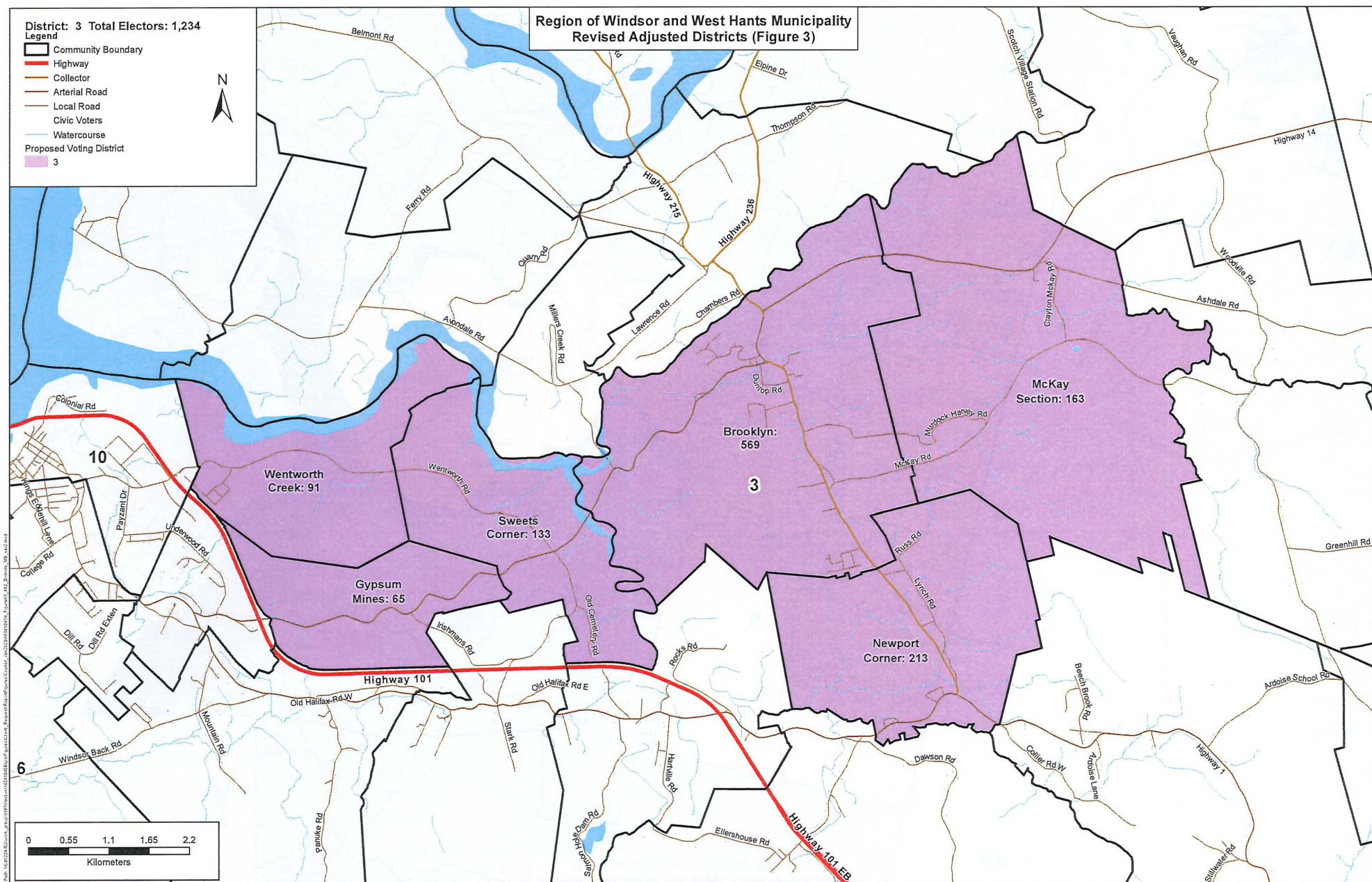
1



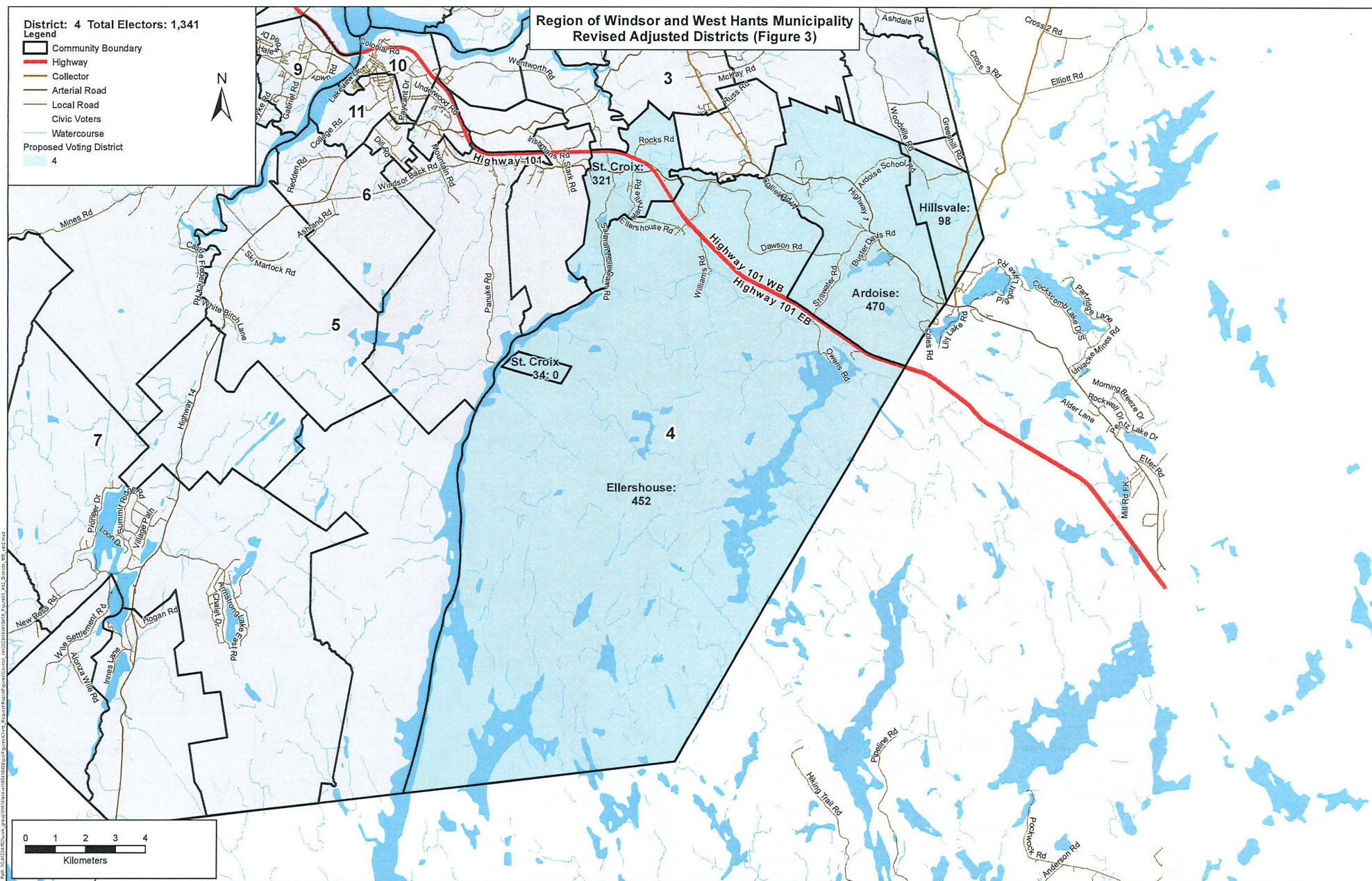








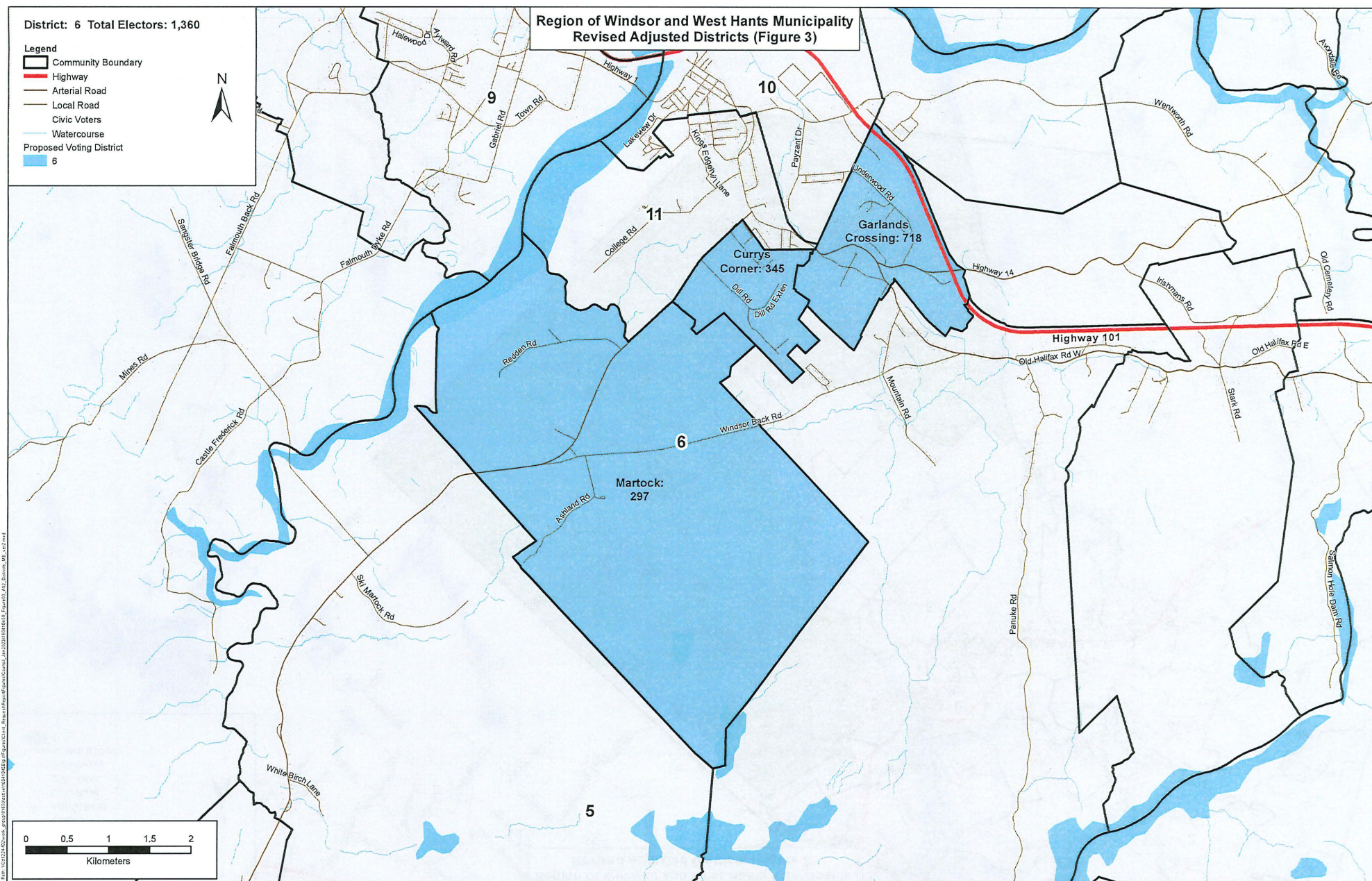




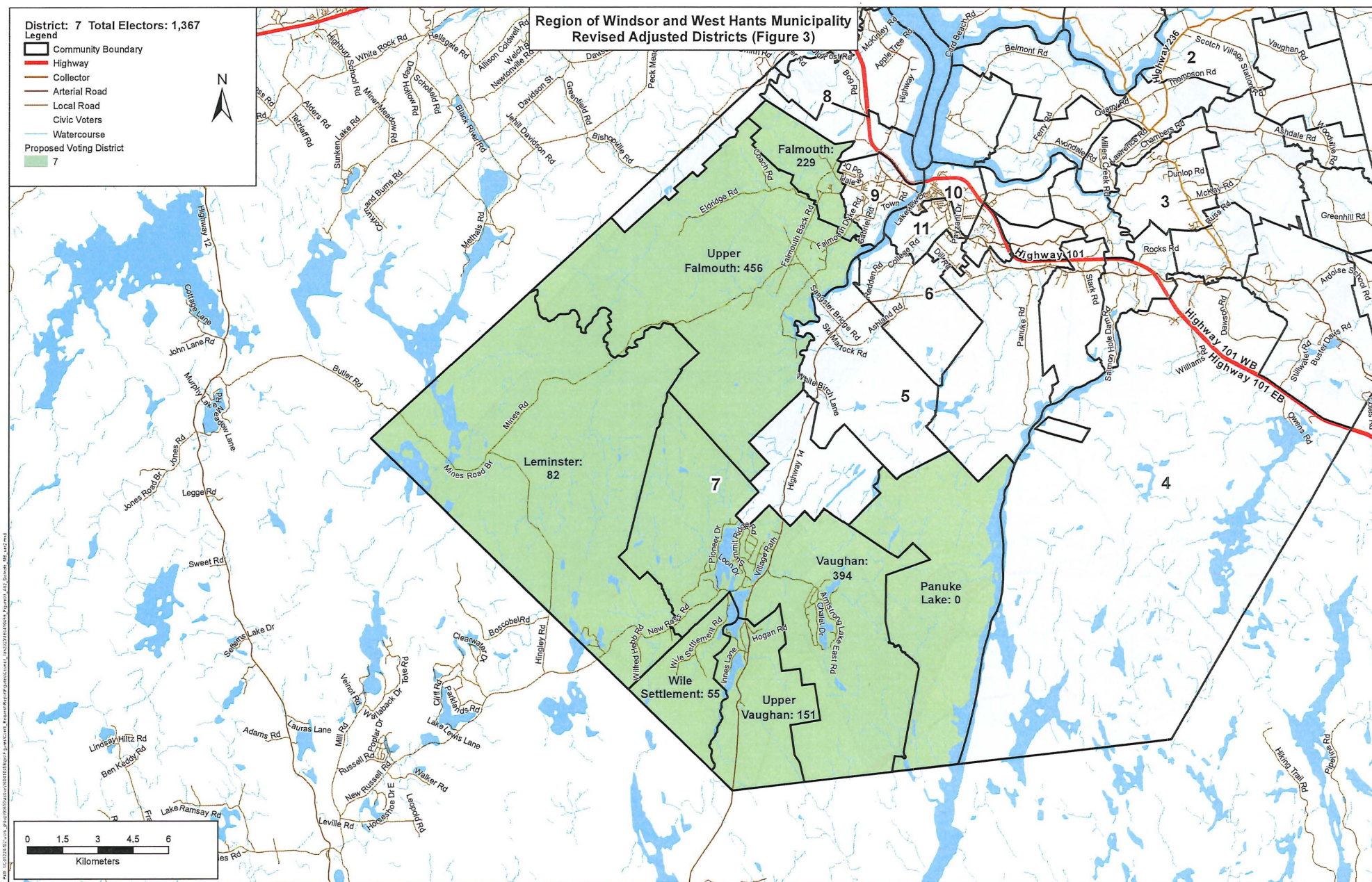




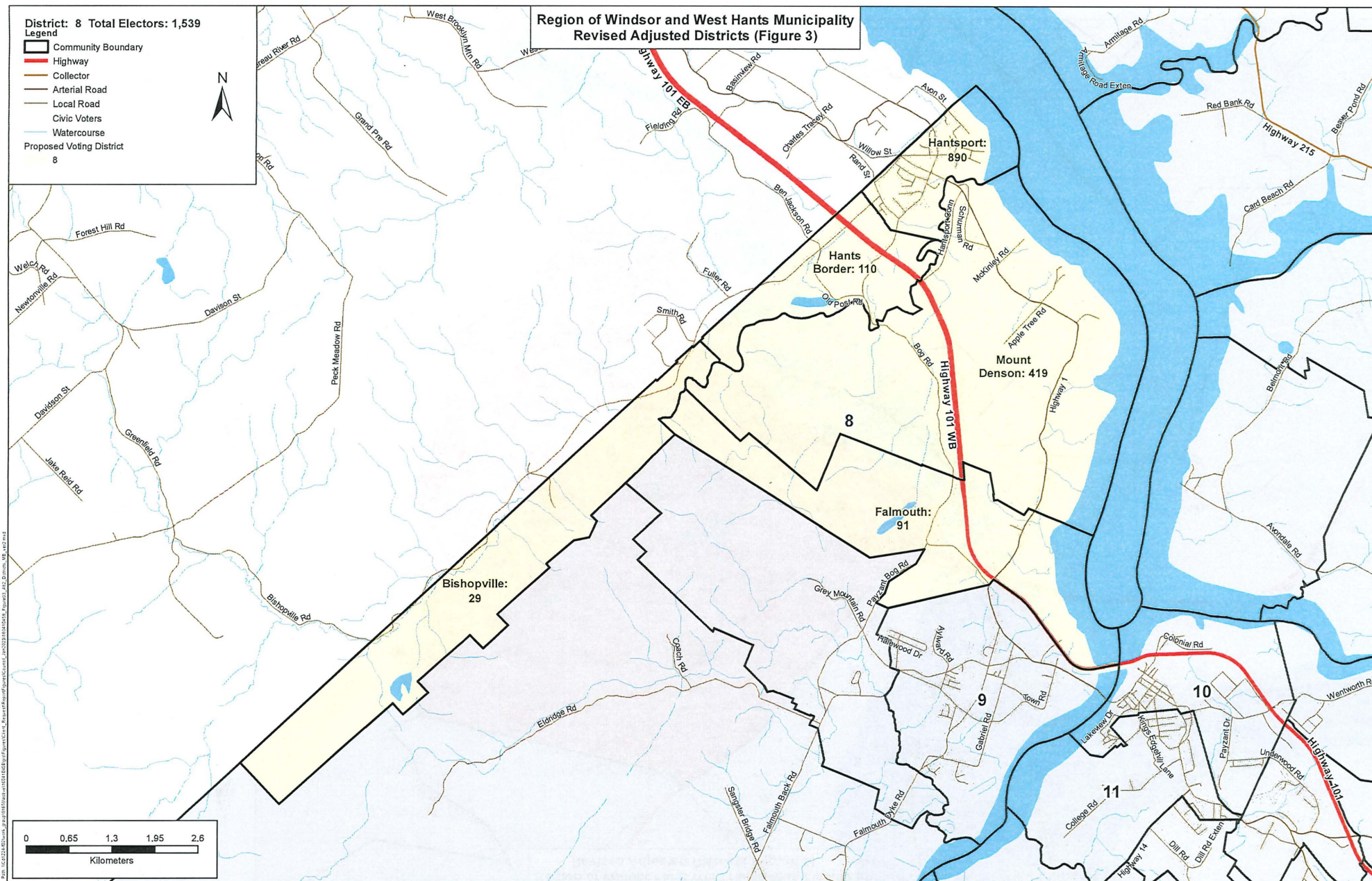




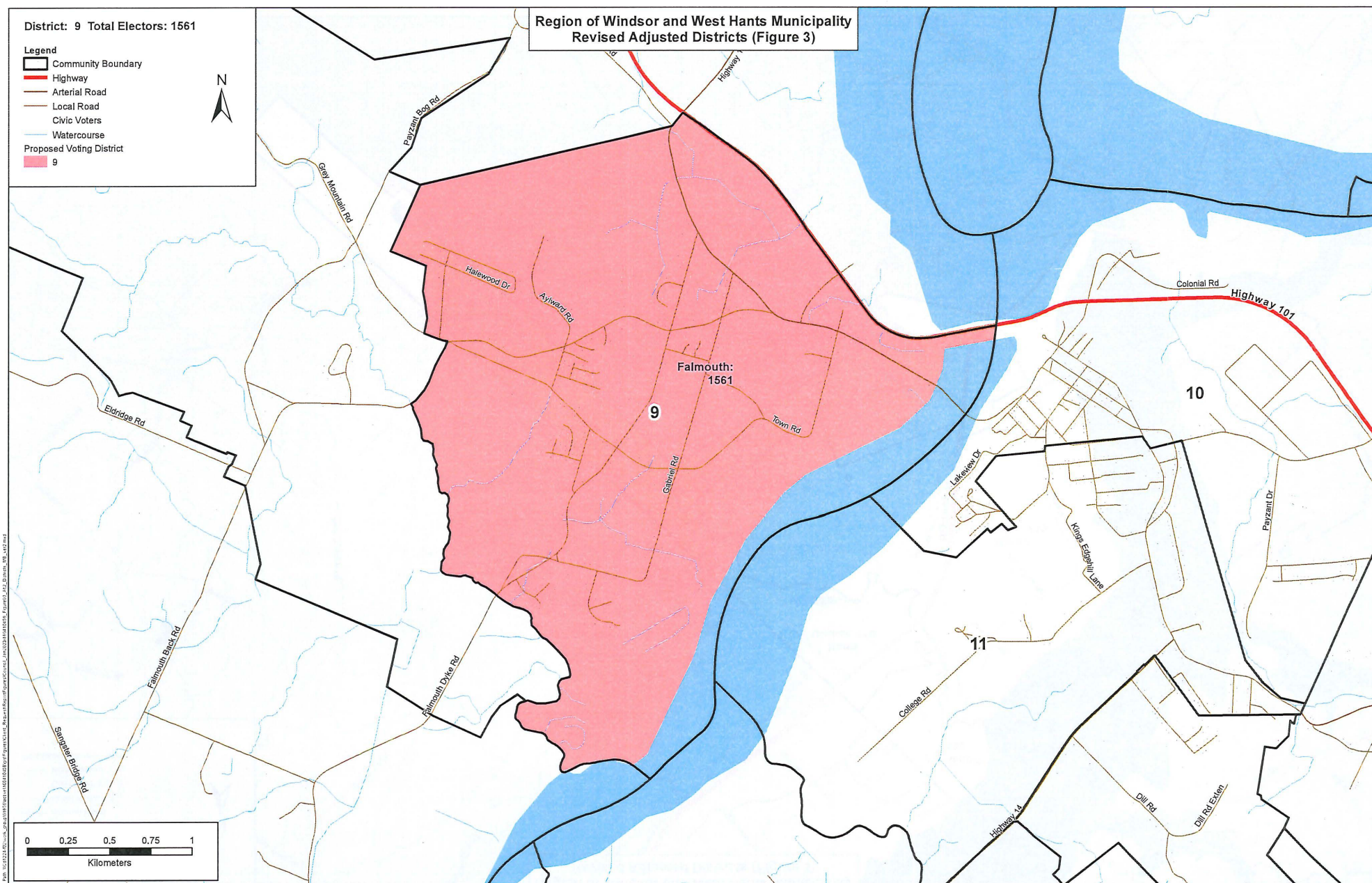














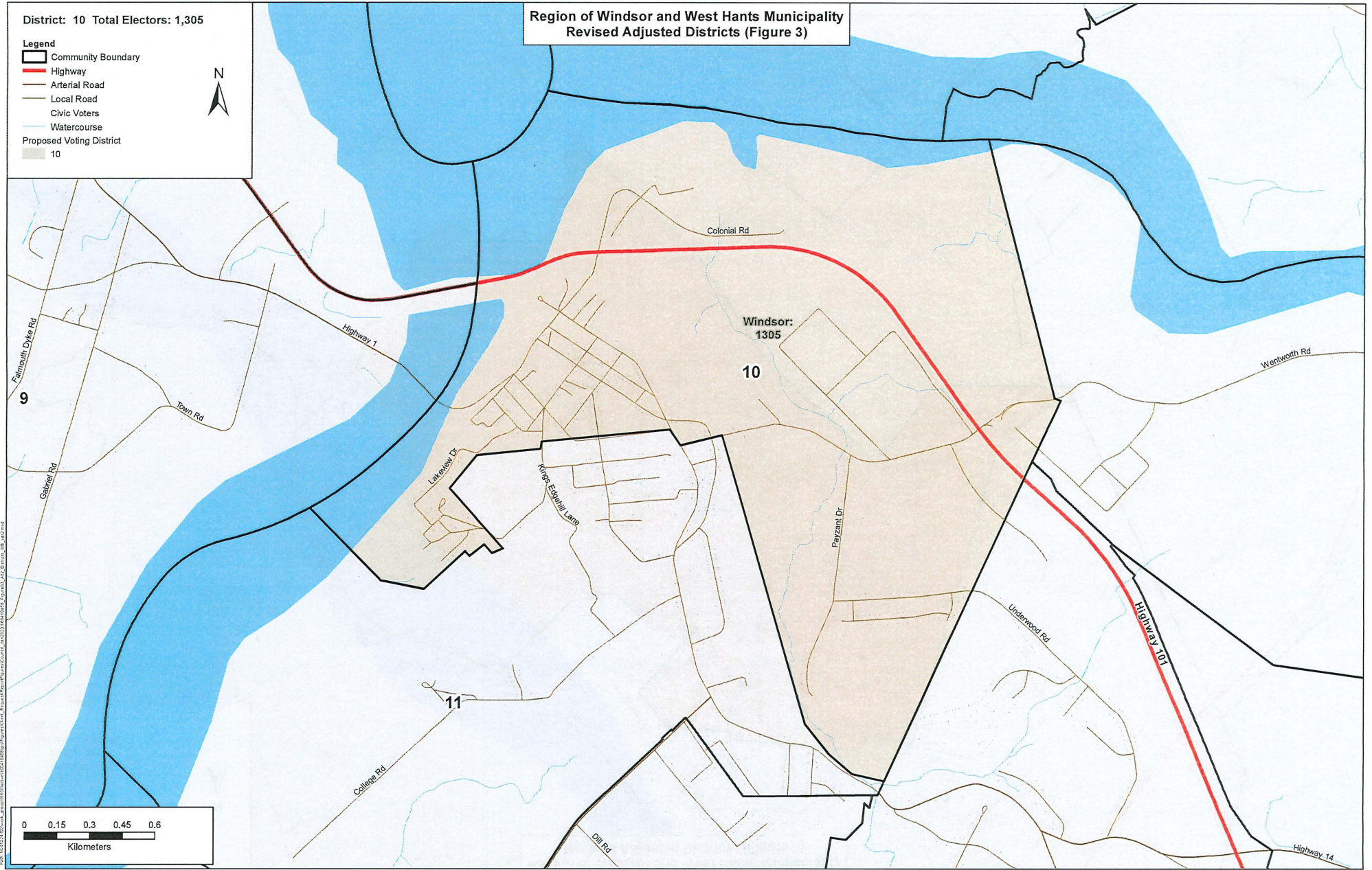
District: 10 Total Electors: 1,305

Legend

-  Community Boundary
-  Highway
-  Arterial Road
-  Local Road
-  Civic Voters
-  Watercourse
-  Proposed Voting District
-  10



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



Path: C:\GIS\2014\05\work\figs\map10\fig3\fig3.mxd Region: Windsor and West Hants Municipality Date: 2014-05-14 14:14:14 Project: 2014-05-14 14:14:14

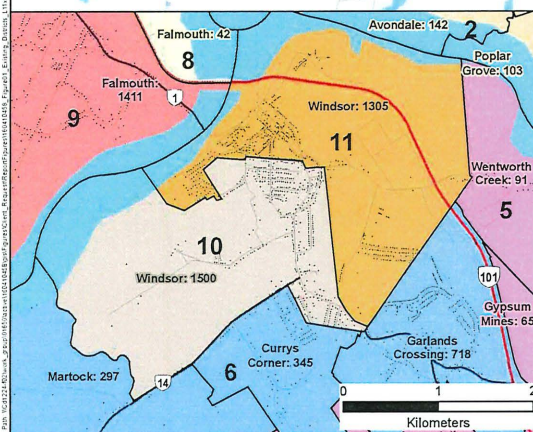
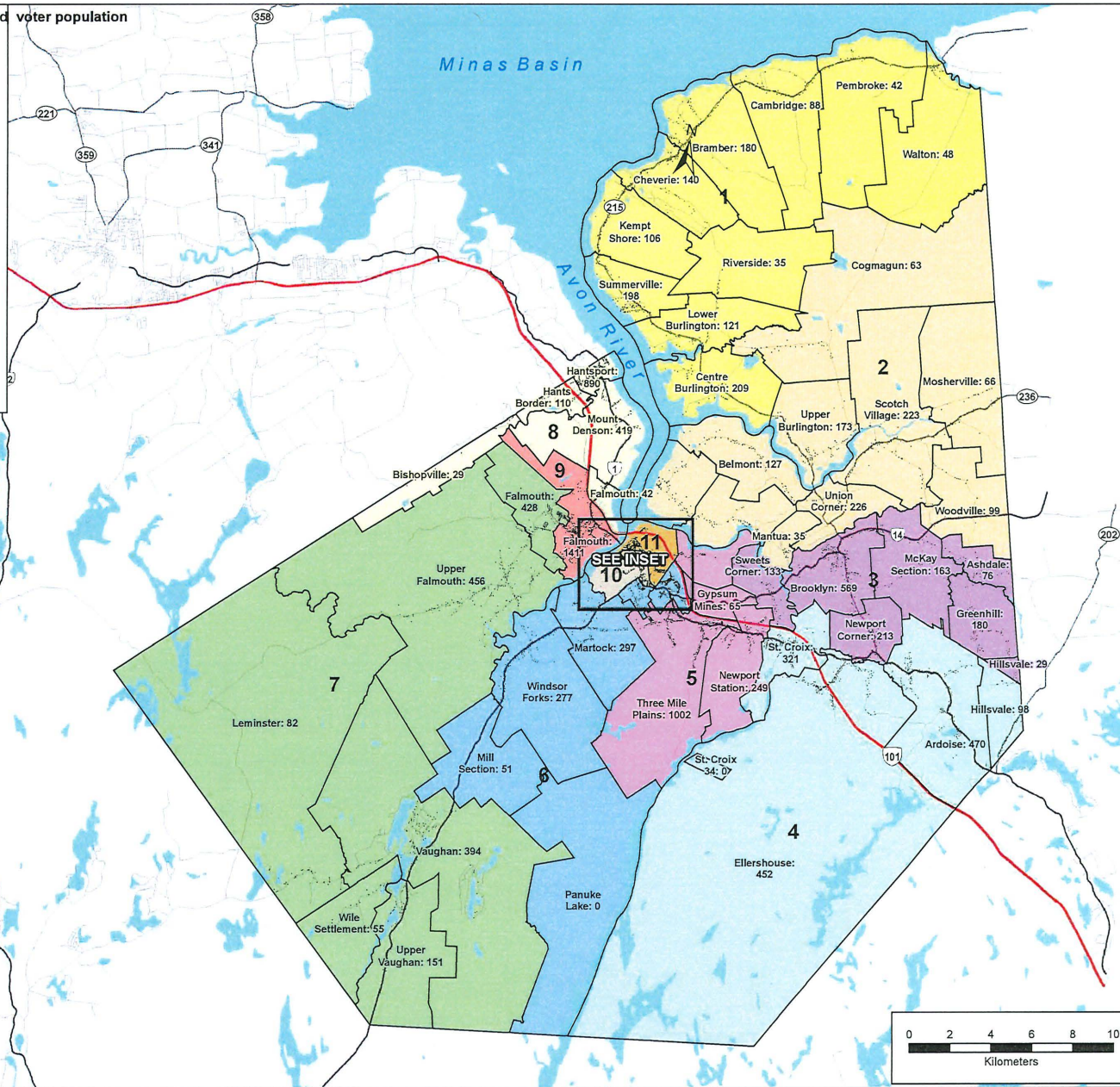






| Region of Windsor and West Hants Municipality - 11 Existing Districts with updated voter population | Community Label |
|-----------------------------------------------------------------------------------------------------|-----------------|
|-----------------------------------------------------------------------------------------------------|-----------------|

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





**From:** [Mark Phillips](#)  
**To:** [WWH Council](#); [Sara Poirier](#); [Kathy Kehoe](#); [Todd Richard](#); [Carlee Rochon](#); [Matt Povah](#); [Jeff Hanshaw](#)  
**Subject:** Fwd: Province Invests in New Cellular for Nova Scotia Program  
**Date:** Friday, November 3, 2023 9:01:36 AM  
**Attachments:** [image234907.png](#)

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Hi everyone

Just passing this along to ensure everyone is aware of this initiative.

Deanna ,

Please place this on the November or December COTW agenda for council and community awareness.

Get [Outlook for iOS](#)



**Mark Phillips** (he/him)  
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W [www.westhants.ca](http://www.westhants.ca)

---

**From:** Build Nova Scotia <[info@buildns.ca](mailto:info@buildns.ca)>  
**Sent:** Wednesday, November 1, 2023 11:16 AM  
**To:** Mark Phillips <[MPhillips@westhants.ca](mailto:MPhillips@westhants.ca)>  
**Subject:** Province Invests in New Cellular for Nova Scotia Program

**Caution [External Email]**

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[View this email in your browser](#)



## Province Is Taking Action to Bring Cell Service to All Nova Scotians

Cellular for Nova Scotia Program - Fall 2023 Update

On October 26, 2023, the Province announced it is investing \$47.3 million to start the new [Cellular for Nova Scotia Program](#) to expand telecommunications infrastructure and communications networks throughout the province.

Build Nova Scotia has been charged by the Province to plan, design, and manage the implementation of expanded cellular coverage throughout the province.

Led by Build Nova Scotia, this will involve a two-phased approach:

- [The first Request for Proposals \(RFP\)](#) is seeking innovative and cost-effective proposals to install cellular equipment on existing provincially-owned towers and other existing towers and/or infrastructure identified by proponents to expand cell coverage in underserved areas. The focus is on more immediate innovative solutions.
- RFP 2 will follow to seek solutions to address remaining gap areas.

This will also ensure that the solutions identified are sustainable and are being coordinated with federal and provincial initiatives planned or underway, while ensuring maximum coverage as early as possible.

This investment is based on an initial understanding/analysis of the anticipated cost however responses to the RFPs will better determine exact costs. Build Nova Scotia will look to maximize investments from and leverage key partnerships with the Federal Government, municipalities, and the private sector.

The coverage objective is to provide cellular coverage to 99% of Nova Scotia where people live, work, and travel. This is for Basic Voice Call service.

Overall, the goal is to achieve the following coverage targets throughout the populated areas of the province:

1. 99% coverage for Basic Voice Call service
2. 95% coverage for Standard-Definition service (eg. emails, web browsing and social media)
3. 85% coverage for High-Definition service (eg. video conferencing, movie streaming, and other data intensive applications)

The initial focus will be in major transportation corridors and areas with civic addresses.

A separate \$3.3 million is being invested to build four new trunked mobile radio 2 (TMR2) towers to expand radio coverage for first responders in West Bay Road/Marble Mountain, Pleasant Bay in Inverness County, Framboise, Richmond County, and Greenfield in Queen's County.

These areas were identified as strategic locations that would play a role in the expansion of rural coverage for the TMR2 Public Safety Radio network. This could also help improve cell coverage access if telecommunications providers

attach their equipment to those towers to extend coverage.

In 2022, Build Nova Scotia commissioned a cell gap study on behalf of the Province to study cell service levels and identify critical gaps throughout the province. This study and additional analysis has provided a clearer understanding of a common challenge experienced across the country and helped define the scope of the problem. This will continue to be refined with ongoing discussions and RFP responses.

Through the program, a comprehensive strategy to increase cell coverage will involve working with telecommunications companies and government partners.

[Click here for the full site and more information.](#)

“Having reliable cell service is essential for Nova Scotians. It’s a matter of safety, and it’s something we all count on constantly. The current situation needs to be addressed, and we are the first government in 30 years to address this critical issue.”

**- Kim Masland, Minister of Public Works and  
Minister responsible for Build Nova Scotia**

## **Frequently Asked Questions**

### **Q. What is this project?**

**A.** Build Nova Scotia is establishing the [Cellular for Nova Scotia Program](#) to expand telecommunications infrastructure and communications networks throughout the province. Through the program, a comprehensive strategy will improve cell coverage for both civic addresses and major roadways. It will involve working collaboratively with all partners in the telecommunications industry and across government.

### **Q. What is the \$47.3 million in funding that was announced?**

**A.** Government is investing \$47.3 million to start the new Cellular for Nova Scotia Program to expand telecommunications infrastructure and communications networks throughout the province.

This investment is based on an initial understanding/analysis of the anticipated cost however responses to the RFPs will better determine exact costs. Build Nova Scotia will look to maximize investments from and leverage key partnerships with the Federal Government, municipalities, and the private sector.

**Q. Is there anything planned to improve communications emergency services in this program?**

**A.** Yes. A separate \$3.3 million is being invested to build four new trunked mobile radio 2 (TMR2) towers to expand radio coverage for first responders in West Bay Road/Marble Mountain, Pleasant Bay in Inverness County, Framboise, Richmond County and Greenfield in Queen's County.

These areas were identified as strategic locations that would play a role in the expansion of rural coverage for the TMR2 Public Safety Radio network. This could also help improve cell coverage access if telecommunications providers attach their equipment to extend coverage

**Q. What are you looking for from this initial RFP?**

**A.** The Cellular for Nova Scotia Program includes a phased approach. The [first RFP](#) seeks proposals for innovative ways cellular coverage can be improved using current government infrastructure or existing privately owned towers in a fast and cost-effective manner.

The focus on phase 1 (RFP 1) is seeking more immediate innovative solutions to improve cellular coverage to underserved locations. RFP 2 will follow to seek solutions to address remaining gap areas.

**Q. Will I have access? What will this provide?**

**A.** The strategy will include closing the gaps and reducing the underserved areas as quickly as possible. That said, filling those gaps will involve installing significant amounts of additional telecommunications equipment throughout the province, which will take time. The initial RFP is anticipated to close late this fall.

Build Nova Scotia recognizes that implementation periods will vary with the scope and complexity of the proposed projects. The goal is to have these initial projects substantially completed by December 31, 2024.

To view the full list of FAQs, visit [here](#).



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### **Satellite Internet Service Rebate Reminder**

A reminder that our Satellite Internet Service Rebate Program is still active, and you could be eligible for a one-time rebate of up to \$1000 on select satellite internet hardware and installation solutions. Please note if you are in a [current project area for high-speed internet](#) that is not yet complete, those projects continue to advance and you can switch from satellite to wired/fibre/fixed wireless once access is available.

For more information on the rebate, and how you can apply, click the link [here](#).

For a quick overview guide on the program, click the link [here](#).

As of September 2023, 87,035 homes and businesses have been connected through the [Internet for Nova Scotia Initiative](#) since it was established in 2018 and have access either through traditional Initiative projects or the Satellite Internet Service Rebate Program. To date, we have 96.2% coverage with access to connections continuing to happen.

**Satellite Internet Service Rebate - Address Look-Up**

**Build Nova Scotia Website**



*If you have questions, please contact us at [satellite@buildns.ca](mailto:satellite@buildns.ca) or by calling [1-800-298-2854](tel:1-800-298-2854).*

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**Our head office address is:**

Build Nova Scotia  
Suite 301 - 1875 Upper Water Street  
Halifax, Nova Scotia  
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